BASIC MANUAL

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Contents

1 Rules for including or excluding objects from the catalogue

In principle, we accept collectible objects that meet a number of conditions:

*In this form manufactured in series and (usually) put into circulation.

*Possession must be permitted by European legislation.

There must be a physical object.

*The object must be physically different from objects already included in the catalogue.

1.1 Manufactured in series in this form

1.1.1 Domestic crafts
This means that all kinds of home industry are not included in the catalogue. Examples include privately bound volumes of magazines, library copies of books, and privately produced image or sound recordings.

1.1.2 Visual arts
The condition does not apply to fine art. Objects such as paintings and sculptures may be included in the catalogue even if only a single copy exists.
Note: There is of course a grey area between cottage industry and fine art. An object made by your son or daughter at school for Father's Day falls under cottage industry, but the small painting of the farm made by your great uncle may be included in fine art.

1.1.3 Manuscripts and signatures
Original manuscripts and signatures may also be included in the catalogue.

1.1.4 Flora and Fauna
The requirement that something must be mass-produced does not, of course, apply to objects in the **Fossils** and **Naturalia** sections**.**

1.2 Possession must be authorised by European law

Objects of which it is forbidden by European law to possess them without an explicit permit are not included in the catalogue. Examples are firearms and (parts of) protected animals or plants.

Forgeries are not included in the catalogue. Think of counterfeit coins or fake articles.

Objects that are produced without the permission of the rights holders, but whose possession is not prohibited, are included in the catalogue. The condition is that the object is original and not a forgery. Things like bootlegs for **records, CDs and Vinyl**, looted prints for **books** and cinderella's for **stamps** are included in the catalogue. **Please note**: The fact that an object is allowed in the catalogue and in the collection only means that its possession is permitted in the Netherlands. Trade in the object concerned may still be subject to legal or other restrictions.

1.3 There must be a physical object

Digital objects such as E-books and MP3s are not included in the catalogue.

1.4 The object must physically differ from objects already included in the catalogue

Lastdodo strives to include and describe all the different variants of collectible objects. If an object can be distinguished from another edition or version of something by its non-removable external features, it may be included in the catalogue as a new item. If a book is published in hardcover and paperback, both are included separately. If a book is released with a red and a blue front, both will be included separately. If a book is reprinted and this is visible on the book (e.g. in the colophon), the reprint is included separately. A dust jacket, on the other hand, is removable, so a book with a dust jacket is not a different book from the one without. Also, things like stickers, cellophane wrappers, loose attachments to an edition or part of an edition are no reason to regard an object as a variant.
Please note: Items in blister packs and the like, which cannot be removed without destroying them, can of course be included in the catalogue as a separate item if the packaging is different, even if the content is identical.

1.4.1 Variants caused by production errors
Mistakes in the production process can result in physically different objects (such as misprints in books or mishaps in coins).

So-called "loners", individual variants created by production errors that have slipped through the quality control are considered damaged copies of the "standard" object and are not included in the catalogue as

a variant. If you want to include such a copy in your collection or shop, you do so by starting from the standard item and mentioning the defect in the details of your own copy (see also article 2).

If, however, a (part of a) print run of an object with all the same production error comes into circulation unintentionally, it is regarded as a real variant and included as such in the catalogue.

1.5 Composite objects and annexes

1.5.1 A catalogue item can be a composite object, but never a collection of objects.

An item can consist of several parts. The condition is that the item has been officially released and distributed in this composition. If a book is published as a whole together with a CD, a bookmark and a poster, it may also be included in the catalogue in this composition. But a volume of separate magazines may never be included in the catalogue as a single item, because it was never published in that way. Each magazine must be included in the catalogue as a separate item.

The only exception to this rule is found in the stamps section, where in addition to the separate stamps belonging to a particular series, the series itself is also included as an item in the catalogue.

Please note: Items in your shop can, if desired, consist of a collection of objects. In such a combination offer, several separate items are offered for sale as a whole. These can even be items from different categories.

1.5.2 Components of a compound item may also be included in the catalogue as an independent item.

Lastdodo is based on the principle that everything that can get loose will get loose and sooner or later end up on the collectors' market. If a book is published with a bookmark, the bookmark belongs as an appendix to the description of the book in the catalogue. But sooner or later, copies of that bookmark will end up on the market separately. Therefore, in addition to the book with bookmark (the 'complete' item), the bookmark may also be entered as an independent catalogue item.

