

ETRDL

Ercim Technical Reference Digital Library

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<i>Abstract</i>	<p>The ERCIM Technical Reference Digital Library (ETRDL) consists of a distributed collection of grey literature (technical reports, theses, workshop proceedings, preprints, etc.) in the areas of Computer Sciences and Applied Mathematics produced by members of the ERCIM Consortium. The ETRDL service currently allows public access through Internet to the technical reports produced by eight ERCIM organisations. ETRDL functionalities regards searching and browsing ERCIM collections to retrieval existing documents, submitting new documents in a specific collection and administer the ERCIM collections via a Web user interface. The aim of this document is to present an user guide for the authors that need to submit their new documents to ETRDL collections via a Web user interface.</p>
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Table of Contents

1	INTRODUCTION	1
2	PRELIMINARIES	2
2.1	TECHNICAL REQUIREMENTS.....	2
2.2	FORMAL REQUIREMENTS	2
2.2.1	<i>General instructions for indexing and classifying documents</i>	2
3	USER GUIDE	5
3.1	HOW TO START.....	7
3.1.1	<i>Help on line</i>	8
3.2	HOW TO SUBMIT A NEW DOCUMENT	9
3.2.1	<i>Submission Procedure</i>	11
4	SYNTAX AND SEMANTICS OF BIBLIOGRAPHIC FIELDS	12
5	REFERENCES	19

Table of pictures

FIGURE 3-1 THE CENTRALISED HOME PAGE.....	5
FIGURE 3-2 LOCAL HOME PAGE.....	6
FIGURE 3-3 CHOOSE LOCAL LANGUAGE USER INTERFACE.....	8
FIGURE 3-5 SUBMIT PROCEDURE HELP ON LINE.....	8
FIGURE 3-4 ETRDL HELP ON LINE AND DOCUMENTATION. THE HOME PAGE.....	9
FIGURE 3-6 THE "ABSTRACT ONLY" CHECKBOX.....	11
FIGURE 3-7 THE SUMMARY PAGE: "CONFIRM", "GO BACK" AND "DISCARD" BUTTONS.....	12
FIGURE 4-1 DOCUMENT SUBMISSION FORM: TITLE, AUTHOR(S), E-MAIL AND TEL. BIBLIOGRAPHIC FIELD.....	13
FIGURE 4-2 TYPE FREE KEYWORDS AND THE CLICK ON THE '+' BUTTON TO ADD ANOTHER FIELD.....	14
FIGURE 4-3 COPY ACM CODES AND DESCRIPTORS FROM THE ACM SCHEME AND PASTE THEM IN THE ACM FIELDS. CLICK THE '+' BUTTON TO ADD ANOTHER FIELD.....	15
FIGURE 4-4 CHOOSE YOUR COLLECTION AND THEN TYPE THE DOCUMENT ABSTRACT. IF YOUR DOCUMENT HAS A TWO ABSTRACTS ALSO SELECT THE LANGUAGE OF THE SECOND ABSTRACT.....	16
FIGURE 4-5 FILL IN THE DATE FIELD AND SELECT THE DOCUMENT TYPE AND THE DOCUMENT LANGUAGE.....	17
FIGURE 4-6 IF YOU WANT TO SEND YOUR DOCUMENT, SELECT YOUR FILE BY BROWSING YOUR SYSTEM AND SELECT THE FILE FORMAT.....	18

1 Introduction

The ERCIM Technical Reference Digital Library (ETRDL) consists of a distributed collection of grey literature (technical reports, theses, workshop proceedings, preprints, etc.) in the areas of Computer Sciences and Applied Mathematics produced by members of the ERCIM Consortium.

ETRDL currently provides access to collections of:

- **CNR** (Consiglio Nazionale delle Ricerche - Italy),
- **CWI** (Centrum voor Wiskunde en Informatica - The Netherlands),
- **FORTH** (Foundation of Research and Technology - Hellas - Greece),
- **GMD** (German National Research Center for Information Technology - Germany),
- **INESC** (Instituto de Engenharia de Sistemas e Computadores - Portugal),
- **INRIA** (Institut National de Recherche en Informatique et en Automatique - France),
- **SICS** (Swedish Institute of Computer Science - Sweden) and
- **SZTAKI** (Magyar Tudományos Akadémia - Számítástechnikai és Automatizálási Kutató Intézete - Hungary).

The user of ETRDL can also access directly the collection of the US Networked Computer Science Technical Reference Library (NCSTRL) [NCSTRL].

A basic infrastructure has been installed in order to support a Digital Library service among the ERCIM Institutes. The infrastructure is based on the DIENST system developed by the Cornell University[Lagoze1][Lagoze2].

The ERCIM Digital Library service currently allows public access through Internet to the technical reports produced by eight ERCIM organisations. This number should be increased as more of the institutions implement the system.

The end users are intended to be not only members of the ERCIM Institutions, but of the international scientific and academic community in general [DELOS].

ETRDL functionalities regards searching and browsing ERCIM collections to retrieval existing documents, submitting new documents in a specific collection and administer the ERCIM collections via a Web user interface.

The aim of this guide is to present a valid manual reference for the authors that need to submit their new documents to their own collection via a Web user interface.

