



**ANSI/NISO Z39.29–2005 (R2010)**

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# **Bibliographic References**

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**Abstract:** This standard provides rules, guidelines, and examples for the creation of bibliographic references to numerous types of print, audiovisual, and electronic materials, both published and unpublished, arranged in fifteen broad categories. The bibliographic references should result in the unique identification of most print and non-print materials. This standard is intended for a broad audience, including the creators of bibliographic references, the processors who publish and otherwise display references, and the ultimate users of the references.

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National Information Standards Organization

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# Contents

<b>Foreword.....</b>	<b>vii</b>
<b>1 Introduction.....</b>	<b>1</b>
1.1 Purpose .....	1
1.2 Scope .....	1
1.3 Principles.....	2
1.3.1 Introduction .....	2
1.3.2 Bibliographic Elements and Their Sub-Elements.....	2
1.3.3 Common Set of Elements .....	3
1.3.4 Bibliographic Levels .....	3
1.3.5 Recommended Sources of Data.....	5
<b>2 Definitions of Terms.....</b>	<b>5</b>
<b>3 Representation of Data.....</b>	<b>30</b>
3.1 Sequence of Bibliographic Data within References .....	30
3.1.1 General .....	30
3.1.2 Order of Bibliographic Groups within References.....	33
3.2 General Rules and Guidelines .....	33
3.2.1 Abbreviations .....	33
3.2.2 Capitalization .....	34
3.2.3 In-Text References .....	34
3.2.4 Internet Citations.....	34
3.2.5 Missing Data .....	35
3.2.6 Non-Roman Alphabets.....	35
3.2.7 Numbers and Other Numeric and Alphanumeric Identifiers .....	35
3.2.8 Pagination.....	35
3.2.9 Punctuation.....	36
3.2.10 Translations .....	38
3.2.11 Typography.....	38
3.3 Specific Rules and Guidelines.....	38
3.3.1 Affiliation .....	38
3.3.1.1 Affiliation—Division .....	39
3.3.1.2 Affiliation—Name .....	39
3.3.1.3 Affiliation—City .....	39
3.3.1.4 Affiliation—Country Subdivision.....	39
3.3.1.5 Affiliation—Country .....	39
3.3.2 Authors.....	39
3.3.2.1 Author, Primary .....	39
3.3.2.2 Author, Secondary .....	40
3.3.3 Author Role Indicator .....	40
3.3.4 Availability.....	40
3.3.4.1 Availability—Storage Location .....	40
3.3.5 Content Designator .....	40

3.3.6	Date of Citation .....	41
3.3.7	Date of Copyright .....	41
3.3.8	Date of Meeting .....	41
3.3.9	Date of Publication .....	41
3.3.10	Date of Update/Revision .....	42
3.3.11	Edition Statement .....	42
3.3.12	Extent of Work (Physical Description) .....	42
3.3.13	Issue .....	43
3.3.14	Issue—Subdivision (Supplement/Part/Special Number) .....	43
3.3.15	Location within a Work—Subdivision .....	43
3.3.16	Location within a Work—Subdivision Pagination (or its equivalent) .....	43
3.3.17	Location within a Work—Subdivision Title .....	44
3.3.18	Medium Designator .....	44
3.3.19	Notes .....	44
3.3.20	Number of Meeting .....	44
3.3.21	Patent Document—Country .....	44
3.3.22	Patent Document—Publication Date .....	44
3.3.23	Place of Meeting .....	45
3.3.23.1	Place of Meeting—Division .....	45
3.3.23.2	Place of Meeting—Name .....	45
3.3.23.3	Place of Meeting—City .....	45
3.3.23.4	Place of Meeting—Country Subdivision .....	45
3.3.23.5	Place of Meeting—Country .....	45
3.3.24	Place of Publication .....	45
3.3.24.1	Place of Publication—City .....	46
3.3.24.2	Place of Publication—Country Subdivision .....	46
3.3.24.3	Place of Publication—Country .....	46
3.3.25	Publisher Name .....	46
3.3.26	Report Number .....	47
3.3.27	Titles .....	47
3.3.27.1	Title, Analytic .....	47
3.3.27.2	Title, Collective .....	48
3.3.27.3	Title—Translated .....	48
3.3.28	Volume .....	48
3.3.29	Volume—Subdivision (Supplement/Part/Special Number) .....	48

#### **4 Application of the Standard to Specific Types of Material 48**

4.1	General .....	48
4.2	Specific Types of Material with Examples .....	49
4.2.1	Monographs .....	49
4.2.1.1	Entire Monographs .....	49
4.2.1.2	Parts of Monographs .....	51
4.2.1.3	Contributions to Monographs .....	53
4.2.2	Journals .....	55
4.2.2.1	Entire Journal Titles .....	55
4.2.2.2	Contributions to Journals (Journal Articles) .....	56
4.2.2.3	Parts of Contributions to Journals (Parts of Journal Articles) .....	58
4.2.3	Conference Publications .....	59
4.2.3.1	Conference Proceedings .....	59
4.2.3.2	Contributions to Conference Proceedings (Conference Papers) .....	61

4.2.3.3 Meeting Abstracts .....	64
4.2.4 Technical Reports .....	66
4.2.4.1 Entire Reports .....	66
4.2.4.2 Parts of Reports .....	68
4.2.5 Dissertations and Theses .....	70
4.2.5.1 Entire Dissertations and Theses .....	70
4.2.5.2 Parts of Dissertations and Theses .....	71
4.2.6 Bibliographies .....	72
4.2.6.1 Entire Bibliographies .....	72
4.2.6.2 Parts of Bibliographies .....	73
4.2.7 Patents .....	75
4.2.8 Newspapers .....	76
4.2.8.1 Entire Newspaper Titles .....	76
4.2.8.2 Contributions to Newspapers (Newspaper Articles) .....	77
4.2.9 Maps .....	79
4.2.10 Artworks .....	80
4.2.10.1 Paintings .....	80
4.2.10.2 Sculpture .....	81
4.2.10.3 Photographs/Prints/Lithographs .....	82
4.2.11 Music .....	84
4.2.11.1 Printed Music .....	84
4.2.11.1.1 Score .....	84
4.2.11.1.2 Sheet Music .....	85
4.2.11.2 Recorded Music .....	87
4.2.11.2.1 Entire Recordings .....	87
4.2.11.2.2 Parts (Segments) of Recordings .....	88
4.2.11.2.3 Contributions to Recordings .....	90
4.2.11.2.4 Recorded Music Liner Notes .....	92
4.2.12 Motion Pictures .....	93
4.2.12.1 Entire Motion Pictures .....	93
4.2.12.2 Motion Pictures in Videocassette Format .....	95
4.2.12.3 Parts (Sequences) of Motion Pictures .....	96
4.2.13 Audiovisuals .....	97
4.2.13.1 Monographs in Audiovisual Formats .....	97
4.2.13.1.1 Entire Monographs in Audiovisual Formats .....	97
4.2.13.1.2 Parts of Monographs in Audiovisual Formats .....	99
4.2.13.1.3 Contributions to Monographs in Audiovisual Formats .....	100
4.2.13.2 Journals in Audiovisual Formats .....	102
4.2.13.2.1 Entire Journal Titles in Audiovisual Formats .....	102
4.2.13.2.2 Contributions to Journals (Journal Articles) in Audiovisual Formats .....	103
4.2.13.2.3 Parts of Contributions to Journals (Journal Articles) in Audiovisual Formats .....	105
4.2.14 Electronic Information Formats .....	107
4.2.14.1 Computer Programs .....	107
4.2.14.2 Databases/Retrieval Systems .....	109
4.2.14.2.1 Entire Databases/Retrieval Systems .....	109
4.2.14.2.1.1 CD-ROM .....	109
4.2.14.2.1.2 Internet .....	110
4.2.14.2.2 Parts of Databases/Retrieval Systems .....	112
4.2.14.2.2.1 CD-ROM .....	112

4.2.14.2.2.2 Internet .....	114
4.2.14.2.3 Contributions to Databases/Retrieval Systems .....	115
4.2.14.2.3.1 CD-ROM .....	115
4.2.14.2.3.2 Internet .....	117
4.2.14.3 Journals in Electronic Formats .....	119
4.2.14.3.1 Entire Journal Titles in Electronic Formats .....	119
4.2.14.3.1.1 Disk .....	119
4.2.14.3.1.2 Internet .....	121
4.2.14.3.2 Contributions to Journals (Journal Articles) in Electronic Formats .....	122
4.2.14.3.2.1 CD-ROM .....	122
4.2.14.3.2.2 Internet .....	123
4.2.14.4 Monographs in Electronic Formats .....	125
4.2.14.4.1 Entire Monographs in Electronic Formats .....	125
4.2.14.4.1.1 CD-ROM .....	125
4.2.14.4.1.2 Internet .....	127
4.2.14.4.2 Parts of Monographs in Electronic Formats .....	129
4.2.14.4.2.1 CD-ROM .....	129
4.2.14.4.2.2 Internet .....	131
4.2.14.5 Homepages .....	132
4.2.14.5.1 Entire Homepages .....	132
4.2.14.5.2 Parts of Homepages .....	133
4.2.14.6 Electronic Mail .....	135
4.2.14.7 Discussion Lists .....	136
4.2.14.7.1 From a LISTSERV .....	136
4.2.14.7.2 From a UseNet Group .....	137
4.2.14.7.3 From a Bulletin Board System .....	139
4.2.15 Archives, Manuscripts, Personal Communications, and Other Unpublished Works .....	140
4.2.15.1 Manuscript/Archival Collections .....	140
4.2.15.1.1 Entire Collections .....	140
4.2.15.1.2 Contributions to Manuscript/Archival Collections .....	141
4.2.15.1.3 Individual Manuscripts .....	143
4.2.15.2 Personal Communications (Letters, Telephone Conversations, etc.) .....	144
4.2.15.2.1 Letters .....	144
4.2.15.2.2 Telephone Conversations .....	145
4.2.15.2.3 Conversations .....	146
4.2.15.3 Papers Presented at Meetings .....	147
4.2.15.4 Forthcoming Publications .....	149
4.2.15.4.1 Forthcoming Monographs .....	149
4.2.15.4.2 Forthcoming Contributions to Journals (Journal Articles) .....	150
<b>Appendix A Bibliography .....</b>	<b>152</b>
<b>Appendix B Summary List of Formatted Sample Citations .....</b>	<b>154</b>

## Tables

Table 1 – Examples of bibliographic levels .....	4
Table 2 – Bibliographic elements arranged by group .....	30
Table 3 – Punctuation symbols as used in this standard .....	37

## Foreword

(This foreword is not part of *Bibliographic References*, ANSI/NISO Z39.29-2005. It is included for information only.)

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## About This Standard

The purpose of this standard is to provide rules, guidelines, and examples for the creation of bibliographic references to numerous types of print, audiovisual, and electronic materials, both published and unpublished. Using the format described, the creator of a reference will be able to provide information necessary to uniquely identify a work.

In developing this revision, existing practices and conventions, as well as other standards for bibliographic references, were studied to identify use, elements, formatting policies, and underlying principles. The need for conformance with established practices was carefully weighed against the potential benefits of new approaches to standardization. A streamlined, simplified process was designed to enable any user to report the critical components of a bibliographic reference. Bibliographic elements to be included are designated as Required or Optional, depending on the use of the reference, so that the content of the reference can be varied according to its function.

Much has changed since this standard was originally approved in 1977. The entire area of electronic information has grown enormously and continues to challenge our abilities to define and cite it. An extensive section dealing with a variety of electronic formats is included.

In this standard references are grouped into fifteen broad categories based on the type of work. Whether referring to a videotape, an audio book, sheet music, or other work, the user of this standard should be able to identify the appropriate category and proceed to construct the reference.

Using the concepts and bibliographic elements defined in this standard should result in easily readable references that uniquely identify any work in a consistent format adaptable to the specific needs of the creator of the reference.

### Reaffirmation

This standard underwent a periodic review and was reaffirmed by the NISO consensus body on February 1, 2010. ANSI approved the reaffirmation on May 13, 2010.

Suggestions for improving this Standard are welcome. They should be sent to the National Information Standards Organization, 3600 Clipper Mill Road, Suite 302, Baltimore, MD 21211, telephone: (301) 654-2512, email: [nisohq@niso.org](mailto:nisohq@niso.org).

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# Bibliographic References

## 1 Introduction

---

### 1.1 Purpose

This standard is designed to be used in the preparation of bibliographic references that should result in the unique identification of print and non-print materials, both published and unpublished.

Bibliographic references perform two essential functions in the research and publishing process:

- they ensure the intellectual integrity of the research by giving credit to those persons and organizations whose previous works have contributed to the research; and
- they enable users of the references to uniquely identify and perhaps locate those materials that have contributed to the current research.

One of the challenges facing researchers at all levels of expertise is the construction of useful references to their source material. Source material varies widely in both type and complexity. This standard provides researchers with guidance in creating references for most of the materials they will encounter.

This standard is intended for a broad audience, including the creators of bibliographic references, the processors who publish and otherwise display references, and the ultimate users of the references. The creators of references include students writing papers for classes, authors of scholarly texts, compilers of bibliographies or discographies, and others. Editors and publishers, who can set policies for style and content of bibliographic references, are an important audience for this standard. Users of bibliographic references are also part of the intended audience, since their efforts to differentiate among various works and to retrieve the works they need are made easier by the provisions of this standard.

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### 1.2 Scope

This standard applies to a broad range of source materials, print and non-print, published and unpublished. It covers the preparation of bibliographic references to all types of works for inclusion in such applications as bibliographies, end-of-work references, footnotes, and abstracting and indexing sources in any medium. It is intended for use by a general audience and may not meet the detailed needs of a particular discipline or specialty.

This standard covers all types of materials to which bibliographic references are made, regardless of their publication status or the recording medium. Thus, the scope includes all common print materials, such as books, journal articles, newspaper articles, technical reports, conference proceedings and papers, patents, dissertations, maps, and printed music. Works in other media include motion pictures, sound recordings, artworks, videotapes, microforms, electronic documents, computer programs, and Internet sites. Also included are such works as manuscripts, letters, e-mail messages, and other unpublished materials. Although these examples represent the more common types of materials covered by the standard, they are not exhaustive. The principles of the standard are intended to guide the preparation of bibliographic references for types of materials not listed or illustrated in the body of the standard.

Whether or not a work can be currently accessed, particularly in the realm of electronic documents where stability is uncertain, is not germane to the employment of this standard.

This standard does not extend to three special categories.

- Library applications: The use of this standard does not apply to descriptive cataloging or associated works, such as shelflists, catalogs, or union lists. It is intended to apply to library-related functions only insofar as these activities produce bibliographies or other products containing bibliographic references.
- Computer-based bibliographic systems: This standard does not attempt to define either data elements or their uses at a level of detail normally required for unique and unambiguous entry into automated systems. Although the input to computer systems is excluded from its scope, the output of bibliographic references from a computer system (for example, printouts or screen displays) falls within the scope of this standard.
- Legal citations: This standard does not provide examples of legal citations. However, the creator of references to such materials may use the provisions of this standard or may choose to use the current edition of one of the specialized guides, such as *The Bluebook: A Uniform System of Citation* (Cambridge (MA): Harvard Law Review Association), *ALWD [Association of Legal Writing Directors] Citation Manual* (New York: Aspen), or *The University of Chicago Manual of Legal Citation* (Rochester (NY): Lawyers Co-operative Pub. Co.).

Typography and punctuation are also not part of this standard. See *Representation of Data* (Section 3). For consistency in *Applications* (Section 4), the punctuation format of the National Library of Medicine is used.

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## 1.3 Principles

### 1.3.1 Introduction

This standard provides guidance in creating bibliographic references for materials in any medium, published or unpublished. The creation of bibliographic references as specified in this standard follows four principles:

- References are constructed from bibliographic elements and their sub-elements for logical presentation;
- References are based on a common set of elements arranged in a specified order;
- References reflect the appropriate bibliographic levels required for unique identification of cited material; and
- References are based on recommended sources of data.

### 1.3.2 Bibliographic Elements and Their Sub-Elements

In this standard, references are built of bibliographic elements, such as author, title, place of publication, publisher, date, etc., and their sub-elements, where appropriate. The bibliographic elements are defined in the *Definitions* (Section 2) and are outlined in the *Representation of Data* (Section 3).

The elements in a reference may vary, depending on the use being made of the work and on the availability of bibliographic data on the original work. Some elements in a bibliographic reference are absolutely essential to the unique identification of the material being referenced; other elements may be useful but are not critical. This standard specifies which elements, where available, are required (R) and which are optional (O). The listing of optional bibliographic elements, while extensive, is not exhaustive. It is always recommended that the creator of the reference give as much information as possible to ensure clarity.

### 1.3.3 Common Set of Elements

Regardless of the format of the material being referenced, whether it is print-based, audiovisual, electronic, or an artwork, most materials possess common elements from which a reference may be constructed. Among these common elements are an “author” (someone or some group that has responsibility for the content of the material), a “title” (the name it carries), a place of “publication” (its place of origin), a “publisher” (the name of the organization or individual that issues the work), and a “date” (when the work was published or came to be known). This standard is based on this commonality of reference forms, so that references may be easily constructed for any type of material. Not all of these elements may exist for all materials, and some of them may be more difficult to ascertain than others.

This standard lays out the sequence in which bibliographic elements are to be listed in a reference. In order to allow for the differences in types of material being referenced, this standard dictates the sequence of bibliographic elements by specifying the order of bibliographic groups. This phrase is used to refer to a set of related bibliographic elements. All kinds of authors, for instance, are included in the *Authorship Group*; elements related to the name of a work are included in the *Title Group*. These groups and their prescribed order are outlined in *Representation of Data* (Section 3).

However, for the purposes of a particular list of references, any bibliographic element may be used as the first or initial element, that is, taken out of its usual order and placed at the beginning of a reference. The remaining elements then follow in their prescribed order. Some bibliographies list date of publication first, for example. The choice of the first element is left to the discretion of the creator of the reference list, with the requirement being that the choice be consistently maintained throughout the list and that the remaining elements follow the order laid out in this standard.

### 1.3.4 Bibliographic Levels

In constructing a bibliographic reference, the creator of the reference decides precisely what material needs to be cited. For example, a reference to an entire book would be appropriate on some occasions, while a reference to a single chapter would be more appropriate in other cases. A reference to an entire journal article would indicate one type of use of the material, while a reference to a table or chart in that article would indicate a different type of usage.

In order to accommodate the specificity required by some references, it is frequently necessary to include logically and hierarchically related components or subdivisions of a work. A reference to a journal article, which would include an author and a title, would still be useless without mention of the title of the journal in which it appears. A reference to a single song on a compact disk that is part of a six-disk set would need to include information about the song, the disk on which it is recorded, and the name of the disk set. A reference to a document that is part of a file stored in a database will likewise require information about all three entities, the document, the file, and the database. These logical and hierarchical relationships are known in this standard as bibliographic levels.

This standard defines three bibliographic levels: analytic level, monographic level, and collective level. Each level has unique characteristics that identify and determine its uses. Some references may contain all three levels, some only two of the three, some only one, and some may contain more than one element at the same level. See Table 1 for some examples.

- A work that is part of another, larger work and cannot be uniquely identified on its own is at the **analytic level**. This is the lowest, least independent level of a bibliographic reference. Examples of such works include an article in a journal, a chapter in a book, a table or chart in a newspaper article, an authored paper in a conference proceedings, a band on a sound recording, a sequence in a motion picture film, or a section of a Web site. References to works at the analytic level must always contain information about the next higher bibliographic level to which it belongs. The placement of the analytic level

information in the reference varies depending on whether or not the section or subdivision has authorship distinct from the next higher level. Rules for the placement of analytic level information are specified in the *Representation of Data* (Section 3).

- A work appearing as a single physical piece that can be completely identified on its own is at the **monographic level**, for example, a book, a report, an entire journal issue, a filmstrip, a complete musical work, or an entire database.
- A work that consists of a collection or set of separate pieces is at the **collective level**, for example, a series of monographs, a set of journal issues, a multivolume work, or an entire Web site. This is the highest, most encompassing bibliographic level.

**Table 1 – Examples of bibliographic levels**

Reference	Level
a book	the book is at the monographic level
a book in a series	the book is at the monographic level the series is at the collective level
a chapter in a book in a series	the chapter is at the analytic level the book is at the monographic level the series is at the collective level
an entire issue of a journal	the journal is at the monographic level
an article in a journal	the article is at the analytic level the journal is at the collective level
a photograph in a journal article	the photograph is at the analytic level the article is at the analytic level the journal is at the collective level
an entire compact disk (CD) recording	the CD is at the monographic level
one piece of music on the CD	the piece is at the analytic level the CD is at the monographic level
one piece of music on one CD of a six-CD set	the piece is at the analytic level the CD is at the monographic level the set is at the collective level
a research paper published like a book	the paper is at the monographic level
a research paper published in a single-volume conference proceedings	the paper is at the analytic level the conference proceedings is at the monographic level
a research paper published in a multi-volume conference proceedings	the paper is at the analytic level the conference proceedings is at the collective level

The general guideline to be followed in using the principle of bibliographic level is to cite the information at the lowest level appropriate to the use of the material and then to include in the reference any higher bibliographic levels that are necessary to identify the work. It is not sufficient, for example, to cite only a chapter of a book; the book itself must also be cited. In general, a reference should begin with the individual or body responsible for what is being cited. The primary concern of the creator of the reference and of its user is the specific and unique identification of the work or part of the work that was used.



### 1.3.5 Recommended Sources of Data

The preferred source of data for a bibliographic reference is the work itself. When the original work cannot be consulted for the creation of a reference, the most accurate available alternative source of bibliographic information should be used.

- **For printed monographic works**, the title page is the preferred source of information. Necessary data not appearing on the title page may be taken from (in decreasing order of preference) the verso (back side) of the title page, any added title page, the cover, the spine, the colophon, introductory material, and information elsewhere in the publication.
- **For printed serial publications**, the same guidelines apply, except that the masthead frequently serves in lieu of the title page for data that identify a particular item within a publication sequence, such as the volume number, issue number, or date of publication. In the case of conflicts between sources of data, preference should be given to the title page, the cover, and the masthead, in this order.
- **For subdivisions of a work**, such as a chapter in a book or an article in a journal, selection of bibliographic data follows the same guidelines as for monographic or serial works in general. Of course, for the subdivision, some bibliographic elements are usually taken from the first page or the beginning of the subdivision, such as the name of the author or the title of the subdivision itself. If this information is not available on the subdivision, it may be taken from other parts of the work, with preference given to the contents page of the next higher bibliographic level.
- **For non-print materials**, including electronic documents, the work itself is the preferred source of data, that is, information taken from the record label, the opening frames of film, the work of art, or the opening screen of a Web site. In some cases, the “container” in which the work is packaged, such as the album cover, slipcase, film can, CD-ROM jewel box, or envelope, as well as accompanying print materials, may serve as a source of bibliographic data.
- Occasionally, some data that are required in this standard are not present in the original work. **For missing required data**, other bibliographic sources should be consulted when possible. Additional guidelines on handling missing data are included with the data elements in the *Representation of Data* (Section 3).

## 2 Definitions of Terms

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This section lists, alphabetically, all bibliographic elements that are required (R) to identify uniquely the types of documents to which this standard applies. The list contains, in addition, bibliographic elements that are not essential for unique identification but are considered useful or optional (O) for such purposes as clarity, reproducibility, acquisition, or use of a work. Additional information on the bibliographic element categories of required (R) and optional (O) can be found in the *Introduction* (Section 1) of this standard.

All bibliographic elements are in upper case characters and are followed by the name of the bibliographic group in parentheses. Bibliographic groups are listed in *Representation of Data* (Section 3) of this standard. For an explanation of the group concept, see 1.3.3. Also included are cross-references that refer the user from synonyms and other terms to the bibliographic-element name used in this standard. Cross references are not italicized.

Standard definitions appear in normal typeface. This list also contains words and phrases used in the text of the standard for which there are no widely accepted definitions and those used in an extraordinary sense. These glossary entries are italicized.

A basic set of examples of references is provided in *Application of the Standard to Specific Types of Material* (Section 4). These examples use the bibliographic elements as defined in this section and exhibit a consistent punctuation, sequence, and format.

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Abstract	An abbreviated, accurate representation of the content of a work without added interpretation or criticism. The abstract should be accompanied by a bibliographic reference to the original work when reproduced separately from it.  See also LANGUAGE OF ABSTRACT
ACCOMPANYING MATERIAL (Group: Notes)	Complementary or related material to be used with the work being referenced (for example, teacher's manual, sound recording accompanying a filmstrip, program notes).  See also SUPPLEMENTAL MATERIAL—AVAILABILITY
ACQUISITION NUMBER (Group: Notes)	The string of characters used to acquire an item from a source (distributor, publisher, etc.). In some cases, the acquisition number and other identification codes are one and the same. In such cases, if a specific bibliographic element exists, it should be used rather than ACQUISITION NUMBER.
Added Title Page	See Title Page, Added
AFFILIATION—CITY (Group: Authorship; Recipient)	The name of the city associated with the firm, organization, or corporate body at which the author or recipient was located when the work was created.
AFFILIATION—COUNTRY (Group: Authorship; Recipient)	The name of the country associated with the city as described in AFFILIATION—CITY.
AFFILIATION—COUNTRY SUBDIVISION (Group: Authorship; Recipient)	The name of the national subdivision (U.S. state, Canadian province, English county, Japanese prefecture, etc.) associated with the firm, organization, or corporate body at which the author or recipient was located when the work was created.
AFFILIATION—DIVISION (Group: Authorship; Recipient)	The name of the department, division, or other part of the firm, organization, or corporate body at which the author or recipient was located when the work was created.
AFFILIATION—E-MAIL ADDRESS (Group: Authorship; Recipient)	The electronic mail address for the author or recipient at the time the work was created. These addresses follow the general format: username@host.domain.
AFFILIATION—NAME (Group: Authorship; Recipient)	The name of the firm, institution, or corporate body at which the author or recipient was located when the work was created.
Alphanumeric	Pertaining to a string of both alphabetic and numerical characters.

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Analytic Title	See TITLE, ANALYTIC
<i>Analytic Level</i>	A work comprising a part of a larger physical piece (a work that is not a single, separate work in its own right) is at the analytic level. See Section 1.3.2 for more details.  <i>See also Bibliographic level, Collective level, Monographic level.</i>
Article Title	<i>Treated as</i> TITLE, ANALYTIC
Assignee	<i>Treated as</i> AUTHOR, PRIMARY
ASTM CODEN	See CODEN
Audiorecording	See Sound Recording
AUTHOR, PRIMARY (Group: Authorship; Series Statement)	A person, committee, organization, or other party responsible for the creation of the intellectual or artistic content of a work.
AUTHOR, SECONDARY (Group: Authorship; Edition; Series Statement)	The person, committee, organization, or other party responsible for adopting, interpreting, or otherwise modifying the intellectual content of a pre-existing work, that is, the work of the primary author. An example is the editor of a monograph or the performer of a musical work. If no primary author for the work is given, the secondary author assumes the place of the primary author in the reference. Follow the secondary author's name with the appropriate AUTHOR ROLE INDICATOR.
AUTHOR ROLE INDICATOR (Group: Authorship; Edition; Series Statement)	A modifier appended to the AUTHOR, PRIMARY or AUTHOR, SECONDARY bibliographic elements indicating the type of author. The Role Indicator may be abbreviated and includes, but is not limited to the following: Actor, Assignee (Patent), Cartographer (cart.), Compiler (comp.), Composer, Conductor, Editor (ed.), Illustrator (illus.), Inventor, Librettist, Performer (group or individual), Producer (corporate or personal), Reader, Speaker, Translator, and Violinist.
<i>Authorship Group</i>	The grouping of bibliographic elements that may include the primary or secondary author (personal or corporate), the author's affiliation, and an author role indicator.
<i>Availability</i>	The grouping of bibliographic elements which specifies the source from which a work can be acquired or location at which a work can be consulted.
AVAILABILITY—CITY (Group: Notes)	The name of the city associated with the firm, organization, or corporate body from which primary distribution of a work is made or at which consultation of a work can be made.

