

ORBi Typology

Available Document Types and Definitions

Preliminary Remarks

The ORBi typology, available for consultation at <http://orbi.ulg.ac.be/browse?type=type>, is a two-level hierarchical typology consisting of 13 types of principal documents and 37 sub-types.

This typology is the result of an analysis and compilation of different elements:

A first framework was established, during the initial phase of the project in collaboration with the other university libraries of the French Community of Belgium, based upon the METIS typology (cfr. [webbibliography](#)).

The list was then analysed and refined to respond to the global needs of the institution based upon an analysis of U's publications lists and contact with representative faculties, principally in the context of the elaboration of the models of publication reports.

➔ See the [webbibliography](#) for reference documents

Typology

Document type	Sub-type
SCIENTIFIC PERIODICAL	<ul style="list-style-type: none"> • Article ⁽¹⁾ • Short communication ⁽¹⁾ • Book review • Letter to the editor ⁽¹⁾ • Complete issue • Other ⁽¹⁾
BOOKS ⁽²⁾	<ul style="list-style-type: none"> • Book published as author, translator, etc. • Collective work published as editor or director
PARTS OF BOOKS ⁽²⁾	<ul style="list-style-type: none"> • Contribution to collective works • Contribution to encyclopedias, dictionaries, etc. • Preface, postface, glossary, etc.
SCIENTIFIC CONGRESSES AND SYMPOSIUMS	<ul style="list-style-type: none"> • Unpublished conference/Abstract • Paper published in a book • Paper published in a journal • Poster

SCIENTIFIC CONFERENCES IN UNIVERSITIES OR RESEARCH CENTERS	
REPORTS	<ul style="list-style-type: none"> • Expert report • Internal report • External report • Other
DISSERTATIONS AND THESES ⁽²⁾	<ul style="list-style-type: none"> • Master of advanced studies dissertation • Master's dissertation • Doctoral thesis • Post doctoral thesis
LEARNING MATERIALS	<ul style="list-style-type: none"> • Course notes • Other
PATENT	
CARTOGRAPHIC MATERIALS ⁽³⁾	<ul style="list-style-type: none"> • Single work • Part of another publication
COMPUTER DEVELOPMENTS	<ul style="list-style-type: none"> • Textual, factual or bibliographical database • Software • Other
E-PRINTS/WORKING PAPERS	<ul style="list-style-type: none"> • First made available on ORBi • Already available on another site
DIVERSES SPEECHES AND WRITINGS	<ul style="list-style-type: none"> • Article for general public • Conference given outside the academic context • Speech/Talk • Other

Precisions on the document type

⁽¹⁾ For these documents type, a complementary level of precision may be used

- Case briefs/Comments on statutes or statutory instruments
- Analysis of case law/Statutory reports
- Critical notes/Edition

⁽²⁾ For these documents type, a complementary level of precision may be used

- Critical notes/edition
- Catalog
- Index, concordance, corpus

⁽³⁾ For these documents type, a complementary level of precision may be used

- Map
- Atlas
- Booklet

- Orthophotoplan/orthophotomap
- Plan
- Spatiomap
- Other

Definitions

Scientific periodicals

Article

The result of an academic work published in a scientific periodical generally peer-reviewed¹ or at least submitted for proofreading to a committee of experts in the domain.

Short communication

An original scientific article that briefly summarises a more complete or in-process research work. Can also be included in this typology: clarifications or short summaries in relation to a theme which have the characteristics of an article in terms of scientific quality.

Book review

A text whose goal is to present or analyse a work or works by a specialist in the domain.

Letter to the editor

Letter addressed to an editor in reaction to an article he/she has published. This type of document is most commonly found in the STM domain (Scientific/Technical/Medical).

Complete issue

Entire issue/special supplement of a scientific periodical dedicated to a specific subject (theme, event, etc.). In this case, the ORBi submitter exercises the function of publication director or scientific editor for the entire issue.

Other

Category reserved for texts published in scientific periodicals that do not fall into one of the categories above. A scientific article which is "in press" should not appear in this category but in the "Article" category with the "in press" status being specified in the field "Publication Date". Found here, however, under this typology, are documents such as an editorial, an erratum, an introduction to a special supplement/issue of a periodical, a bibliographic record, etc. Clarifications on the content can be entered in the "Comments" field of the ORBi submission form.

Books

Book published as author, translator, etc.

A publication (book) that treats, in a complete, detailed and scientific manner, a theme, person or subject. In most cases, the publication contains a unique, international and normalised identification number: an ISBN (International Standard Book Number). The publication can be in one or multiple volumes with a single publication date or following a publication plan defined in advance for a limited duration.

The evaluation process of works can be variable (review committee, etc.) but generally does not correspond to peer reviewing as defined above (see note 1).

Here, the ORBi submitter exercises the function of author, co-author, translator, etc. for the entire document, possibly with other co-authors. In this case, the specific responsibility of each of the authors cannot be clearly identified. Therefore, each author assumes the collegial responsibility of the work.

¹ The status "peer-reviewed" is attributed to a document that has been reviewed by external peers (committee of experts in the domain) of an editorial board, preferably blindly or anonymously.

Collective work published as editor or director

Published works having the same characteristics as above (B01) but for which the ORBi submitter is the scientific editor or publication director. In this case, he/she has written only small parts of the work. The authors of the different parts are clearly identified.

Parts of books

Contribution to collective works

Part or chapter of a work corresponding to the author's individual contribution, most often under the coordination of a scientific editor or a publication director.