Please note: The relevant appendix or item must of course itself be a complete and collectible item. Also, if known, the field details must mention of which item this was originally an appendix or part.

2 Catalogue, collection and shop

The catalogue is the basis. Objects must therefore first be (or have been) entered into the catalogue before they can be added as an item to a collection or shop stock. Items in your own collection or shop are always a copy of a catalogue item. You can make all kinds of changes to this copy, such as your own photos and details, so that it is a true description of the specific characteristics of the item in your collection or shop.

A catalogue item is always assumed to be complete and in new condition. And that is how it should be entered. The copy you have can of course have all kinds of defects, but you enter it in the catalogue as if that is not the case.
 Note: complete means including all original attachments, if any.
 Please note: Details and defects of your own copy are never mentioned with the details of a catalogue item, but always with the details of your own copy in your own collection or shop.
 Please note: These rules obviously do not apply to unique items (fine art). If you were the lucky owner of the original "Venus de Milo" at an auction and you were to enter it in the catalogue, the fact that the arms were broken off may simply be mentioned. But if someone has a replica of Rodin's Le Penseur without arms and wants to enter it in the catalogue, this defect is not mentioned in the catalogue, but only for the copy in the own collection.

3 Choosing the right heading.

Objects are classified on the basis of what something is, not on the basis of what something represents. Objects with similar physical characteristics (magazines, model cars, paintings) are classified under the same heading.

When entering an item, always try to choose the correct section. There are many sections, all of which can be found via the catalogue link on the homepage of the collectors' platform, so many items can be entered in the correct section without a problem.

3.1 Object can be classified under two headings.

Some items have characteristics that would allow them to be classified under two headings. For example, an audio book, consisting of a book with an audio CD.

3.1.1 Object consists of one component.
In this case, always choose a heading according to what the object **is**.
Example: A poster with a comic strip on it looks like a comic strip and one would therefore be inclined to think that this is a reason for possibly entering it under comics. But it is first and foremost a poster, and so it belongs in the **Posters and Mailers** section.
Example: A Mickey Mouse telephone looks like a Mickey Mouse image, but it **is** a telephone. So it belongs in the category **Telephones**, and not in the category **Statues.**

3.1.2 Object consists of several components.
If the object consists of several components that each fit into a different heading, different solutions are possible:

Choose the most important component. Enter the item in the heading corresponding to that component, according to the rules of that heading, and include the other component in the details. Suppose you have a history book with an accompanying CD of existing sound fragments. Then the book is probably the most important component. In that case, the item is entered as a book in **Books**, and in the details it is mentioned that a CD accompanies it. For an opera CD with a libretto, the audio CD is probably the most important component. In that case, the item will be entered as a CD in the **Records, CDs and Vinyl** section, and the details will state that it is accompanied by a book or books containing the libretto.

Instead of choosing one heading, both components may be entered in the appropriate heading for that component, i.e. for audio books the book in books and the CD in record discs. The condition is that both components must be complete and collectible in themselves.

3.2 Object does not fit in any of the categories.

All objects that do not fit in one of the fixed sections are placed in the section **Other**. This section contains all kinds of objects of which there are not (yet) enough examples in the catalogue to warrant its own section. In principle, the type of object and the type of object can be freely chosen. However, it is advisable to opt for an object type that already exists and therefore already has specimens in the catalogue. This makes objects easier to find and increases the chance that they will get their own category sooner or later. So only create a new type of object if there is no other option.

3.3 Topic headings

Lastdodo still has a limited number of theme categories from the past, where items are categorised by theme. It is preferable not to enter any new items in these categories, as they will be phased out. With the exception of the theme section **Aviation,** they are no longer shown in the overview of all sections.

4 The Title field

All items have a title field. Because Lastdodo is based on the description of objects based on physical characteristics, it is always preferable to use as a title something that is on the object itself. A descriptive title is always second best.

4.1 There is a title on the item itself

If there is a title on the object itself, always use it. Such a title is never translated (exception see 4.3), but taken literally, including any spelling mistakes. As regards the use of capitals, in principle the rules of the language in which the title is displayed are followed, regardless of how it appears on the object.
 Please note: in a number of specific categories such as postcards, this may be departed from because the capitalisation as it appears on the object is important for the identification of the item. This must be explicitly stated in the entry instructions for the item concerned.
 Please note: with record CDs, the record or CD is the object and the sleeve is the packaging. Titles on the label therefore have 'priority' over titles on the sleeve.