Term	Definition
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
AVAILABILITY— COUNTRY (Group: Notes)	The name of the country associated with the city as described in AVAILABILITY—CITY.
AVAILABILITY— COUNTRY SUBDIVISION (Group: Notes)	The name of the national subdivision (U.S. state, Canadian province, English county, Japanese prefecture, etc.) associated with the firm, organization, or corporate body from which primary distribution of a work is made or at which consultation of a work can be made.
AVAILABILITY—DIVISION (Group: Notes)	The name of the department, division, or other part of the firm, organization, corporate body from which primary distribution of a work is made or at which consultation of a work can be made.
AVAILABILITY—NAME (Group: Notes)	The name of the person, firm, or corporate body from which primary distribution of a work is made or at which a work can be consulted.
AVAILABILITY—POSTAL CODE (Group: Notes)	The postal code associated with AVAILABILITY—STREET ADDRESS.
AVAILABILITY— STORAGE LOCATION (Group: Notes)	The specific area, drawer, file, book, album, URL, homepage, library call number, LISTSERV, manuscript number, etc., at the point of availability in which the work is maintained.
AVAILABILITY—STREET ADDRESS (Group: Notes)	The street address or post office box number of the firm, organization, or corporate body from which a work is primarily distributed or at which a work can be consulted.
<i>Bibliographic Element</i>	A defined unit of information or data within a reference. <i>See also</i> Sub-element
<i>Bibliographic Level</i>	The relationship, in terms of its characteristics, of a bibliographic element, a set of elements, or a work to any associated elements, set of elements, or work. (See section 1.3.4 for a detailed discussion of bibliographic levels.) <i>See also</i> <i>Analytic level</i> , <i>Collective level</i> , <i>Monographic level</i>
Book	<i>See</i> Monograph

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Caption	A word, phrase, or abbreviation indicating the type of parts into which a serial or multipart unit has been divided by the publisher, etc. A caption ordinarily appears on the piece immediately preceding the numeric/alphabetic designation, e.g. "volume," "Band," "Heft," "part," "number," "tome," "side" (for a sound recording disc), though it may also appear following it, e.g. "1. Teil", or surrounding it, e.g., "ti 17 chan". The captions, if any, and numeric/alphabetic designations together constitute the enumeration.
Cartographer	<i>Treated as</i> AUTHOR, PRIMARY; AUTHOR, SECONDARY
Catalog Number (Trade Catalog)	See ACQUISITION NUMBER
CD-ROM	Compact Disk Read-Only Memory. A CD-ROM is a computer storage disk in the same physical form as a CD audio disc (music compact disc). CD-ROMs can hold many megabytes of digital data.
Citation	See Reference
City	See AFFILIATION—CITY; AVAILABILITY—CITY; PLACE OF MEETING—CITY; PLACE OF PUBLICATION—CITY
CODEN (Group: Notes)	A five-character, alphanumeric code that provides concise, unique, and unambiguous identification of serial (all alphabetic characters) and nonserial (alphanumeric characters) titles. An alphanumeric check digit may be added as a sixth character to permit computer verification of the preceding five characters. CODEN assignment is controlled by the International CODEN Service located at the Chemical Abstracts Service, Columbus, OH.
Collation	See Physical Description Group
<i>Collective Level</i>	The bibliographic level of a work that consists of a collection or set of physically separate pieces.  <i>See also Analytic level, Bibliographic level, Monographic level.</i>
Collective Level Title	See TITLE, COLLECTIVE
Colophon	The particulars of printer, place, date of printing, title, name of author, and publisher's or printer's device found at the end of printed books.
Compiler	<i>Treated as</i> AUTHOR, PRIMARY. See AUTHOR ROLE INDICATOR; AUTHOR, SECONDARY

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Composer	<i>Treated as</i> AUTHOR, PRIMARY. See AUTHOR ROLE INDICATOR; AUTHOR, SECONDARY
<i>Computer-Readable File</i>	An information package organized in units of specified content and format, and distributed in a medium and in a format designed to be utilized by a computer.
<i>Conference Proceedings</i>	Works resulting from the publication of papers presented at meetings, such as proceedings or transactions of conferences, symposia, institutes, or congresses. They contain more than one paper or abstract, and are usually issued under the auspices of a corporate body or other organizational entity.
CONNECTIVE PHRASE	A phrase or word explaining the relationship of one type of work to a different kind of work, for example, a sound recording accompanying a film or a chapter in a book. It is also used when a work has a relationship to another work that is not the "norm," or when special information is provided relative to the acquisition of the work (for example, Available from, In, Located at).
CONTENT DESIGNATOR (Group: Title)	A term used to identify the nature of a work, e.g., bibliography, dissertation, obituary, score.
CONTRACT NUMBER (Group: Notes)	A designator (alphabetic, numeric, or both) assigned by a sponsoring body to identify a contract or a grant. It usually lasts for the duration of a project, although changes may be made when renewal contracts are granted to long-run projects.  <i>See also:</i> REPORT NUMBER
Contracting Body	<i>Treated as</i> AVAILABILITY—DIVISION; AVAILABILITY—NAME; PUBLISHER NAME
Contribution	A portion of a larger work that constitutes an intellectually separable piece of that work and that has its own bibliographic identity, that is, it has an author or authors and a title different from the larger work. A contribution could be an article in a journal, a chapter in a book where each chapter is written by a different person, a signed book review, a band on a recording where each musical piece is performed by a different artist, etc.  <i>See also:</i> Part.
Corporate Author	<i>Treated as</i> AUTHOR, PRIMARY; AUTHOR, SECONDARY
Country	See PLACE OF MEETING—COUNTRY; PLACE OF PUBLICATION—COUNTRY, AVAILABILITY—COUNTRY
Country Code	See PATENT DOCUMENT—COUNTRY CODE

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
CREATION STATEMENT (Group: Notes)	A line of data specifying the place or date of composition, or both, or creation of the information or data in a work. For example, the dateline used in news releases specifies where the content of the news item was created, which is usually different from the date and place of the newspaper's publication.
Data Element	See Bibliographic Element
<i>Database</i>	An organized collection of computer records, standardized in format and content, that is stored in any of a variety of computer-readable modes. In the database, all records are interrelated via some common denominator.
DATE OF CITATION (Group: Imprint)	The date (and time if relevant) on which an electronic document was seen.
DATE OF COPYRIGHT (Group: Imprint)	The date in the work preceded by "copyright," "c," "©," "p," or date associated with a copyright statement. The "p" is used for sound recordings (phonograms).
<i>Date of Coverage</i>	The period or dates designated by the publisher or creator that defines the chronological limits of the content of the work. This category of data is not carried as a separate element, but is usually included in supplementary notes.
Date of Issue	See DATE OF PUBLICATION
DATE OF MEETING (Group: Title)	The date(s) on which a meeting, conference, or symposium was held.  See also: NUMBER OF MEETING
DATE OF PUBLICATION (Group: Imprint)	The nominal date of creation or issue of a work as designated by the publisher or creator of the work.  See also: DATE OF COPYRIGHT
Date of Recording	<i>Treated as</i> CREATION STATEMENT
DATE OF UPDATE/REVISION (Group: Imprint)	The date on which an electronic document indicates it was updated or revised.
Dateline	<i>Treated as</i> CREATION STATEMENT
<i>Delimiter</i>	A character that serves as an initiator, a separator, or a terminator of individual bibliographic elements within a variable field.
Digital Object Identifier	See DOI

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
<i>Discussion List</i>	Usually an electronic mailing list and the mail sent to it that has a topic area indicated. Discussion lists can be monitored or unmonitored. Members of the discussion list post messages to a central e-mail address from which the messages are re-posted to all the members of the list. Registration of some kind which can be automatic or controlled is usually required.  <i>See also Monitored Discussion List; Unmonitored Discussion List</i>
<i>Dissertation</i>	A single-authored monograph presenting an extended treatment of a subject that embodies the results of original research and substantiates a specific view or hypothesis. It is often written by a candidate for an academic degree of the doctoral level, but may also be completed for a degree at the master's or bachelor's levels, or may not be degree-related.
Distributor	<i>Treated as</i> AVAILABILITY—NAME; PUBLISHER NAME
Document	<i>See</i> Work
DOI (Group: Notes)	Name (characters and/or digits) assigned to an object of intellectual property (physical, digital, or abstract) such as an electronic journal, image, learning object, electronic book, or other kind of content. It provides current information about where the object (or information about it) can be found on the Internet. Information about a digital object, including where to find it, may change over time, but its DOI will not change; it is persistent.
<i>DVD</i>	Digital Video Disk or Digital Versatile Disk. A type of optical disk technology similar to a CD-ROM, a DVD holds a minimum of 4.7GB of data. DVDs are commonly used as a medium for digital representation of motion pictures and other multimedia representations that combine sound with graphics.
<i>Edition</i>	In terms of content, a particular size, style, version, or form in which a work is made available. Includes all impressions, issues, and reprints in which the work is produced from the original form, direct or by other methods, however long a period of time has lapsed since first publication.
<i>Edition Group</i>	The grouping of bibliographic elements that may include edition information, secondary authorship, and authorship role indicator.
EDITION STATEMENT (Group: Edition)	Information that identifies a different form or version of a previously published work, such as 2nd edition or version 4.0.



<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Editor	<i>Treated as</i> AUTHOR, PRIMARY; AUTHOR, SECONDARY
Electronic Document	A work existing in an electronic form to be accessed by data processing facilities or methods.
<i>Electronic Messaging System</i>	Any system, protocol, or software that supports messaging or signaling from one device to another, for examples, pagers, e-mail, Delphi.
Element	See Bibliographic Element
<i>End-of-Work References</i>	References that are collected at the end of a work in any chosen order.
Enumeration	For purposes of this standard, the nonchronological scheme used by the publisher on a serial or multipart bibliographic unit to identify the parts of the unit and to show the relationship of the parts to the unit as a whole. Enumeration consists of numeric/alphabetic designations and, if present, captions. In this standard, enumeration is handled by VOLUME, VOLUME SUBDIVISION, ISSUE, and ISSUE SUBDIVISION.
EXTENT OF WORK (Group: Physical Description)	A number that indicates the total physical extent or size of the work being referenced. This element is immediately followed by the PHYSICAL FORM (for example, 3 p., 6 leaves, 43 fr., 6 discs, 31 reels, 25 tapes, 25 cards, 50 fiche).
<i>Filmstrip</i>	A length of (usually 35mm) film on which a sequence of images is recorded for still projection one frame at a time.
<i>Footnote Reference</i>	References supplementary to printed material that are placed at the base of the related page, table, etc., and are connected to the related matter by a corresponding number or other symbol.
Form of Publication	See MEDIUM DESIGNATOR; CONTENT DESIGNATOR
Frame (Film)	<i>Treated as</i> LOCATION WITHIN A WORK--SUBDIVISION
Geographic Coordinates	<i>Treated as</i> EXTENT OF WORK
Grant Number	<i>Treated as</i> CONTRACT NUMBER
<i>Granting Institution</i>	For a thesis or dissertation, the university or other body awarding degrees as the result of successful completion of work and study at the master's or doctoral level. The name of the granting institution is entered in the bibliographic element "Publisher Name" due to the institution's relationship to the dissertation or thesis.  <i>See also:</i> SPONSORING BODY
Half Title	See Title—Half

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Headline	<i>Treated as</i> TITLE, ANALYTIC
Homepage	The first or introductory page of a site on the World Wide Web. It is normally an introductory screen that provides general information about the institution maintaining the site, or a publication or group of publications available. Hypertext links are included to access specific documents or files archived at the site.
Illustrator	<i>Treated as</i> AUTHOR, PRIMARY: AUTHOR, SECONDARY
Imprint Date	<i>See</i> DATE OF PUBLICATION
Imprint Group	The grouping of bibliographic elements which may include the place of publication (city and country), publisher's name, and publication/copyright date for a work, as well as where in a work an item is located.
<i>Index</i>	A systematic guide to the contents and concepts in any work or group of works. It is comprised of entries with references or other locators that lead the user to the location of these contents or concepts within the work. Entries may be arranged in alphabetical, chronological, numerical, or other chosen order.
International Standard Book Number	<i>See</i> ISBN
International Standard Music Number	<i>See</i> ISMN
International Standard Recording Code	<i>See</i> ISRC
International Standard Report Number	<i>See</i> ISRN
International Standard Serial Number	<i>See</i> ISSN
<i>In-Text Reference</i>	A usually brief designator that appears in the body of a work (such as a symbol, an alphabetic designator, or an author-date combination) and is used to direct the user to a specific end-of-work reference, footnote, or other reference.
Inventor	<i>Treated as</i> AUTHOR, PRIMARY

**Term****Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

ISBN

(Group: Notes)

The ISBN (International Standard Book Number) is a four-part, ten-character code that provides unique, permanent, concise, and unambiguous identification of a specific nonserial publication issued by a particular publisher. The four parts of the ISBN are: group identifier (for example, national, geographic, language, or other convenient group); publisher identifier; title identifier; and check digit. The ISBN is in the general form of ISBN XX-XXXX-XXX-C, where the first three groups may vary in length. ISBN assignment is controlled by the International Standard Book Numbering Agency, 630 Central Avenue, New Providence, NJ 07974. The ISBN format is currently under revision. According to the proposed revision, the number will be expanded from ten digits to thirteen digits with the addition of a three-digit prefix.

ISMN

(Group: Notes)

The ISMN (International Standard Music Number) is an alphanumeric identifier consisting of the letter M followed by nine digits used to identify all international printed music publications, whether available for sale, hire, or free. It is not used for sound and video recordings or for books on music.

ISRC

(Group: Notes)

The ISRC (International Standard Recording Code) is the standard international identifier for a sound recording. It numbers each recording of a piece (not the physical item) regardless of the content or carrier on which it is issued. The Code consists of 12 digits and comprises four elements: country code, first owner code, year, and recording code.

ISRN

(Group: Notes)

The ISRN (International Standard Technical Report Number) is an alphanumeric identifier containing a maximum of 36 characters which when printed or written is preceded by the letters ISRN; the International Standard Technical Report number serves to uniquely identify a single technical report.

ISSN

(Group: Notes)

The ISSN (International Standard Serial Number) is an eight-character code (seven decimal digits plus an eighth check character) that provides unique, permanent, concise, unambiguous identification of serial publications. ISSN assignment is controlled under central authority of the National Serials Data Program of the Library of Congress. The ISSN structure is defined by standards of both the American National Standards Institute and the International Organization for Standardization. The ISSN is in the general form of ISSN XXXX-XXXX.

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
ISSUE (Group: Imprint; Series Statement)	An alphabetic, numeric, or alphanumeric designation supplied by the publisher on the work that usually divides a larger designation, such as a volume number, into logical subunits. Publishers often identify issues with the word “number” or its equivalent, such as “no.,” “num.,” or “nr.”
Issue Number	See ISSUE
ISSUE—SUBDIVISION (Group: Imprint; Series Statement)	Parts, supplements, or special numbers which a publisher produces to an issue. Such designators may be alphabetic, numeric, or alphanumeric and are placed after the Issue-Identification Data (for example, “volume 10, issue 2, part A” or “volume 50, issue 6, supplement 1).”  See also: VOLUME--SUBDIVISION
Journal	A serial appearing or intended to appear indefinitely at regular or stated intervals, generally more frequently than annually, each issue of which normally contains separate articles or papers. Newspapers and documents issued by corporate bodies primarily related to their meetings are not included in this term.
Journal Title	Treated as TITLE, COLLECTIVE
Label Number (Sound Recordings)	Treated as ACQUISITION NUMBER
LANGUAGE OF ABSTRACT (Group: Notes)	The language(s) in which the abstract, synopsis, digest, or summary of a work is published.
LANGUAGE OF WORK (Group: Notes)	The language(s) in which the article, patent, film report, sound recording, or other work is published or issued.
Level	See Bibliographic Level
Librettist	Treated as AUTHOR, PRIMARY; AUTHOR, SECONDARY
LISTSERV	See Discussion list
Location of Work (Employment)	See AFFILIATION—NAME
LOCATION WITHIN A WORK (Group: Imprint)	A string of numerics or other characters, or a combination of these, that indicates the specific point in a work at which the item being referenced is located. This location is normally preceded by a specific term or phrase indicating the type of physical subdivision on which the item being referenced resides (for example, [pages] 15-18, band 4, fr. 60-120, disc 9, reel 46).

**Term****Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

LOCATION WITHIN A  
WORK—SUBDIVISION  
(Group: Imprint)

A subdivision may have a number of forms including:

- 1) a portion or smaller part of a work (e.g. a chart or a table in a chapter),
- 2) a portion of a contribution to a work (e.g. a chart or a table in a journal article),
- 3) one of several works that appears on the same page in a work (e.g. a sidebar, an unsigned obituary, or one of multiple abstracts on a page)

The subdivision can also be in a non-print work (e.g. a portion of a band on a sound recording, a specific set of frames in a motion picture film, a single record in a database, etc.). The subdivision is intellectually inseparable from the work of which it is a part and usually has no author.

LOCATION WITHIN A  
WORK—SUBDIVISION  
PAGINATION (OR  
EQUIVALENT)  
(Group: Imprint)

A string of numerics or other characters, or a combination of these, that indicates the specific point in a work at which the subdivision being referenced is located (for example, chart 1, [page] 17; graph 6, [page] 212).

LOCATION WITHIN A  
WORK—SUBDIVISION  
TITLE  
(Group: Imprint)

The name or designation of a subdivision. The name may be the heading of a table or chart, the title of the band on a sound recording, a title frame of a filmstrip, a named section of a Web page, etc. The designation may be alphabetic, numeric, or alphanumeric.

Manufacturer's Number  
(Sound Recordings)

*Treated as* ACQUISITION NUMBER

MANUSCRIPT NUMBER  
(Group: Notes)

A sequence of alphabetic or alphanumeric characters or words uniquely identifying a manuscript. Often this code is the only method of identifying a manuscript (such as those without author or title). Examples: MS D. c. 2-393 or MS Cotton, Nero, A,x.

Map

A drawing or other representation of all or part of an object's surface. The objects are usually the earth or other celestial objects and can show countries, cities, streets, geologic features, demographic data, meteorological data, botanical and biological data, astronomical features/data, etc.

MAP TYPE  
(Group: Title [For  
Projection, Physical  
Description Group])

A word or phrase indicating the kind of information carried by a map (for example, geological or demographic) or the type of projection used in the map (for example, Transverse Mercator Projection), or both.

Term	Definition
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Masthead	The statement of title, ownership, address, frequency of publication, printer's name and address, and sometimes, postage and subscription rates of a serial publication. It is usually on the last or editorial page of a newspaper and on the editorial or contents page of a journal.
MEDIUM DESIGNATOR (Group: Title)	A term or terms denoting the specific physical format, if other than printed paper, in which a referenced work is issued. It tells the reader that the work being referenced exists in a medium that may have special requirements related to the use, acquisition, or storage of the work. Details of the particular medium, including the total number of physical pieces and features such as color and size, are placed in the Physical Description group. Designators include, but are not limited to: artifact, audiocassette, Braille, CD-ROM, DVD, filmstrip, Internet, microcard, microfiche, microfilm, motion picture, painting, sculpture, slide, transparency, videocassette, video disc.
Meeting City	See PLACE OF MEETING—CITY
Meeting Country	See PLACE OF MEETING—COUNTRY
Meeting Date	See DATE OF MEETING
Meeting Place	See PLACE OF MEETING—CITY; PLACE OF MEETING—COUNTRY
Microform	A highly reduced photographic copy of a written or printed document, produced on translucent material (microfiche, microfilm) or on card stock (microcard), and readable only with the aid of a magnifying device (microform reader) that projects the image on a screen.
<i>Monitored Discussion List</i>	A discussion list in which additions to the discussion are submitted, knowing or unknowingly, to a monitor who may edit, censure, or collect messages and then re-send them to members of the list.  See also: Discussion list; Unmonitored Discussion List
<i>Monograph</i>	A work on a particular subject that is complete in one volume or unit or a finite number of volumes or units issued simultaneously or over a finite period of time. It may have a single level of title only (that is, a monographic-level title) or it may have, in addition, analytic-level titles, for example an edited monographic collection of papers.
<i>Monographic Level</i>	A bibliographic level of work appearing as a single physical piece that can stand alone in its own right.  See also <i>Analytic level, Bibliographic level, Collective level</i>

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Monographic-Level Title	See TITLE, MONOGRAPHIC
<i>Motion Picture</i>	A length of film on which a sequence of still images is recorded such that objects within each image are recorded in successive positions slightly changed.
<i>Newsletter</i>	A printed sheet, pamphlet, or small newspaper containing news or information of interest chiefly to a special group.
<i>Newspaper</i>	A serial appearing or intended to appear indefinitely, issued at stated and frequent intervals (usually daily, weekly, or semiweekly), comprised principally of factual reports of current or recent news events and interpretive articles relating to those events.
<i>Notes Group</i>	The grouping of bibliographic elements which enhance a reference by indicating uniqueness or adding clarity.
NUMBER OF MEETING (Group: Title)	An alphanumeric designator indicating the position of a particular meeting in a sequence of meetings.  See also DATE OF MEETING
Number of Volumes	See VOLUME
Order Number	Treated as ACQUISITION NUMBER
Page Fraction	Treated as LOCATION WITHIN A WORK—SUBDIVISION
Page Fragment	Treated as LOCATION WITHIN A WORK—SUBDIVISION
Pagination	See EXTENT OF WORK; LOCATION WITHIN A WORK—SUBDIVISION PAGINATION
Paper Title	Treated as TITLE, ANALYTIC
Parallel Title	See TITLE, PARALLEL
Part	A portion of a larger work that cannot be intellectually separated from the work and that is authored by the same person(s) as the larger work. A part could be a chapter in a novel, a chapter in a treatise that is written by a single author or group of authors, a section of a recording that contains an entire musical work, a graph or chart accompanying textual information, etc. A part may also be one of the subdivisions into which a work has been divided by the author, publisher, or manufacturer, e.g., volume 54, issue 6, part A.  See also Contribution; ISSUE

Term	Definition
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Patent	A title of legal protection of an invention, issued, upon application and subject to meeting legal criteria, by a government office. It creates a legal situation in which the patented invention can normally be exploited only with the authorization of the owner of the patent. The protection conferred by a patent is limited in time (generally 15 to 20 years from filing or grant). It is also limited territorially to the country or countries concerned.
Patent Document	The expression normally includes the following documents: patent for invention, inventors' certificates, utility certificates, utility models, patents or certificates of additions, inventors' certificates of addition, utility certificates of addition, and published applications.
PATENT DOCUMENT— APPLICATION FILING DATE (Group: Notes)	The date on which a patent application was filed with either a national patent office or a patent examination center.
PATENT DOCUMENT— APPLICATION NUMBER (Group: Notes)	A numeric or alphanumeric string of characters that identifies the number assigned to a patent application by the national office or examination center at which the application was filed.
Patent Document Assignee, Corporate	<i>Treated as</i> AUTHOR, PRIMARY
Patent Document Assignee, Personal	<i>Treated as</i> AUTHOR, PRIMARY
PATENT DOCUMENT— CLASSIFICATION CODE (INTERNATIONAL) (Group: Notes)	A five-character alphanumeric code that identifies the international classification to which a patent document has been assigned. More than one classification code may be recorded.
PATENT DOCUMENT— CLASSIFICATION CODE (NATIONAL) (Group: Notes)	A code assigned to identify the national classification to which a patent document has been assigned.
PATENT DOCUMENT— COUNTRY (Group: Title)	The alphabetic string of characters specifying the adjectival form of the name of the country publishing a patent document.
PATENT DOCUMENT— COUNTRY CODE (Group: Title)	This is the two-letter abbreviation for a country as specified in ISO 3166, <i>Codes for the representation of names of countries</i> .
PATENT DOCUMENT— NUMBER (Group: Title)	The unique numeric or alphanumeric string of characters assigned to a patent document by the patent office that granted and published the patent.



<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
PATENT DOCUMENT— NUMBER, RELATED (Group: Notes)	The numeric or alphanumeric string of characters identifying other documents to which the referenced patent document is legally related. The legal relationship between a patent document and a related document must be specified, using such connective phrases as: addition to, division of, amendment of, reissue of, continuation-in-part of, etc.
PATENT DOCUMENT— PUBLICATION DATE (Group: Imprint)	The date that the patent document was published (open to public inspection or copying), not the date of conveyance of legal rights in the invention by granting of a patent (if different).
PATENT DOCUMENT— TYPE (Group: Title)	The alphabetic string of characters specifying the exact type of patent document being referenced.
Performer	<i>Treated as</i> AUTHOR, SECONDARY. See AUTHOR ROLE INDICATOR
Periodical	See Journal
Personal Author	<i>Treated as</i> AUTHOR, PRIMARY; AUTHOR, SECONDARY
Physical Description	The terms that describe the physical construction or form of a work.  See EXTENT OF WORK; MAP TYPE; MEDIUM DESIGNATOR; PHYSICAL FORM; REPRODUCTION RATE OR RATIO; SPECIAL PHYSICAL FEATURES; SIZE
<i>Physical Description Group</i>	The grouping of bibliographic elements that may include extent of the work, size, map type, packaging information, or reproduction ratios.
PHYSICAL FORM (Group: Physical Description)	A term denoting the physical form in which a work appears or is packaged. Pages, leaves, microfilm, microfiche, videocassettes, audiocassettes, albums, film reels, frames, magnetic tape, disks, bytes, and boxes are all examples. It is combined with EXTENT OF WORK and SPECIAL PHYSICAL FEATURES to create a complete physical description of a work. For works in microform, most audiovisuals, and some electronic formats such as CD-ROM, the PHYSICAL FORM is the same as the MEDIUM DESIGNATOR. For example, a work with a MEDIUM DESIGNATOR of videocassette would be described in the Physical Description group as 2 videocassettes: 115 min., sound, color.
PLACE OF MEETING— CITY (Group: Title)	The name of the city in which a conference, congress, symposium, or other meeting was held.

**Term**

**Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

PLACE OF MEETING—  
COUNTRY  
(Group: Title)

The name of the country in which a conference, congress, symposium, or other meeting was held.

PLACE OF MEETING—  
COUNTRY SUBDIVISION  
(Group: Title)

The name of the national subdivision in which a conference, congress, symposium, or other meeting was held.

PLACE OF MEETING—  
DIVISION  
(Group: Title)

The name of the department, division, or other part of the institution or corporate body at which a conference, congress, symposium, or other meeting was held.

PLACE OF MEETING—  
NAME  
(Group: Title)

The name of the institution, corporate body, or other place at which a conference, congress, symposium, or other meeting was held.

PLACE OF  
PUBLICATION—CITY  
(Group: Imprint)

The name of the city where the publisher is located.  
*See also* PUBLISHER NAME

PLACE OF  
PUBLICATION—  
COUNTRY  
(Group: Imprint)

The name of the country associated with the city of the publisher.  
*See also* PUBLISHER NAME

PLACE OF  
PUBLICATION—  
COUNTRY SUBDIVISION  
(Group: Imprint)

The name of the country subdivision, e.g., U.S. states, Swiss cantons, or Japanese prefectures associated with the city of the publisher. Use of this bibliographic element may be preferred over country to achieve clear identification of the proper city, for example: Portland, OR versus Portland, U.S.A.

Place of Recording

*Treated as* CREATION STATEMENT

PLATE NUMBER  
(Group: Notes)

The serial number assigned by music publishers to each publication for purposes of record and identification. It usually appears at the bottom of each page in a musical score, and sometimes on the title page. It may be used as a clue to date of publication.

Producer, Corporate or  
Personal

*Treated as* AUTHOR, PRIMARY; AUTHOR, SECONDARY

*Projection*

Any systematic arrangement of meridians and parallels portraying the curved surface of a sphere or spheroid upon a plane.