This document is addressed to users of ETRDL. They are assumed to be moderately experienced with Web browsing and have some basic skills of document classification.

Instructions for how to use the ETRDL Submit User Interface are organised in the following sections:

- Preliminaries (technical and formal requirements for document submission and instructions about subject indexing and documents classification)
- User Guide (how to start and how to submit a new document to ETRDL and where to find help to do this)
- Syntax and Semantics of Bibliographic Fields (a quick reference to the syntax and semantics of each bibliographic field)

2 Preliminaries

2.1 Technical Requirements

You can access ETRDL via Web, this means that you can use which kind of computer and operating system you prefer. To submit your own documents to the ETRDL you must:

- Have Internet access availability
- Have some knowledge of Web browsing
- Have a Web browser such as Netscape Navigator (version 3.0 or later) or MS Internet Explorer (version 4.0 or later)

2.2 Formal Requirements

To submit your own documents to the ETRDL you must:

- Be an authorised author member of an ERCIM collection institution, for example a researcher of CNR-IEI
- Have some documents of grey literature to submit in digital format (PS, PDF, HTML, TXT, TIFF)
- Have some knowledge about how to classify your own documents or have already classified your documents

2.2.1 General instructions for indexing and classifying documents

In this section we introduce the principles the document classification is based on. We also explain by examples how to classify your documents.

Classification and subject indexing of ETRDL documents is made according to the ACM (Association for Computing Machinery) Computing Classification System (CCS), Version 1998 [ACM98] and the AMS (American Mathematical Society) Mathematics Subject Classification (MSC), Version 1991 [MSC91]. Moreover free keywords can be assigned to documents.

Consequently, ETRDL provides three subject fields called:

- Free keywords
- ACM
- MSC

You are free to use one, two, or all three of these fields to describe the content of your submission. We encourage you to enter terms from at least one of the two classification fields.

There are some general principles one should adhere to when assigning classification codes/descriptors.

Originally classifications were designed with the "one document-one class" principle in mind. Try to assign as few codes as possible to a document while still covering all essential subject matter.

One way to do this is to first determine a "primary" code and assign it, i.e. a single class which best reflects the topic of the paper. Then proceed to assign as many "secondary" codes as necessary to cover the rest.

A good way to find the most specific appropriate term is to proceed "top-down" through the classification until the next level of specificity is too narrow for your needs. However, note that the AMS-MS C schema also offers analytical access.

Always be as specific as possible.

Examples:

1. ACM-CCS

The examples of the ACM-CCS codes/descriptors here below refer to the following ACM-CCS section:

D. Software

- D.0 GENERAL
- D.1 PROGRAMMING TECHNIQUES
 - D.1.0 General
 - D.1.1 Applicative (Functional) Programming
 - D.1.2 Automatic Programming
 - D.1.3 Concurrent Programming
 - *Distributed programming*
 - *Parallel programming*
 - D.1.4 Sequential Programming
 - D.1.5 Object-oriented Programming
 - D.1.6 Logic Programming
 - D.1.7 Visual Programming
 - D.1.m Miscellaneous

If you are using the ACM-CCS schema and your document deals with concurrent programming, enter the code/descriptor D.1.3 Concurrent Programming and not the broader code/descriptor "D.1 PROGRAMMING TECHNIQUES"

If your document deals with distributed programming, enter the uncoded descriptor "Distributed programming" adding it to the coded descriptor of higher level. See the example below:

D.1.3 Concurrent Programming: Distributed programming

ATTENTION: Note that in the example above the ":" symbol must be inserted between the coded descriptor "D.1.3 Concurrent Programming" and the uncoded descriptor "Distributed programming".

The ACM-CCS allows the use of proper names as "implicit" descriptors; e.g. names of programming languages or persons can be entered under the appropriate alphanumerical code although they are not explicitly given in the ACM-CCS.

Example: with code D.3.2 Language Classifications, you could enter "C++" in the form D.3.2 Language Classifications: C++

Please refer also to the guidelines provided by ACM for using its Computing Classification Schema (<http://www.acm.org/class/1998/ccs98-intro.html>)

2. AMS-MS C

The examples of the AMS-MS C codes/descriptors here below refer to the following AMS-MS C section:

18Exx Abelian categories

- 18E05 Preadditive, additive categories
- 18E10 Exact categories, abelian categories
- 18E15 Grothendieck categories
- 18E20 Embedding theorems [See also 18B15]
- 18E25 Derived functors and satellites
- 18E30 Derived categories, triangulated categories
- 18E35 Localization of categories
- 18E40 Torsion theories, radicals [See also 13D30, 16S90]
- 18E99 None of the above, but in this section

If you are using the AMS-MS C schema and your article deals with Grothendieck categories, enter the code/descriptor 18E15 Grothendieck categories and not the broader term "18Exx Abelian categories"

The membership of a specific term in a broader category is implicitly evidenced by the code. Only if the document really deals with a broader group of topics should the broader term itself be explicitly assigned.

Please refer also to the guidelines provided by the AMS for its MS C schema (http://www.ams.org/msc/class_instru.html).