Contribution to encyclopedias, dictionaries, etc.

Article published in an encyclopedia, dictionary, etc.

Preface, postface, glossary, etc.

Short components to a work including preliminary parts (preface, editorial, etc.) or the contents following the principal text (postface, glossary, etc.) and insofar as they present a certain scientific interest.

Scientific congresses and symposiums

Unpublished conference/Abstract

Oral paper or presentation given during a symposium or scientific conference. If the complete paper has since been published, it should ONLY be entered in this category if the published version differs sufficiently from the unpublished version to be considered a distinct work (for example: in certain cases in the social sciences where the published version can be a genuine, in-depth re-writing of the paper including supplementary and/or subsequent elements). If only the abstract has been published, it should be entered in this category.

Paper published in a book

Paper or presentation given during a symposium or scientific conference published as part of a larger work.

Paper published in a journal

Paper or presentation given during a symposium or scientific conference published as an article in a scientific periodical.

Poster

Paper or presentation given during a symposium or scientific conference published as a poster.

Scientific conferences in universities or research centers

No sub-type.

Conference papers of a scientific nature written outside of any conferences or symposiums but in the framework of a university or a research centre. These papers address a specialised audience (researchers, experts, etc.) and not the general public. As a general rule, this type of paper is written by invitation and for a single event (or as a major part of an event), contrary to conferences and symposiums which are characterised by a set of papers given around a particular theme or themes.

Reports

Expert report

Document written by an expert or a group of experts coming from a specific branch of activities and at the request of a corporate body or a private individual for evaluation, audit or consulting purposes, principally used by both parties. It is only in certain disciplines that this type of publication is considered to be a scientific publication (engineering, etc.).

However, in general, expert's reports written, for example, by doctors or psychologists about individual cases are not taken into account, principally, for ethical reasons but also, because in the sector, they are not considered to be a scientific output as such.

Internal research report

Document written for a corporate body or a private individual reporting on the results of scientific research. Its “internal” character signifies that the distribution of the initial document is only the researcher, his/her team and the sponsor. In certain sectors, researchers consider that this type of report represents an important part of their scientific activity and that it deserves to be more widely known.

External report

Document written for a corporate body or a private individual reporting on the results of scientific research. Its “external” character signifies that the document was initially foreseen to have a distribution larger than an internal research report.

Other

Dissertations and theses²

Master of advanced studies dissertation

Masters dissertation

Doctoral thesis

Post doctoral thesis

University research work defended in front of a jury to obtain a diploma or university grade.

Learning materials

Course notes

Other

Support documents written for a course, training, etc. They could be presentations in various formats (PowerPoint, video, etc.) but also text documents that the author does not consider to be course notes.

Patents

No sub-type.

A patent corresponds to a protected invention. The patent holder has the legal title permitting him/her to forbid others, during a certain period of time and in a specific territory, to make, use or commercialise his/her invention without his/her authorisation. By definition, this type of document can only be deposited in the institutional repository after the official date of application.

Cartographic materials

Single work

Conventional representation, at any scale and in any format, of abstract or concrete phenomena that can be located in space and time. Here, the cartographic document consists of a single entity. Examples: map, orthophotoplan, etc.

Part of another publication

Cartographic document responding to the definition above but published as an accompaniment to another document or work. This distinction is justified only by the fact that the metadata is not the same since, in the case of a cartographic document contained within another publication, the metadata linked to the publication must be indicated.

Computer developments

Textual, factual or bibliographic databases

² More information regarding diploma titles and national applications of the Bologna Process can be found here : http://en.wikipedia.org/wiki/Bologna_Process#Effects_by_state

Factual databases:

Databases grouping together established and certified raw data concerning a domain such as chemistry, physics, medicine, etc. A factual database can integrate non-factual data such as graphics, schemas, etc.

Textual databases:

Databases in which full or partial texts are stored, most of the time unstructured, but linked in such a manner that a search request is performed on the item as a whole. This type of document often concerns the social sciences.

Examples de Textual databases:

- An introduction to Hamlet (<http://hdl.handle.net/2268/71774>)
- Projet Ramsès <http://www.egypto.ulg.ac.be/Ramses.htm>

Software

Group of programmes designed to perform a particular task on a computer.

Other

E-Prints/Working papers

Scientific or technical working document available only in electronic format and unpublished according to the traditional publishing circuit. In this case, it may not have been subject to a standard form of peer-review.

These types of documents generally appear on the personal websites of the author or are linked to an institution. In the case of working papers, such as can be found in economics, they can concern working papers which often evolve and that regularly offer additional value even after publication because they contain more information or a more refined argument from the author.

First made available on ORBi

The text has not yet been released elsewhere on another web site. The distinction with the type “E-Prints/Working papers – first released on an external site” is justified only by the fact that, in the first case, the full text deposit is required (otherwise the document does not exist) and thus, in the second case, it is optional.

Already available on another site

The document was first released on another web site. In this case, the web address (URL) is required (for perpetual access reasons, the deposit of the full text is strongly recommended).

Diverses speeches and writings

Articles, communications, speeches, etc. which are not part of a scientific goal (for example: academic welcome speech, etc.) or which target the general public, possibly specialised (for example: professionals of a particular domain) but who are not part of the academic body nor researchers.

Article for general public

Example: article in a periodical with a local or professional public. Note: only articles for which the author is the actual research should be taken into consideration. Articles written by journalists, interviews, etc., do not make up publications by the author.

Conference given outside the academic context

Speech/Talk

Other