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Publication	As defined in Article VI of the Universal Copyright Convention 1971, the reproduction in tangible form and the general distribution to the public of copies of a work from which it can be read or otherwise visually perceived. For the purposes of this standard, "publication" covers any general distribution to the public of works in print and of non-print works, including visual, audiovisual, and electronic works. <i>See also Work.</i>
Publication Date	<i>See</i> DATE OF PUBLICATION
Publication Number (Music)	<i>Treated as</i> PLATE NUMBER
PUBLISHER NAME (Group: Imprint)	The person, firm, or corporate body responsible for making a work available (issuing it) to the public. The publisher, printer, and distributor of a work may be one and the same. Publisher and distributor is a more common coincidence.
<i>Recipient Group</i>	The set of bibliographic elements that refer to the person or organization who receives a communication.
RECIPIENT (Group: Recipient)	The person or group who receives a communication, such as a letter, e-mail message, or telephone call.
<i>Reduction Ratio</i>	The amount by which an original work is reduced in size when it is converted to microform. For example, "24X" indicates the microform version of a work is 24 times smaller than the original.
<i>Reference</i>	A set of bibliographic elements that refers to a work and is complete enough to provide unique identification of the work for a particular bibliographic function.  <i>See also</i> End-of-Work References, Footnote Reference; Index Reference, In-Text Reference.
Report	<i>See</i> Technical Report
Report Identifier	<i>See</i> REPORT NUMBER
REPORT NUMBER (Group: Imprint)	The complete, formatted alphanumeric designation that identifies a report.  <i>See also</i> ACQUISITION NUMBER; CONTRACT NUMBER; ISRN; STRN
REPRODUCTION RATE OR RATIO (Group: Physical Description)	The normal rate or ratio at which a nonprint work is recreated (for example, 33-1/3 revolutions per minute (rpm), silent at sound speed (si. at sd. speed), inches per second (ips), 1600 bits per inch (bpi), 24X reduction rate, 1:30,000 (map scale)).
Role Indicator	<i>See</i> AUTHOR ROLE INDICATOR

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
<i>Retrieval System</i>	An online or Internet based system which provides access to the contents of multiple databases or files, usually with a common search mechanism or command language across the databases or files.
SBN	See ISBN
Scale (Maps)	<i>Treated as</i> REPRODUCTION RATE OR RATIO
Score	In music, a written or printed piece of concerted music in which all the vocal or instrumental parts, or both, are noted on a series of staves one under the other. Frequently referred to as a full score.
<i>Serial</i>	A work issued in successive parts, at regular or irregular intervals, usually having numerical or chronological designations, and intended to be continued indefinitely. Serials include periodicals; newspapers; annual works; reports; journals, memoirs, proceedings, transactions, etc., and numbered monographic series.  <i>See also</i> Journal
Series	A group of separate items related to one another by the fact that each item bears, in addition to its own distinctive (i.e., monographic) title, a collective title applying to the group as a whole. The individual items may or may not be numbered. The individual items are usually related to each other in subject matter and issued in sequence. Series may be serial in nature or monographic.
<i>Series Statement Group</i>	Those bibliographic elements used to identify a series of which a work is a part.
Series Title	The chief, collective-level title of a series.  <i>See</i> TITLE, COLLECTIVE
Situation Date (Maps)	<i>Treated as</i> CREATION STATEMENT
<i>Slide</i>	A segment of film or other transparent material on which a still image is recorded, the material being masked to a frame for viewing by means of a slide viewer or projector.
SIZE (Group: Physical Description)	The physical magnitude of the work being referenced(for example, 25 cm, 16 mm, 12 in. / 30 cm, 2 X 2 in. / 5 X 5 cm).
<i>Sound Recording</i>	A sequence of signals transcribed via mechanical or electrical means onto various physical forms (such as disc, tape, cylinder, digital file, wire, or film) for meaningful aural reproduction.
Source	<i>Treated as</i> AVAILABILITY -- NAME; PUBLISHER NAME
Source (Newspaper Item)	<i>Treated as</i> AUTHOR, PRIMARY

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
SPECIAL PHYSICAL FEATURES (Group: Physical Description)	One or more descriptive elements specifying in greater detail the medium or packaging of the work being referenced (for example, color, b&w, stereophonic, positive microgroove, electrical, CinemaScope).
SPONSORING BODY—LOCATION (Group: Notes)	The name of the city, country subdivision, and/or country where the sponsoring body is located.
SPONSORING BODY—NAME (Group: Notes)	The name of the organization or body other than the publisher sponsoring the work or the activity from which a work or the activity from which a work emanates.
SSN	See ISSN
Standard Book Number	See ISBN
Standard Music Number	See ISMN
Standard Serial Number	See ISSN
Standard Technical Report Number	See STRN
Storage Location	See AVAILABILITY—STORAGE LOCATION
<i>String</i>	A sequence of characters (alphabetic, numeric, or special) arranged in a line.
STRN (Group: Notes)	The complete, formatted, alphanumeric designation identifying a specific technical report. Its maximum of 22 characters is divided into a report code and a sequential group, separated by a group separator. The report code portion of the STRN may be a maximum of 14 characters in length. It designates the issuing organization or corporate entity. The sequential group portion may be no more than 7 characters in length. It is assigned in sequence by the report-issuing agency. STRN code assignment is coordinated by the National Technical Information Service, Springfield, VA 22151. The general format of the STRN is AXXXXX/XXX/XX-YY/XXXX.  See <i>also</i> REPORT NUMBER; ISRN
<i>Sub-element</i>	A subdivision of a bibliographic element. For example, for a personal name, the surname and given name or initials are sub-elements that form the full AUTHOR, PRIMARY bibliographic element.
Subordinate Title	See TITLE—SUBORDINATE
Subtitle	See TITLE-- SUBORDINATE

Term	Definition
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
Supplement	An item, usually issued separately, that complements a work already published by bringing up-to-date or otherwise continuing the original or by containing a special feature not included in the original. The supplement has a formal relationship with the original as expressed by common authorship, a common title or subtitle, and/or a stated intention to continue or supplement the original.
SUPPLEMENTAL MATERIAL (Group: Notes)	A physical description of material relevant to the referenced work that does not accompany the actual work, but is available from a separate location. This bibliographic element should normally precede the SUPPLEMENTAL MATERIAL--AVAILABILITY bibliographic element.
SUPPLEMENTAL MATERIAL—AVAILABILITY (Group: Notes)	A statement indicating that additional supporting material related to a work may be obtained from or consulted at a specific point or depository (for example, the British Lending Library, the American Chemical Society, VINITI, an author). If a depository number is available, it is important that this information be included in the statement.  NOTE: If only one grouping or set of availability data is given on a work, it is to be recorded in AVAILABILITY.
SUPPLEMENTARY NOTES (Group: Notes)	Bibliographic information that cannot be placed in a specific bibliographic element. Use of this field is limited to statements or phrases required to provide uniqueness of reference or added clarity
Supplier	<i>Treated as</i> AVAILABILITY—NAME; PUBLISHER NAME
<i>Technical Report</i>	A separately issued record of research results, research in progress, or other technical studies. In addition to their unique, issuer-supplied report numbers, reports often have contract or grant numbers, and accession or acquisition numbers applied by central report agencies. If in series, reports are often (1) published irregularly; (2) produced noncommercially (that is, by a government agency, institution, society, special contractor, or grantee); (3) not necessarily typeset, possibly produced using a desk top publishing program; and (4) concerned only with a specific subject or a few closely related subjects. Exceptions may occur to any of these criteria, but their combination is the norm.
Thesis	See Dissertation

**Term****Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

**TITLE—ABBREVIATED**  
(Group: Title; Series  
Statement)

An abbreviated or condensed form of the collective or monographic level title of a work, based on a contraction of primary and a deletion of nonprimary title words. The abbreviation shall be based on the latest edition of the following international standard: ISO 4, *Information and documentation—Rules for the abbreviation of title words and titles of publications*.

**TITLE, ANALYTIC**  
(Group: Title)

The title for a contribution that is included within a monographic-level or collective-level work, and that is handled, processed, or referenced as an individual item. Examples of analytic-level titles include; the title of an article in a journal, a chapter in a multi-authored work, a filmstrip within a set, a band on a sound recording disc.

**TITLE, COLLECTIVE**  
(Group: Title; Series  
Statement)

The title associated with a number of separate serial or nonserial works issued in succession, normally by the same publisher in a uniform style, and related to one another by a common title. If the work carries a title(s) in more than one language, see also **TITLE, PARALLEL**.

*See also* **TITLE, MONOGRAPHIC**

**Title—Half**

The title of a monograph appearing on the recto of the leaf preceding the title page.

**TITLE, MONOGRAPHIC**  
(Group: Title)

The chief distinguishing title for a single-volume nonserial work; the title unique to each single volume in a multivolume set; or, for serial work, the title unique to a single issue.

*See also* **TITLE--ABBREVIATED**; **TITLE, ANALYTIC**; **TITLE, COLLECTIVE**; **TITLE--PARALLEL**; **TITLE--SUBORDINATE**; **TITLE—TRANSLATED**

**TITLE—PARALLEL**  
(Group: Title)

The title(s) not selected as the chief, distinguishing title for works that carry titles in more than one language.

*See also* **TITLE, COLLECTIVE**; **TITLE, MONOGRAPHIC**

**Title, Proper**

*Treated as* **TITLE, COLLECTIVE**; **TITLE, MONOGRAPHIC**

**TITLE—SUBORDINATE**  
(Group: Title)

The term or phrase following the chief, distinguishing title that is subordinate to and can be grammatically and intellectually separated from it without loss of meaning to that title. It completes and qualifies the title or makes it more explicit.

**TITLE—TRANSLATED**  
(Group: Title; Series  
Statement)

The English form of a title originally in another language.

<b>Term</b>	<b>Definition</b>
[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in <i>italics</i> .]	
<i>Title Group</i>	The grouping of bibliographic elements that may include all types of titles, the dates and places of meetings, medium designators, and patent identifiers.
Title Page	A page at the beginning of a work bearing the chief name of the work. Normally, this is a right-hand (or recto) page.
Title Page, Added	A title page additional to the one from the title page used as the primary source for cataloging or reference data/information. The added title page may precede or follow the main title page.
Title Page, Verso	The left-hand page immediately following the title page.
Translated Title	See TITLE—TRANSLATED
Translator	<i>Treated as</i> AUTHOR, PRIMARY; AUTHOR, SECONDARY
<i>Transparency</i>	Transparent sheet material (plastic, glass, paper, film, etc) on which a still image is recorded, designed for use with an overhead projector.  <i>See also</i> Slide
<i>Unique Identification</i>	The minimum set of bibliographic elements that will result in absolutely no confusion of the identity of one work with another. The minimum set will vary, depending not only on the type of work (such as a map versus a journal) but also on the bibliographic level of the work being identified (such as an article in a journal versus an issue of the journal).
<i>Unmonitored Discussion List</i>	A discussion list in which additions to the discussion are automatically posted to the members of the list.  <i>See also</i> Discussion List; Monitored Discussion List
URI	Uniform Resource Identifier. The generic set of all names and addresses which are short strings that refer to intellectual objects (typically on the Internet). A URI typically describes: 1) the mechanism used to access the resource, 2) the specific computer that the resource is housed in, and 3) the specific name of the resource (a file name) on the computer. The most common form of URI is the Web page address or URL. Character strings that identify File Transfer Protocol (FTP) addresses and e-mail addresses are also URIs.



**Term****Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

**URL**

Uniform Resource Locator. Address of a file or resource accessible on the Internet. The type of file or resource depends on the Internet application protocol. The resource can be an HTML page, an image file, a program such as a common gateway interface application or Java applet, or any other file supported by HTML. The URL contains the name of the protocol required to access the resource, a domain name that identifies a specific computer on the Internet, and a pathname (hierarchical description of a file location) on the computer.

**URN**

Uniform Resource Number. Name of an Internet resource that has institutional persistence, that is, its exact location may change from time to time, but some agency will be able to find it. A URN is a form of URI. It looks like "URN:[agency or directory]:/[term]". The user need only know the name of the resource "[term]", not its location on the Internet.

**Verso of Title Page**

See Title Page, Verso

**VOLUME**

(Group: Imprint; Series Statement; Title)

Usually, the primary or most inclusive level of enumeration supplied by the publisher to identify the bibliographic units of a work. Such designation may be alphabetic, numeric, or alphanumeric and is usually found on the work.

See *also* ISSUE; PATENT DOCUMENT—NUMBER

**VOLUME—SUBDIVISION**

(Group: Imprint; Series Statement; Title)

These are parts, supplements, or special numbers which a publisher issues to a volume. Such designators may be alphabetic, numeric, or alphanumeric and are placed after the Volume (for example, "volume 3, supplement A" or "volume 50, part 1)."

See *also* ISSUE—SUBDIVISION

**Web page**

The visible display of a single act of http access or the results of accessing a URL that starts with "http:". This would include all the images, JavaScript, Java, and their visible results that are loaded when that URL is accessed.

**Web site**

A unified and linked collection of Web pages; a site is usually well defined by the person or organization who administers it, and frequently entered from a single homepage. Examples are: [www.netscape.com](http://www.netscape.com) and [gateway.ovid.com](http://gateway.ovid.com)

**Wire Service**

*Treated as* PUBLISHER NAME

**Term****Definition**

[NOTE: Bibliographic elements are in all UPPER CASE; non-standard definitions are in *italics*.]

*Work*

Any recorded information, published or unpublished, regardless of its physical form or characteristics. This includes, but is not limited to: written matter, whether handwritten, printed, typed, or in electronic form; painted, drawn, or engraved matter; sound recordings; printed photographs and exposed or printed film (still or motion-picture); and reproduction of the foregoing by whatever process. In this standard works in electronic form are called electronic documents.

### 3 Representation of Data

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#### 3.1 Sequence of Bibliographic Data within References

##### 3.1.1 General

The consistent sequencing of bibliographic elements within a reference minimizes ambiguity and aids in the unique identification of the referenced work. To allow for differences in the types of materials being referenced, this standard dictates the sequence of bibliographic elements by specifying the order of the bibliographic groups to which the elements belong. Table 2, which follows, lists the bibliographic groups and their associated bibliographic elements. The list of groups and elements is comprehensive; however, all of the elements shown may not appear in a reference to a particular work. A reference should include only those elements that are present for the work and are helpful in its unique identification.

Groups are arranged in the order dictated by this standard. Within each group in Table 2, elements are arranged alphabetically because their order in a reference depends on the type of material cited. Sub-elements (those indented) are arranged in the order they are to appear in a reference, since that order does not change. The entries in italics are placeholders (not bibliographic elements) that allow the elements beneath them to be logically gathered together.

**Table 2 – Bibliographic elements arranged by group**

<b>AUTHORSHIP GROUP</b>
<i>Affiliation</i>
Affiliation—Division
Affiliation—Name
Affiliation—City
Affiliation—Country Subdivision
Affiliation—Country
Affiliation—E-mail Address
Author, Primary
Author, Secondary
Author Role Indicator
<b>TITLE GROUP</b>
Content Designator
Date of Meeting
Map Type
Medium Designator

<b>TITLE GROUP (continued)</b>
Number of Meeting
<i>Patent Document</i>
Patent Document—Country
Patent Document—Type
Patent Document—Country Code
Patent Document—Number
<i>Place of Meeting</i>
Place of Meeting—Division
Place of Meeting—Name
Place of Meeting—City
Place of Meeting—Country Subdivision
Place of Meeting—Country
Title, Analytic
Title—Abbreviated
Title—Subordinate
Title—Parallel
Title—Translated
Title, Collective
Title—Abbreviated
Title—Subordinate
Title—Parallel
Title—Translated
Title, Monographic
Title—Abbreviated
Title—Subordinate
Title—Parallel
Title—Translated
Volume
Volume—Subdivision
<b>EDITION GROUP</b>
Author, Secondary
Author Role Indicator
Edition Statement
<b>CONNECTIVE PHRASE</b>
<b>RECIPIENT GROUP</b>
<i>Affiliation</i>
Affiliation—Division
Affiliation—Name
Affiliation—City
Affiliation—Country Subdivision
Affiliation—Country
Affiliation—E-mail Address
Recipient Name
<b>IMPRINT GROUP</b>
Date of Citation
Date of Copyright
Date of Publication
Date—Subdivision
Date of Update/Revision
Issue
Issue—Subdivision
Location within a Work
Location within a Work—Subdivision
Location within a Work—Subdivision Title

<b>IMPRINT GROUP (continued)</b>
Location within a Work—Subdivision Pagination (or equivalent)
Patent Document—Publication Date
<i>Place of Publication</i>
Place of Publication—City
Place of Publication—Country Subdivision
Place of Publication—Country
Publisher Name
Volume
Volume—Subdivision
<b>PHYSICAL DESCRIPTION GROUP</b>
Extent of Work
Map Type (Projection)
Physical Form
Reproduction Rate or Ratio
Size
Special Physical Features
<b>SERIES STATEMENT GROUP</b>
Author, Primary
Author, Secondary
Author Role Indicator
Issue
Issue—Subdivision
Title, Collective
Title—Abbreviated
Title—Subordinate
Title—Parallel
Title—Translated
Volume
Volume—Subdivision
<b>NOTES GROUP</b>
Accompanying Material
Acquisition Number
<i>Availability</i>
Availability—Division
Availability—Name
Availability—Street Address
Availability—City
Availability—Country Subdivision
Availability—Country
Availability—Postal Code
Availability—Storage Location
CODEN
Contract Number
Creation Statement
DOI
ISBN, ISSN, ISMN, STRN, or other international number
Language of Abstract
Language of Work
<i>Patent Document</i>
Patent Document—Application Filing Date
Patent Document—Application Number
Patent Document—Classification Code (International)
Patent Document—Classification Code (National)
Patent Document—Number, Related
Plate Number

<b>NOTES GROUP (continued)</b>
Report Number
<i>Sponsoring Body</i>
Sponsoring Body—Name
Sponsoring Body—Location
Supplemental Material
Supplemental Material—Availability
Supplementary Notes

### 3.1.2 Order of Bibliographic Groups within References

For this standard, the order of bibliographic groups within a reference shall be:

Authorship  
 Title  
 Edition  
 Imprint  
 Physical Description  
 Series Statement  
 Notes

The location of the Connective Phrase element and of the Recipient Group depends on the needs of the reference.

This standard allows variance from this sequence to meet special needs. Any bibliographic element, such as a title or a date of publication, may be moved to another place in a reference, as long as that element appears in the same place in all references in the list and as long as the order of the remaining elements appears as specified by the standard.

The order of bibliographic groups remains the same at each bibliographic level (analytic, monographic, and collective), although not all elements will be necessary at every level of hierarchy. See Section 1.3.4 for a discussion of bibliographic levels. See the examples of works in Applications (Section 4) for illustrations of bibliographic groups within these levels.

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## 3.2 General Rules and Guidelines

The following rules and guidelines permit a number of variations in format. When choosing among these options, the creator of references should keep in mind the needs of the intended audience and should be consistent in applying the rules throughout a list of references. Information taken exactly as it appears on the referenced work is always correct.

### 3.2.1 Abbreviations

Abbreviations used in references should comply with applicable published standards and lists whenever possible. For example, titles that are abbreviated should follow specifically ISO 4, *Information and documentation—Rules for the abbreviation of title words and titles of publications*.

To prevent ambiguity, periods are generally recommended for use with abbreviations except where prohibited by American National Standards or other nationally known authoritative sources. As an option periods may be omitted from initials in personal names and from abbreviations of titles of publications.

Note that the use of abbreviations is not required; however, abbreviations may be used to conserve space or to meet the needs of a particular publisher, class assignment, etc.

### 3.2.2 Capitalization

For guidance with capitalization, see the specific element. In all cases, capitalization may follow national practice, the norms of a particular language, or the requirements of a special application.

### 3.2.3 In-Text References

Although the format of in-text references is not a part of this standard, some system of designators should be used within the body of the work, at the appropriate points, when there is a need to direct users to a relevant bibliographic reference, whether the references are collected at the end of a work, in footnotes, or elsewhere. Several different methods are used for this purpose, including the use of numerical symbols keyed to the numbers of the references or the use of author-date combinations keyed to the author's surname and the date of the work. No matter which method of in-text reference is used, the creator of the reference must be consistent in a given work and use only one method throughout. When both footnotes and end-of-work bibliographies are included in a given work, two different systems of notation to the references must be employed.

### 3.2.4 Internet Citations

In general, the same basic rules that are applied to references in print publications also apply to citing the Internet. There is still an author or organization with responsibility for the item, a title, a place of publication, a publisher, a date of publication, and the extent or location of the item. However, some elements are more difficult to locate when citing Internet items and some require expansion to accommodate the electronic world. See Section 3.3 Specific Rules and Guidelines for the way specific elements are affected by the Internet. The rules and guidelines found there, combined with the general rules provided below, are meant to aid the creation of clear references to Internet resources.

The format of the item being cited determines the form of the citation. A journal article, a book or other type of monograph, or a database that simply resides on the Internet is cited the same way that such materials are in print, with these exceptions:

- The word "Internet" is given within square brackets as a medium designator after the title of the book, journal, or database.
- Any date of update/revision and a date of citation must be included along with the date of publication. See Sections 3.3.6, 3.3.9, and 3.3.10 for details. Use the dates for the individual journal article, monograph, or database, not the dates of the Internet site as a whole unless no dates can be found on the individual item.
- The extent of the work or the location within the work are often absent and must be calculated. See Sections 3.3.12 Extent of Work and 3.3.16, Location within a Work—Subdivision for details.
- The Availability—Storage Location element is used to provide the URL or other electronic address of the item.

If the item being referenced is an entire Internet Web site, cite it following the rules for homepages found in 4.2.14.5.1. Most citation difficulty arises when citing only a portion of a Web site that is not a journal article, book, or database. If the portion being referenced has no author other than the author of the site itself, begin the reference by citing the homepage. After the dates of publication and update/revision of the homepage, place a period. Next give the title of the part, the dates of the part within square brackets, and then the location/extent of the part. See Section 3.3.16 Location within a Work—Subdivision for details of the latter. The URL, DOI, or other location of the part ends the citation.

NOTE: Because URLs often contain periods as part of their structure, for clarity, end a URL with a period only if the URL cited ends with a slash (/).

**EXAMPLE**

*Caenorhabditis elegans* WWW Server [Internet]. Dallas: University of Texas Southwestern Medical Center; [modified 2003 Jun 11]. Genetic nomenclature for *Caenorhabditis elegans*; [modified 2001 Oct 25; cited 2003 Sep 5]; [about 9 screens]. Available from: <http://elegans.swmed.edu/Genome/Nomencl2001w.htm>

NOTE: The phrase *caenorhabditis elegans* is italicized because it is a Latin scientific name and is always italicized. In general, titles in references are not italicized. See 3.3.2.7 for title rules.

If the portion being referenced has an author (individual, organization, or corporation) different from the author of the entire Internet site, follow the rules pertaining to citing a monograph provided above.

**3.2.5 Missing Data**

For the representation of missing data in a reference, see the rules for the individual element.

**3.2.6 Non-Roman Alphabets**

Bibliographic data should be represented in the same alphabet as is used in the original work, with the exception of non-Roman alphabets (e.g., Cyrillic, Arabic, Japanese). Non-Roman alphabets should be transliterated to the Roman alphabet using the International Organization for Standardization standards where they exist.

**3.2.7 Numbers and Other Numeric and Alphanumeric Identifiers**

Ordinal numerals (for example, “first,” “second,” “third”) and Roman numerals (for example, “I,” “II,” “IX”) should be converted to Arabic numbers (for example, “1st,” “2nd,” “3rd”; “1,” “2,” “9”), except where required for pagination or for other specific meanings.

Units of measurement are to be recorded as they appear on the piece (for example, 35 mm film, 3.5-in. computer disk).

All numeric or alphanumeric strings used as identifiers appear in the Notes group, with the exception of volume and issue numbers, the number of a meeting, or the patent number. The Notes group includes identifiers such as ISBN, ISSN, CODEN, grant number, contract number, technical report number, DOI, URL, etc. Any such identifier is preceded by its descriptive designation and a colon, with the number recorded exactly as it appears on the piece, e.g., “ISBN: 1-55798-243-0,” “Contract No.: PHS-HSM-110-72-325,” or “DOI: 10.1017/S0021853703008491.”

**3.2.8 Pagination**

Pagination is handled two ways in this standard.

- “Extent of Work” in the Physical Description Group is used to indicate the total number of pages of a work. Pagination is to be recorded exactly as it appears on the work. Omission of pagination is allowed only for peripheral pages, such as advertising or introductory material of minor importance. If no page numbers are present, the total number of pages is given in brackets, e.g., “[5 p.]” If the total number of pages is an estimate, as may be necessary with some electronic documents, the number preceded by “about” should be enclosed in brackets, e.g., “[about 10 p.]”

If a work is published in more than one volume and the entire work is being referenced, the number of volumes is given instead of the number of pages. If a single volume of a multi-volume work is being cited, the volume number replaces the number of pages. See 3.3.12.

- “Location within a Work” and “Location within a Work—Subdivision Pagination (or its equivalent)” are used to specify a particular page or set of pages within a work. See 3.3.15 and 3.3.16.

For non-print works the number of lines, bands, screens, or other appropriate units may be treated in the same way as pages are.

Common usage omits the “p.” associated with pagination for references to journal articles, e.g., “27(1):50-54” for an article appearing in a journal issue 1 of volume 27 on pages 50 through 54, and for newspapers, e.g., “14 (col. 2)” for a reference appearing in column 2 of page 14.

### 3.2.9 Punctuation

This standard presents two types of punctuation:

- punctuation marks used as indicators of a specific type of bibliographic element or as qualifying information or information not found on the work being cited. This type of punctuation is described in this standard, and its use is required as described.
- punctuation marks used as delimiters, that is, punctuation used to indicate the end of a specific bibliographic element or to act as a dividing point between two elements, groups of elements, or between bibliographic fields. This type of punctuation is not dictated in this standard, although use of a consistent system of such punctuation is required.

These two types of punctuation may occur together, such as a period that marks the end of the Title Group following a bracket that closes a Medium Designator.

Normal punctuation also occurs in the text of references, such as in an author’s name or in a title, but that punctuation is independent of this standard. If a title ends in a punctuation mark, such as a question mark or an exclamation point, the title punctuation takes precedence over the delimiting punctuation (the final period).

A specific system of delimiting punctuation is not required by this standard, but a consistent method of separating and identifying bibliographic elements must be used. The goal in punctuation is to use the minimum number of symbols consistent with clarity so that a reference will not become cluttered with unnecessary characters. The examples used in this standard are based on the system of punctuation used by the National Library of Medicine, which allows eight punctuation signs and a space (see Table 3). The following examples reflect a few commonly used punctuation systems that are acceptable under this standard; other consistent methods of punctuation are also acceptable.

NOTE: These examples illustrate consistent methods of punctuation in bibliographic citations. Their format may or may not comply with the provisions of this standard.

#### EXAMPLE 1:

Billings, H. (1998). Libraries, language, and change: defining the informational present. *College & Research Libraries*, 59 (3), 212-218.

From: Publication manual of the American Psychological Association. 5th ed. Washington: American Psychological Association; 2001.

Note that this format consistently places the Date of Publication element after the author’s name.

#### EXAMPLE 2:

Billings, Harold. “Libraries, language, and change: defining the informational present.” *College & Research Libraries* 59, no. 3 (May 1998): 212-218.

From: The Chicago manual of style. 14th ed. Chicago: University of Chicago Press; 1993.

#### EXAMPLE 3:

Billings, Harold. “Libraries, language, and change: defining the informational present.” *College & Research Libraries* 59.3 (May 1998): 212-218.

From: MLA handbook for writers of research papers. 4th ed. New York: Modern Language Association; 1995.



**EXAMPLE 4:**

Billings, Harold. "Libraries, language, and change: defining the informational present."  
*College & Research Libraries* 59, no. 3 (May 1998): 212-218.

From: Turabian, Kate L. A manual for writers of term papers, theses, and dissertations. 6<sup>th</sup> ed.  
 Chicago: University of Chicago Press; 1996.

**EXAMPLE 5:**

Using the punctuation system of the National Library of Medicine, the above example looks like:

Billings H. Libraries, language, and change: defining the informational present. Col Res Libr.  
 1998 May;59(3):212-218.

From: Patrias, Karen. National Library of Medicine recommended formats for bibliographic  
 citation. Bethesda (MD): The Library; 1991.

The following table of punctuation symbols is provided to allow easier interpretation of the examples included in this standard. **Bold characters** in the Usage column mean that the punctuation mark used for that particular purpose is required.

**Table 3 – Punctuation symbols as used in this standard**

Name	Sign	Usage
Brackets	[ ]	<b>For information not carried on the original, such as a translated title, or for inserting information needed for clarity, such as Map Type or Medium Designator, for example, World [political map]; The English patient [motion picture].</b>
Colon	:	<b>Before Title—Subordinate.</b> <b>After Connective Phrase.</b> <b>Before any identifying number or alphanumeric string, as "ISBN: 0-8412-3461-2."</b> Before Publisher Name Before Location within a Work in journal titles.
Comma	,	<b>Before the Author Role Indicator.</b> Between sub-elements of a bibliographic element or a set of closely related elements, for example, between sub-elements of Accompanying Material or between parts of an address in Affiliation.
Equal sign	=	<b>Between parallel titles.</b>
Hyphen	-	<b>Between first and last indicators of a range, such as volume numbers, page numbers, or years.</b> <b>To indicate indefinite continuation of publication or issuance.</b>
Parentheses	( )	<b>For Affiliation.</b> <b>For the Series Statement Group.</b> <b>To surround any qualifying information, such as names of states used to clarify city names.</b> For indication of Issue.

Name	Sign	Usage
Period	.	Included as a final or terminal period at the end of a reference. After each bibliographic group. Used in the Notes elements to separate different kinds of notes.
Semicolon	;	Between multiple occurrences of a given bibliographic element. Between multiple occurrences of logically related bibliographic elements within a grouping, such as the parts of the Place of Meeting. After the Publisher Name. Before Volume.
Space		Between bibliographic elements where there is no other punctuation, and following periods and all other forms of punctuation, except when followed by another punctuation sign (for example, [...]).

