

# Glossary

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## 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\

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

l\_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 these 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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