

BIREME / PAHO / WHO

Latin American and Caribbean Center on Health Sciences Information

Methodology for Legislation

**Manual of Operation of the Administration  
Program of Legislation Reference Data  
(Leisref)**

Version 1.3

São Paulo - 2005

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Manual of Operation of the Administration Program of Legislation Reference Data (Leisref)

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# Methodology document set

The complete set consists of 3 documents:

1. Legal Norms Selection Guidelines for LEYES Database
2. Manual of Bibliographical Description of the Administration Program of Legislation Reference Data (Leisref)
3. **Manual of Operation of the Administration Program of Legislation Reference Data (Leisref)**

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# Abbreviations used

- AACR2. Anglo-American Cataloguing Rules - 2nd Edition.
- ABNT. Associação Brasileira de Normas Técnicas [Brazilian Association of Technical Standards].
- BIREME. Latin American and Caribbean Center on Health Sciences Information.
- BVS. Biblioteca Virtual em Saúde (see VHL).
- CSS. Cascading Style Sheet.
- DeCS. Health Sciences Descriptors.
- DirEve. Directory of Scientific Events.
- FAPESP. Fundação de Amparo à Pesquisa do Estado de São Paulo [The State of São Paulo Research Foundation].
- FAQ. Frequently Asked Questions.
- GLIN. Global Legal Information Network.

- HTML. HyperText Markup Language.
- HTTP. HyperText Transfer Protocol.
- iAH. Interface for Access on Health Information.
- ISO. International Organization for Standardization.
- LEISREF. Administration Program of Legislation Reference Data.
- LEYES. Latin American and Caribbean Basic Health Legislation.
- LILACS. Latin American and Caribbean Health Sciences Literature.
- LIS. Health Information Locator.
- MEDLINE. Medical Literature Analysis and Retrieval System Online.
- NLM. National Library of Medicine.
- PAHO. Pan American Health Organization.
- SciELO. Scientific Electronic Library Online.
- SHD/HP. Strategic Health Development/Health Policies and Systems Unit.
- UNESCO. United Nations Educational, Scientific and Cultural Organization.
- UNIFESP. Universidade Federal de São Paulo
- UNISIST. United Nations Information System in Science and Technology.
- URL. Universal Resource Locator.
- VHL. Virtual Health Library.

- WHO. World Health Organization.
- WHOLIS. World Health Organization Library Information System.
- XHTML. eXtensible HyperText Markup Language.
- XML. eXtensible Markup Language.
- XSL. eXtensible Stylesheet Language.
- XSLT. eXtensible Stylesheet Language Transformations.

# How to use this manual

This Manual includes a main section called “Operating the Program” which explains how the system works and has detailed instructions on how to operate it.

The main objective of the Manual is to enable the operation of bibliographic databases on legislation, the maintenance of these bases, and additionally guarantee the quality control of data entered into the database and exported to the LEYES base.

The Manual includes instructions on adding, deleting and editing records, republishing of legal acts and inclusion of sources, in addition to instructions on searching legal acts and sources, fulfilling lists, registering users and the function export to the Regional LEYES base.

And last but not least the Manual presents instructions on indexing using the DeCS.

# 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.

## 1.1 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.

## 1.2 About the Methodology for Legislation

Methodology for Legislation <<http://leyes.bireme.br/leisref/entry.php?lang=en>> was developed to orient institutions and projects that make the registry of the collection of legal instruments of legislation in health and have as public researches and professionals of health in general, specialized in health legislation or with interest in this type of information.

The Methodology, applied in the Administration Program of Legislation Reference Data, allows the treatment, storage, recovery and availability of information related to normative documents in the BVS - Virtual Library in Health.

All the legal instruments are indexed by the descriptors of the DeCS - Health Sciences Descriptions <<http://decs.bvs.br/I/homepagei.htm>>, from which was made a cut for the Legislation area, the DeCS Legislation.

Characteristics of the general structure:

With the purpose of allowing the navigation among the registries of related legal instruments, are registered as hypertext links the following data:

- Amendments to the Act
- Acts Relationship
- Regulation of the Legislative Act
- Revocation of the Legislative Act

When registering the electronic address of the full text of the instrument in the corresponding registry, the users can accede to this text, in addition to the referential data. It is possible also to make the indexing of articles in the case of Constitutions and Codes.