### 3.2.10 Translations

The extent to which bibliographic elements should be presented in their original language or in translation should be governed by the needs of the users of the reference. Translation of elements can lead to imprecision or uncertainties in the translated form and thus not be adequate for those who need the highest degree of precision. Users who need references completely precise in all elements will prefer to prepare references in the language of the work being referenced. Other users may be willing to tolerate the possibility of some imprecision through translation to English in order to gain convenience of use. The use of translation, especially in such critical elements as the title, should be conveyed to the user of the citation. This should be done by placing the translated portions of a citation in brackets and indicating the original language of the publication in the Notes position.

### 3.2.11 Typography

Though it is recommended that bibliographic references be presented in a single typeface for the sake of simplicity and convenience, the choice of typeface used is left to the discretion of the publisher or creator of the reference. Underscoring or differences in type style, size, or weight may be employed to meet the special needs of users in emphasizing or distinguishing among bibliographic elements, grouping, or levels.

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## 3.3 Specific Rules and Guidelines

Bibliographic elements not listed below have no special rules associated with them. Examples provided in Section 4 give guidance to their use and format.

### 3.3.1 Affiliation

Affiliation of all authors (or of recipients of letters or other forms of personal communication) or of only the first author may be given. Affiliation usually consists of the name of the department and the institution, followed by city and state/country.

Names of organizations appearing in non-Roman alphabets are romanized, transliterated, or translated, as appropriate, e.g., "Leningrad State University."

Special considerations:

- For technical reports: If the authors are affiliated with the same organization that publishes the report, the affiliation is omitted. If the authors are not affiliated with the organization that publishes the report, the affiliation is highly recommended.

### **3.3.1.1 Affiliation—Division**

Common words such as “Department” may be abbreviated, as “Dept.”

### **3.3.1.2 Affiliation—Name**

Common words such as “University” or “Corporation” may be abbreviated, as “Univ.” or “Corp.”

### **3.3.1.3 Affiliation—City**

English names are preferred when common usage dictates, such as “Moscow” for “Moskva”, “Rome” for “Roma”, or “Vienna” for “Wien.” With the exception of non-Roman alphabets, the name used on the piece is always acceptable. As with any translation, the creator of the reference should decide on the precision of the designation based on the needs of the intended audience.

### **3.3.1.4 Affiliation—Country Subdivision**

Names of states or other country subdivisions may be abbreviated according to accepted standards. The name of a country subdivision may be omitted if the city is well known to the intended audience, as Chicago or New York.

### **3.3.1.5 Affiliation—Country**

Names of countries should be abbreviated according to ISO 3166, *Codes for the representation of names of countries*.

The name of a country may be omitted if the city is well known to the audience, as Paris or London.

## **3.3.2 Authors**

Surname is given first, followed by first name and middle initial(s). The first name may be abbreviated to an initial.

Occasionally an organization will perform the role of primary or secondary author, e.g., “Modern Language Association.” If a division or other part of an organization appears, it is listed with the organization in hierarchical order from highest to lowest, e.g., “Modern Language Association, Committee on Scholarly Editions.” Qualifying information, such as country or city, may be added parenthetically to reduce ambiguity, e.g., “National Trust (Great Britain).”

Names of persons or organizations appearing in non-Roman alphabets are most often romanized, but they may be transliterated, e.g., “Korenevskii, N.A.”, or translated, e.g., “[Japanese Electronics Society].” If translated, the original name may be given with the bracketed translation following it, e.g., “Societa Psicoanalitica Italiana [Italian Psychoanalytic Society].”

### **3.3.2.1 Author, Primary**

The first primary author named must always be given, but if space is a consideration, all or some of the remaining primary authors may be omitted, with “et al.” or “and others” following the last name given.

An organization performs the role of primary author only when there is no personal author or editor.

If no primary author can be determined but an editor is known, the editor serves as the primary author.

If no person or organization with responsibility for the work can be determined, this element shall be omitted. The use of “anonymous” or similar indications is prohibited.

Special considerations:

- **For electronic documents:** While there are monographs and journal articles residing on the Internet which clearly state the names of the authors, most sites—particularly homepages—do not. Individuals named as Webmasters or contact people are not usually the author, especially for homepages produced by large organizations; a name in association with a copyright statement, such as “copyright 1997 by John A. Smith,” may not be the author, either. If the only personal name given in a site is associated with a copyright statement, use that individual’s name as the publisher. Most sites will display the name of an organization rather than a person. In such cases when the organization appears to be serving as both author and publisher, place the organization in the publisher position. (See 3.3.25 below.)

### 3.3.2.2 Author, Secondary

If two or more types of secondary author appear—e.g., an editor and a translator—the names are recorded, surname first, in the sequence in which they appear on the piece, e.g., “Brown, J.J., editor; Green, A.B., translator”, for a work where Brown’s name precedes Green’s name on the piece.

An editor is used as a secondary author only when there is another person or organization serving as primary author, e.g., “Martin, Eric W. Hazards of medication. 2nd ed. Ruskin, Arthur; Napke, Edward; Alexander, Stewart F., et al., editors. Philadelphia: Lippincott; 1978.”

If a series has an editor, the editor’s name and role designation precede the series name, e.g., “(Wynar, Lubomyr R, ed. Reference sources in the social sciences).”

### 3.3.3 Author Role Indicator

The last named primary or secondary author is followed by a comma and an indication of the role, e.g., editor” (or “editors”), “translator” (or “translators”), “compiler” (or “compilers”) or the appropriate abbreviations, e.g., “ed.” (or “eds.”), “tran.” (or “trans.”), “comp.” (or “comps.”). To ensure clarity, other author role indicators, such as “composer,” “inventor,” “assignee,” are not usually abbreviated.

### 3.3.4 Availability

These elements need to be introduced by some explanatory phrase, such as “Located in:” or “Available from:”. The exact wording of this phrase is not dictated by this standard. Whatever the phrase, it is always followed by a colon before the availability information.

#### 3.3.4.1 Availability—Storage Location

Use this element to record such information as remote storage location numbers, call numbers or other shelf/storage identification information, manuscript numbers, URLs, DOIs, and other location-specific information.

### 3.3.5 Content Designator

If a work is identified as a particular type of work, such as a bibliography, dissertation, index, book review, editorial, interview, letter, etc., this identification may follow the title in brackets, e.g., “[abstract].”

If a work can be described by both a content designator and a medium designator, the two may be combined into one statement, e.g., “[dissertation on microfilm]”, “[bibliography on CD-ROM].”

Special considerations:

- For bibliographies: The content designator “bibliography” may be omitted if the word appears in the work’s title.

### 3.3.6 Date of Citation

Particularly for citations to electronic documents, where error corrections or other changes may occur or where the dates of new editions or versions may not be known, it is mandatory to include the date when the electronic materials were seen. In documents that are likely to be highly unstable, the time of the citation may also be included. This date always appears within brackets. The format is Year Month Day.

### 3.3.7 Date of Copyright

If no date of publication can be determined, the date of copyright may be used, preceded by the letter “c”, e.g., “c1988”. If the date of publication and the date of copyright are several years apart, both may be used, as “1990, c1988.”

### 3.3.8 Date of Meeting

The format is Year Month Day. The inclusive dates on which the conference was held are separated by a hyphen (-), e.g., “1995 January 24-26”, “1996 January 31-February 4.”

English names are preferred for months.

Names of months may be abbreviated to the first three letters.

### 3.3.9 Date of Publication

The general pattern for recording the date of publication is Year Month Day.

A single year is written in full, e.g., “1985”; if a work covers multiple years, the first and last year are given, separated by a hyphen (-), e.g., “1985-1986”; the last year may be shortened to the last two digits, e.g., “1985-86.”

English names are preferred for months and seasons.

Months may be abbreviated to the first three letters, e.g., “Jan”; seasons are usually not abbreviated for the sake of clarity, e.g., “Summer”; multiple months or seasons are separated by a hyphen, e.g., “Jan-Feb” or “Fall-Winter.”

Days appear after the month, e.g., “Jan 2”; multiple days may appear, e.g., “Apr 11-15” or “Jan 31-Feb 4.”

If no date of publication is present, the date of copyright may be used, preceded by the letter “c”, e.g., “c1988”; both the date of publication and copyright may be given if they are several years apart, e.g., “1991, c1988.”

If no date can be determined, the words “date unknown” are placed in brackets.

Special considerations:

- For dissertations: The year the work was submitted, followed by the month and day, if available, e.g., “1995 Jan 3.”
- For electronic works: If no date of publication or copyright is found, use the date of update/revision (see 3.3.10) and/or the date of citation (see 3.3.6), surrounded by brackets, in place of the date of publication element.
- For monographs: The year of publication followed by the month, if given, e.g., “1988 January.” If no date is found in the work but may be determined from some other source, brackets are placed around it, e.g., “[1988].”
- For newspaper articles: If a dateline appears in the article, this information may be provided in the Creation Statement in the Notes Group.

- For whole journals: The beginning and ending dates during which a journal was published, including the volume and issue identification if present, are separated by a hyphen (-), e.g., “Vol. 1, 1956 - Vol. 30, 1986” or “Vol. 1, No. 1, Jan 1980 - Vol. 10, No. 12, Dec 1990”; if the journal is still being published, the beginning date is followed by a hyphen and a space, e.g., “Vol. 4, 1990 - .”

### 3.3.10 Date of Update/Revision

Particularly for references to electronic documents, the date, and where appropriate, the time, of the most recent update or revision must be noted. The format is Year Month Day.

### 3.3.11 Edition Statement

The name of an edition appearing in a non-Roman alphabet is romanized, transliterated, or translated, as appropriate.

Special considerations:

- For electronic publications: Editions are usually expressed as versions, updates, releases, or levels, such as “Version 3.5” or “Update 5.1.”
- For journal articles: If the work is published in more than one edition or version, the particular edition/version being cited is indicated after the title, surrounded by parentheses, e.g., “(British Edition)” or “(International Edition).” The name of an edition may be abbreviated according to ISO 4, *Information and documentation—Rules for the abbreviation of title words and titles of publications*, e.g., “(Br. Ed.).”  
NOTE: When a medium designator is also present in the reference, the edition statement precedes the medium designator. This is an exception to the normal order of medium designator and edition statement.
- For monographs: If an edition is numbered as “First Edition”, “Second Edition”, etc., this designation is converted to Arabic numerals, as “1st ed.”, “2nd ed.”, etc. Words may also be used to express edition, e.g., “New revised edition.” These may be abbreviated, for example, “New rev. ed.”
- For newspapers: Since the pagination or content for the same story may vary among editions, the name of the edition should be entered following the title, with parentheses surrounding it; the word “edition” may be abbreviated as “Ed.”; e.g., “New York Times (New England Final)” or “Current News (Early Bird Ed.).”  
NOTE: When a medium designator is also present in the reference, the edition statement precedes the medium designator. This is an exception to the normal order of medium designator and edition statement.

### 3.3.12 Extent of Work (Physical Description)

This is the length of the item being cited, usually expressed by the total number of pages of a print item or the number of minutes of run time for an audiovisual. Although the extent of work is an optional element in any citation, the length of a document provides useful information for the user. For example, a ten-page journal article would be viewed as substantive, while a ten-page book probably would not.

All numbers are given in Arabic numerals.

Special considerations:

- For electronic documents: Many electronic documents lack traditional page numbers, and homepages are non-linear, often having innumerable hypertext links. For publications other than homepages, extent is usually shown in the number of screens, lines, paragraphs, or bytes. Alternatively, if an electronic document is printed out, its extent may be expressed in the traditional number of pages. Length is sometimes supplied by the publisher, as when a list of items with their size is presented to the user for assistance with downloading or when the item being cited is a PDF document. If length

is not supplied by the publisher, the extent is calculated by the best means possible and placed in brackets, such as “[about 5 screens],” “[about 21 p.],” or “[332K bytes].” Of course, screen sizes, fonts used, and printers vary widely, but the purpose is to give the user of the citation an indication of the length of the item. When the number is approximated, the word “about” appears before the length indicator, both in brackets.

- For journal articles: If a work is published in microform or is an audiovisual or electronic work, information about the location of the work on the source may be given, e.g., “microfiche 2-3 of 4 microfiche”, “cassette 4”, or “screen 10-15.”
- For manuscripts: Most manuscripts do not have page numbers written on them. Their extent is usually expressed in terms of the number of pieces of paper, called leaves, as “1 leaf” or “5 leaves.” Large manuscript collections may measure extent in cartons, boxes, or linear feet.
- For monographs: The total number of pages is noted if the work is contained in one volume, e.g., “54 p.”; if in more than one volume, the total number of volumes is given, e.g., “3 vol.”, in place of the number of pages.

### 3.3.13 Issue

Given in Arabic numerals only, e.g., convert “IV” or “Fourth” to “4.”

An issue number may be omitted if the work uses continuous pagination throughout the volume. However, this is not recommended practice because it increases the difficulty for the user of retrieving the particular item being cited.

### 3.3.14 Issue—Subdivision (Supplement/Part/Special Number)

Words indicating supplement, part, special number, etc., to an issue are usually abbreviated, e.g., “Suppl.”, “Pt.”, or “Spec. No.”; if a number or letter is present, it is included, e.g., “Pt. A”; Arabic numbers only are used, e.g., “Suppl. 3” for “Supplement III.”

### 3.3.15 Location within a Work—Subdivision

If a part of a work (a subdivision of the work that does not have its own author and thus cannot be bibliographically separated from the larger work) is being referenced, such as a chapter, section, figure, table, appendix, graph, photograph, etc., it is identified with any accompanying number (in Arabic numerals) or letter, e.g., “Table 3” or “Appendix B”. As an alternative, if page numbers are continuous throughout the part, the inclusive pages of the part may be given instead of its identifier, e.g., “p. 130-145” for a chapter appearing on pages 130 through 145.

### 3.3.16 Location within a Work—Subdivision Pagination (or its equivalent)

If the part being referenced appears on a single page, recording band, frame of film, screen, etc., the single page number or its equivalent is recorded, e.g., “p. 12”, “band 6”, “screen 4.”

In print works, the first and last page numbers are separated by a hyphen, e.g., “p. 123-126”; if the page number is preceded or followed by a letter, the letter is included, e.g., “p. S10-12” or “p. 124A-126A.” Note that when page numbers are followed by letters, both the full page designation and the letter are retained.

If space is an issue, repeating page numbers may be omitted, e.g., “p. 123-6”, although care should be used to minimize any ambiguity this practice may introduce.

Roman numerals used as page numbers are retained, given in upper or lower case as found in the work, e.g., “p. XXVI-XXVII.”

For works published on non-consecutive pages, all page numbers may be given; or if space is a consideration, up to three groupings of discontinuous pages may be given, followed by “passim” or “continued.”

If no page numbers appear, the total number of pages is given in brackets, e.g., “[14 p.]”

Special considerations:

- For electronic documents: Many electronic documents carry no page numbers. If a work includes some form of numeration such as paragraph numbers or line numbers, use these to indicate the location within the work, such as “paragraph 3” or “lines 50-62.” If no numeration scheme can be found, give the total extent of the subdivision being cited, calculated by the best means possible and placed within brackets, such as “[about 2 screens],” or “[about 1 p.]” Of course, screen sizes, fonts used, and printers vary widely, but the purpose is to give the user of the reference an indication of the length of the subdivision. Because the number is approximated, the word “about” appears before the length indicator, both inside square brackets.
- For newspapers: The column number in which the article begins on the page may be added in parentheses, e.g., “(col. 2)”.

### **3.3.17 Location within a Work—Subdivision Title**

If a part of a work is being referenced, such as a chapter, figure, table, appendix, graph, photograph, etc., the title of the portion is given following the identifier (if any), e.g., “Table 3, School enrollment in 1995” or “Chapter 2, Understanding the Internet”.

A title appearing in a non-Roman language is romanized, transliterated, or translated, as appropriate.

### **3.3.18 Medium Designator**

The specific type of medium is indicated following the title, surrounded by brackets, e.g., “[microfiche]”, “[videocassette]”, “[CD-ROM]” or “[Internet].”

If a work can be described by both a content designator and a medium designator, the two may be combined into one statement, e.g., “[dissertation on microfilm]”, “[bibliography on CD-ROM].”

### **3.3.19 Notes**

This element gives the creator of the reference an opportunity to provide additional information that may be of interest to the audience, for example, the commercial format of a videocassette or the system requirements for an electronic document. This information may be taken from the source, but no rules, not even the use of complete sentences, govern its form.

All identifying numbers, with the exceptions of volume and issue numbers, the number of a meeting, and the patent number, appear in the Notes group.

### **3.3.20 Number of Meeting**

All numbers are represented as Arabic numerals, e.g., “Third” becomes “3rd,” “XII” becomes “12th.” Other designations should be entered as they appear on the work, such as “Fall” or “Midyear.” If both a meeting number and other designations are present, only the meeting number is used.

### **3.3.21 Patent Document—Country**

The adjectival form of the country name is used, e.g., “French patent.”

The two-letter country code (Patent Document—Country Code) associated with the patent number, if present, must be included in the reference, e.g., “German patent DE 1,234,567.”

### **3.3.22 Patent Document—Publication Date**

The year is followed by the month and day, e.g., “1972 April 4.”

English names are preferred for months; names of months may be abbreviated to the first three letters.



**3.3.23 Place of Meeting**

Names of organizations appearing in non-Roman alphabets are romanized, transliterated, or translated, as appropriate.

**3.3.23.1 Place of Meeting—Division**

Common words such as “Department” may be abbreviated, as “Dept.”

**3.3.23.2 Place of Meeting—Name**

Common words such as “University” or “Corporation” may be abbreviated, as “Univ.” or “Corp.”

**3.3.23.3 Place of Meeting—City**

The city where the conference was held followed by the state or country, e.g., “Rome, GA.”

English names are preferred when available, such as “Moscow” for “Moskva”, “Rome” for “Roma”, or “Vienna” for “Wien.” With the exception of non-Roman alphabets, the name used on the piece is always acceptable. As with any translation, the creator of the reference should decide on the precision of the designation based on the needs of the intended audience.

**3.3.23.4 Place of Meeting—Country Subdivision**

Names of states or other country subdivisions may be abbreviated according to accepted standards. If the city is well known, as Chicago or New York, the country subdivision may be omitted.

**3.3.23.5 Place of Meeting—Country**

Names of countries should be abbreviated according to ISO 3166, *Codes for the representation of names of countries*. If the city is well known, as London or Paris, the country may be omitted.

**3.3.24 Place of Publication**

The place of publication is the city where the work is published. Additional identification, such as country subdivision and country, are added where appropriate to avoid ambiguity.

If more than one location appears, the more prominent or else the first appearing is listed. The choice of place of publication is best made in consideration of the audience. If, for example, the reference is being created primarily for a U.S. audience and both a U.S. and foreign place of publication appear on the source, the U.S. location may be preferred.

If no place of publication is found on the work but can be reasonably inferred, e.g., Washington, DC for a work from the US Department of State, the place name is given in brackets, e.g., “[Washington (DC)].”

If no place of publication can be determined or reasonably inferred, the words “place unknown” are given in brackets.

The name of a city, country subdivision, or country in a non-Roman alphabet is romanized, transliterated, or translated, as appropriate.

Special considerations:

- For Internet documents: In the case of the Internet, the place of publication is the city in which the individual or the organization issuing or sponsoring the Web site resides. This information is usually found at the bottom of a homepage, but may also be at the top of the first screen, on a sidebar, or at the end of a document. If it is not in one of these locations, it may be obtained from a linkage within the site, usually under a “contact us” or similar link.

### 3.3.24.1 Place of Publication—City

The city where published, followed by the state or country (surrounded by parentheses) if needed for clarification, e.g., “Rome (GA).”

English names are preferred when available, such as “Moscow” for “Moskva”, “Rome” for “Roma”, or “Vienna” for “Wien.” With the exception of non-Roman alphabets, the name used on the piece is always acceptable. As with any translation, the creator of the reference should decide on the precision of the designation based on the needs of the intended audience.

### 3.3.24.2 Place of Publication—Country Subdivision

Names of states or other country subdivisions may be abbreviated according to accepted standards. If the city is well known, as Chicago or New York, the country subdivision may be omitted.

### 3.3.24.3 Place of Publication—Country

Names of countries should be abbreviated according to ISO 3166, *Codes for the representation of names of countries*. If the city is well known, as London or Paris, the country may be omitted.

### 3.3.25 Publisher Name

Names of organizations appearing in non-Roman alphabets are romanized or transliterated, or names may be translated, e.g., “[Japanese Electronics Society]” or “Societa Psicoanalitica Italiana [Italian Psychoanalytic Society].”

If a division or other part of the organization appears, it is listed with the organization in hierarchical order from highest to lowest, e.g., “Library of Congress, Congressional Research Service.”

The name may be given in a shortened form, e.g., “Wiley “ for “John Wiley and Sons”. Common words such as “Association”, “Company”, or “University” may be abbreviated, as “Assn.”, “Co.”, and “Univ.”

If the publisher is also the author of the work, such as “University of Pennsylvania,” or if the name of the publisher appears in the title of the work, such as “Journal of the Indiana Folklore Society, the publisher name may be shortened, as “The University” or “The Society.” However, if the creator of the reference is formatting references for a database in which the name of the publisher is searchable, it may be advisable to give the name in full.

If no publisher can be determined, the words “publisher unknown” are placed in brackets.

Special considerations:

- For electronic documents: The advent of the Internet and other online sources has stretched the definition of “publication” and “publisher.” However, in electronic terms a publisher is defined as the individual or organization which produces or sponsors the site. As with the place of publication, this information is usually found at the bottom of a homepage, at the top or on a sidebar of the first screen, or at the end of a document. The publisher may also be identified by looking for the organization named after a copyright statement, e.g., “copyright 1997 by the American Chemical Society.” If wording such as “this site is maintained by XYZ Corporation for ABC Organization” appears, ABC Organization is considered the publisher and XYZ the distributor. Publisher information is required in a citation; distributor information may be included as a note.
- For technical reports: The sponsoring organization is often the publisher; but if the performing organization issues the report and thus is given as publisher, the sponsoring organization is acknowledged in the Notes Group.

### 3.3.26 Report Number

The alphanumeric string in which an alphabetic report code for the performing and/or sponsoring organization is followed by a numeric series representing the date and sequence of issuance is recorded as it appears on the work, e.g., “NASA/CR-86/3840” for a NASA contractor report issued in 1986; see ANSI Z39.23-1997, *Standard Technical Report Number Format and Creation* for the establishment and use of report numbers.

If multiple report numbers are found on the work, the most prominent number identifying the report should be used, usually the one assigned by the sponsoring agency. If a different number is to be used to order or otherwise acquire the report, that number should be recorded in the “Acquisition Number” element in the Notes Group.

To avoid confusion with the contract/grant number, it is suggested that the words “Report No.” precede this number. A colon after the descriptive phrase is required.

### 3.3.27 Titles

A title is given in its original language; a title appearing in a non-Roman alphabet is romanized or transliterated. A translation, enclosed in brackets, may follow the original.

If the title is presented in two languages, reflecting the bilingual nature of the text, both titles are given in the order presented in the work, separated by an equal sign (=).

This standard does not specify means for distinguishing the title of the smallest bibliographic unit when more than one title occurs within the same reference (for example, the title of an article published in a journal or the title of a chapter of a book). However, such techniques as quotation marks, underlining, or special type fonts, like italics, may be used for such purpose at the option of the user.

For titles of electronic monographs and monographic series, the title should appear just as it would for print publications, that is, with only the first word and all proper nouns capitalized. The titles of electronic journals and other serials should appear just as it would for print publications, that is, with all significant words capitalized. Titles for other electronic formats, such as homepages, databases, and discussion lists, should duplicate as closely as possible what appears on the screen. In all cases, if the use of special characters or other non-standard typographic features is present, the title should be represented as it appears on the source.

Special considerations:

- For Internet documents: Monographs on the Internet will usually display clearly identifiable titles, and serials will have both the title of the article and the title of the journal. Homepages, on the other hand, may display only the name of the organization responsible for the site. If so, this name becomes the title. Some basic rules to follow for identifying wording as a title are:
  - (1) Look for what is the most prominent (usually the largest) wording on the screen.
  - (2) Look for wording followed by a copyright, trademark, or registered trademark symbol (©, ™, or ®).
  - (3) Look at the title bar of the Web browser (generally in the top left corner).
  - (4) Look for the title in the source code of the document.

#### 3.3.27.1 Title, Analytic

Analytic titles are always followed by a connective phrase, such as “In”, followed by a colon, that leads to the description of the larger work to which it belongs. The one exception to this is for citations to journal articles, where long tradition has omitted the connective phrase before the title of the journal.

More than one level of analytic title may exist, such as an authored section of a chapter written by a different author that is included in a monograph that has an editor. The reference must include the lowest appropriate level, e.g., the information describing the authored section, and the highest level required for unique identification of the location of that section, e.g., the information about the edited monograph. The intervening level of analytic title is not included in the reference.

### 3.3.27.2 Title, Collective

Special considerations:

- For journal titles when citing an article: A title may be written in full or abbreviated according to ISO 4, *Information and documentation—Rules for the abbreviation of title words and titles of publications*; periods may be omitted after abbreviated words.
- For whole journals and newspaper titles: A title is written out in full, without abbreviation.
- For newspaper titles: If the location of the newspaper is not apparent from the title, it is added parenthetically to the name, e.g., “El Dia (Mexico City).”

### 3.3.27.3 Title—Translated

Translations of titles follow the original title and are enclosed in square brackets. If the translation substitutes for the original title, it is still enclosed in square brackets.

### 3.3.28 Volume

This is given in alphabetic characters or Arabic numbers only or both, e.g., “54B”; convert “LX” or “Sixtieth” to “60.”

Special considerations:

- For newspapers: As an option, in addition to the date of publication, the volume number (and issue number, if present) may be given.

### 3.3.29 Volume—Subdivision (Supplement/Part/Special Number)

Words indicating supplement, part, special number, etc., to a volume are usually abbreviated, e.g., “Suppl.”, “Pt.”, or “Spec. No.”; if a number or letter is present, it is included, e.g., “Pt. A”; Arabic numbers only are used, e.g., “Suppl. 3” for “Supplement III.”

## 4 Application of the Standard to Specific Types of Material

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### 4.1 General

This section provides the bibliographic groups and their elements for each type of material being cited, e.g., monographs, journals, etc. Groups and elements are presented in the order in which they should appear in a reference. The list of elements for each type of material is comprehensive; however, all of the elements shown may not appear in references to all works. For example, a Series Statement Group and its elements have been provided for all works, yet not all works are part of a series. While the list provides for all those elements that might reasonably be needed to construct a citation, special circumstances may also require the use of additional elements. See *Representation of Data* (Section 3) for a complete list of all groups and elements.

The designation “R” or “O” indicating whether the use of an element is required or optional has also been provided for each element used in a reference to each type of material. See Section 1.3.2 for an explanation of this designation. A particular element may be optional (O) for one type of work and required (R) in another. For example, the element Availability—Storage Location in an electronic monograph on CD-ROM has as an “O” designation but for

an electronic monograph on the Internet has an "R." This is because the Internet is the only place (location) where you can find the monograph, but the CD-ROM has multiple possibilities for location.

Note that an asterisk follows some of these "R" and "O" designations in the examples below. This indicates that an element may be required or optional depending on the circumstances of a particular citation. For example, the element Date of Copyright is ordinarily an optional one. However if there is no Date of Publication, then the Date of Copyright becomes required. Similarly, the Availability elements (Availability—Name, Availability—City, etc.) are ordinarily optional, but if one Availability element is used, all should be used.

In addition to the bibliographic groups and elements, the entry for each type of material also includes an example of a typical citation. This citation has been formatted with punctuation at the end of each entry. Section 3.2.8 states that while a specific system of punctuation is not mandated by this standard, a consistent method of punctuation must be used. For the examples given throughout this section, the system of punctuation employed by the National Library of Medicine has been used (see Table 3). The majority of the examples provided have been taken from actual publications and have been chosen because they represent typical material or contain specific elements needed for illustration. In a few instances creative license was employed to provide an example (or an element within an example) with a full range of elements.

## 4.2 Specific Types of Material with Examples

### 4.2.1 Monographs

See also: 4.2.13.1 *Monographic Audiovisuals*,

4.2.14.4 *Monographs in Electronic Formats*,

4.2.15.4.1 *Forthcoming Monographs*.