3 User Guide

ETRDL is a distributed collection, consisting of the set of the local collections. These are maintained on the local servers of each partner institution. This has comported the implementation of two levels of Home Pages. A centralised access point has been provided to the system through the DELOS Web site, whereas a local home page is installed on each local server (<http://www.iei.pi.cnr.it/DELOS/ETRDL>).

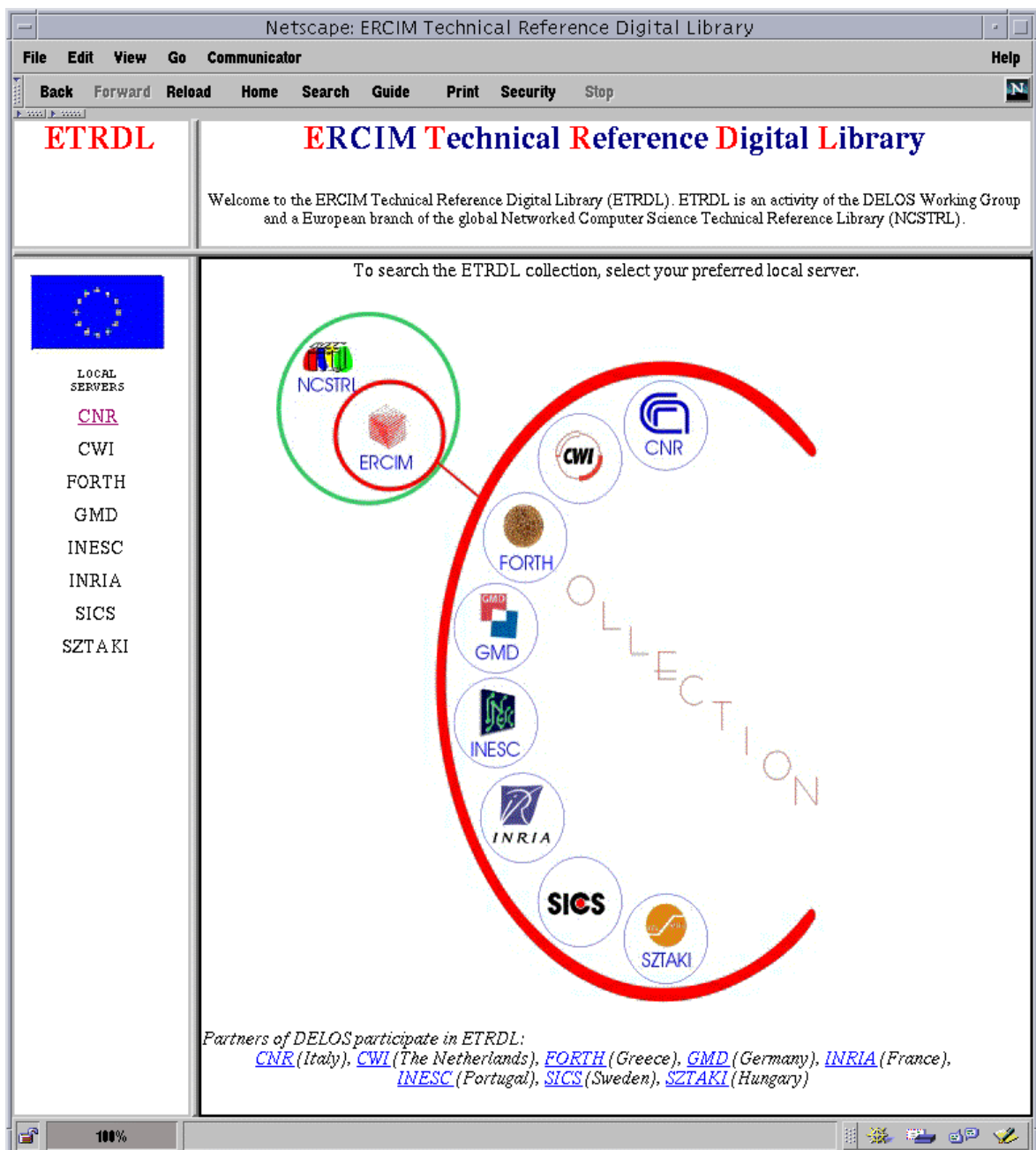


Figure 3-1 The centralised home page.

The user who accesses the system through the centralised home page can access a local server by clicking one of the Institution logos which are shown in the main picture or he/she can use the Institution hyperlink in the left frame.

For example if you are a member of CWI when you click the CWI logo or the CWI hyperlink you access to the CWI local server (at present ETRDL is accessible only by CNR server).