**The Methodology was oriented to the use of controlled tables that help in the normalization of the data entry.**

## 2 Introduction

The Administration Program of Legislation Reference Data, in this Manual also called Leisref, is an application developed by BIREME, which aims to facilitate the work of bibliographical description, assisting the documentalist in the process of creation of a bibliographical register in the standard for Legislation.

The main objectives of this program are: to allow the decentralized feeding of bibliographical databases of the legislation, the maintenance of these databases and to guarantee the quality control of the data, in the register and exportation to the LEYES database.

# 3 Program operation

In the moment of the installation of Leisref, an standard base, without registers, is installed and is created an user entitled “adm”, with password “adm”, that allows to the access to all functionalities of the system, including the 3 functions: administrator, editor and documentalist.

In the first access the system requests the cadastre of the Center Code that will be used to identify the origin of the registers.

Each one of the access permissions corresponds to a user profile, and each profile has specific functions in the program. A person can have one or more permissions of access, that is, can work in the program with different profiles.

In the *login* page must be chosen the wished language to work. Fill the fields “user” and “password” and click in the “enter” button.

After the users register by the Administrator, each user, when entering in the program, must type its user (username) and password.

The permissions of each profile are:

Documentalist:

- create and change registries;
- make the control of the review of the registries.

**Editor:**

- all the Documentalist options;
- make available registries for search by the public site;
- access in the Lists Module in the categories: source name, issuing organism of legislative act, type of legislative act, city, state, country, group and collection.

**Administrator:**

- all the Editor options;
- Lists module: unrestricted access;
- Users module: unrestricted access.

## 3.1 Modules of the System

The system has 04 (four) modules and an orientation function. Each profile allows the access to all or some of these modules/function. They are:

Module “Legislative Acts” - all the profiles;

Module “Search” - all the profiles;

Module “Lists” - Administrator and Editor (the last one with restrictions);

Module “Users” - Administrator;

Function “Export” - Administrator.

The program allows the access to the filling rules of each field through help texts (link "help"), as well as for the general helps of the program (icon ).

### 3.1.1 Legislative Acts Module

After login the system will be opened in the “Legislative Acts” module. In this module the following functions are available: add (  ), edit (  ), remove (  ) and republish (  ) Legislative Acts.

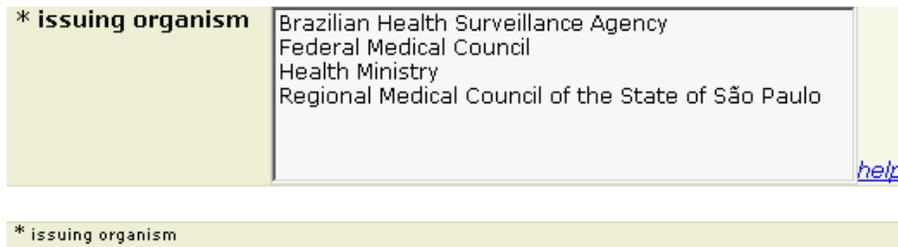
Will be displayed the existing registries in a list that facilitates the data administration. The registries are ordered from the selection of the wished column, in descending or ascending way.

- To make specific searches, access the **Search** module.
- To visualize a registry, make a click in it.

In the screen, the fields are handled from the icons:

-  to delete the occurrence for the field
-  to ascend for the anterior occurrence of the field
-  to descend for the posterior occurrence of the field
-  to insert a new occurrence for the field

In order to facilitate the visualization and the handling in the screen, the fields can be hidden when doing a click in legend.



\* issuing organism

Brazilian Health Surveillance Agency  
Federal Medical Council  
Health Ministry  
Regional Medical Council of the State of São Paulo

[help](#)

\* issuing organism

The system makes the verification of the consistencies for the fields, which were applied according to Methodology for Legislation

<<http://leyes.bireme.br/leisref/entry.php?lang=en>>.

When saving the record, if a mandatory field is not filled or is with inconsistency in the data, the system locates the cursor in this field for fulfilling or verification.

Always remember to record the registry at the end of the edition.

To cancel the alterations make a click in link "cancel" (superior part of the edition screen).