4.2 There is no title on the item, but there is on the packaging

If there is nothing on the object itself, but there is a title on the original packaging (if applicable), the packaging title is used. Here too, the title will not be translated. (exception see 4.3) but copied literally, taking into account the rules that apply in the relevant language for capitalization.

4.3 There is a title on the item package, but in an unwritable language.

If there is a title on the object or its packaging, but it is in a language that Lastdo cannot display (Chinese, Arabic, Greek), the title may be translated. Such translated title must be enclosed in square brackets to indicate that it is a translation and not literally on the object or package.

4.4 There is nothing useful on the item.

Only if no title can be found on the object or packaging can a descriptive title be used. Such a descriptive title should be as short and adequate as possible. It is the title of the object, not intended as a recruiting header. In principle, such a descriptive title should not contain any superfluous elements that are also described in other fields. Many first-time users want to put too much information in the title.
example: "Potato Eaters" is a good title. "Original painting of Potato Eaters - Vincent van Gogh (Nuenen 1885)" is a very bad title.
 Please note that some sections have detailed rules for descriptive titles. These can be found in the entry fields of these sections.

Please note: Headings in which a large proportion of the titles are descriptive have a multilingual title field. Only in the case of translated titles according to 4.3 and descriptive titles according to 4.4 can something be entered in the different language fields differently. True titles, as in 4.1 and 4.2, are always the same for all languages.

5 Images

5.1 Own scans or photos only

Because Lastdodo tries to capture all variants of items, it is very important that the images in the catalogue are actually of the item in question. Images from other sources, such as manufacturers' websites, often deviate from the actual product. If such images end up in the catalogue, ghost items are created, variants of objects that do not really exist but that collectors do go looking for.

In order to prevent the creation of such ghost items, only own scans or photos may be used when entering or improving items.

Another reason for only allowing your own scans or photos is that material from other sources may be subject to copyright.

It is also not permitted to 're-use' images from the catalogue to introduce new items.

5.2 Logos, watermarks and time-stamps

It is not permitted to place images in the catalogue that have a logo, a watermark or a time stamp. This restriction obviously does not apply to images that are added to copies in the user's own collection or shop.

5.3 Formats

For flat objects, scanning gives the best results. 3D objects are of course better photographed. If necessary, use a simple image editing programme to cut away unnecessary edges and make the item as frame-filling as possible.

Use one of the following formats: .jpg, .gif, . png or . tiff. The maximum size you can upload is 5 MB per photo. We recommend using .jpg files. They are compact so that adding photos is much faster.

The maximum size in which images are displayed in the catalogue display is 700 x 700 pixels. Internally, images are stored in a maximum size of 1000 pixels high or 1000 pixels wide. Images that are larger than this are automatically reduced in size when they are entered.

5.4 Packaged and loose objects

Image 1 is generally for the front of the item and image 2 for the back. The intention is that the item is visible in its entirety. Pictures 1 and 2 are always for the item without packaging. If you only have the packaged item, and cannot or will not remove it from its packaging, then place an image of the packaged item on position 1 and on position 3. Another user, who has the item without packaging, can then replace picture 1 later.

Note: This rule does not apply to the categories with data carriers (record discs, video, video games). In these categories, the packaging (LP sleeve, CD box, etc.) is considered the visual primary object, and not the record disc. In these categories, therefore, images of the 'packaging' are in positions 1 and 2, and the contents in position 3.

Image 3 is free in most headings and can be used for various things, such as the original packaging, an important annex or a detail image that is important for the identification of the variant.

6 Personal names

There are two types of personal names within Lastdodo:

The 'person' exists or has existed. Almost always people, but in exceptional cases individual animals can also be
'existing persons'. Famous racing or dressage horses, for example.

*Fictitious people
do not really exist
. Fictional persons can be people, animals or fabulous creatures. "James Bond" is a fictional character, but "Lassie" and "Winnie the Pooh" are also fictional characters.

Persons" can have two roles within Lastdodo:

Active roleThe
person is the creator or originator of the object.

Passive roleThe
person is the subject of the object.

