OJS eSender

OJS Forms Fields Best Practices

Audience	OJS eSenders of XML notices to the Publications Office.
Abstract	This document gathers main conventions and codes used to fill in the OJS forms in a standard way.

Release history

Release	Purpose
V1.0	Initial version
V1.1	The « block capitals » practice was removed. It is now considered as a mandatory rule (see 'developer's guide for OJS XML application').
V1.2	Integrates the new member states
V 1.3	Add the preamble

Latest version date	20040315 - DRAFT

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Preamble

The recommendations in this document tend to enhance the legibility and correct understanding of the published notices. It is important to note that the contents of notices are the responsibility of the eSender.

1 Name of organisation

The full name of the organisation, including the name of the department or service, should be inserted in the form.

2 Attention

The field 'for the attention of ' should not be filled with the name of the department or organisation. This space should only be used for the name of a contact person.

3 Country codes

In the OJS forms, a country is identified by its entire name. No country code is required.
In the OJS XML document, the corresponding country is identified by the value of the attribute VALUE of the element COUNTRY. This value must be chosen among a set of ISO codes 3166 alpha-2.

Here is an excerpt from the list of the ISO 3166 alpha-2 codes:

Country	*Country code*
Austria	AT
Belgium	BE
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Estonia	EE
Finland	FI
France	FR
Germany	DE
Greece	GR
Hungary	HU
Ireland	IE
Italy	IT
Latvia	LV
Lithuania	LT
Luxembourg	LU
Malta	MT
Netherlands	NL
Poland	PL

Portugal	PT
Slovakia	SK
Slovenia	SI
Spain	ES
Sweden	SE
United Kingdom	GB
Iceland (EEA)	IS
Liechtenstein (EEA)	LI
Norway (EEA)	NO
Switzerland (WTO)	CH

The complete list is maintained by the International Organization for Standardization (ISO). It can be found at the web address http://www.iso.org/iso/en/prods-services/iso3166ma/02iso-3166-code-lists/index.html.

Example: Luxembourg

OJS XML Document :	Published form :
<ADDRESS>2, rue Mercier</ADDRESS> <POSTAL_CODE>2985</POSTAL_CODE> <TOWN>Luxembourg</TOWN> <COUNTRY VALUE="LU"/>	2, rue Mercier L-2985 Luxembourg

Example: United Kingdom

OJS XML Document :	Published form :
<ADDRESS>Old Admiralty Building</ADDRESS> <POSTAL_CODE>SW1A 2PA</POSTAL_CODE> <TOWN>London</TOWN> <COUNTRY VALUE="GB"/>	Old Admiralty Building UK-London SW1A 2PA

4 Telephone numbers

Telephone numbers are presented uniformly in all languages, according to the following principles:

- always write the prefix of the country and the regional prefix (if there is one) between parentheses (these two prefixes being joined by a hyphen);
- divide the principal number into groups of two from the right-hand side, the last group counting three digits if the number of figures is odd (groups are separated by a fine space, and not by a point);
- do not separate the figures of extension numbers;
- use the slash to separate different ends of numbers:

> (32-2) 220 20 20-43657
> (33) 140 63 39 00/01/02/03

The following abbreviations are used:
'Tel.' (or 'tel.') with point and without colon;
'Fax' (or 'fax') without colon;
'Telex' (or 'telex') without colon.

5   *Conventions for representing electronic addresses*

Data concerning electronic mail are presented (in free text areas) in the following way:

—   'E-mail:' (or 'e-mail') with colon
        E-mail: first_name.surname@cec.eu.int

—   'Internet:' with colon
        Internet: http://europa.eu.int

—   'URL:' with colon
        URL: http://www.euroinfo.hu/index.htm

6   *Codes for currencies*

The ISO codes 4217 currently in force should be used.
The list is maintained by the International Organization for Standardization (ISO). It can be found at the web address http://www.iso.org/iso/en/prods-services/popstds/popstdsindex.html.

For the currencies used by the OJS eSenders:

ISO code	Official name
EUR	Euro
CHF	Swiss Franc
CYP	Cyprus Pound
CZK	Czech Koruna
DKK	Danish Krone
EEK	Kroon (Estonia)
GBP	Pound Sterling
HUF	Forint (Hungary)
ISK	Iceland Krona
LTL	Lithuanian Litus
LVL	Latvian Lats
MTL	Maltese Lira
NOK	Norwegian Krone
PLN	Zloty (Poland)
SEK	Swedish Krona
SIT	Tolar (Slovenia)
SKK	Slovak Koruna

Following the European Council conclusions reached in Madrid in December 1995, the single currency is known as the 'euro'.
The ISO code for the euro is EUR.

The euro is divided into 100 cent. In English the terms 'euro' and 'cent' are invariable (no plural 's'). A guide on the use of 'euro' and 'cent' (in different languages) can be found at the web address
http://europa.eu.int/comm/economy_finance/euro/spelling_sign_en.htm.

7   Time and dates (in free text areas)

In free text, time should be formatted as follows: 9.30, 10.00, 16.15
The date should be formatted as in the following example: 'Deadline for receipt of requests to participate: 21.4.2003 (12.00).'

8   Rules for punctuation

The following rules of punctuation should be applied to the subparagraphs of the free text fields.

If the different elements in a list are preceded by an introductory text (heading), a colon should follow the heading, even when it introduces a further sub-heading.

Title attributed to the contract by the awarding authority:
Mile End Park: development of sports facilities.

If a number or a letter precedes the different items, a semi-colon should be used to separate them:

Construction works to 3 school sites namely:
i) Boston Spa Comprehensive School;
ii) Pudsey Grangefield High School;
iii) Rothwell Royds High School.

a)   agricultural products;
b)   veterinary products.

If the items in the list are preceded by a dash, the punctuation used to separate the items is a comma:

Planned routes:
- Section A: Southampton,
- Section B: exit at Southampton,
- Section C: Bournemouth,
- Section D: exit at Bournemouth.

9   Punctuation for numbers

The comma is used in all languages to separate the whole numbers from the decimals.

The whole numbers are presented in series of three, each series separated by a thin space (and not by a dot).

Decimals are grouped in a single block:

152 231,324

Figures should be written out in full, avoiding abbreviations:

2 000 000 EUR or 2 million EUR.

This improves the legibility of the text and makes comparisons between amounts easier (especially for contract award notices).

10   Language codes

Here is a list of language codes and English titles. These codes are in use in the OJS XML notices:

Language code	English title
CS	Czech
DA	Danish
DE	German
EL	Greek
EN	English
ES	Spanish; Castilian
ET	Estonian
FI	Finnish
FR	French
HU	Hungarian
IT	Italian
LT	Lithuanian
LV	Latvian
MT	Maltese
NL	Dutch; Flemish
PL	Polish
PT	Portuguese
SK	Slovak
SL	Slovenian
SV	Swedish

The list refers to the ISO 639 specification that can be found at the web address http://www.iso.org/iso/en/prods-services/popstds/popstdsindex.html.

11   Duration of the contract or time limit for completion

The combining of the period in months and the period in days should be avoided. It is preferable to use one or the other.

Either: period in months   and/or days   (from the award of the contract)

12 Time limit for receipt of tenders or requests to participate

The filling in of both the date and the number of days should be avoided.

13 Minimum time frame during which the tenderer must maintain its tender

The filling in of both the date and the number of days should be avoided.