



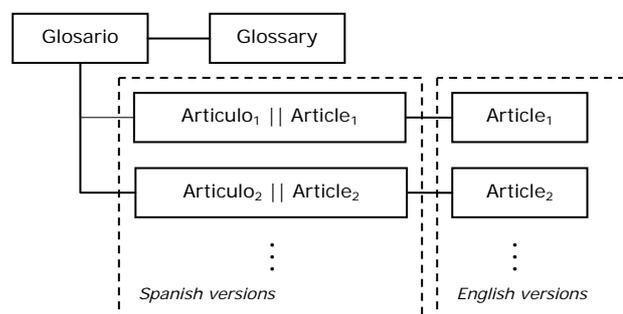
## General methodology for Glossary edition

The glossary objective –as the whole project undertone- pursues to meet the different points of view, here with regard to specific voices. It is well known that in many cases there are polysemy, in other cases we have to deal with theoretical terms, which clarified allow us to understand better every theory, in other words, every point of view. On the other hand, problems are seen, which from every point of view are felt different. Therefore, the decided methodology for the glossary means an elaboration in which all members may participate in every article but assuming responsibilities –distributed among members- with regard to the edition work. Specifically:

1. All members are potential authors of ENTRIES for every proposed voice (although in the praxis authors will confine themselves to those voices appealing their perspectives, or the ones they can). For every voice the *right column* will be reserved for new entries.
2. The EDITOR (one for every voice) will take the responsibility to incorporate every entry into the definitive article in a structured and non redundant manner. For this purpose, the left column of every voice will be used. This is probably a main difference –besides its object- between this glossary and Wikipedia. The editor may –at the same time- ask the contributors to specify here and there; to improve the text; to add references...
3. For every article, a discussion frame will be opened, where members may do comments, critics, suggestions, questions to the actual entries, etc. This space is located at the bottom of every voice, in the area which the system calls “comments”.
4. Every article will be edited in both SPANISH and ENGLISH. It will be also pointed out the most used and nearest voices in French and German (although not developed in these languages).
5. To compile the glossary we have at our disposal this SYSTEM, in which every article corresponds to a different page that can be accessed through the indexes, hyperlinks or the searching tool.

### 1. How can an article be accessed?

There is a web-page for every created article, which corresponds with the Spanish version. This page belongs to the main page “glosario”, and it has associated a subpage, corresponding with the English version. The general structure of the web-site can be seen in the **sitemap**, which can be accessed in the navigation board.



The **index** has been created (in Spanish and english) to access directly into the articles. If a specific voice shown in the index does not have an associated link, it means that such article has been proposed but is not yet been created for edition. All actually opened articles are reflected alphabetically in the sitemap (expanding the page named “glosario”), or at the bottom of the main page (“glosario”) by pressing the indication “subpages”.



Hyperlinks will also be included among articles whenever an open voice is mentioned in other. Finally, using the “Search site” Tool in the upper right corner, any voice or character string may be searched within the glossary-site.

The reader will always find on the left side of any page other navigation facilities:

- **Navigation** tool (to access any of the main pages)
- **Recent site activity**, where the reader may access directly to the page, in which the last registered changes in the glossary-site has been done.
- E-mail addresses to **contact** with the coordination board, and links to **BITrum web-sites**.

## 2. General distribution of an article page

As headline of every article (in its Spanish version) the reader will find the Spanish and English voices separated by a double vertical bar ‘||’ (however, the English version is only headed by its corresponding voice). Underneath this heading, the reader will find the columns corresponding to the **article** in itself (the one of the left) and the **entries** of authors. The first one should only be edited by the corresponding editor, while the rest of the members are invited to contribute in the entries column.

Common area for:  
Navigation, Last changes and Contact

Voice in English

Search window

**Glosario-BITrum**      Link to the Spanish version

**Information Society**

**Article**      **Entries**

Version española

**Editor**      Hofkirchner, Wolfgang  
Wolfgang.Hofkirchner@sbg.ac.at

Incorporated contributions	
Usage domain	general
Type	concept
French	
German	

{article text}

**References**

- AUTHOR, N. (year). "article title". *Magazine*, Vol. xx, pp. yy-zz.
- AUTHOR, N. (year). *Book title*. Edition place: editor.
- AUTHOR, N. (year). *Web page title*. [Online]. Edition place: Responsible organim. <page url>. [Consulted: consulting dd/mm/yy].