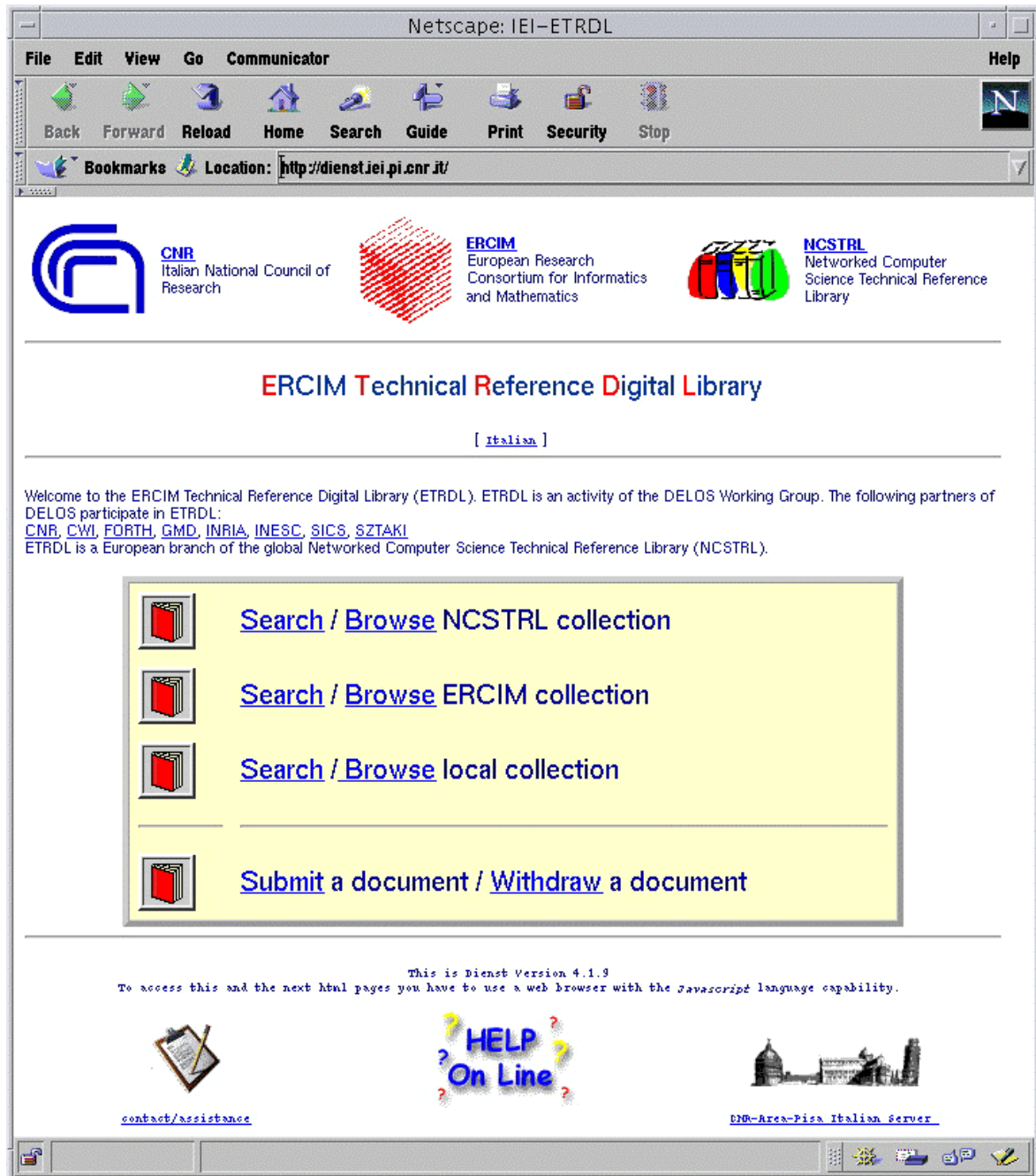


Figure 3-2 Local home page.

Depending on the local server selected, he/she is also given a choice of language, as most local servers will maintain interfaces in English and in the local language.

The local home page interface caters simultaneously for two user classes: information seekers and information providers by offering two main options: search/browse any collection; submit/withdraw a document to/from a local collection. From the local home pages, the search and browse functions can be activated over the entire NCSTRL collection, over the ERCIM collection, or over the collection(s) of the local institution. In each case, the user is not only accessing a different collection (or sub-collection), but is provided with a different perspective on the information, depending on the functions that have been implemented at

that particular level. When searching on the ERCIM or the local collections, the user can switch between user interfaces in English or his/her own language. On-line helps in both languages are available.

3.1 How to start

ETRD L collection of CNR is distributed and consists of the set of the local CNR collections.

Searching and browsing these collections is possible by accessing to them from any ETRD L server.

Only authorised users can submit new documents to ETRD L. These users are members of participating institutions and they can submit their documents only to their own collection by accessing their institution server. Particularly each CNR authors must submit his/her documents by accessing a CNR server as shown in Table 1.

Institutions	Server URL	Server Physical location
Area della Ricerca (Palermo)		
Istituto CNUCE (Pisa)	http://dienst.pi.cnr.it	CNR-IEI
Istituto di Analisi Numerica (Pavia)	http://exlibris.ian.pv.cnr.it	CNR-IAN
Istituto di Cibernetica (Napoli)		
Istituto di Elaborazione dei Segnali e delle Immagini (Bari)	http://nettuno.iesi.ba.cnr.it	CNR-IESI
Istituto di Elaborazione della Informazione (Pisa)	http://dienst.pi.cnr.it	CNR-IEI
Istituto di Fisica Cosmica con Applicazioni all'Informatica (Palermo)		
Istituto di Linguistica Computazionale (Pisa)	http://dienst.pi.cnr.it	CNR-IEI
Istituto di Matematica Computazionale (Pisa)	http://dienst.pi.cnr.it	CNR-IEI
Istituto di Ricerca sulle Onde Elettromagnetiche (Firenze)		CNR-IROE
Istituto di Studi sulla Ricerca e sulla Documentazione Scientifica (Roma)	http://dienst.pi.cnr.it	CNR-IEI
Istituto di Tecnologie Didattiche e Formative (Palermo)		
Istituto per la Documentazione Giuridica (Firenze)	http://dienst.iei.pi.cnr.it	CNR-IEI
Istituto per la Matematica Applicata (Genova)	http://exlibris.ian.pv.cnr.it	CNR-IAN
Istituto per le Applicazioni della Metamatica e dell'Informatica (Milano)	http://exlibris.ian.pv.cnr.it	CNR-IAN

Table 1 CNR servers.