### 3.1.1.1 Add Registers

To add a new record in the database it's necessary to effect the verification in the database. Fill all the requested fields and make a click in the button "enter".

## Acts

To add a new record in the database, make the check filling all the fields and choosing the option "enter".

**type:**    
**number:**    
**date:**  /  /  (dd/mm/yyyy)



total: 60

* type	number	republish	denomination	date	status	control
<input checked="" type="radio"/> Regulamento	2.222			01/01/2004	available	
<input type="radio"/> Lei	34.65.78			01/01/1890	available	
<input type="radio"/> Decreto	31			02/09/1973	available	revised

If the verification does not present records in the result, the button “add” will be available for inclusion of new registers.



total: 0

* type	number	republish	denomination	date	status	control
--------	--------	-----------	--------------	------	--------	---------

## Act

ID: New

<b>status</b>	<input checked="" type="radio"/> available <input type="radio"/> unavailable <a href="#">help</a>
<b>control</b>	<input type="checkbox"/> revised <a href="#">help</a>
<b>* source</b>	<input type="text"/> <a href="#">help</a>
<b>volume</b>	<input type="text"/> <a href="#">help</a>
<b>number</b>	<input type="text"/> <a href="#">help</a>
<b>* publication date</b>	day <input type="text"/> <a href="#">help</a> month <input type="text"/> <a href="#">help</a> year <input type="text"/> <a href="#">help</a>
<b>republish</b>	<input type="checkbox"/> republish <a href="#">help</a>
<b>* issuing organism</b>	<input type="text"/> <a href="#">help</a>
<b>* type</b>	<input type="text" value="Law"/> <a href="#">help</a>
<b>number</b>	<input type="text"/> <a href="#">help</a>
<b>denomination</b>	<input type="text"/> <a href="#">help</a>
<b>* date</b>	day <input type="text"/> <a href="#">help</a> month <input type="text"/> <a href="#">help</a> year <input type="text"/> <a href="#">help</a>
<b>page</b>	initial <input type="text"/> <a href="#">help</a> final <input type="text"/> <a href="#">help</a>

<b>* act scope</b>	<b>act level</b>	federal <a href="#">help</a>	
	<b>city</b>	_ <a href="#">help</a>	
	<b>state</b>	_ <a href="#">help</a>	
	<b>country</b>	_ <a href="#">help</a>	
	<b>group</b>	_ <a href="#">help</a>	
<b>act relationship</b>	<b>relationship type</b>	_ <a href="#">help</a> <a href="#">find act</a>	
	<b>act type</b>	Constitution	
	<b>number</b>		
	<b>center code</b>		
	<b>legislative act date</b>	<b>day</b> <a href="#">help</a>	
		<b>month</b>	
		<b>year</b>	
		<b>city</b>	
		<b>estate</b>	
		<b>country</b>	
	<b>dispositive</b>	<a href="#">help</a>	
<b>act language</b>	<input checked="" type="checkbox"/> english	<input type="checkbox"/> portuguese	<input type="checkbox"/> spanish <a href="#">help</a>
<b>Abstract of Court / Non Official Abstract of Court</b>			

<b>abstract non Official</b>	<input type="checkbox"/> Abstract Non Official <a href="#">help</a>
<b>electronic address</b>	<input type="text"/> <a href="#">navigate</a> <a href="#">add document</a>
<b>location</b>	<b>center code</b> <a href="#">help</a>
	<b>location code</b> <a href="#">help</a>
<b>collection</b>	<input type="text"/> <a href="#">help</a>
<b>act validity</b>	<input type="text"/> <a href="#">help</a>
<b>adjustments</b>	<b>source</b> <a href="#">help</a>
	<b>adjustment</b>

### 3.1.1.2 Remove Registers

To remove a register, make a mark in the selection box and make a click in the icon

 . Pay attention with this option, because the relationships can be affected.

total: 60

* type	number	republish	denomination	date	status	control
<input checked="" type="radio"/> Regulamento			[JavaScript Application]	01/01/2004	available	
<input type="radio"/> Lei				01/01/1890	available	
<input type="radio"/> Decreto				02/09/1973	available	revised
<input type="radio"/> Lei				01/01/2003	available	
<input type="radio"/> Lei				01/02/1980	available	
<input type="radio"/> Lei				01/04/1980	available	
<input type="radio"/> Lei				01/03/1980	available	

### 3.1.1.3 Edit Registers

This option must be used when it is necessary to modify/correct a record already inserted.