Existing people can have both a passive and an active role in an object. It can even be both at the same time, think of a self-portrait or an autobiography.
Fictional persons, on the other hand, can only be subjects. There are objects that are supposedly made by a fictitious person, but in that case we consider the fictitious person to be a pseudonym of the real creator.

Because persons in an active role are always existing persons, while persons in a passive role are both fictitious and existing persons, personal names in active and passive roles are entered in the catalogue in a different way.

Note: Because all persons (existing) are part of the central name register, it must be one record behind the scenes. It is only a different representation in the different fields, just as a record can have a different representation in different languages.

6.1 Active role

These are, by definition, existing persons.

6.1.1 Objects made by individuals

Within Lastdodo, the real name of the person is entered by definition. Aliases and pseudonyms are shown in Lastdodo in brackets after the real name and can also be searched, but they are never entered directly. Links between real names and pseudonyms can only be created by administrators.

Names of persons in an active role are displayed in the format <Surname>, <First Name> <any insertions>. For persons with more than one given name, the first given name is always written out in full. Subsequent first names may be omitted, written out in full, or indicated by initials. The choice made will generally depend on what seems 'most logical'. In principle, any title is not part of the name.

Schmidt, Annie M.G.

Rowling, Joanne K.

Gogh, Vincent van

Douglas, Kirk

Please note: The freedom of choice in the display of first names obviously only applies when a new name is entered for a person who is not yet known. If a person is already included in the database in some way, then this must of course be filled in, or chosen from the dropdown. If you think this is incomplete or incorrect, then choose the existing person anyway, to avoid double entries. You can then submit a request to the administrators of the relevant section to change the way the person is listed in the database. By clicking on the OPTIONS button in the gallery page of the series/series and then on Administrators, you can see who is administrator of the relevant area.

6.1.1.2 Original creator

If an item is based on the work of another person, the name of the creator of the original work may be entered as an additional creator with [to] between square brackets after the name: **Dickens, Charles [to]**

6.1.2 Objects created by several people

If an object was made by several people, they must always be filled in separately according to the rules for individuals.

If there is a collective and the collective has an official name (The Beatles, Walt Disney Studios), at least the name of the collective must be filled in. Whether or not the individual participants in the collective must also be listed may differ per category.

6.1.2.1 Duos as a collective

Names of duos are written with an ampersand &.

Gilbert & George

Simon & Garfunkel

Laurel & Hardy

6.1.2.2 Groups as a collective

Names of 'groups' are entered as <name group>, <eventual articles and prefixes>. Names are never fully capitalised unless the group itself always does so

ZZ Top

ABBA

Warner Brothers

6.1.2.3 Compositions of a person and a collective

The name of the person is considered part of the total name of the collective. Therefore they are entered as <first name> <last name> & <name collective>. This is therefore one name. Whether the individual participants, the person or the collective are listed separately can differ per category **Cliff Richard & The Shadows**

6.1.2.4 Studios and employees

If the names of the employees actually involved are known, they are filled in. If this is not known, the name of the studio is entered as <name studio> studios. Most studios are named after their founder. In such cases, only use the founder's last name. **Vandersteen Studios** (and not Willy Vandersteen studios) **Disney studios**

It may happen that the original creator is not (or no longer) actually involved in the creation of the object, but is listed as such on the object because of name recognition. In that case, this name may always be added as an extra name alongside the actual creators, because this improves the identification of the object. However, not in combination with a studio named after the person concerned.

Disney, Walt or **Disney Studios**, but not both

Jacobs, Edgar P.

6.2 Passive role:

In a passive role, we find both existing and fictitious persons. The extent to which all persons who can be regarded as subjects of the object must be entered in the appropriate fields varies from one section to another. In some sections, such as Figurines, all persons may be entered. Other categories, such as Comics and Books, where there are often many people in a passive role, are subject to restrictions. See the entry instructions for the relevant category.

6.2.1 Existing persons

If a historical person is the subject of the object and is also presented as such (see also 6.6 Parodies), the name of that person must always be selected. This is shown as <first name> <insert if any> <last name>. If a person has more than one given name, the first given name is always written out in full. Any subsequent given names may be omitted, written out in full, or indicated by initials. The choice made will generally depend on what seems 'most logical'. In the case of existing characters, the title does not form part of the name, with the exception of the title Sint. This is added for clarification in cases where the saint in question only has a first name.