The ETRDL has a bilingual user interface. When you access the ETRDL local home page the system shows you the English user interface. To switch to the Italian user interface you must click on the hyperlink below the title of the home page.

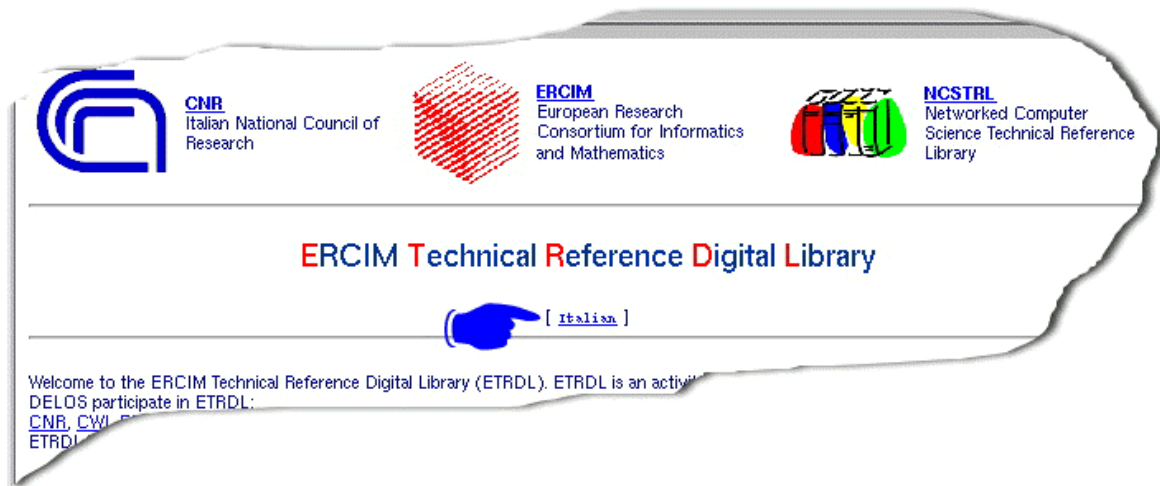


Figure 3-3 Choose local language user interface.

3.1.1 Help on line

ETRDL documentation on line is available at the DELOS home page (<http://www.iei.pi.cnr.it/DELOS/EDL/edl.htm>). The home page of the help on line is shown in **Errore. L'origine riferimento non è stata trovata.**

During the document submission users can access two kinds of help directly from the submission page: the procedure help (**Errore. L'origine riferimento non è stata trovata.**) and bibliographic fields help.

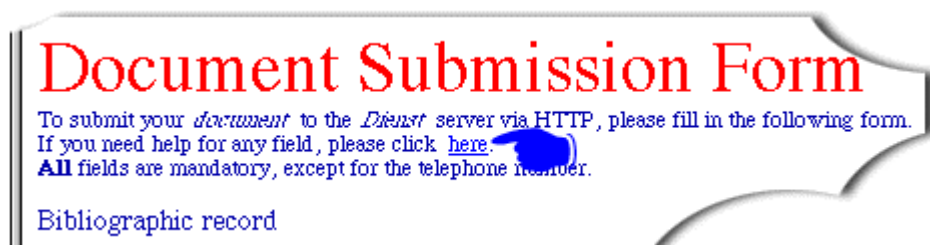


Figure 3-4 Submit procedure help on line.



Figure 3-5 ETRDL help on line and documentation. The home page.

3.2 How to submit a new document

Before starting the submission procedure, the author must have all required information to fill in the bibliographic record form and the document file (or files) to send to ETRDL [DublinCoreDublinCore] [MDublinCore]

Bibliographic record consists of obligatory and optional fields. Some of these fields may be obligatory or optional depending on the context.

Bibliographic fields are shown in Table 2.

Obligatory fields		Optional fields
Title		Telephone
Author		Local language abstract
E-mail		Language of Local language abstract (become obligatory if the above field has been filled in)
Publisher		
Subject	Free Keywords	
	Computing Classification System (ACM)	
	Mathematics Subject Classification (MSC)	
English abstract		
Date		
Type		
Language		

Table 2 Obligatory and optional bibliographic fields.

The author can use different file formats:

- **PS**
 - A postscript level 2 file.
- **PDF**
 - An Portable Document Format file.
- **TXT**
 - A text file.
- **HTML, GIF, JPEG**
 - One or more HTML, GIF and/or JPEG files.
 - The main HTML document must be entered as first file; automatically the system will change the name of the first file in “index.html”.
 - Other HTML, GIF and JPEG files linked to the main HTML document must be at the same level directory of it.
 - Always use relative paths to link files and remember to refer the main document as “index.html”.
- **TIFF**
 - One or more TIFF files.