#### 4.2.1.1 Entire Monographs

See also: 4.2.13.1.1 *Entire Monographs in Audiovisual Formats*,

4.2.14.4.1 *Entire Monographs in Electronic Formats*,

4.2.15.4.1 *Forthcoming Monographs*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Luzikov, Valentin N.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Mitochondrial biogenesis and breakdown.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	

R/O	Elements in Order of Appearance	Examples of Elements
<b>EDITION GROUP</b>		
R	Edition Statement	2nd ed.
O	Author, Secondary	Galkin, Alexander V.,
O*	Author Role Indicator	translator.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Consultants Bureau;
R	Date of Publication	1985.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	362
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Mitochondria library;
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	vol. 3).
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Translation of: Reguliatsiia formirovaniia mitokhondrii.
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire monographs:**

Luzikov, Valentin N. Mitochondrial biogenesis and breakdown. 2nd ed. Galkin, Alexander V., translator. New York: Consultants Bureau; 1985. 362 p. (Mitochondria library; vol. 3).  
Translation of: Reguliatsiia formirovaniia mitokhondrii.

**4.2.1.2 Parts of Monographs**

See also: 4.2.13.1.2 *Parts of Monographs in Audiovisual Formats*,  
4.2.14.4.2 *Parts of Monographs in Electronic Formats*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Shakelford, Richard T.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Title, Collective or Title, Monographic	Surgery of the alimentary tract.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	2nd ed.
O	Author, Secondary	
O*	Author Role Indicator	
<b>TITLE GROUP (Monographic Level)++</b>		
R	Volume	Vol. 1,
R	Title, Monographic	The esophagus.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Philadelphia:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Saunders;
R	Date of Publication	1978.
O*	Date of Copyright	
R	Location within a Work—Subdivision	Chapter 3,
R	Location within a Work—Subdivision Title	Esophagoscopy;
R	Location within a Work—Subdivision Pagination	p. 29-40.

R/O	Elements in Order of Appearance	Examples of Elements
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level when citing a multivolume set ++ Monographic level when citing one volume of a multivolume set * R or O depending on presence/content of other elements		

**Formatted sample citation for parts of monographs:**

Shakelford, Richard T. Surgery of the alimentary tract. 2nd ed. Vol. 1, The esophagus.  
Philadelphia: Saunders; 1978. Chapter 3, Esophagoscopy; p. 29-40.



### 4.2.1.3 Contributions to Monographs

See also: 4.2.13.1.3 *Contributions to Monographs in Audiovisual Formats*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Kessler, Robert M.; Freeman, Mark P.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Ischemic cerebrovascular disease.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		In:
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Partain, C.L.; Price, Ronald R., editors.
O*	Author Role Indicator	
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Title, Collective or Title, Monographic	Magnetic resonance imaging.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	2nd ed.
O	Author, Secondary	
O*	Author Role Indicator	
<b>TITLE GROUP (Monographic Level)++</b>		
R	Volume	Vol. 1,
R	Title, Monographic	Clinical principles.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Philadelphia:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Saunders;
R	Date of Publication	1988.
O*	Date of Copyright	
R	Location within a Work	p. 197-210.

R/O	Elements in Order of Appearance	Examples of Elements
PHYSICAL DESCRIPTION GROUP		
O	Extent of work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level when citing a multivolume set ++ Monographic level when citing one volume of a multivolume set * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to monographs:**

Kessler, Robert M.; Freeman, Mark P. Ischemic cerebrovascular disease. In: Partain, C.L.; Price, Ronald R., editors. Magnetic imaging. 2nd ed. Vol. 1, Clinical principles. Philadelphia: Saunders; 1988. p. 197-210.

## 4.2.2 Journals

See also: 4.2.13.2 *Journals in Audiovisual Formats*,

4.2.14.3 *Journals in Electronic Formats*.

### 4.2.2.1 Entire Journal Titles

See also: 4.2.13.2.1 *Entire Journal Titles in Audiovisual Formats*

4.2.14.3.1 *Entire Journal Titles in Electronic Formats*

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP</b>		
R	Title, Collective	BMJ:
O	Title—Subordinate	British Medical Journal
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	(Clinical Research Edition).
R	Medium Designator	
<b>EDITION GROUP</b>		
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	London:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	British Medical Association.
R	Volume	Vol. 297,
R	Volume—Subdivision	
R	Issue	No. 6640,
R	Issue—Subdivision	
R	Date of Publication	Jul 2, 1988- .
R	Date—Subdivision	
<b>PHYSICAL DESCRIPTION GROUP (For journals in microform formats)</b>		
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Weekly. Continues: British Medical Journal
+ An Edition Statement is considered part of the TITLE GROUP when citing journals. * R or O depending on presence/content of other elements		

**Formatted sample citation for entire journal titles:**

BMJ: British Medical Journal (Clinical Research Edition). London: British Medical Association.  
Vol. 297, No. 6640, Jul 2, 1988- . Weekly. Continues: British Medical Journal.

**4.2.2.2 Contributions to Journals (Journal Articles)**

See also: 4.2.13.2.2 *Contributions to Journals (Journal Articles) in Audiovisual Formats*,  
4.2.14.3.2 *Contributions to Journals (Journal Articles) in Electronic Formats*,  
4.2.15.4.2 *Forthcoming Journal Articles*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Gardos, George; Cole, Jonathan O.; Haskell, David; Marby, David; Paine, Susan Schniebolk; Moore, Patricia.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	The natural history of tardive dyskinesia.
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
O	Content Designator	
TITLE GROUP (Collective Level)		
R*	Title, Collective	
O*	Title—Abbreviated	J Clin Psychopharmacol.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	
IMPRINT GROUP		
R	Date of Publication	1988 Aug;
R	Date—Subdivision	
R	Volume	8
R	Volume—Subdivision	
R	Issue	(4
R	Issue—Subdivision	Suppl):
R	Location within a Work	31S-37S.
PHYSICAL DESCRIPTION GROUP (For journals in microform formats)		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ An Edition Statement is considered part of the TITLE GROUP when citing journals. * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to journals (journal articles):**

Gardos, George; Cole, Jonathan O.; Haskell, David; Marby, David; Paine, Susan Schniebolk; Moore, Patricia. The natural history of tardive dyskinesia. J Clin Psychopharmacol. 1988 Aug;8(4 Suppl):31S-37S.

**4.2.2.3 Parts of Contributions to Journals (Parts of Journal Articles)**

See also: 4.2.13.2.3 *Parts of Contributions to Journals (Journal Articles) in Audiovisual Formats.*

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Gardos, George; Cole, Jonathan O.; Haskell, David; Marby, David; Paine, Susan Schniebolk; Moore, Patricia.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	The natural history of tardive dyskinesia.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	
<b>TITLE GROUP (Collective Level)</b>		
R*	Title, Collective	
O*	Title—Abbreviated	J Clin Psychopharmacol.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Date of Publication	1988 Aug;
R	Date—Subdivision	
R	Volume	8
R	Volume—Subdivision	
R	Issue	(4
R	Issue—Subdivision	Suppl):
R	Location within a Work	31S-37S.
R	Location within a Work—Subdivision	Table 3,
R	Location within a Work—Subdivision Title	Occurrence in the United States;
R	Location within a Work—Subdivision Pagination	p. 32S.

R/O	Elements in Order of Appearance	Examples of Elements
<b>PHYSICAL DESCRIPTION GROUP</b> (For journals in microform formats)		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ An Edition Statement is considered part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts of contributions to journals (parts of journal articles):**

Gardos, George; Cole, Jonathan O.; Haskell, David; Marby, David; Paine, Susan Schniebolk; Moore, Patricia. The natural history of tardive dyskinesia. J Clin Psychopharmacol. 1988 Aug;8(4 Suppl):31S-37S. Table 3, Occurrence in the United States; p. 32S.

## 4.2.3 Conference Publications

### 4.2.3.1 Conference Proceedings

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Secondary	Yamaha, Edward,
R	Author Role Indicator	editor.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Number of Meeting	
R	Title, Collective or Title, Monographic	The new science.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	
R	Medium Designator	
<b>TITLE GROUP (Collective Level)++</b>		
R	Number of Meeting	3rd
R	Title, Collective	Japanese Conference on the Future of Science;
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	1995 Mar 5-10;
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	Hokkaido University,
O*	Place of Meeting—City	Sapporo,
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	Japan.
R	Medium Designator	
<b>EDITION GROUP</b>		
O	Author, Secondary	Smith, Edward,
O*	Author Role Indicator	translator.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Tokyo:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Rising Sun Press;
R	Date of Publication	1996.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	325
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	



R/O	Elements in Order of Appearance	Examples of Elements
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
<p>+ Collective level used when there is no separate title for the monograph, only the conference title; monographic level used when the monograph has a title in addition to the conference name</p> <p>++ Collective level used for name of the conference when there is a separate title given at the monographic level above</p> <p>* R or O depending on presence/content of other elements</p>		

**Formatted sample citation for entire conference publications (conference proceedings):**

Yamaha, Edward, editor. The new science. 3rd Japanese Conference on the Future of Science; 1995 Mar 5-10; Hokkaido University, Sapporo, Japan. Smith, Edward, translator. Tokyo: Rising Sun Press; 1996. 325 p.

#### 4.2.3.2 Contributions to Conference Proceedings (Conference Papers)

See also: 4.2.15.3 *Papers Presented at Meetings for unpublished papers.*

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Matsu, John
O*	Affiliation—Division	(Department of Ethics,
O*	Affiliation—Name	Nagasaki University,
O*	Affiliation—City	Nagasaki,
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	Japan).
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Ethical implications:

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Subordinate	what does the next century hold?
O	Title—Parallel	
O	Title—Translated	
CONNECTIVE PHRASE		
		In:
AUTHORSHIP GROUP		
R	Author, Secondary	Yamaha, Edward,
R	Author Role Indicator	editor
TITLE GROUP (Collective or Monographic Level)+		
R	Number of Meeting	
R	Title, Collective or Title, Monographic	The new science.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	
R	Medium Designator	
TITLE GROUP (Collective Level)++		
R	Number of Meeting	3rd
R	Title, Collective	Japanese Conference on the Future of Science;
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	1995 Mar 5-10;
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	Hokkaido University,
O*	Place of Meeting—City	Sapporo,
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	Japan.
R	Medium Designator	
EDITION GROUP		
O	Author, Secondary	Smith, Edward,
O*	Author Role Indicator	translator.
IMPRINT GROUP		
R	Place of Publication—City	Tokyo:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Rising Sun Press;
R	Date of Publication	1996.
O*	Date of Copyright	
R	Location within a Work	p. 35-42.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	

R/O	Elements in Order of Appearance	Examples of Elements
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level used when there is no separate title for the monograph, only the conference title; monographic level used when the monograph has a title in addition to the conference name ++ Collective level used for name of the conference when there is a separate title given at the monographic level above * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to conference publications (conference papers):**

Matsu, John (Department of Ethics, Nagasaki University, Nagasaki, Japan). Ethical implications: what does the next century hold? In: Yamaha, Edward, editor. The new science. 3rd Japanese Conference on the Future of Science; 1995 Mar 5-10; Hokkaido University, Sapporo, Japan. Smith, Edward, translator. Tokyo: Rising Sun Press; 1996. p. 35-42.

## 4.2.3.3 Meeting Abstracts

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Miller, P.D.
O*	Affiliation—Division	(Center for Bone Research,
O*	Affiliation—Name	University of Colorado Health Sciences Center,
O*	Affiliation—City	Denver,
O*	Affiliation—Country Subdivision	CO).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	The treatment of post-menopausal osteoporosis with long-term cyclical etidronate
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[abstract].
<b>CONNECTIVE PHRASE</b>		
		In:
<b>AUTHORSHIP GROUP</b>		
R	Author, Secondary	Ring, E.F.J.; Elvins, D.M.; Bhalla, A.K.,
R	Author Role Indicator	editors.
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Number of Meeting	
R	Title, Collective or Title, Monographic	Current research in osteoporosis and bone mineral measurement 4:
O	Title—Subordinate	1996.
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	
R	Medium Designator	
<b>TITLE GROUP (Collective Level)++</b>		
R	Number of Meeting	5th
R	Title, Collective	Bath Conference on Osteoporosis and Bone Mineral Measurement;
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	1996 Jun 24-26;
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	Bath,

R/O	Elements in Order of Appearance	Examples of Elements
O*	Place of Meeting—Country Subdivision	
O*	Place of Meeting—Country	UK.
R	Medium Designator	
EDITION GROUP		
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	London:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	British Institute of Radiology;
R	Date of Publication	1996.
O*	Date of Copyright	
R	Location within a Work	p. 138.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	Sponsored by the Royal National Hospital for Rheumatic Diseases,
O	Sponsoring Body—Location	Bath, UK.;
O	Sponsoring Body—Name	National Osteoporosis Society.
O	Sponsoring Body—Location	
O	ISBN	ISBN: 0-905747-34-9.

R/O	Elements in Order of Appearance	Examples of Elements
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level used when there is no separate title for the monograph, only the conference title; monographic level used when the monograph has a title in addition to the conference name		
++ Collective level used for name of the conference when there is a separate title given at the monographic level above		
* R or O depending on presence/content of other elements		

**Formatted sample citation for meeting abstracts:**

Miller, P.D. (Center for Bone Research, University of Colorado Health Sciences Center, Denver, CO). The treatment of post-menopausal osteoporosis with long-term cyclical etidronate [abstract]. In: Ring, E.F.J.; Elvins, D.M.; Bhalla, A.K., editors. Current research in osteoporosis and bone mineral measurement 4: 1996. 5th Bath Conference on Osteoporosis and Bone Mineral Measurement; 1996 Jun 24-26; Bath, UK. London: British Institute of Radiology; 1996. p. 138. Sponsored by the Royal National Hospital for Rheumatic Diseases, Bath, UK; National Osteoporosis Society. ISBN: 0-905747-34-9.

**4.2.4 Technical Reports****4.2.4.1 Entire Reports**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Norman, John C.; Elias, Peter
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(Texas Heart Institute,
O*	Affiliation—City	Houston,
O*	Affiliation—Country Subdivision	TX).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	ALVAD:
O	Title—Subordinate	1980.
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	Final report.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Bethesda
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Heart and Lung Institute (US), Devices and Technology Branch;

R/O	Elements in Order of Appearance	Examples of Elements
R	Date of Publication	1980 Jan.
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	2
O	Physical Form	vols.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
R	Report Number	Report No.: NIH-N01-HV-5-3006-4-VI.
O	Contract Number	Contract No.: N01-HV-5-3006.
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: NTIS,
O*	Availability—Street Address	
O*	Availability—City	Springfield,
O*	Availability—Country Subdivision	VA;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	PB80-148810.
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRN	
O	ISSN	
O	STRN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire technical reports:**

Norman, John C.; Elias, Peter (Texas Heart Institute, Houston, TX). ALVAD: 1980. Final report. Bethesda (MD): National Heart and Lung Institute (US), Devices and Technology Branch; 1980 Jan. 2 vols. Report No.: NIH-N01-HV-5-3006-4-VU. Contract No.: N01-HV-5-3006. Available from: NTIS, Springfield, VA; PB80-148810.

## 4.2.4.2 Parts of Reports

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Norman, John C.; Elias, Peter
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(Texas Heart Institute,
O*	Affiliation—City	Houston,
O*	Affiliation—Country Subdivision	TX).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Title, Collective or Title, Monographic	ALVAD:
O	Title—Subordinate	1980.
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	Final report.
O	Author, Secondary	
O*	Author Role Indicator	
<b>TITLE GROUP (Monographic Level)++</b>		
R	Volume	Vol. 2,
R	Title, Monographic	Flow diagrams.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Bethesda
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Heart and Lung Institute (US), Devices and Technology Branch;
R	Date of Publication	1980 Jan.
O*	Date of Copyright	
R	Location within a Work—Subdivision	Appendix 2,
R	Location within a Work—Subdivision Title	Definitions;
R	Location within a Work—Subdivision Pagination	p. 305-307.
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	



R/O	Elements in Order of Appearance	Examples of Elements
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
R	Report Number	Report No.: NIH-N01-HV-5-3006-4-VI.
O	Contract Number	Contract No.: N01-HV-5-3006.
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: NTIS,
O*	Availability—Street Address	
O*	Availability—City	Springfield,
O*	Availability—Country Subdivision	VA;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	PB80-148810.
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRN	
O	ISSN	
O	STRN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level when citing a multivolume set ++ Monographic when citing one volume of a multivolume set * R or O depending on presence/content of other elements		

**Formatted sample citation for parts of technical reports:**

Norman, John C.; Elias, Peter (Texas Heart Institute, Houston, TX). ALVAD: 1980. Final report. Vol. 2, Flow diagrams. Bethesda (MD): National Heart and Lung Institute (US), Devices and Technology Branch; 1980 Jan. Appendix 2, Definitions; p. 305-307. Report No.: NIH-N01-HV-5-3006-4-VU. Contract No.: N01-HV-5-3006. Available from: NTIS, Springfield, VA; PB80-148810.

## 4.2.5 Dissertations and Theses

### 4.2.5.1 Entire Dissertations and Theses

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Weir, David R.
TITLE GROUP		
R	Title, Monographic	Fertility transition in rural France, 1740-1829
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[dissertation].
R	Medium Designator	
IMPRINT GROUP		
R	Place of Publication—City	[Stanford
R*	Place of Publication—Country Subdivision	(CA)]:
R*	Place of Publication—Country	
R	Publisher Name	Stanford University;
R	Date of Publication	1982.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	366
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: UMI,
O*	Availability—Street Address	
O*	Availability—City	Ann Arbor,
O*	Availability—Country Subdivision	MI;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	AAD82-17006.
O	Language of Work	Language of Abstract
O	Sponsoring Body—Name	Sponsoring Body—Location
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

#### Formatted sample citation for entire dissertations and theses:

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. [Stanford (CA)]: Stanford University; 1982. 366 p. Available from: UMI, Ann Arbor, MI; AAD82-17006.

## 4.2.5.2 Parts of Dissertations and Theses

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Weir, David R.
<b>TITLE GROUP</b>		
R	Title, Monographic	Fertility transition in rural France, 1740-1829
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[dissertation].
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	[Stanford
R*	Place of Publication—Country Subdivision	(CA)]:
R*	Place of Publication—Country	
R	Publisher Name	Stanford University;
R	Date of Publication	1982.
R	Location within a Work—Subdivision	Table 1,
R	Location within a Work—Subdivision Title	Female age at first marriage;
R	Location within a Work—Subdivision Pagination	p. 19.
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: UMI,
O*	Availability—Street Address	
O*	Availability—City	Ann Arbor,
O*	Availability—Country Subdivision	MI;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	AAD82-17006.
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts of dissertations and theses:**

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. [Stanford (CA)]: Stanford University; 1982. Table 1, Female age at first marriage; p. 19. Available from: UMI, Ann Arbor, MI; AAD82-17006.

**4.2.6 Bibliographies****4.2.6.1 Entire Bibliographies**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	van de Kamp, Jacqueline,
R	Author Role Indicator	compiler.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Blood substitutes
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[bibliography].
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	Patrias, Karen,
O*	Author Role Indicator	editor.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Bethesda
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Library of Medicine (US), Reference Section;
R	Date of Publication	1990.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	35
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Current bibliographies in medicine;
O	Title—Abbreviated	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	no. 90-16).
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: US Government Printing Office,
O*	Availability—Street Address	
O*	Availability—City	Washington,
O*	Availability—Country Subdivision	DC;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	Stock No.: 817-006-00016-7.
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	744 citations from January 1986 through December 1990.
* R or O depending on presence/content of other elements		

#### Formatted sample citation for entire bibliographies:

van de Kamp, Jacqueline, compiler. Blood substitutes [bibliography]. Patrias, Karen, editor. Bethesda (MD): National Library of Medicine (US), Reference Section; 1990. 35 p. (Current bibliographies in medicine; no. 90-16). Available from: US Government Printing Office, Washington, DC; Stock No.: 817-006-00016-7. 744 citations from January 1986 through December 1990.

#### 4.2.6.2 Parts of Bibliographies

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	van de Kamp, Jacqueline,
R	Author Role Indicator	compiler.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Title, Collective or Title, Monographic	Blood substitutes
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[bibliography].
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	Patrias, Karen,
O*	Author Role Indicator	editor.
<b>TITLE GROUP (Monographic Level)++</b>		
R	Volume	
R	Title, Monographic	
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Bethesda
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Library of Medicine (US), Reference Section;
R	Date of Publication	1990.
O*	Date of Copyright	
R	Location within a Work—Subdivision	
R	Location within a Work—Subdivision Title	Adverse effects;
R	Location within a Work—Subdivision Pagination	p. 4-6.
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Current bibliographies in medicine;
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	no. 90-16).
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Name	Available from: US Government Printing Office,
O*	Availability—Street Address	
O*	Availability—City	Washington,
O*	Availability—Country Subdivision	DC;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	Stock No.: 817-006-00016-7.
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	744 citations from January 1986 through December 1990.
+ Collective level when citing a multivolume set ++ Monographic when citing one volume of a multivolume set * R or O depending on presence/content of other elements		

#### Formatted sample citation for parts of bibliographies:

van de Kamp, Jacqueline, compiler. Blood substitutes [bibliography]. Patrias, Karen, editor. Bethesda (MD): National Library of Medicine (US), Reference Section; 1990. Adverse effects; p. 4-6. (Current bibliographies in medicine; no. 90-16). Available from: US Government Printing Office, Washington, DC; Stock No.: 817-006-00016-7. 744 citations from January 1986 through December 1990.

#### 4.2.7 Patents

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Steer, Peter L.,
R	Author Role Indicator	inventor;
R	Author, Primary	E.R. Squibb and Sons, Inc.,
R	Author Role Indicator	assignee.
TITLE GROUP (Analytic Level)		
R	Title, Analytic	Urostomy appliance.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
TITLE GROUP (Collective Level)		
R	Patent Document—Country	United States
R	Patent Document—Type	patent
R	Patent Document—Country Code	US
R	Patent Document—Number	4,867,749.

R/O	Elements in Order of Appearance	Examples of Elements
IMPRINT GROUP		
R	Patent Document - Publication Date +	1989 Sep 19.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	8
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Division	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Patent Document - Classification Code	Int. Cl. A61F-005/44. (International)
O	Patent Document - Classification Code (National)	
O	Patent Document - Application Number	
O	Patent Document - Application Filing Date+	
O	Patent Document—Number, Related	
O	Language of Work	
O	Language of Abstract	
O	Supplementary Notes	
+ Some countries use the Application Filing Date as the date of record and thus have no Publication Date. In such cases, the Application Filing Date should be used in the Imprint Group.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for patents:**

Steer, Peter L., inventor; E.L. Squibb and Sons, Inc., assignee. Urostomy appliance. United States patent US 4,867,749. 1989 Sep.19. 8 p. Int. Cl. A61F-005/44.

**4.2.8 Newspapers****4.2.8.1 Entire Newspaper Titles**

R/O	Elements in Order of Appearance	Examples of Elements
TITLE GROUP		
R	Title, Collective	The Washington Post.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	



R/O	Elements in Order of Appearance	Examples of Elements
<b>EDITION GROUP</b>		
O	Author, Secondary	Downie, Leonard, Jr.,
O*	Author Role Indicator	executive editor.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Washington
R*	Place of Publication—Country Subdivision	(DC):
R*	Place of Publication—Country	
R	Publisher Name	The Washington Post Co.
O	Volume	
O	Issue	
R	Date of Publication	1877- .
<b>PHYSICAL DESCRIPTION GROUP (For newspapers in microform formats)</b>		
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	ISSN: 0190-8286.
O	Supplementary Notes	Daily.
+ An Edition Statement is considered part of the TITLE GROUP when citing newspapers.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire newspaper titles:**

The Washington Post. Downie, Leonard, Jr., executive editor. Washington (DC): The Washington Post Co. 1877- . ISSN: 0190-8286. Daily.

**4.2.8.2 Contributions to Newspapers (Newspaper Articles)**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Okie, Susan.
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Probe of alleged scientific fraud urged.

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	The Washington Post
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	(Final ed.).
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Date of Publication	1989 Jan 13;
R	Volume++	Sect. A:
O	Issue	
R	Location within a Work	18
O	Location within a Work—Subdivision	(col. 2).
<b>PHYSICAL DESCRIPTION GROUP (For newspapers in microform formats)</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O*	Availability—Name	
O*	Availability—Division	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplementary Notes	
+ An Edition Statement is considered part of the TITLE GROUP when citing newspapers. ++ When sections are named by letters, they may be omitted as volumes and incorporated into the pagination instead, as “A18.” Alternatively, volume and issue numbers may also be used, as “114(16):A18 (col. 2).” * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to newspapers (newspaper articles):**

Okie, Susan. Probe of alleged scientific fraud urged. The Washington Post (Final ed.). 1989 Jan 13; Sect. A:18 (col. 2).

## 4.2.9 Maps

For maps appearing in monographs, see 4.2.1.3 *Contributions to Monographs*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	McDonald, Robert,
R	Author Role Indicator	cartographer.
<b>TITLE GROUP</b>		
R	Title, Monographic	Antarctica
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Map Type	[map].
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	Rev. ed.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Washington
R*	Place of Publication—Country Subdivision	(DC):
R*	Place of Publication—Country	
R	Publisher Name	US Geological Survey;
R	Date of Publication	1972.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	sheet:
O	Reproduction Rate or Ratio (scale)	1:250,000;
O	Map Type (projection)	
O	Size	80 x 44.5 cm;
O	Special Physical Features	color.
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Reconnaissance series;
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	ST 57-60/0).
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for maps:**

McDonald, Robert, cartographer. Antarctica [map]. Rev. ed. Washington: US Geological Survey; 1972. 1 sheet: 1:250,000; 80 x 44.5 cm; color. (Reconnaissance series; ST 57-60/0).

**4.2.10 Artworks****4.2.10.1 Paintings**

For oils, watercolors, drawings, and other similar original works of art.

For paintings appearing in monographs, see 4.2.1.3 *Contributions to Monographs*.

See also 4.2.10.3 *Photographs/Prints/Lithographs*.

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	O'Keeffe, Georgia.
O	Author Role Indicator	
TITLE GROUP		
R	Title, Monographic	Ranchos Church - Taos
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[painting].
EDITION GROUP		
R	Edition Statement	
IMPRINT GROUP		
O	Place of Publication—City	
O	Place of Publication—Country Subdivision	
O	Place of Publication—Country	
R	Date of Publication	[1930].
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	Oil on canvas;

R/O	Elements in Order of Appearance	Examples of Elements
O	Size	24 x 36 in.
SERIES STATEMENT GROUP		
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O*	Availability—Division	Located at: Alfred Stieglitz Collection,
O*	Availability—Name	Metropolitan Museum of Art,
O*	Availability—Street Address	
O*	Availability—City	New York.
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for paintings:**

O'Keeffe, Georgia. Ranchos Church – Taos [painting]. [1930]. Oil on canvas; 24 x 36 in.  
 Located at: Alfred Stieglitz Collection, Metropolitan Museum of Art, New York.

**4.2.10.2 Sculpture**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Calder, Alexander.
O	Author Role Indicator	
TITLE GROUP		
R	Title, Monographic	The white frame
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[sculpture].
EDITION GROUP		
R	Edition Statement	
IMPRINT GROUP		
O	Place of Publication—City	
O	Place of Publication—Country Subdivision	
O	Place of Publication—Country	
R	Date of Publication	[1934].
O*	Date of Copyright	

R/O	Elements in Order of Appearance	Examples of Elements
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	Wood, wire, and sheet metal, with engine;
R	Size	228 x 224 cm.
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O*	Availability—Division	
O*	Availability—Name	Located at: Moderna Museet,
O*	Availability—Street Address	
O*	Availability—City	Stockholm,
O*	Availability—Country Subdivision	
O*	Availability—Country	Sweden.
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for sculpture:**

Calder, Alexander. The white frame [sculpture]. [1934]. Wood, wire, and sheet metal, with engine; 228 x 224 cm. Located at: Moderna Museet, Stockholm, Sweden.

**4.2.10.3 Photographs/Prints/Lithographs**

For photographs appearing in monographs, see 4.2.1.3 *Contributions to Monographs*.

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Adams, Ansel.
O	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP</b>		
R	Title, Monographic	Monolith:
O	Title—Subordinate	the face of half dome
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[photograph].
<b>EDITION GROUP</b>		
R	Edition Statement	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	
R	Date of Publication	[1927].
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	Black and white vintage print;
R	Size	6 x 8 in.
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	Located at: The Ansel Adams Gallery,
O*	Availability—Street Address	
O*	Availability—City	Yosemite,
O*	Availability—Country Subdivision	
O*	Availability—Country	CA.
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	Taken in Yosemite National Park
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for photographs:**

Adams, Ansel. Monolith: the face of half dome [photograph]. [1927]. Black and white vintage print; 6 x 8 in. Located at: The Ansel Adams Gallery, Yosemite, CA. Taken in Yosemite National Park.