To edit a register it is possible to make the verification in the base or to make the search of legislative acts. When locating it, marking the selection box and click in the icon . The edition screen will be opened. Take care to not modify accidentally the relationships of the legislative act, because this can cause error in the relationships with other records.

### 3.1.1.4 Republish Legislative Acts

When registering the “republish” of a legislative act is necessary to effect the verification in the base, filling all the requested fields and making a click in the “enter” button. When the legislative act be found make a mark in the selection box and make a click in the icon . The record will be opened for edition of this act, and automatically select the “republish box.

In the republish case is kept only a record for the occurrence of the legislative act”), this is, the original record is changed to republish, and will no more exist in the database the occurrence of the original legislative act.

If the original legislative act is not available, the republish can be inserted normally, being necessary the selection of the box "republish" box, so the system will be able to identifies and signal the republish.

## 3.1.2 Search Module

Module used for search of legislative acts registered in the base.

### Search

> All indexes  enter

+ - ✎ 🖨

index: search: total: 34

ID	source name
<input type="radio"/> 5622	Municipal Official Gazette
<input type="radio"/> 5621	State Official Gazette
<input type="radio"/> 5620	Federal Official Gazette

To search **Legislative Acts**, at the superior menu, when selecting the option "Legislative Acts", will appear the screen for the search of the acts. Is possible to selected one of items of the list or to kept the default option "All Indices".

### Legislative Acts Search

> All indexes  enter

+ - ✎ 🖨

index: search: total: 60

* type	number	republish	denomination	date	status	control
<input checked="" type="radio"/> Regulamento	2.222			01/01/2004	available	
<input type="radio"/> Lei	34.65.78			01/01/1890	available	
<input type="radio"/> Decreto	31			02/09/1973	available	revised

## 3.1.3 Lists Module

Module used to record the data in the standards tables used for the system.

When making a click in the menu is opened a new window with the list of tables.

This option is available only for the Administrator and Editor profiles (the last one with restrictions).

The tables must be filled and controlled by the Administrator or Editor, in order to guarantee the standardization and to prevent the duplication of items.



When selecting a category, the window to record the items will be opened. Pay attention in the manipulation of some of these tables and, preferential, they do not must be modified, because existing registers and the correct functioning of the system and the base can be affected.

The tables contain 05 (five) columns: name, acronym, unique value, default and delete.

1. In the column "name", fill out the name that will be in the table of contents. It is mandatory to use this field or the field "Acronym", and both may be used simultaneously;
2. In the column "acronym", fill out as a single form. It is mandatory to use this field or the field "Name", and both may be used simultaneously;
3. The contents of the "unique value" column will come automatically from the field "Name" when putting the cursor in this field. It is in this way to guarantee the data standardization in order to facilitate the search.
4. In the column "default", select this option for content(s) that must be automatically displayed with each new record.
5. In the last column one item can be selected to modify its position (arrows) or to eliminate it (x).

Some lists have the contents standardized, by the LILACS Methodology for Legislation <<http://leyes.bireme.br/leisref/entry.php?lang=en>> or because they are of internal control of the system. So, alterations are not recommended in the following lists: type of legislative act (Methodology), language and act level (internal of the system).

Preferential keep the contents of the lists of the installation package.

When finishing the lines for the entry of new items, exit the list and open it again. New lines for the fulfilling will be available.

The system automatically organizes the lists for data entry. At the moment of the register of the lists it is possible to maintain the wished order, but when registering records the system ordinate alphabetically the data. To guarantee the standardization it is necessary to follow the alphabetical rules.

It is not necessary fulfilling the lists in the interface of the three languages (Portuguese, Spanish and English) if they will not be used. But if this action is necessary, the correspondent lists in each interface must be filled one by one and with the same data.