**Attachments** (0)

**Comments** (0)

Portal Público | Public Site  
Portal Privado | Private Site

Links to public and private BITrum sites

## 3. How to do an entry? (Authors)

Whenever an author wants to do a **new entry**:

1. After the desired page is reached, it has to be opened with the edition tools (pressing the “edit page” button in the upper tool bar of the page –only visible for site collaborators).



- The new entry should be done just below the former ones. Before entering it, the blue explicative paragraph and the following lines until the column end should be copied and pasted at the bottom, so they are to disposal for a later entry. Subsequently, the fields [name], [date] and [text] has to be fulfilled by the author (using the author's name and the date in which the entry has been done).

In order to not modify the text formats of the article, the text of the entry should be entered without format. Notice that whenever a text is copied from a text editor, the format is usually modified in the destination when it is directly pasted. To avoid it you can follow –for example- the next steps:

- Open a notebook or similar editor (without format);
- Copy the desired content in the original editor and paste it in the notebook (or similar editor);
- Copy the selected text in the notebook (or similar editor) and paste it in the open article in edition mode.

Reserved area to do **entries**

Whenever a new entry is going to be done, this should be entered below the former ones. Before entering it, the blue explicative paragraph and the next lines should be copied and pasted at the column bottom, so they are later available.

**Glosario-BITrum** Search Site

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[Index](#)  
[Abreviaturas | Abbreviations](#)  
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 edited by José María Díaz Nafria  
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**Contacto y Enlaces**  
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 Mario Pérez-Montoro  
[perez-montoro@ub.edu](mailto:perez-montoro@ub.edu)

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[Glosario](#) > [Sociedad de la Información](#) || [Information Society](#) >

## Information Society

### Article

Version española

This column should only be modified by the corresponding editor.  
 - For new entries about this article, please, use the right column;  
 - For comments or discussion about any aspect of this article, please, use the comments section at page bottom.  
 - Any document or link, considered of interest for this article, is welcomed.

<b>Editor</b>	Hofkirchner, Wolfgang <a href="mailto:Wolfgang.Hofkirchner@sbg.ac.at">Wolfgang.Hofkirchner@sbg.ac.at</a>
Incorporated contributions	
Usage domain	general
Type	concept
French	
German	

{article text}

### References

- AUTHOR, N. (year). "article title". *Magazine*, Vol. xx, pp. yy-zz.
- AUTHOR, N. (year). *Book title*. Edition place: editor.
- AUTHOR, N. (year). *Web page title*. [Online]. Edition place: Responsible organim. <page url>. [Consulted: consulting dd/mm/yy].

**Entries**

New entry. Before doing a new entry, please, copy this line and the following ones and paste them at the column bottom. Next fill out the fields: 'name', 'date' and 'text', and delete this upper blue paragraph.

**Name (date)**

[Entry text]

**Attachments** (0)

**Comments** (0)

Area for discussion about the article

The comments will be piled up downwards, so they can be later reviewed.

In the lower side of every page there is a "comments" area, which will be used for every article as a **discussion** forum with regard to the controversies held around the article.

## 4. How can an article been edited? (Editors)

The central column is reserved for article edition. This column is divided in three sections:

- The article **heading** containing:
  - name* and *e-mail* address of the *editor*;



- b) the *contributions* already incorporated into the article, designated by the author name and the entry date, as they are indicated in the entries column (e.g. Al Hadithi (21/02/09), Capurro (15/03/09));
  - c) *Usage domain* (disciplines or theories in which the term is used);
  - d) *Type* (concept, metaphor, theory, author);
  - e) *French* and *German* equivalent voices.
2. The **article** it self, in which the editor will incorporate (structured and without redundancies) the entries that are leaved in the right column.
  3. A space for the bibliographic **references**, for which the indicated format for articles, books and electronic publications should be followed.

