

Glossary

- [Local server](#)
- [SciELO collection or instance](#)
- [Types of issues](#)
- [Sequential number](#)
- [Folders structure](#)
- [Programs folder](#)
- [Data folder](#)

Local server

It's a Windows computer where the PC Programs and SciELO website (local site) run.

SciELO collection or instance

SciELO Collection or instance is a website generated using SciELO Methodology, including the ones which do not use SciELO in their website name.

Examples of collections or instances: SciELO Brazil, SciELO Chile, SciELO Salud Pública, [Rev@Enf](#), etc.

Types of issues

regular or supplement

number formed by articles and texts

ahead

manuscripts that were approved by editorial board but they are not in a definitive issue. There is an **ahead** number by year.

review/provisional

number whose purpose is to group accepted articles which are still under review, leaving only their metadata published. There is a **review** number by year. Note: at the site the name adopted is **provisional**

pr (press release)

number whose purpose is to group the press releases texts of a number or article. There is a **pr** number by issue.

Sequential number

The sequential number is a number formed by year (YYYY), followed by a number that gives the issue's order within a year.

This number has two purposes:

- order of the issue within a year in the “all issues” page of the website
- forming PID.

Attention

DO NOT MODIFY THIS ITEM if the issue has already been published on the website.

By convention, the sequential number is:

- ahead = 50
- review/provisional = 75
- pr = from 100

Example:

v.40 n.1	20091
v.40 n.2	20092
v.40 suppl.	20093
v.40 suppl.2	20094
v.40 n.2 suppl.1	20095
ahead	200950
review	200975
v.40 n.1 pr	2009100

Folders Structure

SciELO PC Programs package has the folders:

- bin and xml_scielo, for programs
- serial, for data

You can install them in the same or different folders. BUT by CONVENTION, we recommend C:\scielo\bin and c:\scielo\serial.

Examples of the same folder:

- c:\scielo\bin... and c:\scielo\serial
- d:\scielo_v4.0\bin and d:\scielo_v4.0\serial

Examples of different folders:

- c:\scielo\bin... e d:\scieloserial
- d:\scielo-programs\bin... and d:\scielo-dataseial

Programs folder

It contains the programs. E.g.: \scielo\bin

Data folder

e.g.: \scielo\serial

In this folder are all data, all the databases.

- title: it contains data records related to the journal
- section: it contains data records of sections of the table of contents
- issue: it contains the records of journal's issues
- code: it contains tables of codes/labels
- PubMed: is used in order to archive the XML files sent to PubMed
- ISI: is used in order to archive the XML files sent to ISI
- several [Journal's folder](#): which contains the issues of the journal

Journal's folder

e.g.: \scielo\serial\<acronym>

It contains several folders, each one for each issue of the journal.

images/concepts_serial.jpg

Issue folder

images/concepts_serial_abc.jpg

It contains folders like:

- markup: articles and text files, with markup
- body: articles and text files, original, no markup
- pdf: articles and texts in PDF format
- img: image files extracted from the PDF files
- base: the databases generated by [Converter](#) from the files of markup and body folders.

There are rules to name theses folders:

- Folders for regular numbers and supplements: v, followed by the volume number, s, followed by the supplement to volume, n, followed by the number issue, s, followed by the supplement number

Examples:

- v31n1 (volume 31, number 1)
- v31n1s1 (volume 31, number 1, supplement 1)
- v31n1s0 (volume 31, number 1, supplement)
- v31s0 (volume 31, supplement)
- v31s1 (volume 31, supplement 1)
- v31nspe (volume 31, special number)
- v31n3a (volume 31, number 3A)

- Review / Provisional's and ahead's folder: publication's year, n, followed by the word **review** or **ahead**

Examples:

- 2009nahead
- 2010nreview

- Ex-review/provisional's and ex-ahead's folders: ex-, followed by publication's year, n followed by the number. NOTE: [Converter](#) creates these folders, because it is only way to control data files which were review/provisional and/or ahead once.

Examples:

- ex-2009nahead
- ex-2010nreview

- Press releases' folders: it follows the same rules of regular numbers and supplements, review / provisional and ahead, adding pr at the end of the file name.

Examples:

- v31n1pr (press release of volume 31, number 1)
- v31n1s1pr (press release of volume 31, number 1, supplement 1)
- v31n1s0pr (press release of volume 31, number 1, supplement)
- v31s0pr (press release of volume 31, supplement)
- v31s1pr (press release of volume 31, supplement 1)
- v31nspepr (press release of volume 31, special number)
- v31n3apr (press release of volume 31, number 3A)

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