\* type



[cancel](#)

[help](#)

	name	acronym	unique value	default	
1	Constitution		Constituição	<input type="checkbox"/>	↑ ↓ ✕
2	Constitutional Ammendment		Emenda Constitucional	<input type="checkbox"/>	↻
3	Law		Lei	<input checked="" type="checkbox"/>	↻
4	Decree		Decreto	<input type="checkbox"/>	↻
5	Estatute		Estatuto	<input type="checkbox"/>	↻
6	International Treaty / Convention		Ato Internacional	<input type="checkbox"/>	↻

### 3.1.4 Users Module

Module for entrance of users with the functions: add (  ), edit (  ) or delete (  ) users. Presents the existent records as a list that makes easier the data administration. The records are ordered by the selection of the wished column, in the ascendant or descendant form. To make specific searches, access the Search module.

project: **leisref-user** user: **Administrador** [Log out](#)

**Users** [Search](#)

---

**Users**

    total: 3

* Full name	* User	* Type	* Center Code	* Institution
<input checked="" type="radio"/> <a href="#">Maria Regina Chiquetto</a>	mregina	administrator	BR1.1	Bireme
<input type="radio"/> <a href="#">Luciano</a>	lucianoadm	administrator	BR1.1	Bireme
<input type="radio"/> <a href="#">Administrador</a>	adm	administrator	BR1.1	adm

To add a new user make a click in  , fill all the fields and password to be used for the access to the system. Select the type of user, according to permissions, and

make a click in the icon  to save. After this process appears the data of confirmation of the writing.

Fulfilling of the fields: (\*mandatory fields)

- \**Full Name*: full name of the user;
- \**User*: initials of the name, an username or equivalent acronym of the user;
- \**Password*: password that the user defined;
- \**Type*: to select a profile for the user;
- \**Center Code*: code of the Cooperate Center to which the user belongs to, supplied for BIREME;
- \**Institution*: complete name of the institution to which the user belongs to;
- Sector*: complete name of the sector to which the user belongs to;
- \**Responsible*: name of the responsible by the institution;
- URL*: address in web of the institution;
- \**Email*: e-mail addresses of the user;
- \**Phone*: telephones for contact, specific of the user and the general one of the institution;
- \**Address*: complete address of the institution.

To modify the data of an user already registered, make a mark in the selection box, make a click in the icon  , modify the data and save it.

To "remove" user, make a mark in the selection box and make a click in the icon .

The option "Cancel" annuls all the operation.

project: **leisref-user** user: **Administrador** [Log out](#)

---

**Users** Search

---

User ID: New

 [cancel](#)

User	
* Full name	<input type="text"/>
* User	<input type="text"/>
* Password	<input type="text"/>
* Type	administrator ▾
* Center Code	BR1.1
* Institution	<input type="text"/>
Sector	<input type="text"/>
* Responsible	<input type="text"/>
URL	<input type="text"/>
* Email	<input type="text"/>
* Phone	<input type="text"/>
* Address	<input type="text"/>

### 3.1.5 Export Function

It contains the procedures for exportation of the records and the full texts of the local database for the Regional LEYES database.

## 3.2 Indexing Document

This option must be used to describe the thematic content of the documents through DeCS.

When selecting this option the program will be opened in the screen with the fields for insertion of descriptors. Making a click in "DeCS consultation" the program will be opened in the page of this controlled vocabulary.



To make a search, access the Keywords in Context, type a word or root and make a click in "**Index**". The program will open a menu with the list of descriptors that contains the typed word. It must be selected one and make a click in "**Show**". The program will open a page that contents notes of definition and indexing of the describer, and also the allowed qualifiers.



It must be selected the descriptor and, if necessary, the qualifiers that they are applied. They must be copied manually of the DeCS screen for the Leisref using the commands "copy" and "paste".

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## 5 Glossary

- **Analytical.** Part of a document, such as the article of a periodical or the chapter of a book.
- **Analytical Level.** Bibliographic description of part of a document.  
*See also* Analytical.
- **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.
- **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.)
- **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.
- **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.
- **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.

- **TCP/IP Protocol.** Standard that defines the method of communication between digital equipment. It employs a single number of identification.
- **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.
- **Thesaurus.** Structured set of vocabulary that points at hierarchical and associative relationships, in addition to the preference relating to terms (descriptors). *See also* Controlled Vocabulary.
- **UNISIST.** Intergovernmental program designed to foster cooperation in the field of scientific and technological knowledge.
- **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.
  
- **XSL.** Language created to allow the navigation, selection and capture of data of an XML file.