Any **meta-comment** (e.g. about the degree of development of an entry; to notice that the article is first edited in the other language, etc) should be included between brackets "[...]", so that it can be easily distinguished from the text in which the article is properly developed.

Article area, which should only be edited by the corresponding editor

**Glosario-BITrum** Search Site

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 Information Society  
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Contacto y Enlaces  
 José María Díaz Nafria  
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 Mario Pérez-Montoro  
[perez-montoro@ub.edu](mailto:perez-montoro@ub.edu)

**Information Society**

**Article**

Version española

This column should only be modified by the corresponding editor.  
 - For new entries about this article, please, use the right column;  
 - For comments or discussion about any aspect of this article, please, use the comments section at page bottom.  
 - Any document or link, considered of interest for this article, is welcomed.

<b>Editor</b>	Hofkirchner, Wolfgang <a href="mailto:Wolfgang.Hofkirchner@sbg.ac.at">Wolfgang.Hofkirchner@sbg.ac.at</a>
Incorporated contributions	
Usage domain	general
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- AUTHOR, N. (year). *Web page title*. [Online]. Edition place: Responsible organim. <page url>. [Consulted: consulting dd/mm/yy].

**Attachments** (0)

**Comments** (0)

**Entries**

New entry. Before doing a new entry, please, copy this line and the following ones and paste them at the column bottom. Next fill out the fields: 'name', 'date' and 'text', and delete this upper blue paragraph.

**Name (date)**

[Entry text]

Heading table compiling:  
 - Editor (name and e-mail)  
 - Incorporated contributions (all those being integrated in the article, indicating name and date)  
 - Usage domain (disciplines or theories in which it is used)  
 - Type (concept, metaphor, theory, author)  
 - French and German equivalent voices.

Reserved space for the **article** itself. It should only be edited by the corresponding editor, who should incorporate (structured and without redundancy) the **entries** given in the right column.

Space for bibliography references

Area to leave archives for discussion about the article, or the article itself in PDF (for final versions)

#### 4.1 Direct article edition

In case the editor directly edits the article in the article edition area (central column) this will be considered as a first entry authored by the editor. In order to record this in the entries area:

- 1) The paragraphs for a new entry (starting with blue fonts) until "[Entry text]" should be copied and pasted at the column bottom.
- 2) The upper blue explicative paragraph (in blue) should be erased.



- 3) "Name" will be changed by the author's name (in this case the editor) followed by the date in which the article has been edited.
- 4) The paragraph: "[Entry text]" will be substituted by:  
[It corresponds with the first version of the article, which is now showed in the left column.]  
Or in case of the Spanish edition of the article:  
[Corresponde con la primera versión del artículo, ahora recogido en la columna de la izquierda.]
- 5) Next, the name of the author (in this case also editor) will be added within the heading data table of the article area in the row of "incorporated contributions" (where authorship is registered), followed by edition data in brackets.

#### **4.2 Edition only in one language**

For articles being first only edited in English or in Spanish, the editor will include the following comment in the page corresponding to the language in which is not being edited, just in the place of the paragraph: "{article text}":

- If the article is first being edited in English (thus the comment should be placed in the Spanish version page):  
[Este artículo esta siendo editado en inglés. Será traducido en cuanto se alcance una versión estable del mismo. Será, no obstante, bienvenida cualquier entrada, comentario o discusión en castellano acerca de esta voz –vertidas sobre esta página-.]
- If the article is first being edited in Spanish (thus the comment should be placed in the English version page):  
[This article is now being edited in Spanish. It will be translated to English when a stable version is reached. English entries, comments or discussion -within this page- will be very welcomed.]

### **5. How to add a new article into the Glossary?**

If you would like to add a new article to the glossary, please contact with any of the editorial coordination members. The proposal will be appended to the list of proposed terms in the public website and it should be indicated –when addressing to coordinators-:

Spanish voice (if known) / English voice / article type (concept, metaphor, theory, author) / proposed editor

When the coordination board will assign an editor to the new article –according to previous proposals-, the new article-page will then be created for further edition within the system.