**4.2.11 Music****4.2.11.1 Printed Music****4.2.11.1.1 Score**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary (Composer)	Tchaikovsky, Peter Ilich,
O	Author Role Indicator	composer.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Division	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	The swan lake ballet:
O	Title—Subordinate	op. 20
O	Title—Parallel	= Le lac des cygnes:
O	Title—Subordinate	grand ballet en 4 actes:
O	Title—Subordinate	op. 20
O	Title—Translated	
R	Medium Designator	[score].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Broude Brothers;
R	Date of Publication	[1951].
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	685
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	



R/O	Elements in Order of Appearance	Examples of Elements
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Plate Number	Plate No.: B.B.59.
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISMN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for a score:**

Tchaikovsky, Peter Ilich, composer. The swan lake ballet: op. 20 = Le lac des cygnes: grand ballet en 4 actes: op. 20 [score]. New York: Broude Brothers; [1951]. 685 p. Plate No.: B.B.59.

**4.2.11.1.2 Sheet Music**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary (Composer)	Bachrach, Burt,
O	Author Role Indicator	composer.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Division	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP		
R	Title, Monographic	Raindrops keep fallin' on my head
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
R	Medium Designator	[sheet music].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	David, Hal,
O*	Author Role Indicator	librettist.
IMPRINT GROUP		
R	Place of Publication—City	New York:
R	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Columbia;
R	Date of Publication	1969.
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	6
O	Physical Form	p.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Plate Number	Plate No.: C6939.
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISMN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	For the piano.
* R or O depending on presence/content of other elements		

**Formatted sample citation for sheet music:**

Bachrach, Burt, composer. Raindrops keep fallin' on my head [sheet music]. David, Hal, librettist. New York: Columbia; 1969. 6 p. Plate No.: C6939. For the piano.

**4.2.11.2 Recorded Music****4.2.11.2.1 Entire Recordings**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Beethoven, [Ludwig van],
O	Author Role Indicator	composer.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Division	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Concerto no. 1 in C major for piano and orchestra:
O	Title—Subordinate	op. 15
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[phonograph record].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	Serkin, Rudolf,
O*	Author Role Indicator	pianist;
O	Author, Secondary	Philadelphia Orchestra;
O*	Author Role Indicator	
O	Author, Secondary	Ormandy, Eugene,
O*	Author Role Indicator	conductor.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Columbia;
R	Date of Publication	1954.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	phonograph record:
O	Special Physical Features	
O	Size	12 in.,
O	Reproduction Rate or Ratio	33 1/3 rpm.
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	Acquisition No.: ML 4914.
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRC	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire recordings:**

Beethoven, [Ludwig van], composer. Concerto no. 1 in C major for piano and orchestra: op. 15 [phonograph record]. Serkin, Rudolf, pianist; Philadelphia Orchestra; Ormandy, Eugene, conductor. New York: Columbia; 1954. 1 phonograph record: 12 in., 33 1/3 rpm. Acquisition No.: ML 4914.

**4.2.11.2.2 Parts (Segments) of Recordings**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	The Lettermen,
O	Author Role Indicator	performers.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Monographic Level) +</b>		
R	Title, Monographic	In love with The Lettermen
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
R	Medium Designator	[audiocassette].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	[place unknown]:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Capitol Records, Inc.;
R	Date of Publication	
O*	Date of Copyright	c1984.
R	Location within a Work—Subdivision ++	Segment 3,
R	Location within a Work—Subdivision Title	Too young;
R	Location within a Work—Subdivision Pagination	[2 min., 12 sec.].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	audiocassette.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRC	
O	Supplemental Material	
O	Supplemental Material—Availability	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplementary Notes	
+ Collective level when citing a multivolume set ++ Use of "presentation," "segment," or other similar wording in brackets is recommended when specific wording is not provided in the AV or in accompanying documentation * R or O depending on presence/content of other elements		

**Formatted sample citation for parts (segments) of recordings:**

The Lettermen, performers. In love with The Lettermen [audiocassette]. [place unknown]: Capitol Records, Inc.; c1984. Segment 3, Too young; [2 min., 12 sec.]. 1 audiocassette.

#### 4.2.11.2.3 Contributions to Recordings

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Upshaw, Dawn,
O	Author Role Indicator	vocalist.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Someone to watch over me.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		In:
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Gershwin, George; Gershwin, Ira,
O	Author Role Indicator	composers.
<b>TITLE GROUP (Collective or Monographic Level) +</b>		
R	Title, Collective or Title, Monographic	George & Ira Gershwin:
O	Title—Subordinate	standards and gems
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[compact disc].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Nonesuch;
R	Date of Publication	1998.

R/O	Elements in Order of Appearance	Examples of Elements
O*	Date of Copyright	
R	Location within a Work—Subdivision	Band 6;
R	Location within a Work—Subdivision Pagination	[2 min., 45 sec.].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	compact disc.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	Acquisition No.: B00000A7SK.
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRC	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Liner notes by Edward Jablonski are included in jewel case.
+ Collective level when citing a multivolume set * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to recordings:**

Upshaw, Dawn, vocalist. Someone to watch over me. In: Gershwin, George; Gershwin, Ira, composers. George & Ira Gershwin: standards and gems [compact disc]. New York: Nonesuch; 1998. Band 6; [2 min., 45 sec.]. 1 compact disc. Acquisition No.: B0000A7SK. Liner notes by Edward Jablonski are included in jewel case.

## 4.2.11.2.4 Recorded Music Liner Notes

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Crouch, Stanley.
O	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country	
O*	Affiliation—Country Subdivision	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	[Liner notes].
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		In:
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Marsalis, Wynton,
O	Author Role Indicator	composer and performer.
<b>TITLE GROUP (Collective or Monographic Level) +</b>		
R	Title Collective, or Title, Monographic	The resolution of romance
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[audiocassette].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	CBS Records;
R	Date of Publication	1990.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	audiocassette.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Marsalis standard time).



R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	Acquisition No.: CT 46143.
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISRC	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Liner notes are on insert in cassette case.
+ <i>Collective level when citing a multivolume set</i>		
* <i>R or O depending on presence/content of other elements</i>		

**Formatted sample citation for recorded music liner notes:**

Crouch, Stanley. [Liner notes]. In: Marsalis, Wynton, composer and performer. The resolution of romance [audiocassette]. New York: CBS Records; 1990. 1 audiocassette. (Marsalis standard time). Acquisition No.: CT 46143. Liner notes are on insert in cassette case.

**4.2.12 Motion Pictures**

See also 4.2.13, *Audiovisuals for technical material in motion picture format.*

**4.2.12.1 Entire Motion Pictures**

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP</b>		
R	Title, Monographic	Gone with the wind
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[motion picture].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	Selznick, David O.,
O	Author Role Indicator	producer.

R/O	Elements in Order of Appearance	Examples of Elements
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Culver City
R*	Place of Publication—Country Subdivision	(CA):
R*	Place of Publication—Country	
R	Publisher Name	Metro-Goldwyn-Mayer;
R	Date of Publication	1939.
O*	Date of Copyright	
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	7
O	Physical Form	film reels:
O	Extent of Work	222 min.,
O	Special Physical Features	sound, color,
O	Size	16 mm.
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	ISBN	
O	Language of Work	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	VHS format. Credits: Directed by Victor Fleming, screenplay by Sidney Howard, music score by Max Steiner, starring Clark Gable, Vivien Leigh, Leslie Howard, Olivia de Havilland, and Hattie McDaniel.
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire motion pictures:**

Gone with the wind [motion picture]. Selznick, David O., producer. Culver City (CA): Metro-Goldwyn-Mayer; 1939. 7 film reels: 222 min., sound, color, 16 mm. VHS format. Credits: Directed by Victor Fleming, screenplay by Sidney Howard, music score by Max Steiner, starring Clark Gable, Vivien Leigh, Leslie Howard, Olivia de Havilland, and Hattie McDaniel.

## 4.2.12.2 Motion Pictures in Videocassette Format

R/O	Elements in Order of Appearance	Examples of Elements
TITLE GROUP		
R	Title, Monographic	The lion in winter
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[videocassette].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	Poll, Martin,
O	Author Role Indicator	producer.
IMPRINT GROUP		
R	Place of Publication—City	Los Angeles:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Embassy Home Entertainment;
R	Date of Publication	1986.
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	videocassette:
O	Extent of Work	136 min.,
O	Special Physical Features	sound, color,
O	Size	1/2 in.
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	Motion picture originally released to theaters in 1968.
O	ISBN	
O	Language of Work	
O	Supplemental Material	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplemental Material—Availability	
O	Supplementary Notes	VHS format. Credits: Directed by Anthony Harvey, adapted by James Goldman from his play, starring Peter O'Toole and Katherine Hepburn, musical score by John Barry.
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for motion pictures in videocassette format:**

The lion in winter [videocassette]. Poll, Martin, producer. Los Angeles: Embassy Home Entertainment; 1986. 1 videocassette: 136 min., sound, color, 1/2 in. Motion picture originally released to theaters in 1968. VHS format. Credits: Directed by Anthony Harvey, adapted by James Goldman from his play, starring Peter O'Toole and Katherine Hepburn, musical score by John Barry.

#### 4.2.12.3 Parts (Sequences) of Motion Pictures

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP</b>		
R	Title, Monographic	Big town
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[motion picture].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	Miller, William,
O	Author Role Indicator	producer.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Texture Films;
R	Date of Publication	1973.
O*	Date of Copyright	
R	Location within a Work - Subdivision	1st vignette,
R	Location within a Work—Subdivision Title	Mannequin;
R	Location within a Work—Subdivision Pagination	[25 min.].
<b>PHYSICAL DESCRIPTION GROUP (Monographic Level)</b>		
O	Extent of Work	3
O	Physical Form	film reels:
O	Extent of Work	91 min.,
O	Special Physical Features	sound, color,
O	Size	16 mm.
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	ISBN	
O	Language of Work	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts (sequences) of motion pictures:**

Big town [motion picture]. Miller, William, producer. New York: Texture Films; 1973.  
1st vignette, Mannequin; [25 min.]. 3 film reels: 91 min., sound, color, 16 mm.

#### 4.2.13 Audiovisuals

See also 4.2.12, *Motion Pictures for non-technical material*.

##### 4.2.13.1 Monographs in Audiovisual Formats

##### 4.2.13.1.1 Entire Monographs in Audiovisual Formats

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	Coche, Judith; Coche, Erich.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP		
R	Title, Monographic	Techniques in couples group psychology
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
R	Medium Designator	[videocassette].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	Blue Sky Productions,
O*	Author Role Indicator	producer.
IMPRINT GROUP		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Brunner/Mazel;
R	Date of Publication	1990.
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	videocassette:
O	Extent of Work	48 min.,
O	Special Physical Features	sound, color,
O	Size	1/2 in.
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 guide.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISAN	
O	Supplemental Material	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplemental Material—Availability	
O	Supplementary Notes	
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for entire monographs in audiovisual formats:**

Coche, Judith; Coche, Erich. Techniques in couples group psychology [videocassette]. Blue Sky Productions, producer. New York: Brunner/Mazel; 1990. 1 videocassette: 48 min., sound, color, 1/2 in. Accompanied by: 1 guide.

**4.2.13.1.2 Parts of Monographs in Audiovisual Formats**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	The promise of recovery:
O	Title—Subordinate	a psychiatric illness guide for consumers and their families
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	[videocassette].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Wilmette
R*	Place of Publication—Country Subdivision	(IL):
R*	Place of Publication—Country	
R	Publisher Name	Gerald T. Rogers Productions;
R	Date of Publication	
O*	Date of Copyright	c1995.
R	Location within a Work—Subdivision	Segment C,
R	Location within a Work—Subdivision Title	How to use therapy and counseling;
R	Location within a Work—Subdivision Pagination	[30 min., 30 sec.].
<b>PHYSICAL DESCRIPTION GROUP (Monographic Level)</b>		
O	Extent of Work	11
O	Physical Form	videocassettes:
O	Extent of Work	315 min.,
O	Special Physical Features	sound, color,

R/O	Elements in Order of Appearance	Examples of Elements
O	Size	1/2 in.
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 manual and 1 workbook.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISAN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts of monographs in audiovisual formats:**

The promise of recovery: a psychiatric illness guide for consumers and their families [videocassette]. Wilmette (IL): Gerald T. Rogers Productions; c1995. Segment C, How to use therapy and counseling; [30 min., 30 sec.]. 11 videocassettes: 315 min., sound, color, 1/2 in. Accompanied by: 1 manual and 1 workbook.

**4.2.13.1.3 Contributions to Monographs in Audiovisual Formats**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Rogers, Arvey.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	



R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—Country	
TITLE GROUP (Analytic Level)		
R	Title, Analytic	Breast cancer.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
CONNECTIVE PHRASE		
		In:
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	Locker, Gershon Y.,
O*	Author Role Indicator	editor.
TITLE GROUP (Monographic Level)		
R	Title, Monographic	Specialty review in medical oncology
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Medium Designator	[videocassette].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	University of Texas Video Productions,
O*	Author Role Indicator	producer.
IMPRINT GROUP		
R	Place of Publication—City	Mt. Laurel
R*	Place of Publication—Country Subdivision	(NJ):
R*	Place of Publication—Country	
R	Publisher Name	CMEVideo, Inc.;
R	Date of Publication	1995.
O*	Date of Copyright	
R	Location within a Work	[18 min.].
PHYSICAL DESCRIPTION GROUP (Monographic Level)		
O	Extent of Work	17
O	Physical Form	videocassettes:
O	Extent of Work	32 hours, 10 min.,
O	Special Physical Features	sound, color,
O	Size	1/2 in.
O	Reproduction Rate or Ratio	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(CMEVideo;
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Issue	no. 145).

R/O	Elements in Order of Appearance	Examples of Elements
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 syllabus and 2 post-tests.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	Sponsored by the National Center for Advanced Medical Education.
O	Sponsoring Body—Location	
O	ISBN	
O	ISAN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to monographs in audiovisual formats:**

Rogers, Arvey. Breast cancer. In: Locker, Gershon Y., editor. Specialty review in medical oncology [videocassette]. University of Texas Video Productions, producer. Mt. Laurel (NJ): CMEVideo, Inc.; 1995. [18 min.]. 17 videocassettes: 32 hours, 10 min., sound, color, 1/2 in. (CMEVideo; no. 145). Accompanied by: 1 syllabus and 2 post-tests. Sponsored by the National Center for Advanced Medical Education.

#### 4.2.13.2 Journals in Audiovisual Formats

##### 4.2.13.2.1 Entire Journal Titles in Audiovisual Formats

R/O	Elements in Order of Appearance	Examples of Elements
TITLE GROUP		
R	Title, Collective	Podiatry Tracts
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	[audiocassette].
EDITION GROUP		
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	Baltimore
R*	Place of Publication—Country Subdivision	(MD):

R/O	Elements in Order of Appearance	Examples of Elements
R*	Place of Publication—Country	
R	Publisher Name	Williams & Wilkins.
R	Volume	Vol. 1,
R	Volume—Subdivision	
R	Issue	No. 1,
R	Issue—Subdivision	
R	Date of Publication	Jan 1988 - .
R	Date—Subdivision	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	audiocassette:
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	1 7/8 ips.
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 guide.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISSN	
O	ISAN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Bimonthly.
+ An Edition Statement is considered a part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire journal titles in audiovisual formats:**

Podiatry Tracts [audiocassette]. Baltimore (MD): Williams & Wilkins. Vol. 1, No. 1, Jan 1988- .  
1 audiocassette: 1 7/8 ips. Accompanied by: 1 guide. Bimonthly.

**4.2.13.2.2 Contributions to Journals (Journal Articles) in Audiovisual Formats**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	Wilson, J.H.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(Good Samaritan Hospital,

R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—City	Cincinnati,
O*	Affiliation—Country Subdivision	OH);
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Singhoffer, J.H.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(University of Cincinnati,
O*	Affiliation—City	Cincinnati,
O*	Affiliation—Country Subdivision	OH).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Paradoxical embolus in evolution:
O	Title—Subordinate	report of a case.
O	Title—Parallel	
O	Title—Translated	
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	
O*	Title—Abbreviated	Dyn Cardiovasc Imaging
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	[videocassette].
<b>IMPRINT GROUP</b>		
R	Date of Publication	1990 Jan;
R	Date—Subdivision	
R	Volume	3
R	Volume—Subdivision	
R	Issue	(1):
R	Issue—Subdivision	
R	Location within a Work—Subdivision ++	[presentation 2,
R	Location within a Work—Subdivision Pagination	4 min., 15 sec.].
<b>PHYSICAL DESCRIPTION GROUP (Collective Level)</b>		
O	Extent of Work	1
O	Physical Form	videocassette:
O	Special Physical Features	sound, color,
O	Size	1/2 in.
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	Accompanied by: 1 guide, p. 26-7.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISSN	
O	ISAN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ An Edition Statement is considered a part of the TITLE GROUP when citing journals. ++ Use of “presentation,” “segment,” or other similar wording in brackets is recommended when specific wording not provided in the AV or in accompanying documentation * R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to journals (journal articles) in audiovisual formats:**

Wilson, J.H. (Good Samaritan Hospital, Cincinnati, OH); Singhoffer, J.H. (University of Cincinnati, Cincinnati, OH). Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990 Jan;3(1):[presentation 2, 4 min., 15 sec.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 guide, p. 26-27.

**4.2.13.2.3 Parts of Contributions to Journals (Journal Articles) in Audiovisual Formats**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Wilson, J.H.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(Good Samaritan Hospital,
O*	Affiliation—City	Cincinnati,
O*	Affiliation—Country Subdivision	OH);
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Singhoffer, J.H.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	(University of Cincinnati,
O*	Affiliation—City	Cincinnati,
O*	Affiliation—Country Subdivision	OH).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Paradoxical embolus in evolution:
O	Title—Subordinate	report of a case.

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Parallel	
O	Title—Translated	
TITLE GROUP (Collective Level)		
R	Title, Collective	
O*	Title—Abbreviated	Dyn Cardiovasc Imaging
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	[videocassette].
IMPRINT GROUP		
R	Date of Publication	1990 Jan;
R	Date—Subdivision	
R	Volume	3
R	Volume—Subdivision	
R	Issue	(1):
R	Issue—Subdivision	
R	Location within a Work—Subdivision ++	[presentation 2,
R	Location within a Work—Subdivision Pagination	4 min., 15 sec.].
R	Location within a Work—Subdivision	Table 4,
R	Location within a Work—Subdivision Title	Evolutionary scale.
R	Location within a Work—Subdivision Pagination	
PHYSICAL DESCRIPTION GROUP (Collective Level)		
O	Extent of Work	1
O	Physical Form	videocassette:
O	Special Physical Features	sound, color,
O	Size	1/2 in.
O	Reproduction Rate or Ratio	
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 guide, p. 26-27.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISSN	
O	ISAN	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ An Edition Statement is considered a part of the TITLE GROUP when citing journals. ++ Use of “presentation,” “segment,” or other similar wording in brackets is recommended when specific wording is not provided in the AV or in accompanying material * R or O depending on presence/content of other elements		

**Formatted sample citation for parts of contributions to journals (parts of journal articles) in audiovisual formats:**

Wilson, J.H. (Good Samaritan Hospital, Cincinnati, OH); Singhoffer, J.H. (University of Cincinnati, Cincinnati, OH). Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990 Jan;3(1):[presentation 2, 4 min., 15 sec.]. Table 4, Evolutionary scale. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 guide, p. 26-27.

## 4.2.14 Electronic Information Formats

### 4.2.14.1 Computer Programs

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Kacamarek, Robert M.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Respiratory care programs:
O	Title—Subordinate	ventilator-induced lung injury
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[computer program on
R	Medium Designator	disk].
<b>EDITION GROUP</b>		
R	Edition Statement	Version 1.0.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Baltimore
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	Williams & Wilkins;
R	Date of Publication	
O*	Date of Copyright	c1996.
R	Date of Update/Revision	

R/O	Elements in Order of Appearance	Examples of Elements
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	2
O	Physical Form	computer disks:
O	Special Physical Features	color,
O	Size	3 1/2 in.
O	Reproduction Rate or Ratio	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	(Medi-Sim computer-assisted instruction).
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	Accompanied by: 1 guide.
O*	Availability—Division	
O*	Availability—Name	Located at: National Library of Medicine,
O*	Availability—Street Address	
O*	Availability—City	Bethesda,
O*	Availability—Country Subdivision	MD;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	WF 140 CA no. 6 1996.
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: IBM-PC or compatible, 486; 33 MHZ or faster CPU; 8 MB RAM; Windows 3.1, 3.11, or Windows 95; SVGA display supporting at least 256 colors.
* R or O depending on presence/content of other elements		

**Formatted sample citation for computer programs:**

Kacmarek, Robert M. Respiratory care programs: ventilator-induced lung injury [computer program on disk]. Version 1.0. Baltimore (MD): Williams & Wilkins; c1996. 2 computer disks: color, 3 1/2 in. (Medi-Sim computer-assisted instruction). Accompanied by: 1 guide. Located at: National Library of Medicine, Bethesda, MD; WF 140 CA no. 6 1996. System Requirements: IBM-PC or compatible, 486; 33 MHZ or faster CPU; 8 MB RAM; Windows 3.1, 3.11, or Windows 95; SVGA display supporting at least 256 colors.



## 4.2.14.2 Databases/Retrieval Systems

## 4.2.14.2.1 Entire Databases/Retrieval Systems

## 4.2.14.2.1.1 CD-ROM

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Collective	Compact library:
O	Title—Subordinate	AIDS
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[database on
R	Medium Designator	CD-ROM].
<b>EDITION GROUP</b>		
R	Edition Statement	Version 1.55a.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Boston:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Massachusetts Medical Society, Medical Publishing Group.
R	Date of Publication	1980-1990
O*	Date of Copyright	
R	Date of Update/Revision	[updated 1990 Oct].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	computer disk:
O	Special Physical Features	color,
O	Size	5 1/4 in.;
<b>PHYSICAL DESCRIPTION GROUP (Repeated for more than one type)</b>		
O	Extent of Work	1
O	Physical Form	CD-ROM:
O	Special Physical Features	color.
O	Size	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	Accompanied by: 1 manual.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: IBM PC, PS/2 or compatible; floppy drive; hard disk with at least 1 MB free space; 640 K memory; MS-DOS 3.0 or higher; Microsoft CD-ROM Extensions; Amdek CD-1 or Hitachi 1502S CD-ROM drive. Updated quarterly.
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire databases/retrieval systems on CD-ROM:**

Compact library: AIDS [database on CD-ROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980-1990 [updated 1990 Oct]. 1 computer disk: color, 5 1/4 in.; 1 CD-ROM: color. Accompanied by: 1 manual. System Requirements: IBM PC, PS/2 or compatible; floppy drive; hard disk with at least 1MB free space; 640 K memory; MS-DOS 3.0 or higher; Microsoft CD-ROM Extensions; Amdek CD-1 or Hitachi 1502S CD-ROM drive. Updated quarterly.

**4.2.14.2.1.2 Internet**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Collective	DialogWeb
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[retrieval system on the
R	Medium Designator	Internet].
<b>EDITION GROUP</b>		
R	Edition Statement	Version 2.1
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Cary
R*	Place of Publication—Country Subdivision	(NC):
R*	Place of Publication—Country	
R	Publisher Name	The Dialog Corporation.
R	Date of Publication	
O*	Date of Copyright	c1997-2000 -
R	Date of Update/Revision	
R	Date of Citation	[cited 2001 May 5].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	

R/O	Elements in Order of Appearance	Examples of Elements
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.dialogweb.com">http://www.dialogweb.com</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Subscription required.
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for entire databases/retrieval systems on the Internet:**

DialogWeb [retrieval system on the Internet]. Version 2.1. Cary (NC): The Dialog Corporation. c1997-2000 - [cited 2001 May 5]. Available from: <http://www.dialogweb.com> Subscription required.

#### 4.2.14.2.2 Parts of Databases/Retrieval Systems

##### 4.2.14.2.2.1 CD-ROM

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Collective	Toxic release inventory
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[database on
R	Medium Designator	CD-ROM].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Washington:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	

R/O	Elements in Order of Appearance	Examples of Elements
R	Publisher Name	Environmental Protection Agency (US), Office of Pollution Prevention and Toxics;
R	Date of Publication	1987-89- .
O*	Date of Copyright	
R	Date of Update/Revision	
R	Location within a Work—Subdivision	
R	Location within a Work—Subdivision Title	1,1,1-Trichloroethane;
R	Location within a Work—Subdivision Pagination	[about 9 screens].
<b>PHYSICAL DESCRIPTION GROUP (For Collective Level)</b>		
O	Extent of Work	2
O	Physical Form	CD-ROMs:
O	Special Physical Features	color.
O	Size	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Available from: US Government Printing Office,
O*	Availability—Street Address	
O*	Availability—City	Washington;
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	SuDocs No.: EP 5.22/2.
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Updated annually.
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts of databases/retrieval systems on CD-ROM:**

Toxic release inventory [database on CD-ROM]. Washington: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1987-89 - . 1,1,1-Trichloroethane; [about 9 screens]. 2 CD-ROMs: color. Available from: US Government Printing Office, Washington; SuDocs No.: EP 5.22/2. Updated annually.

**4.2.14.2.2.2 Internet**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Collective	PubMed
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[database on the
R	Medium Designator	Internet].
<b>EDITION GROUP</b>		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Bethesda
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Library of Medicine (US), National Center for Biotechnology Information;
R	Date of Publication	1960-
O*	Date of Copyright	
R	Date of Update/Revision	
R	Date of Citation	[cited 2001 Mar 12].
R	Location within a Work—Subdivision	
R	Location within a Work—Subdivision Title	Citation matcher for single articles;
R	Location within a Work—Subdivision Pagination	[about 1 screen].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	

R/O	Elements in Order of Appearance	Examples of Elements
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.ncbi.nlm.nih.gov/PubMed/wgetcit.html">http://www.ncbi.nlm.nih.gov/PubMed/wgetcit.html</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for parts of databases/retrieval systems on the Internet:**

PubMed [database on the Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information; 1960- [cited 2001 Mar 12]. Citation matcher for single articles; [about 1 screen]. Available from: <http://www.ncbi.nlm.nih.gov/PubMed/wgetcit.html>

#### 4.2.14.2.3 Contributions to Databases/Retrieval Systems

##### 4.2.14.2.3.1 CD-ROM

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Hofmeyr, G.J.; Kulier, R.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP (Analytic Level)		
R	Title, Analytic	Abdominal decompression in normal pregnancy.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
CONNECTIVE PHRASE		
	In:	
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP (Collective Level)		
R	Title, Collective	Cochrane library
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[database on
R	Medium Designator	CD-ROM].
IMPRINT GROUP		
R	Place of Publication—City	Oxford
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	(UK)
R	Publisher Name	Update Software Ltd.;
R	Date of Publication	2001, c1996-2001.
O*	Date of Copyright	
R	Date of Update/Revision	
R	Volume	
R	Volume—Subdivision	
R	Issue	No. 4,
R	Issue—Subdivision	Pt 2.;
R	Location with a Work	[about 7 p].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	CD-ROM:
O	Special Physical Features	color.
O	Size	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	



R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: 250 MB free hard disk space; CD-ROM drive.
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to databases/retrieval systems on CD-ROM:**

Hofmeyr, G.J.; Kulier, R. Abdominal decompression in normal pregnancy. In: Cochrane library [database on CD-ROM]. Oxford (UK): Update Software Ltd.; 2001, c1996-2001. No. 4, Pt 2.; [about 7 p.]. 1 CD-ROM: color. System Requirements: 250 MB free hard disk space; CD-ROM drive.

**4.2.14.2.3.2 Internet**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Franz, M.J.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Nutrition:
O	Title—Subordinate	can it give athletes with diabetes a boost?
O	Title—Parallel	
O	Title—Translated	
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	Diabetes Educator.
O	Title—Abbreviated	
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
EDITION GROUP		
R	Edition Statement	
IMPRINT GROUP		
R	Date of Publication	1991 May-Jun;
R	Date—Subdivision	
O*	Date of Copyright	
R	Volume	17
R	Volume—Subdivision	
R	Issue	(3):
R	Issue—Subdivision	
R	Location within a Work	163-172.
CONNECTIVE PHRASE		
		In:
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP (Collective Level)		
R	Title, Collective	AGRICOLA
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[database on the
R	Medium Designator	Internet].
IMPRINT GROUP		
R	Place of Publication—City	Beltsville
R*	Place of Publication—Country Subdivision	(MD):
R*	Place of Publication—Country	
R	Publisher Name	National Agricultural Library (US);
R	Date of Publication	1970-
O*	Date of Copyright	
R	Date of Update/Revision	[modified 2000 May 1;
R	Date of Citation	cited 2000 Jun 3].
R	Location with a Work	[about 2 screens].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.nal.usda.gov/ag98/">http://www.nal.usda.gov/ag98/</a>
O	Acquisition Number	Accession No.: FNI91001444.
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	DOI	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to databases/retrieval systems on the Internet:**

Franz, M.J. Nutrition: can it give athletes with diabetes a boost? Diabetes Educator. 1991 May-Jun;17(3):163-172. In: AGRICOLA [database on the Internet]. Beltsville (MD): National Agricultural Library (US); 1970- [modified 2000 May 1; cited 2000 Jun 3]. [about 2 screens]. Available from: <http://www.nal.usda.gov/ag98/> Accession No. FNC91001441.