The following section describes the steps that authors in the ERCIM community should follow to submit a document to the DL administrator. Completion of these steps will result in the presentation of the document to the system administrator for submission in the ETRDL database.

3.2.1 Submission Procedure

From the main page the user must select the “Submit a Document” option and start the submission procedure as follows:

1. Compile a bibliographic record for the new document by filling in the fields on the form presented by the system. The system will perform an automatic check on the formal correctness of the contents of the obligatory fields. Instructions to guide the user in the correct compilation of a field can be obtained by clicking on the name of that field.
2. If a document consists of just the Abstract, click on the checkbox to move on to point No. 5.



Figure 3-6 The “Abstract Only” checkbox.

3. Select the file containing the document to be transferred to the server, using the Browse option.
4. Indicate the format of the file by using the pulldown menu. The permitted formats are:
 - PS
 - PDF
 - TXT
 - HTML
 - TIFF
5. When the form has been filled in, click on one of the following buttons:
 - Submit the form, to confirm the data and continue with the procedure
 - Clear the form, to cancel the content of all the fields.
6. If the user has chosen Submit the form, the data submitted will be displayed. In this way, the user can check that the values are correct. One of the following options must then be chosen:
 - Confirm, to send the bibliographic record and document to the System Administrator
 - Go Back, to return to the form and correct any mistakes
 - Discard, to cancel the entire document submission procedure and go back to the homepage

See Figure 3-7.

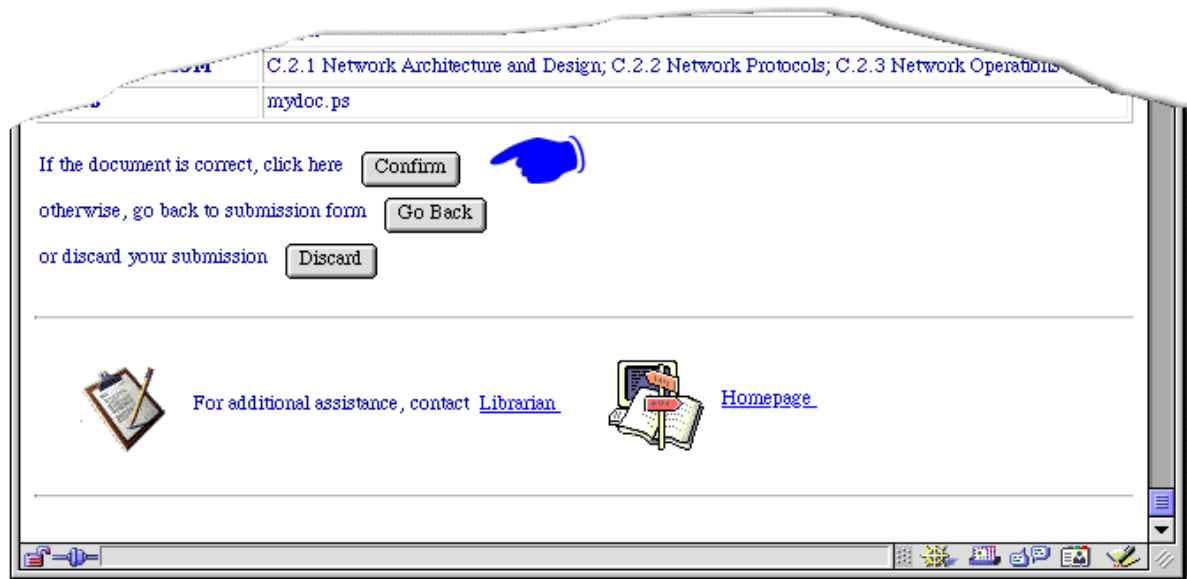


Figure 3-7 The summary page: "Confirm", "Go Back" and "Discard" buttons.

If the file type selected at point No. 3 is either HTML or TIFF, the system allows the user to submit a new file as follows: i) select the file using the Browse option and ii) confirm the selection with Submit a new file.

7. If the file type selected at point No. 3 is HTML, the new file can be in HTML, GIF or JPEG.
8. If the file type selected at point No. 3 is TIFF, the new file must also be in TIFF.

The procedure described above at point No.7 is recursive and is terminated using the Confirm option described in point 6.

4 Syntax and Semantics of Bibliographic Fields

In this section syntax and semantics of each bibliographic field is described. Users must read carefully this section before submit their documents in order to insert a correct bibliographic record in ETRDL [ETRD Ldemo][ETRD L].

The system will perform an automatic check on the formal correctness of the contents of the obligatory fields. Anyway, the respect of submission rules allows maintaining a digital library in which documents retrieval is easy and without misunderstanding.