Winston Churchill (and not "The Political Life of Winston Churchill" or something like that)
George Patton (and not General Patton or General George Patton)
 Saint Sebastian (and not Bernadette Soubirous, and not Saint Bernadette)

6.2.2 Fictitious persons

In principle, fictitious persons are entered in the same way as existing persons. The big difference is that the name of a fictitious person can very well consist of only a first name or only a last name. If necessary, an article is added to the name. In the case of fictional persons, a title may also form part of the name. **James Bond Don Quixote**
Dr Dolittle
King ArthurSinterklaas
 FlipperWhistleblower
of Notre Dame, the

6.2.2.1 Duos

Because fictional duos often have completely different names in different languages (Suske en Wiske - Willie and Wanda - Bob et Bobette), there is no need to use an ampersand (&) here.

6.2.2 Superheroes and Secret Identities

In the case of fictional persons with secret or dual identities, the hero form is considered a person, not the everyday alter ego. **Batman** (and not Bruce Wayne)
Note: Especially in comics, we are familiar with the phenomenon that a superhero has been portrayed by different people over the years. Because the superhero is leading and not the alter ego, we always merge that into one person. So within Lastdodo there is only one Robin, one Flash.

In fictional characters who sometimes have adventures as themselves and sometimes as a superhero or someone else, the everyday identity is used. This is the case, for example, with various Disney characters. **Goofy** (and not Supergoof)

6.2.2.3 Different names in different languages

Fictitious persons can have different names in different languages. In principle, always use the name by which the person is known in the language in which you are currently working within Lastdodo.
Note: If the fictional character's name has changed over time, always use the last name. Administrators

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can enter the old, no longer used names as aliases so that they can still be searched.

Attention: Never enter 'foreign' or outdated names as extra or second person.

Note: If no name exists for a certain character in the language in which you are working (e.g. because the book or film was never published in that language) and you have to choose between names from other languages, always choose the name under which the person is known in the original creator's language.

6.3 Common names

If there are two different persons with the same name, a label can be added to the name to distinguish the persons. This should be enclosed in square brackets to indicate that the label is not part of the name and also because it does not look like an alias or pseudonym in the display window. For fictional persons, it is often convenient to take the original creator or publisher. For existing persons, the country of origin or date of birth can be used, among other things. As long as it is clear and internationally understandable.

Scorpions [DEU] and Scorpions [GBR].

Black cat, the [Poe] and Black cat, the [Broeckx].

Note: Of existing persons, famous novel heroes and the like, of course only one exists. There is only one Napoleon Bonaparte and there is only one Pocahontas. So never split them up according to author or so on.

Note: When using a country as a label, if possible always use the three-letter code according to ISO 3166 (http://en.wikipedia.org/wiki/ISO_3166-1).

6.4 Aliases and pseudonyms

Aliases and pseudonyms are displayed in the view screen and can also be searched, but they are never entered in this field. Only administrators can link aliases, pseudonyms and name variants to a person.
If it is not known whether the name used is a pseudonym, type the name used slowly. Select the correct person
from the drop-down box, or enter the name used if it is not in the drop-down box.

If it is known that the name used is a pseudonym, enter the real name. If the pseudonym used has not yet been linked to the person, and therefore is not shown in the display screen between brackets after the real name, an administrator can be contacted to link the pseudonym used to the person's name. By clicking on <administrators> on the left of the display screen, you can see who is administering the area in question.

Note: Never enter a real name and an alias as two separate people and do not add aliases yourself in the entry field.

Caution: Never enter things like "**unknown**", "**various**" or "**n/a**", because the system will save these as the name of a person.

Please note: Aliases and pseudonyms do not have first or last names, even if they appear to. So in Lastdodo it is always <Mark Twain> and never <Twain, Mark>.

6.5 Change of name

When people officially (legally) change their name, the 'last' name is used. The name before the change is considered an alias. **John Paul II** (and not Wojtyła, Karol Józef)
 Dylan, Bob (and not Zimmerman, Robert Allen) **Lee, Stan** (and not Lieberman, Stanley)

6.6 Parodies

Parodies are recorded with the person who is being parodied. Except in the case of a parody of a historical character or hero of a novel, where in fact only (a variant of) the well-known name is used as a steppingstone to create a completely new character.