#### 4.2.14.3 Journals in Electronic Formats

##### 4.2.14.3.1 Entire Journal Titles in Electronic Formats

###### 4.2.14.3.1.1 Disk

R/O	Elements in Order of Appearance	Examples of Elements
TITLE GROUP		
R	Title, Collective	Cyberlog:
O	Title—Subordinate	the quarterly of applied medical software
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	(Release 1.1)
O	Content Designator	[serial on
R	Medium Designator	disk].
EDITION GROUP		
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	Eden Prairie
R*	Place of Publication—Country Subdivision	(MN):
R*	Place of Publication—Country	

R/O	Elements in Order of Appearance	Examples of Elements
R	Publisher Name	Cardinal Health Systems, Inc.
R	Volume	Vol. 1,
R	Issue	No. 1,
R	Date of Publication	Spring 1985- .
O*	Date of Copyright	
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	2
O	Physical Form	computer disks:
O	Special Physical Features	color,
O	Size	5 1/4 in.
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	Accompanied by: Users' guide.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: IBM PC; 192K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.
+ An Edition Statement is considered part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire journal titles in electronic formats on disk:**

Cyberlog: the quarterly of applied medical software (Release 1.1) [serial on disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - . 2 computer disks: color, 5 1/4 in. Accompanied by: Users' guide. System Requirements: IBM PC; 192K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.

## 4.2.14.3.1.2 Internet

R/O	Elements in Order of Appearance	Examples of Elements
<b>TITLE GROUP</b>		
R	Title, Collective	Online Journal of Issues in Nursing
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
O	Content Designator	[serial on the
R	Medium Designator	Internet].
<b>EDITION GROUP</b>		
O	Author, Secondary	Jones, Susan L.,
O*	Author Role Indicator	editor-in-chief.
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Kent
R*	Place of Publication—Country Subdivision	(OH):
R*	Place of Publication—Country	
R	Publisher Name	Kent State University School of Nursing.
R	Volume	
R	Volume—Subdivision	
R	Issue	
R	Issue—Subdivision	
R	Date of Publication	
O*	Date of Copyright	c1996-
R	Date of Update/Revision	
R	Date of Citation	[cited 1998 Mar 12].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.ana.org/ojin/">http://www.ana.org/ojin/</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	

R/O	Elements in Order of Appearance	Examples of Elements
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Published in partnership with the American Nurses Association.
+ An Edition Statement is considered part of the TITLE GROUP when citing journals. * R or O depending on presence/content of other elements		

**Formatted sample citation for entire journal titles in electronic formats on the Internet:**

Online Journal of Issues in Nursing [serial on the Internet]. Jones, Susan L., editor-in-chief. Kent (OH): Kent State University School of Nursing. c1996- [cited 1998 Mar 12]. Available from: <http://www.ana.org/ojin/> Published in partnership with the American Nurses Association.

#### 4.2.14.3.2 Contributions to Journals (Journal Articles) in Electronic Formats

##### 4.2.14.3.2.1 CD-ROM

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Mady, E.A.
O*	Author Role Indicator	
O*	Affiliation—Division	(Department of Biochemistry,
O*	Affiliation—Name	Ain Shams University,
O*	Affiliation—City	Cairo,
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	Egypt).
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Antitumor and biochemical effects of <i>Echis coloratus</i> crude venom on ascites carcinoma cells in vivo.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	
O	Title—Abbreviated	J Venom AnimToxins
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
O	Content Designator	[serial
R	Medium Designator	on CD-ROM].
<b>IMPRINT GROUP</b>		
R	Date of Publication	2002
R	Date—Subdivision	
O*	Date of Copyright	
R	Volume	8

R/O	Elements in Order of Appearance	Examples of Elements
R	Volume—Subdivision	
R	Issue	(2):
R	Issue—Subdivision	
R	Location within a Work	283-296.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	CD-ROM:
O	Special Physical Features	color.
O	Size	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: 386 IBM or IBM compatible; Windows 3.1 or greater; CD-ROM drive.
+ An Edition Statement is considered part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to journals (journal articles) in electronic formats on CD-ROM:**

Mady, E.A. (Department of Biochemistry, Ain Shams University, Cairo, Egypt). Antitumor and biochemical effects of *Echis coloratus* crude venom on ascites carcinoma cells in vivo. J Venom Anim Toxins [serial on CD-ROM]. 2002;8(2):283-296. 1 CD-ROM: color. System Requirements: 386 IBM or IBM compatible; Windows 3.1 or greater; CD-ROM drive.

**4.2.14.3.2.2 Internet**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	Roberts, A.A.; Cochran, A.J.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP (Analytic Level)		
R	Title, Analytic	Pathologic analysis of sentinel lymph nodes in melanoma patients: current and future trends.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
TITLE GROUP (Collective Level)		
R	Title, Collective	
O	Title—Abbreviated	J Surg Oncol
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
O	Content Designator	[serial
R	Medium Designator	on the Internet].
IMPRINT GROUP		
R	Date of Publication	2004
R	Date—Subdivision	Mar
O*	Date of Copyright	
R	Date of Update/Revision	
R	Date of Citation	[cited 2004 Mar 3];
R	Volume	85
R	Volume—Subdivision	
R	Issue	(3):
R	Issue—Subdivision	
R	Location within a Work	152-61.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	Available from: <a href="http://www3.interscience.wiley.com/cgi-bin/fulltext/107629331/PDFSTART">http://www3.interscience.wiley.com/cgi-bin/fulltext/107629331/PDFSTART</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	



R/O	Elements in Order of Appearance	Examples of Elements
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	DOI	DOI: 10.1002/jso.20028
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ An Edition Statement is considered part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to journals (journal articles) in electronic formats on the Internet:**

Roberts, A.A.; Cochran, A.J. Pathologic analysis of sentinel lymph nodes in melanoma patients: current and future trends. J Surg Oncol [serial on the Internet]. 2004 Mar [cited 2004 Mar 3];85(3):152-61. Available from: <http://www3.interscience.wiley.com/cgi-bin/fulltext/107629331/PDFSTART> DOI: 10.1002/jso.20028.

#### 4.2.14.4 Monographs in Electronic Formats

##### 4.2.14.4.1 Entire Monographs in Electronic Formats

###### 4.2.14.4.1.1 CD-ROM

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP		
R	Title, Monographic	Oxford textbook of medicine:
O	Title—Subordinate	electronic edition
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[monograph on
R	Medium Designator	CD-ROM].
EDITION GROUP		
R	Edition Statement	2nd ed.
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Oxford University Press;

R/O	Elements in Order of Appearance	Examples of Elements
R	Date of Publication	1987
O*	Date of Copyright	
R	Date of Update/Revision	[updated 1990].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	1
O	Physical Form	computer disk:
O	Special Physical Features	color,
O	Size	3 1/2 in.;
PHYSICAL DESCRIPTION GROUP (Repeated for more than one type)		
O	Extent of Work	1
O	Physical Form	CD-ROM:
O	Special Physical Features	color.
O	Size	
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	Accompanied by: 1 user manual.
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	Supplemental Material	
O	Supplemental Material—Availability	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplementary Notes	System Requirements: IBM PC, PS/2 or compatible; hard disk recommended; 512K memory; MS-DOS 3.0 or higher; CGA or EGA card recommended; monochrome monitor (color recommended); Microsoft CD-ROM Extensions; CD-ROM drive.
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for entire monographs in electronic formats on CD-ROM:**

Oxford textbook of medicine: electronic edition [monograph on CD-ROM]. 2nd ed. New York: Oxford University Press; 1987 [updated 1990]. 1 computer disk: color, 3 1/2 in.; 1 CD-ROM: color. Accompanied by: 1 user manual. System Requirements: IBM PC, PS/2 or compatible; hard disk recommended; 512K memory; MS-DOS 3.0 or higher; CGA or EGA card recommended; monochrome monitor (color recommended); Microsoft CD-ROM Extensions; CD-ROM drive.

**4.2.14.4.1.2 Internet**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP		
R	Title, Monographic	Skeletal dysplasias
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[monograph on the
R	Medium Designator	Internet].
EDITION GROUP		
R	Edition Statement	
O	Author, Secondary	
O*	Author Role Indicator	
IMPRINT GROUP		
R	Place of Publication—City	Seattle
R*	Place of Publication—Country Subdivision	(WA):
R*	Place of Publication—Country	
R	Publisher Name	Michael L. Richardson;
R	Date of Publication	
O*	Date of Copyright	c1994
R	Date of Update/Revision	[revised 1994 Aug 6;
R	Date of Citation	cited 1997 Nov 6].

R/O	Elements in Order of Appearance	Examples of Elements
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	680
O	Physical Form	KB.
O	Special Physical Features	
O	Size	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.rad.washington.edu/Books/Approach/Dysplasia.htm">http://www.rad.washington.edu/Books/Approach/Dysplasia.htm</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	DOI	
O	ISBN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for entire monographs in electronic formats on the Internet:**

Skeletal dysplasias [monograph on the Internet]. Seattle (WA): Michael L. Richardson; c1994 [revised 1994 Aug 6; cited 1997 Nov 6]. 680 KB. Available from:  
<http://www.rad.washington.edu/Books/Approach/Dysplasia.htm>

**4.2.14.4.2 Parts of Monographs in Electronic Formats****4.2.14.4.2.1 CD-ROM**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Rubenstein, Edward,
O*	Author Role Indicator	editor.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Scientific American medicine consult
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content designator	[monograph on
R	Medium Designator	CD-ROM].
<b>EDITION GROUP</b>		
R	Edition Statement	Version 2.5a.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	New York:
R*	Place of Publication—Country Subdivision	
R*	Place of Publication—Country	
R	Publisher Name	Scientific American, Inc.;
R	Date of Publication	1990
O*	Date of Copyright	
R	Date of Update/Revision	[updated 1990 Sep].
R	Location within a Work—Subdivision	Section 3,
R	Location within a Work—Subdivision Title	Exercise for peripheral vascular disease;
R	Location within a Work—Subdivision Pagination	lines 56-112.
<b>PHYSICAL DESCRIPTION GROUP (Monographic Level)</b>		
O	Extent of Work	1
O	Physical Form	computer disk:
O	Special Physical Features	color,
O	Size	5 1/4 in.;
<b>PHYSICAL DESCRIPTION GROUP (Monographic Level) (Repeated for more than one type)</b>		
O	Extent of Work	1
O	Physical Form	CD-ROM.
O	Special Physical Features	
O	Size	

R/O	Elements in Order of Appearance	Examples of Elements
SERIES STATEMENT GROUP		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	System Requirements: IBM PC, PS/2, or compatible; hard disk with 100KB free; 640K memory with 530K free (560K required for use with VGA card); VGA card and monitor required to view graphics; Microsoft CD-ROM Extensions; CD-ROM drive.
* R or O depending on presence/content of other elements		

**Formatted sample citation for parts of monographs in electronic formats on CD-ROM:**

Rubenstein, Edward, editor. Scientific American medicine consult [monograph on CD-ROM]. Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. Section 3, Exercise for peripheral vascular disease; lines 56-112. 1 computer disk: color, 5 1/4 in.; 1 CD-ROM. System Requirements: IBM PC, PS/2, or compatible; hard disk with 100KB free; 740K memory with 530K free (560K required for use with VGA card); VGA card and motor required to view graphics; Microsoft CD-ROM Extensions; CD-ROM drive.

## 4.2.14.4.2.2 Internet

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Berkow, R.; Fletcher, A.J.; Beers, M.H.; Lohnde, A.R.,
O*	Author Role Indicator	editors.
O	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	The Merck manual of diagnosis and therapy
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[monograph on the
R	Medium Designator	Internet].
<b>EDITION GROUP</b>		
R	Edition Statement	Internet ed.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Whitehouse Station
R*	Place of Publication—Country Subdivision	(NJ):
R*	Place of Publication—Country	
R	Publisher Name	Merck & Co., Inc.;
R	Date of Publication	
O*	Date of Copyright	c1996-97
R	Date of Update/Revision	
R	Date of Citation	[cited 1997 Nov 12].
R	Location within a Work—Subdivision	Section 126,
R	Location within a Work—Subdivision Title	Neoplasms: Prostate diagnosis;
R	Location within a Work—Subdivision Pagination	[about 26 lines].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
<b>SERIES STATEMENT GROUP</b>		
O	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O	Title, Collective	
O	Title—Abbreviated	
O	Title—Translated	
O	Volume	

R/O	Elements in Order of Appearance	Examples of Elements
O	Volume—Subdivision	
O	Issue	
O	Issue—Subdivision	
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.merck.com/pubs/mmanual/html/iimleiec.htm">http://www.merck.com/pubs/mmanual/html/iimleiec.htm</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	DOI	
O	ISBN	
O	ISSN	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Also available in paper copy from the publisher.
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for parts of monographs in electronic formats on the Internet:**

Berkow, R.; Fletcher, A.J.; Beers, M.H.; Lohnde, A.R., editors. The Merck manual of diagnosis and therapy [monograph on the Internet]. Internet ed. Whitehouse Station (NJ): Merck & Co., Inc.; c1996-97 [cited 1997 Nov 12]. Section 126, Neoplasms: Prostate diagnosis; [about 26 lines]. Available from: <http://www.merck.com/pubs/mmanual/html/iimleiec.htm> Also available in paper copy from the publisher.

#### 4.2.14.5 Homepages

##### 4.2.14.5.1 Entire Homepages

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	



R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—E-mail Address	
TITLE GROUP		
R	Title, Monographic	NursingWorld:
O	Title—Subordinate	nursing's future at your fingertips
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[homepage on the
R	Medium Designator	Internet].
IMPRINT GROUP		
R	Place of Publication—City	Washington
R*	Place of Publication—Country Subdivision	(DC):
R*	Place of Publication—Country	
R	Publisher Name	American Nurses Association;
R	Date of Publication	
O*	Date of Copyright	c1998
R	Date of Update/Revision	
R	Date of Citation	[cited 1998 Mar 12].
NOTES GROUP		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.ana.org/">http://www.ana.org/</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	Best viewed with Netscape Navigator 3.0 or Microsoft Internet Explorer 3.0 or higher.
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire homepages:**

NursingWorld: nursing's future at your fingertips [homepage on the Internet]. Washington (DC): American Nurses Association; c1998 [cited 1998 Mar 12]. Available from: <http://www.ana.org/> Best viewed with Netscape Navigator or Microsoft Internet Explorer 3.0 or higher.

**4.2.14.5.2 Parts of Homepages**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	The AAMC's Academic Medicine Web Site
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[homepage on the
R	Medium Designator	Internet].
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Washington
R*	Place of Publication—Country Subdivision	(DC):
R*	Place of Publication—Country	
R	Publisher Name	Association of American Medical Colleges;
R	Date of Publication	
O*	Date of Copyright	c1995-97
R	Date of Update/Revision	[revised 1997 Nov 1;
R	Date of Citation	cited 1997 Nov 4].
R	Location within a Work—Subdivision	
R	Location within a Work—Subdivision Title	Academic medicine: the cornerstone of the American health care system;
R	Date of Publication	
O*	Date of Copyright	
R	Date of Update/Revision	[revised 1997 Oct 3;
R	Date of Citation	cited 1997 Nov 4].
R	Location within a Work—Subdivision Pagination	[about 5 screens].
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.aamc.org/hlthcare/start.htm">http://www.aamc.org/hlthcare/start.htm</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	

R/O	Elements in Order of Appearance	Examples of Elements
O	Supplementary Notes	
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for parts of homepages:**

The AAMC's Academic Medicine Web Site [homepage on the Internet]. Washington (DC): Association of American Medical Colleges; c1995-97 [revised 1997 Nov 1; cited 1997 Nov 4]. Academic medicine: the cornerstone of the American health care system; [revised 1997 Oct 3; cited 1997 Nov 4]; [about 5 screens]. Available from: <http://www.aamc.org/hlthcare/start.htm>

**4.2.14.6 Electronic Mail**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Harris, Pat
O*	Affiliation—Division	(National Information Standards Organization,
O*	Affiliation—Name	
O*	Affiliation—City	Bethesda,
O*	Affiliation—Country Subdivision	MD.
O*	Affiliation—Country	
R	Affiliation—E-mail Address	pharris@niso.org).
<b>TITLE GROUP</b>		
R	Title, Monographic	New Z39.50 resource
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[electronic mail on the
R	Medium Designator	Internet].
<b>CONNECTIVE PHRASE</b>		Message to:
<b>RECIPIENT GROUP</b>		
R	Recipient Name	Karen Patrias
O*	Affiliation—Division	(National Library of Medicine,
O*	Affiliation—Name	
O*	Affiliation—City	Bethesda,
O*	Affiliation—Country Subdivision	MD).
O*	Affiliation—Country	
R	Affiliation—E-mail Address	
<b>IMPRINT GROUP</b>		
R	Date of Publication	1998 Feb 27, 1:18 pm
R	Date of Citation	[cited 1998 Feb 28].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	[about 2
O	Physical Form	screens].
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Language of Work	
O	Supplementary Notes	
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for electronic mail:**

Harris, Pat (National Information Standards Organization, Bethesda, MD. pharris@niso.org). New Z39.50 resource [electronic mail on the Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 1998 Feb 27, 1:18 pm [cited 1998 Feb 28]. [about 2 screens].

**4.2.14.7 Discussion Lists****4.2.14.7.1 From a LISTSERV**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Steward, Auburn
O*	Affiliation—Division	
O*	Affiliation—Name	(Center for Toxicology & Environmental Health,
O*	Affiliation—City	Little Rock,
O*	Affiliation—Country Subdivision	AR.
O*	Affiliation—Country	
R	Affiliation—E-mail Address	stewarde@cteh.uams.edu).
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Internet searching vs. online services/WebMaster liability.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		In:
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	MEDLIB-L
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[discussion list on the
R	Medium Designator	Internet].
<b>IMPRINT GROUP</b>		
O	Place of Publication—City	[Chicago
O*	Place of Publication—Country Subdivision	(IL):
O*	Place of Publication—Country	

R/O	Elements in Order of Appearance	Examples of Elements
O	Publisher Name	Medical Library Association];
R	Date of Publication	1998 Feb 23, 10:27 am
O*	Date of Copyright	
R	Date of Citation	[cited 1998 Feb 24].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	[19
O	Physical Form	lines].
NOTES GROUP		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: MEDLIB-L@ LISTSERV.ACSU.BUFFALO.EDU
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for a LISERV discussion list:**

Steward, Auburn (Center for Toxicology & Environmental Health, Little Rock, AR. stewarde@cteh.uams.edu). Internet searching vs. online services/WebMaster liability. In: MEDLIB-L [discussion list on the Internet]. [Chicago (IL): Medical Library Association]; 1998 Feb 23, 10:27 am [cited 1998 Feb 24]. [19 lines]. Available from: MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU

**4.2.14.7.2 From a UseNet Group**

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary	Burt
O	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
R	Affiliation—E-mail Address	(poppler@rmci.net).
TITLE GROUP (Analytic Level)		
R	Title, Analytic	Mitsubishi VS50803 PTV.
O	Title—Subordinate	
O	Title—Parallel	

R/O	Elements in Order of Appearance	Examples of Elements
O	Title—Translated	
CONNECTIVE PHRASE		In:
TITLE GROUP (Collective Level)		
R	Title, Collective	Deja News
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[discussion list on the
R	Medium Designator	Internet].
IMPRINT GROUP		
O	Place of Publication—City	[Austin
O*	Place of Publication—Country Subdivision	(TX):
O*	Place of Publication—Country	
O	Publisher Name	Deja News, Inc.];
R	Date of Publication	1998 Nov 15, 5:02 pm
O*	Date of Copyright	
R	Date of Update/Revision	
R	Date of Citation	[cited 1998 Nov 16].
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	[17
O	Physical Form	lines].
NOTES GROUP		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
R	Availability—Storage Location	Available from: <a href="http://www.dejanews.com">http://www.dejanews.com</a>
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for a UseNet group discussion list:**

Burt (poppler@rmci.net). Mitsubishi VS50803 PTV. In: Deja News [discussion list on the Internet]. [Austin (TX): Deja News, Inc.]; 1998 Nov 15, 5:02 pm [cited 1998 Nov 16]. [17 lines]. Available from: <http://www.dejanews.com>

## 4.2.14.7.3 From a Bulletin Board System

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Woodsmall, Rose
O*	Affiliation—Division	(National Center for Biotechnology Information,
O*	Affiliation—Name	National Library of Medicine,
O*	Affiliation—City	Bethesda,
O*	Affiliation—Country Subdivision	MD).
O*	Affiliation—Country	
R	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Charging for searches.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		Message to:
<b>RECIPIENT GROUP</b>		
R	Recipient Name	John Faughan.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
R	Affiliation—E-mail Address	
<b>CONNECTIVE PHRASE</b>		
		In:
<b>TITLE GROUP (Collective Level)</b>		
R	Title, Collective	GRATEFUL MED BBS
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	[discussion list
R	Medium Designator	online].
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	[Bethesda
R*	Place of Publication—Country Subdivision	(MD)]:
R*	Place of Publication—Country	
R	Publisher Name	National Library of Medicine (US);
R	Date of Publication	1990 Nov 2, 10:05 am
R	Date of Citation	[cited 1991 Apr 3].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	[6
O	Physical Form	lines].
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	Available from: 800-525-5756.
O	Acquisition Number	Message No.: 11356
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for a bulletin board system discussion list:**

Woodsmall, Rose (National Center for Biotechnology Information, National Library of Medicine, Bethesda, MD). Charging for searches. Message to: John Faughan. In: GRATEFUL MED BBS [discussion list online]. [Bethesda (MD)]: National Library of Medicine (US); 1990 Nov 2, 10:05 am [cited 1991 Apr 3]. [6 lines]. Available from: 800-525-5756. Message No.: 11356.

## 4.2.15 Archives, Manuscripts, Personal Communications, and Other Unpublished Works

### 4.2.15.1 Manuscript/Archival Collections

#### 4.2.15.1.1 Entire Collections

R/O	Elements in Order of Appearance	Examples of Elements
AUTHORSHIP GROUP		
R	Author, Primary or Author, Secondary	Kissinger, Henry.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
TITLE GROUP (Collective or Monographic Level) +		
R	Title, Collective or Title, Monographic	Papers of Henry Kissinger.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
IMPRINT		
R	Date	1957-1982.
PHYSICAL DESCRIPTION GROUP		
O	Extent of Work	224,000
O	Physical Form	items;
O	Extent of Work	561
O	Physical Form	containers;



R/O	Elements in Order of Appearance	Examples of Elements
O	Extent of Work	223.8
O	Physical Form	linear feet.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	Finding aid available.
O*	Availability—Division	Located at: Manuscript Division,
O*	Availability—Name	Library of Congress,
O*	Availability—Street Address	
O*	Availability—City	Washington,
O*	Availability—Country Subdivision	DC;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	Manuscript No.: MSS75867
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Classified. Restrictions apply.
+ Collective level when citing a multivolume set		
* R or O depending on presence/content of other elements		

**Formatted sample citation for entire manuscript/archival collections:**

Kissinger, Henry. Papers of Henry Kissinger. 1957-1982. 224,000 items; 561 containers; 223.8 linear feet. Finding aid available. Located at: Manuscript Division, Library of Congress, Washington, DC; Manuscript No.: MSS75867. Classified. Restrictions apply.

#### 4.2.15.1.2 Contributions to Manuscript/Archival Collections

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Odell, Jonathan; Stansbury, Joseph.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Loyalist rhapsodies:
O	Title—Subordinate	notebook, 1775-1786.
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		
		In:

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Force, Peter.
O*	Author Role Indicator	
<b>TITLE GROUP (Collective or Monographic Level) +</b>		
R	Title, Collective or Title, Monographic	Papers and collection of Peter Force.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Date	[1170-1961].
R	Location within a Work	[1 container].
<b>PHYSICAL DESCRIPTION GROUP (Collective or Monographic Level)</b>		
O	Extent of Work	
O	Physical Form	
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	Located at: Manuscript Division,
O*	Availability—Name	Library of Congress,
O*	Availability—Street Address	
O*	Availability—City	Washington,
O*	Availability—Country Subdivision	DC;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	Manuscript No.: MSS60004; Shelf Location: 0314B FORCE: Series 8D: entry 90; Microfilm No.: 17,137 (reel 49).
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Notebook of 58 songs and verses expressing sympathy for the British cause during the American Revolution.
+ Collective level when citing a multivolume set		
* R or O depending on presence/content of other elements		

**Formatted sample citation for contributions to manuscript/archival collections:**

Odell, Jonathan; Stansbury, Joseph. Loyalist rhapsodies: notebook, 1775-1786. In: Force, Peter. Papers and collection of Peter Force. [1170-1961]. [1 container]. Located at: Manuscript Division, Library of Congress, Washington, DC; Manuscript No.: MSS60004; Shelf Location: 0314B FORCE: Series 8D: entry 90; Microfilm No.: 17,137 (reel 49). Notebook of 58 songs and verses expressing sympathy for the British cause during the American Revolution.

**4.2.15.1.3 Individual Manuscripts**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Novum botanicum.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Date	[date unknown].
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	leaf.
O	Special Physical Features	
O	Size	
O	Reproduction Rate or Ratio	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	Located at: University Library,
O*	Availability—Street Address	
O*	Availability—City	Edinburgh,
O*	Availability—Country Subdivision	
O*	Availability—Country	Scotland;
O	Availability—Postal Code	
O	Availability—Storage Location	Manuscript No.: MS D.c. 2-392.
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	Latin.
O	Sponsoring Body—Name	

R/O	Elements in Order of Appearance	Examples of Elements
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
* R or O depending on presence/content of other elements		

**Formatted sample citation for individual manuscripts:**

Novum botanicum. [date unknown]. 1 leaf. Located at: University Library, Edinburgh, Scotland; Manuscript No.: MS D.c. 2-392. Latin.

**4.2.15.2 Personal Communications (Letters, Telephone Conversations, etc.)****4.2.15.2.1 Letters**

See also: 4.2.14.6, *Electronic Mail*,

4.2.14.7, *Discussion Lists*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Marshall, John
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	(Washington,
O*	Affiliation—Country Subdivision	DC).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>CONNECTIVE PHRASE</b>		Letter to:
<b>RECIPIENT GROUP</b>		
R	Recipient Name	James Taylor
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	(Richmond,
O*	Affiliation—Country Subdivision	VA).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>IMPRINT GROUP</b>		
R	Date	1808 Jan 12
<b>PHYSICAL DESCRIPTION GROUP</b>		
O	Extent of Work	1
O	Physical Form	leaf.
O	Special Physical Features	
O	Size	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	Located at: Special Collections,
O*	Availability—Name	Kentucky Historical Society Library,
O*	Availability—Street Address	
O*	Availability—City	Frankfort,

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Country Subdivision	KY;
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	Accession No.: 39086429.
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Chief Justice John Marshall wrote to Col. Taylor to discuss Gen. John Blackwell. Original fragile, access at Historical Society only; available on microfilm, Clift No. 632.
* R or O depending on presence/content of other elements		

**Formatted sample citation for letters:**

Marshall, John (Washington, DC). Letter to: James Taylor (Richmond, VA). 1808 Jan 12. 1 leaf. Located at: Special Collections, Kentucky Historical Society Library, Frankfort, KY; Accession No.: 39086429. Chief Justice John Marshall wrote to Col. Taylor to discuss Gen. John Blackwell. Original fragile, access at Historical Society only; available on microfilm, Clift No. 632.

