

Formatting Strings Maintenance

This function allows you to define the format of volume and issue numbers for expected and received issues. This is for both standard issues and merged issues. These are used in [Stage 1](#) of setting up a serial.

To access formatting strings, select **Modules > Serials > Formatting Strings**.

The following page displays (only the top half of the screen is shown):

Rule	Example(s)	General Notes
TITLE	THE MIRROR TIMES	Title of a serial in capital letters
TITLE	The Mirror Times	Title of a serial as it is stored in the system
ISSN	0045-1224	Title of a serial in small letters
ISSN (or ISSN)	1991-2007	Title of a name
FREQS	DAILY	Frequency
ISSN	1991-2007	Frequency
ISSN	1991-2007	Frequency
ISSN	1991-2007	Frequency
VOLUME	1	Shows current volume number
ISSUE	1-12	Shows current volume number
VOLUME	1991-2007	Shows current volume number
VOLUME	1991-2007	Shows current volume number
ISSN (CONT) or Serial CONT	1-2	Continuous number of issue (from the first period)
ISSN_VY or Serial_VY	1-2	Number of issue made year or volume

This shows any strings that have been defined, as well as the rules and syntax for creating new ones. The rules and syntax are fairly self-explanatory (especially in conjunction with the [examples](#) below) so are not repeated here.

This page describes:

- [Creating a new string](#)
- [Editing a string](#)
- [Deleting strings](#)
- [Example strings](#)

Creating a new string

To create a new string:

1. Click on **Create new FS for normal issue** or **Create new FS for merged issue** in the Actions menu
2. An empty box opens in which you enter the required string - you can enter strings manually or paste them in (for example if you want to create a similar one)
3. When you have finished, click **Save** in the Actions menu

The new string will be displayed in the list, along with an example of how it would look (the example is not creating from any journals you have set up):

Editing a string

To edit a string:

1. Click on the **Edit** link next to the string to be edited
2. Make the changes as required
3. When you have finished, click **Save** in the Actions menu

Deleting strings

You can delete one or more strings at a time:

1. Tick the check box next to the string(s) to be deleted
2. Click **Remove Selected** in the Actions menu

Example strings

The following strings are useful and worth creating if they are not in the system already (they can be copied and pasted directly into the entry box):

Normal issues

String	Example

Soutron Documentation

[Title] Vol No. [VOL] Issue No. [NUM_YV]: [0D] [Month] [YYYY]	Mobile Devices Vol No. 2 Issue No. 0: 06 August 2013
[Title] [Day] [0D] [Month] [yyyy] Volume [VOL] Number [NUM_YV]	Mobile Devices Tuesday 06 August 2013 Volume 2 Number 0
[Title] Vol No. [VOL] Issue No. [NUM_CONT]: [0D] [Month] [YYYY]	Mobile Devices Vol No. 2 Issue No. 8: 06 August 2013
[Title] [YYYY] Number [NUM_YV]	Mobile Devices 2013 Number 0
[Title] Volume [VOL] Number [NUM_YV]: [Month] [YYYY]	Mobile Devices Volume 2 Number 0: August 2013
[Title] No. [NUM_CONT]: [Month] [YYYY]	Mobile Devices No. 8: August 2013
[Title] Release. [NUM_CONT]: [Month], [0D] [YYYY]	Mobile Devices Release. 8: August, 06 2013
[Title] [Month] [YYYY]	Mobile Devices August 2013

Merged issues

String	Example
[Title] Vol No. [VOL] Issue No. [FI[NUM_YV &cd;: [FI[0D &cd; [FI[Month &cd; [FI[YYYY &cd; - Issue No.[LI[NUM_YV &cd;: [LI[0D &cd; [LI[Month &cd; [LI[YYYY &cd;	Mobile Devices Vol No. 2 Issue No. 0: 06 August 2013 - Issue No.0: 06 September 2013
[Title] Vol No. [VOL] Issue No. [FI[NUM_YV &cd;/[LI[NUM_YV &cd; [0D] [Month] [YYYY]	Mobile Devices Vol No. 2 Issue No. 0/0 06 August 2013
[Title] Vol No. [VOL] Issue No. [FI[NUM_CONT &cd;/[LI[NUM_CONT &cd; [0D] [Month] [YYYY]	Mobile Devices Vol No. 2 Issue No. 8/9 06 August 2013