7 Company names

The following conventions apply to the entry of company names.

- Additions such as BV NV Inc and the like are not included.
- Additions such as publishing house, printing house, factory are not included.
- City and country of residence are not included. This also means that no distinction is made within Lastdodo between, for example, Disney America and Disney Europe. That is one company.
- Imprints of producers may be entered as independent producers. Within Lastdodo, an advertising object is thus primarily a publication of the respective brand and not, for example, of Unilever.
- Studios are entered as **<name founder> studios (See** also 6.1.2.3).

Note: In exceptional cases, such as the postcard category, these conventions may be deviated from because the way in which the company name appears on the object is part of the identification process. This is then explicitly mentioned in the entry instructions for the relevant section.

8 Dating

In almost all sections, the date an object was produced or released must be entered.

Year is unknown

In this case, do not enter anything in the year field. Never fill in "**unknown**" or anything like that.

Year is approximately known

In this case, fill in the estimated year and state in the details that this is an estimate.

Object is manufactured during a certain period.

In this case, the year must be entered at the beginning of that period, i.e. the year in which this object was first produced or released. The period can be specified in the field details.

Object is incorrectly dated

This occurs, for example, with books. In that case, the actual year must be entered. With details, it is indicated that this is incorrect in or on the object.

9 Dimensions

Dimensions must be entered for most items. In principle, these are always the dimensions of the item, not of its packaging. Even if the packaging is an integral part of the item, such as an unopened blister. **Note**: there are some exceptions, such as books in a sliding box, but this is explicitly mentioned in the import instructions for the item concerned.

2D

For 'flat' objects this is always in the form **width x height**. Things like books and DVDs are considered flat objects within Lastdodo. For round objects, if one size is displayed, always use the diameter. For some round objects, such as coins, the thickness can be indicated as a relevant measurement in addition to the diameter.

3D

For three-dimensional objects, dimensions are entered as **width x depth x height**, determined from the logical front view. If only one dimension is displayed for three-dimensional objects, always use the height for this. The 'height' is always the full height, including pedestals and the like. If necessary, this can be further broken down in the details if that makes sense.

10 The field details

This field is intended for any information that may be important for the identification of the item and that you cannot put in the other fields.

It is sufficient to fill in only one of the language fields if there are any details. Filling in the other languages is, of course, permitted and highly appreciated. Please enter the correct language in the appropriate field.

The following must always be entered in the field Details if they are relevant:

- Specific characteristics of variants
- Wrong and estimated years.
- Additional information on the print run.
- Information on annexes:

May be mentioned
Some items are not mandatory but may be mentioned:

- Additional information on the packaging
- Names of people or organisations who have actively contributed to the creation of the object but who may or may not be listed in the other fields, such as the translator of a book.
- Information that is useful for identification, but is difficult to extract from the images.

Do not mention
Never use the field to record details of your own specific item (i.e. NOT "in good condition" or similar). You can add that information to your own item if you have placed it in your collection or shop.

Do not pollute the field with things that do not contribute to the identification. So no biographies of the creator or recruiting texts from the publisher's or manufacturer's brochure.

11 Modify existing items in the catalogue.

The catalogue works according to a wiki principle. The first person to enter an object into the catalogue may not have all the information about that object. Others can add to or improve that information in the catalogue.

Changes always allowed:

- Supplementing existing images
- Replace existing images with higher quality images, or a copy of the object in better condition.
- Fill in fields that are (still) empty
- Correcting erroneous information

Please note: Images, empty fields and the details field can always be changed. However, fields that have already been completed may not be able to be changed directly. This is the case if administrators have 'frozen' the item. If you think a blocked field contains incorrect or incomplete information, you can contact the administrators of the relevant item. They can unblock the field, or possibly make the relevant change themselves.

Changes that are never allowed:

- It is never permitted to make changes that would make the item in question a different item or that would make it a different version, print, edition or variant of the item.

REVISION OVERVIEW

Version	Date	New articles (*)	Amended articles (*)	Articles deleted (**)
1.1	04-2014	1.4.1	6.5	
2.0	09-2017		3.1.1,6.1.2.3, 6.1.2.4	1.6
3.0	08-2020			
3.1	01-2021	Adapted to new site layout		

(*) number refers to article in current version

(**) number refers to article in previous version