Field name	Description
Title	<p>This is the title of the work as assigned by the author.</p> <p>This field should include the complete title with all the subtitles, if any.</p> <p>Format: <free text></p> <p>Example:</p> <p>Real-Time Multiprocessor Systems: Performability Evaluation</p> <p>Obligatory field</p>
Author(s)	<p>The name of the author(s) of the document.</p> <p>If there is one author for the document, use the following syntax:</p> <p><i>Last-Name, First-Name</i></p> <p>Example:</p> <p>Rossi, Mario</p> <p>Otherwise, if there is more than one author, use the following syntax:</p> <p><i>Last Name1, First-Name1 and Last-Name2, First-Name2 and Last-Name3, First-Name3 and ...</i></p> <p>Example:</p> <p>Rossi, Mario and Bianchi, Paolo and Verdi, Carlo</p> <p>Obligatory field</p>
E-mail	<p>The e-mail address of the person to be contacted with respect to the document.</p> <p>Enter the address with the following syntax:</p> <p><i>name@domain</i></p> <p>Obligatory field</p>
Telephone	<p>The telephone number of the person to be contacted with respect to the document.</p> <p>Optional field</p>

Example

Document Submission Form

To submit your *document* to the *Distest* server via HTTP, please fill in the following form.
 If you need help for any field, please click [here](#).
All fields are mandatory, except for the telephone number.

Bibliographic record

Title:	Introduzione al multicast e alla comunicazione multimediale :
Author(s):	Bonito, Antonio-Blasco and Pobric, Damir
Submission contact	e-mail: a.bonito@cnuce.cnr.it
	Tel.:

Figure 4-1 Document Submission Form: Title, Author(s), e-mail and Tel. bibliographic field.

Field name	Description
<p>Free Keywords (Subject)</p>	<p>A field for uncontrolled terms, e.g. for relatively new concepts, proper names of systems, etc., chosen freely by the author or the compiler of the bibliographic record (normally in English).</p> <p>Each field must contain keywords for a single concept.</p> <p>The field can be repeated: a new field is obtained by clicking on the "+" button.</p> <p>Format: <free text></p> <p>Example: digital libraries</p> <p>ATTENTION: at least one of three subject fields must be filled in.</p>

Example

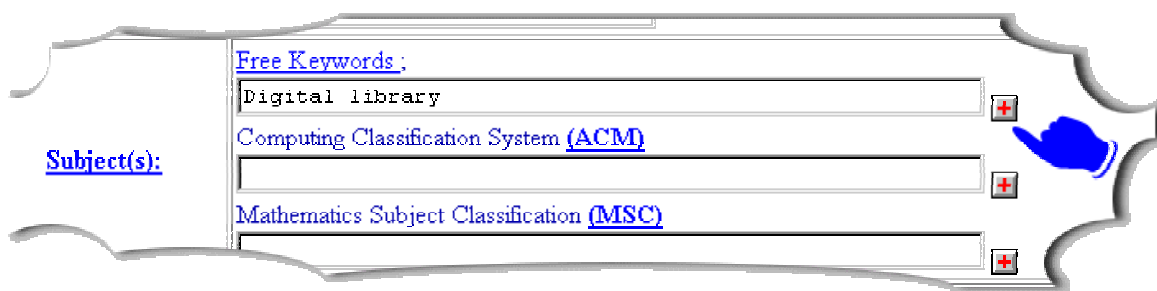


Figure 4-2 Type free keywords and the click on the '+' button to add another field.

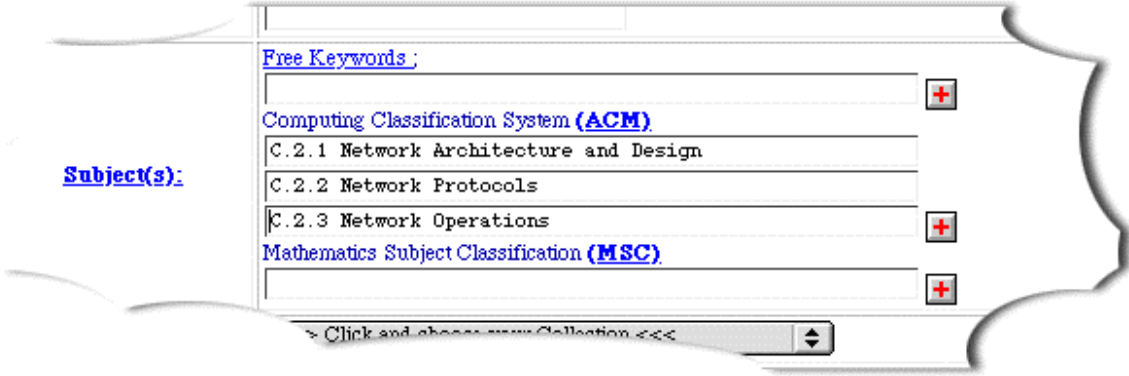
Field name	Description
<p>ACM (Subject)</p>	<p>A field for classification codes/descriptors extracted from the ACM (Association for Computing Machinery) Computing Classification System (CCS), Version 1998.</p> <p>The field must contain a code with its descriptor.</p> <p>The field can be repeated to enter additional codes/descriptors: a new field is obtained by clicking on the "+" button.</p> <p>Format: Codes/descriptors can be copied directly from the ACM schema at (http://www.acm.org/class/1998/), using copy/paste. The ":" symbol must be inserted between a coded descriptor and an uncoded one.</p> <p>Example: D.1.5. Object-oriented Programming</p> <p>For more details see the 2.2.1 General instructions for indexing and classifying documents.</p> <p>ATTENTION: at least one of three subject fields must be filled in.</p>
<p>Example</p> 	
<p>MSC (Subject)</p>	<p>A field for classification codes/descriptors extracted from the AMS (American Mathematical Society) Mathematics Subject Classification (MSC), Version 1991.</p> <p>The field must contain a code with its descriptor.</p> <p>The field can be repeated to enter additional codes/descriptors: a new field is obtained by clicking on the "+" button.</p> <p>Format: Codes/descriptors can be copied directly from the AMS schema at http://www.ams.org/msc/home.html, using copy/paste.</p> <p>Example: 11K50 Metric theory of continued fractions</p> <p>For more details see 2.2.1 General instructions for indexing and classifying documents.</p> <p>ATTENTION: at least one of three subject fields must be filled in.</p>

Figure 4-3 Copy ACM codes and descriptors from the ACM scheme and paste them in the ACM fields. Click the '+' button to add another field.

Field name	Description
English Abstract	The abstract of the document. All documents, whatever their language, must have an abstract in English. Format: <free-text> Obligatory field
Local Language Abstract	If appropriate, please also include an abstract for the document in the source language and indicate the language using the pulldown menu. Format: <free-text>
Language of the "Abstract in Local Language"	Select the language using the pulldown menu. Obligatory field , when the "Local Language Abstract" field has been used.
Publisher	The organisation primarily responsible for the intellectual content of the resource. Please select the appropriate institution from the pulldown menu. Obligatory field

Example

Publisher: DEMO IEI CNR Italy

Abstract:

English:
This document is aimed at providing fundamental information about the implementation of multimedia network services in a Internet or Intranet environment. It is targeted to network designers and network managers who need guidance before going into widening the range of services given by their network by adding the most recent multimedia aids to interpersonal

Other language: Italian

Scopo di questo documento e' fornire le informazioni fondamentali sui servizi di rete multimediali realizzabili in ambiente Internet/Intranet. Esso e' destinato principalmente ai network designer e ai network manager che necessitano di un orientamento prima di ampliare i servizi resi dalla propria infrastruttura di rete includendo i piu' recenti

Figure 4-4 Choose your collection and then type the document abstract. If your document has a two abstracts also select the language of the second abstract.

Field name	Description
Language	The language in which the document is written. Default is English. Otherwise, please select the appropriate language from the pulldown menu. Obligatory field
Type	Indicates the type of publication (Technical Report, Thesis, EC Deliverable, Proceedings, Ercim News, Preprints, Project Reports, Others) as assigned by the issuing organisation. Please select the appropriate type from the menu. Obligatory field
Date	The publication date (normally the date of submission to the system). The format is <i>Year (four digits) Month (two digits) Day (two digits)</i> as defined in ISO 8601 (Date and time format). Example: 1998-07-22 Obligatory field

Example

The screenshot shows a web form with the following fields:

- Date:** Year: 1998 - Month: 03 - Day: 03
- Type:** Technical Report
- Language:** Italian

Below the form, there is a checkbox and text: "If you are submitting **Abstract Only** check here and ignore the file(s) selection."

Figure 4-5 Fill in the date field and select the document type and the document language.

Field name	Description
<p>File Name</p>	<p>This is the full pathname of the local file containing the document. Example: C:\Documents\my_document.ps</p> <p>Multiple files can be associated with the same bibliographic document. In this case, the file names must be entered one by one. The file(s) will be transferred to the remote server. If abstract only is selected, no file transfer will be executed.</p> <p>Obligatory field unless only the document abstract is being inserted.</p>
<p>File Format</p>	<p>Indicates the file type. Select the appropriate file type format from the menu. Obligatory field unless only the document abstract is being inserted.</p>

Example

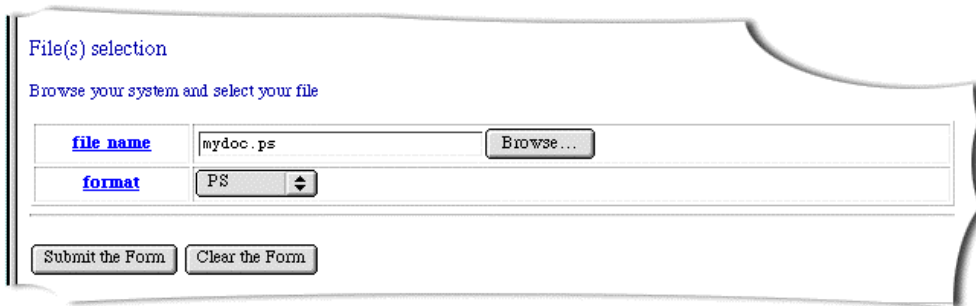


Figure 4-6 If you want to send your document, select your file by browsing your system and select the file format.

5 References

- [ACM98] ACM (Association for Computing Machinery) Computing Classification System (CCS), Version 1998, <http://www.acm.org/class/1998>
- [DELOS] DELOS Working Group, <http://www.iei.pi.cnr.it/DELOS/>
- [DublinCore] Dublin Core Metadata Element Set: Resource Page. <http://purl.org/metadata/dublincore>.
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