**4.2.15.2 Telephone Conversations**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Cain, John
O*	Affiliation—Division	(Acquisitions Department,
O*	Affiliation—Name	Allegheny County Library,
O*	Affiliation—City	Pittsburgh,
O*	Affiliation—Country Subdivision	PA).
O*	Affiliation—Country	
<b>CONNECTIVE PHRASE</b>		Telephone conversation with:
<b>RECIPIENT GROUP</b>		
R	Recipient Name	Linda C. Castile
O*	Affiliation—Division	(Technical Services Division,
O*	Affiliation—Name	Pennsylvania State Library,
O*	Affiliation—City	Harrisburg,
O*	Affiliation—Country Subdivision	PA).
O*	Affiliation—Country	
<b>IMPRINT GROUP</b>		
R	Date	1990 Sep 10.
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Discussion of new state acquisitions guidelines.
<i>* R or O depending on presence/content of other elements</i>		

**Formatted sample citation for telephone conversations:**

Cain, John (Acquisitions Department, Allegheny County Library, Pittsburgh, PA). Telephone conversation with: Linda C. Castile (Technical Services Division, Pennsylvania State Library, Harrisburg, PA). 1990 Sep 10. Discussion of new state acquisitions guidelines.

**4.2.15.2.3 Conversations**

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Smith, Alan E.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
<b>CONNECTIVE PHRASE</b>		Conversation with:
<b>RECIPIENT GROUP</b>		
R	Recipient Name	James A. Jones.
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
<b>IMPRINT GROUP</b>		
R	Date	1990 Dec. 7.
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	

R/O	Elements in Order of Appearance	Examples of Elements
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	Held during the American Library Association mid-winter meeting to discuss plans for the Elections Committee.
* R or O depending on presence/content of other elements		

**Formatted sample citation for conversations:**

Smith, Alan E. Conversation with: James A. Jones. 1990 Dec 7. Held during the American Library Association mid-winter meeting to discuss plans for the Elections Committee.

**4.2.15.3 Papers Presented at Meetings**

For papers presented but not published.

See also: 4.2.3.2, *Contributions to Conference Proceedings*,

4.2.3.3, *Meeting Abstracts*.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary	Walencik, Vince
O*	Affiliation—Division	(Department of Curriculum and Teaching,
O*	Affiliation—Name	Montclair State University,
O*	Affiliation—City	Montclair,
O*	Affiliation—Country Subdivision	RI).
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Learning how to learn:
O	Title—Subordinate	one of the new basics for the 21st century.
O	Title—Parallel	
O	Title—Translated	
<b>CONNECTIVE PHRASE</b>		Paper presented at:
<b>TITLE GROUP (Collective or Monographic Level)+</b>		
R	Number of Meeting	
R	Title, Collective or Title, Monographic	
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	

R/O	Elements in Order of Appearance	Examples of Elements
O	Date of Meeting	
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	
O*	Place of Meeting—Country Subdivision	
O	Place of Meeting—Country	
R	Medium Designator	
<b>TITLE GROUP (Collective Level)++</b>		
R	Number of Meeting	
R	Title, Collective	ALA Annual Conference;
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Date of Meeting	1997 Jun 26-Jul 2;
O*	Place of Meeting—Division	
O*	Place of Meeting—Name	
O*	Place of Meeting—City	San Francisco,
O*	Place of Meeting—Country Subdivision	CA.
O	Place of Meeting—Country	
R	Medium Designator	
<b>NOTES GROUP</b>		
O	Accompanying Material	
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	Supplemental Material	
O	Supplemental Material—Availability	
O	Supplementary Notes	
+ Collective level used when there is no separate title for the monograph, only the conference title; monographic level used when the monograph has a title in addition to the conference name ++ Collective level used for name of the conference when there is a separate title given at the monographic level above * R or O depending on presence/content of other elements		

**Formatted sample citation for papers presented at meetings:**

Walencik, Vince (Department of Curriculum and Teaching, Montclair State University, Montclair, RI). Learning how to learn: one of the new basics for the 21st century. Paper presented at: ALA Annual Conference; 1997 Jun 26-Jul 2; San Francisco, CA.



## 4.2.15.4 Forthcoming Publications

### 4.2.15.4.1 Forthcoming Monographs

For monographs which have been accepted for publication but are not yet published.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Clark, Mary Jo.
O*	Author Role Indicator	
O*	Affiliation—Division	
O*	Affiliation—Name	
O*	Affiliation—City	
O*	Affiliation—Country Subdivision	
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP</b>		
R	Title, Monographic	Community health nursing:
O	Title—Subordinate	caring for populations.
O	Title—Parallel	
O	Title—Translated	
R	Medium Designator	
<b>EDITION GROUP</b>		
R	Edition Statement	4th ed.
O	Author, Secondary	
O*	Author Role Indicator	
<b>IMPRINT GROUP</b>		
R	Place of Publication—City	Upper Saddle River
R*	Place of Publication—Country Subdivision	(NJ):
R*	Place of Publication—Country	
R	Publisher Name	Prentice Hall.
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	ISBN	
O	Supplementary Notes	Forthcoming in 2003.
* R or O depending on presence/content of other elements		

**Formatted sample citation for forthcoming monographs:**

Clark, Mary Jo. Community health nursing: caring for populations. 4th ed. Upper Saddle River (NJ): Prentice Hall. Forthcoming in 2003.

**4.2.15.4.2 Forthcoming Contributions to Journals (Journal Articles)**

For articles which have been accepted for publication but are not yet published.

R/O	Elements in Order of Appearance	Examples of Elements
<b>AUTHORSHIP GROUP</b>		
R	Author, Primary or Author, Secondary	Berger, D.H.
O*	Author Role Indicator	
O*	Affiliation—Division	(Michael E. DeBakey Department of Surgery,
O*	Affiliation—Name	Baylor College of Medicine,
O*	Affiliation—City	Houston,
O*	Affiliation—Country Subdivision	TX)
O*	Affiliation—Country	
O*	Affiliation—E-mail Address	
<b>TITLE GROUP (Analytic Level)</b>		
R	Title, Analytic	Plasmin/plasminogen system in colorectal cancer.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
O	Content Designator	
<b>TITLE GROUP (Collective Level)</b>		
R*	Title, Collective	
O*	Title—Abbreviated	World J Surg.
O	Title—Subordinate	
O	Title—Parallel	
O	Title—Translated	
R	Edition Statement +	
R	Medium Designator	
<b>IMPRINT GROUP</b>		
R	Volume	
R	Volume—Subdivision	
R	Issue	
R	Issue—Subdivision	
<b>NOTES GROUP</b>		
O*	Availability—Division	
O*	Availability—Name	
O*	Availability—Street Address	
O*	Availability—City	
O*	Availability—Country Subdivision	
O*	Availability—Country	
O	Availability—Postal Code	
O	Availability—Storage Location	
O	Acquisition Number	
O	Creation Statement	

R/O	Elements in Order of Appearance	Examples of Elements
O	Language of Work	
O	Language of Abstract	
O	Sponsoring Body—Name	
O	Sponsoring Body—Location	
O	CODEN	
O	ISSN	
O	Supplementary Notes	Forthcoming in 2002.
+ An Edition Statement is considered part of the TITLE GROUP when citing journals.		
* R or O depending on presence/content of other elements		

**Formatted sample citation for forthcoming contributions to journals (journal articles):**

Berger, D.H. (Michael E. DeBakey Department of Surgery, Baylor College of Medicine, Houston, TX). Plasmin/plasminogen system in colorectal cancer. *World J Surg.* Forthcoming in 2002.

## Appendix A Bibliography

(This appendix is not part of *Bibliographic References*, ANSI/NISO Z39.29-2005. It is included for information only.)

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Anglo-American cataloging rules. 2nd ed., 1988 revision. Chicago: American Library Association; 1988. 620 p.

Columbia Law Review Association; Harvard Law Review Association; University of Pennsylvania Law Review; Yale Law Journal. The bluebook: a uniform system of citation. 17th ed. Cambridge (MA): Harvard Law Review Association; 2000. 391 p.

CONSER cataloging manual. Module 31. Remote access electronic serials (online serials) [Internet]. Washington: Library of Congress (US), Program for Cooperative Cataloging; 2002 [updated Fall 2002; cited 2002 Nov 27]. Available from: <http://www.loc.gov/acq/conser/Module31.pdf>

Dickerson, Darby. ALWD citation manual: a professional system of citation. Gaithersburg (MD): Aspen Law and Business; 2000. 470 p.

Documentation—bibliographic references—content, form and structure. Geneva: International Organization for Standardization; 1987. 11 p. (ISO 690:1987).

Handbook on industrial property information and documentation. Geneva: World Intellectual Property Organization; c1995. Glossary of terms concerning industrial property information and documentation; p.19. (WIPO publication; no. 208(E)).

Ihnatko, Andy. Cyberspeak: an online dictionary. New York: Random House; c1997. 218 p.

Information and documentation—bibliographic description and references—rules for the abbreviation of bibliographic terms. Geneva: International Organization for Standardization; 1994. 5 p. (ISO 832:1994).

Information and documentation—bibliographic references. Part 2: Electronic documents or parts thereof. Geneva: International Organization for Standardization; 1997. 18 p. (ISO 690-2:1997).

Information and documentation—codes for the representation of countries and their subdivisions. Part 1: Country codes. Geneva: International Organization for Standardization; 1997. 58 p. (ISO 3166-1:1997).

Information and documentation—codes for the representation of countries and their subdivisions. Part 2: Country subdivision code. Geneva: International Organization for Standardization; 1998. 105 p. (ISO 3166-2:1998).

Information and documentation—International Standard Audiovisual Number (ISAN). Geneva: International Organization for Standardization; 2002. 12 p. (ISO 15706:2002).

Information and documentation—international standard book numbering (ISBN). Geneva: International Organization for Standardization; 1992. 3 p. (ISO 2108:1992).

Information and documentation—International Standard Musical Work Code (ISWC). Geneva: International Organization for Standardization; 2001. 10 p. (ISO 15707:2001).

Information and documentation—International Standard Recording Code (ISRC). Geneva: International Organization for Standardization; 2001. 9 p. (ISO 3901:2001).

Information and documentation—International Standard Serial Number (ISSN). Geneva: International Organization for Standardization; 1998. 7 p. (ISO 3297:1998).

Information and documentation—International Standard Technical Report Number (ISRN). Geneva: International Organization for Standardization; 1994. 5 p. (ISO 10444:1994).

Information and documentation—rules for the abbreviation of title words and titles of publications. Geneva: International Organization for Standardization; 1997. 11 p. (ISO 4:1997).

International standard serial numbering (ISSN). Bethesda (MD): NISO Press; 1992. 15 p. (ANSI/NISO Z39.9-1992 (R2001)).

Interrante, C.G.; Heymann, F.J., editors. Standardization of technical terminology: principles and practices. Proceedings of a symposium; 1982 Jun 23; Toronto, ON. Philadelphia: ASTM; c1983. 148 p. (ASTM special technical publication; 806).

Newton, Harry; Horak, Ray. Newton's telecom dictionary: the authoritative resource for telecommunications, networking, the Internet and information technology. 18th ed. New York: CMP Books; 2002. 859 p.

Prytherch, Raymond J.; Harrod, Leonard M. Harrod's librarians' glossary of terms used in librarianship, documentation, and the book crafts, and reference book. 5th ed. Aldershot (UK): Gower; 1984. 861 p.

Standard technical report number format and creation. Bethesda (MD): NISO Press; c1997. 12 p. (ANSI/NISO Z39.23-1997(R2002)).

University of Chicago Law Review; University of Chicago Legal Forum, editors. The University of Chicago manual of legal citation. Rochester (NY): Lawyer's Co-operative; 1989. 63 p.

(Wēbopēdia) [Internet]. [Darien (CT): Jupitermedia]; 2000. Available from: <http://webopedia.com>

Webster's new world college dictionary. 3rd ed. Hoboken: Wiley and Sons; 1999. 1716 p.

Wellisch, Hans H. Glossary of terminology in abstracting, classification, indexing and thesaurus construction. 2nd ed. Medford (NJ): Information Today, Inc.; c2000. 77 p.

## Appendix B

### Summary List of Formatted Sample Citations

(This appendix is not part of *Bibliographic References*, ANSI/NISO Z39.29-2005. It is included for information only.)

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This list is a summary of all the sample formatted citations that are included in the standard. Entries are ordered alphabetically by type of material. The number in parentheses following each material type is the relevant clause number of the standard. Refer to this clause for details on formatting the particular material type.

#### **Bibliographies, entire (4.2.6.1):**

van de Kamp, Jacqueline, compiler. Blood substitutes [bibliography]. Patrias, Karen, editor. Bethesda (MD): National Library of Medicine (US), Reference Section; 1990. 35 p. (Current bibliographies in medicine; no. 90-16). Available from: US Government Printing Office, Washington, DC; Stock No.: 817-006-00016-7. 744 citations from January 1986 through December 1990.

#### **Bibliographies, parts of (4.2.6.2):**

van de Kamp, Jacqueline, compiler. Blood substitutes [bibliography]. Patrias, Karen, editor. Bethesda (MD): National Library of Medicine (US), Reference Section; 1990. Adverse effects; p. 4-6. (Current bibliographies in medicine; no. 90-16). Available from: US Government Printing Office, Washington, DC; Stock No.: 817-006-00016-7. 744 citations from January 1986 through December 1990.

#### **Computer programs (4.2.14.1):**

Kacamarek, Robert M. Respiratory care programs: ventilator-induced lung injury [computer program on disk]. Version 1.0. Baltimore (MD): Williams & Wilkins; c1996. 2 computer disks: color, 3 1/2 in. (Medi-Sim computer-assisted instruction). Accompanied by: 1 guide. Located at: National Library of Medicine, Bethesda, MD; WF 140 CA no. 6 1996. System Requirements: IBM-PC or compatible, 486; 33 MHZ or faster CPU; 8 MB RAM; Windows 3.1, 3.11, or Windows 95; SVGA display supporting at least 256 colors.

#### **Conference publications, contributions to (conference papers) (4.2.3.2):**

Matsu, John (Department of Ethics, Nagasaki University, Nagasaki, Japan). Ethical implications: what does the next century hold? In: Yamaha, Edward, editor. The new science. 3rd Japanese Conference on the Future of Science; 1995 Mar 5-10; Hokkaido University, Sapporo, Japan. Smith, Edward, translator. Tokyo: Rising Sun Press; 1996. p. 35-42.

#### **Conference publications, entire (conference proceedings) (4.2.3.1):**

Yamaha, Edward, editor. The new science. 3rd Japanese Conference on the Future of Science; 1995 Mar 5-10; Hokkaido University, Sapporo, Japan. Smith, Edward, translator. Tokyo: Rising Sun Press; 1996. 325 p.

#### **Conversations (4.2.15.2.3):**

Smith, Alan E. Conversation with: James A. Jones. 1990 Dec 7. Held during the American Library Association mid-winter meeting to discuss plans for the Elections Committee.

#### **Conversations, telephone (4.2.15.2.2):**

Cain, John (Acquisitions Department, Allegheny County Library, Pittsburgh, PA). Telephone conversation with: Linda C. Castile (Technical Services Division, Pennsylvania State Library, Harrisburg, PA). 1990 Sep 10. Discussion of new state acquisitions guidelines.

**Databases/retrieval systems, entire, on CD-ROM (4.2.14.2.1.1):**

Compact library: AIDS [database on CD-ROM]. Version 1.55a. Boston: Massachusetts Medical Society, Medical Publishing Group. 1980-1990 [updated 1990 Oct]. 1 computer disk: color, 5 1/4 in.; 1 CD-ROM: color. Accompanied by: 1 manual. System Requirements: IBM PC, PS/2 or compatible; floppy drive; hard disk with at least 1MB free space; 640 K memory; MS-DOS 3.0 or higher; Microsoft CD-ROM Extensions; Amdek CD-1 or Hitachi 1502S CD-ROM drive. Updated quarterly.

**Databases/retrieval systems, entire, on the Internet(4.2.14.2.1.2):**

DialogWeb [retrieval system on the Internet]. Version 2.1. Cary (NC): The Dialog Corporation. c1997-2000 - [cited 2001 May 5]. Available from: <http://www.dialogweb.com> Subscription required.

**Databases/retrieval systems, parts of, on CD-ROM (4.2.14.2.2.1):**

Toxic release inventory [database on CD-ROM]. Washington: Environmental Protection Agency (US), Office of Pollution Prevention and Toxics; 1987-89 - . 1,1,1-Trichloroethane; [about 9 screens]. 2 CD-ROMs: color. Available from: US Government Printing Office, Washington; SuDocs No.: EP 5.22/2. Updated annually.

**Databases/retrieval systems, parts of, on the Internet(4.2.14.2.2.2):**

PubMed [database on the Internet]. Bethesda (MD): National Library of Medicine (US), National Center for Biotechnology Information; 1960- [cited 2001 Mar 12]. Citation matcher for single articles; [about 1 screen]. Available from: <http://www.ncbi.nlm.nih.gov/PubMed/wgetcit.html>

**Databases/retrieval systems, contributions to, on CD-ROM (4.2.14.2.3.1):**

Hofmeyr, G.J.; Kulier, R. Abdominal decompression in normal pregnancy. In: Cochrane library [database on CD-ROM]. Oxford (UK): Update Software Ltd.; 2001, c1996-2001. No. 4, Pt 2.; [about 7 p.]. 1 CD-ROM: color. System Requirements: 250 MB free hard disk space; CD-ROM drive.

**Databases/retrieval systems, contributions to, on the Internet (4.2.14.2.3.2):**

Franz, M.J. Nutrition: can it give athletes with diabetes a boost? Diabetes Educator. 1991 May-Jun;17(3):163-172. In: AGRICOLA [database on the Internet]. Beltsville (MD): National Agricultural Library (US); 1970- [modified 2000 May 1; cited 2000 Jun 3]. [about 2 screens]. Available from: <http://www.nal.usda.gov/ag98/> Accession No. FNC91001441.

**Discussion lists, bulletin board system (4.2.14.7.3):**

Woodsmall, Rose (National Center for Biotechnology Information, National Library of Medicine, Bethesda, MD). Charging for searches. Message to: John Faughan. In: GRATEFUL MED BBS [discussion list online]. [Bethesda (MD)]: National Library of Medicine (US); 1990 Nov 2, 10:05 am [cited 1991 Apr 3]. [6 lines]. Available from: 800-525-5756. Message No.: 11356.

**Discussion lists, LISTSERVs (4.2.14.7.1):**

Steward, Auburn (Center for Toxicology & Environmental Health, Little Rock, AR. [steward@cteh.uams.edu](mailto:steward@cteh.uams.edu)). Internet searching vs. online services/WebMaster liability. In: MEDLIB-L [discussion list on the Internet]. [Chicago (IL): Medical Library Association]; 1998 Feb 23, 10:27 am [cited 1998 Feb 24]. [19 lines]. Available from: [MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU](mailto:MEDLIB-L@LISTSERV.ACSU.BUFFALO.EDU)

**Discussion lists, UseNet group (4.2.14.7.2):**

Burt ([poppler@rmci.net](mailto:poppler@rmci.net)). Mitsubishi VS50803 PTV. In: Deja News [discussion list on the Internet]. [Austin (TX): Deja News, Inc.]; 1998 Nov 15, 5:02 pm [cited 1998 Nov 16]. [17 lines]. Available from: <http://www.dejanews.com>

**Dissertations and theses, entire (4.2.5.1):**

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. [Stanford (CA)]: Stanford University; 1982. 366 p. Available from: UMI, Ann Arbor, MI; AAD82-17006.

**Dissertations and theses, parts of (4.2.5.2):**

Weir, David R. Fertility transition in rural France, 1740-1829 [dissertation]. [Stanford (CA)]: Stanford University; 1982. Table 1, Female age at first marriage; p. 19. Available from: UMI, Ann Arbor, MI; AAD82-17006.

**Electronic mail (4.2.14.6):**

Harris, Pat (National Information Standards Organization, Bethesda, MD. [pharris@niso.org](mailto:pharris@niso.org)). New Z39.50 resource [electronic mail on the Internet]. Message to: Karen Patrias (National Library of Medicine, Bethesda, MD). 1998 Feb 27, 1:18 pm [cited 1998 Feb 28]. [about 2 screens].

**Homepages, entire (4.2.14.5.1):**

NursingWorld: nursing's future at your fingertips [homepage on the Internet]. Washington (DC): American Nurses Association; c1998 [cited 1998 Mar 12]. Available from: <http://www.ana.org/> Best viewed with Netscape Navigator or Microsoft Internet Explorer 3.0 or higher.

**Homepages, parts of (4.2.14.5.2):**

The AAMC's Academic Medicine Web Site [homepage on the Internet]. Washington (DC): Association of American Medical Colleges; c1995-97 [revised 1997 Nov 1; cited 1997 Nov 4]. Academic medicine: the cornerstone of the American health care system; [revised 1997 Oct 3; cited 1997 Nov 4]; [about 5 screens]. Available from: <http://www.aamc.org/hlthcare/start.htm>

**Journals, contributions to (journal articles) (4.2.2.2):**

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**Journals, entire titles (4.2.2.1):**

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**Journals, forthcoming, contributions to (journal articles) (4.2.15.4.2):**

Berger, D.H. (Michael E. DeBakey Department of Surgery, Baylor College of Medicine, Houston, TX). Plasmin/plasminogen system in colorectal cancer. *World J Surg*. Forthcoming in 2002.

**Journals, parts of contributions to (parts of journal articles) (4.2.2.3):**

Gardos, George; Cole, Jonathan O.; Haskell, David; Marby, David; Paine, Susan Schniebolk; Moore, Patricia. The natural history of tardive dyskinesia. *J Clin Psychopharmacol*. 1988 Aug;8(4 Suppl):31S-37S. Table 3, Occurrence in the United States; p. 32S.

**Journals in audiovisual formats, contributions to (journal articles) (4.2.13.2.2):**

Wilson, J.H. (Good Samaritan Hospital, Cincinnati, OH); Singhoffer, J.H. (University of Cincinnati, Cincinnati, OH). Paradoxical embolus in evolution: report of a case. *Dyn Cardiovasc Imaging* [videocassette]. 1990 Jan;3(1):[presentation 2, 4 min., 15 sec.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 guide, p. 26-27.

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Podiatry Tracts [audiocassette]. Baltimore (MD): Williams & Wilkins. Vol. 1, No. 1, Jan 1988-. 1 audiocassette: 1 7/8 ips. Accompanied by: 1 guide. Bimonthly.

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Mady, E.A. (Department of Biochemistry, Ain Shams University, Cairo, Egypt). Antitumor and biochemical effects of *Echis coloratus* crude venom on ascites carcinoma cells in vivo. *J Venom Anim Toxins* [serial on CD-ROM]. 2002;8(2):283-296. 1 CD-ROM: color. System Requirements: 386 IBM or IBM compatible; Windows 3.1 or greater; CD-ROM drive.

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**Journals in electronic formats, entire titles, on disk (4.2.14.3.1.1):**

Cyberlog: the quarterly of applied medical software (Release 1.1) [serial on disk]. Eden Prairie (MN): Cardinal Health Systems, Inc. Vol. 1, No. 1, Spring 1985 - . 2 computer disks: color, 5 1/4 in. Accompanied by: Users' guide. System Requirements: IBM PC; 192K; DOS 2.0 or higher; color graphics adapter; composite or RGB monitor.

**Journals in electronic formats, entire titles, on the Internet (4.2.14.3.1.2):**

Online Journal of Issues in Nursing [serial on the Internet]. Jones, Susan L., editor-in-chief. Kent (OH): Kent State University School of Nursing. c1996- [cited 1998 Mar 12]. Available from: <http://www.ana.org/ojin/> Published in partnership with the American Nurses Association.

**Letters (4.2.15.2.1):**

Marshall, John (Washington, DC). Letter to: James Taylor (Richmond, VA). 1808 Jan 12. 1 leaf. Located at: Special Collections, Kentucky Historical Society Library, Frankfort, KY; Accession No.: 39086429. Chief Justice John Marshall wrote to Col. Taylor to discuss Gen. John Blackwell. Original fragile, access at Historical Society only; available on microfilm, Clift No. 632.

**Manuscript/archival collections, contributions to (4.2.15.1.2):**

Odell, Jonathan; Stansbury, Joseph. Loyalist rhapsodies: notebook, 1775-1786. In: Force, Peter. Papers and collection of Peter Force. [1170-1961]. [1 container]. Located at: Manuscript Division, Library of Congress, Washington, DC; Manuscript No.: MSS60004; Shelf Location: 0314B FORCE: Series 8D: entry 90; Microfilm No.: 17,137 (reel 49). Notebook of 58 songs and verses expressing sympathy for the British cause during the American Revolution.

**Manuscript/archival collections, entire (4.2.15.1.1):**

Kissinger, Henry. Papers of Henry Kissinger. 1957-1982. 224,000 items; 561 containers; 223.8 linear feet. Finding aid available. Located at: Manuscript Division, Library of Congress, Washington, DC; Manuscript No.: MSS75867. Classified. Restrictions apply.

**Manuscripts, individual (4.2.15.1.3):**

Novum botanicum. [date unknown]. 1 leaf. Located at: University Library, Edinburgh, Scotland; Manuscript No.: MS D.c. 2-392. Latin.

**Maps (4.2.9):**

McDonald, Robert, cartographer. Antarctica [map]. Rev. ed. Washington: US Geological Survey; 1972. 1 sheet: 1:250,000; 80 x 44.5 cm; color. (Reconnaissance series; ST 57-60/0).

**Meeting abstracts (4.2.3.3):**

Miller, P.D. (Center for Bone Research, University of Colorado Health Sciences Center, Denver, CO). The treatment of post-menopausal osteoporosis with long-term cyclical etidronate [abstract]. In: Ring, E.F.J.; Elvins, D.M.; Bhalla, A.K., editors. Current research in osteoporosis and bone mineral measurement 4: 1996. 5th Bath Conference on Osteoporosis and Bone Mineral Measurement; 1996 Jun 24-26; Bath, UK. London: British Institute of Radiology; 1996. p. 138. Sponsored by the Royal National Hospital for Rheumatic Diseases, Bath, UK; National Osteoporosis Society. ISBN: 0-905747-34-9.

**Meeting papers (unpublished) (4.2.15.3):**

Walencik, Vince (Department of Curriculum and Teaching, Montclair State University, Montclair, RI). Learning how to learn: one of the new basics for the 21st century. Paper presented at: ALA Annual Conference; 1997 Jun 26-Jul 2; San Francisco, CA.

**Monographs, contributions to (4.2.1.3):**

Kessler, Robert M.; Freeman, Mark P. Ischemic cerebrovascular disease. In: Partain, C.L.; Price, Ronald R., editors. Magnetic imaging. 2nd ed. Vol. 1, Clinical principles. Philadelphia: Saunders; 1988. p. 197-210.

**Monographs, entire (4.2.1.1):**

Luzikov, Valentin N. Mitochondrial biogenesis and breakdown. 2nd ed. Galkin, Alexander V., translator. New York: Consultants Bureau; 1985. 362 p. (Mitochondria library; vol. 3). Translation of: Reguliatsiia formirovaniia mitokhondrii.

**Monographs, forthcoming (4.2.15.4.1):**

Clark, Mary Jo. Community health nursing: caring for populations. 4th ed. Upper Saddle River (NJ): Prentice Hall. Forthcoming in 2003.

**Monographs, parts (4.2.1.2):**

Shakelford, Richard T. Surgery of the alimentary tract. 2nd ed. Vol. 1, The esophagus. Philadelphia: Saunders; 1978. Chapter 3, Esophagoscopy; p. 29-40.

**Monographs in audiovisual formats, contributions to (4.2.13.1.3):**

Rogers, Arvey. Breast cancer. In: Locker, Gershon Y., editor. Specialty review in medical oncology [videocassette]. University of Texas Video Productions, producer. Mt. Laurel (NJ): CMEVideo, Inc.; 1995. [18 min.]. 17 videocassettes: 32 hours, 10 min., sound, color, 1/2 in. (CMEVideo; no. 145). Accompanied by: 1 syllabus and 2 post-tests. Sponsored by the National Center for Advanced Medical Education.

**Monographs in audiovisual formats, entire (4.2.13.1.1):**

Coche, Judith; Coche, Erich. Techniques in couples group psychology [videocassette]. Blue Sky Productions, producer. New York: Brunner/Mazel; 1990. 1 videocassette: 48 min., sound, color, 1/2 in. Accompanied by: 1 guide.

**Monographs in audiovisual formats, parts of (4.2.13.1.2):**

The promise of recovery: a psychiatric illness guide for consumers and their families [videocassette]. Wilmette (IL): Gerald T. Rogers Productions; c1995. Segment C, How to use therapy and counseling; [30 min., 30 sec.]. 11 videocassettes: 315 min., sound, color, 1/2 in. Accompanied by: 1 manual and 1 workbook.

**Monographs in electronic formats, entire, on CD-ROM (4.2.14.4.1.1):**

Oxford textbook of medicine: electronic edition [monograph on CD-ROM]. 2nd ed. New York: Oxford University Press; 1987 [updated 1990]. 1 computer disk: color, 3 1/2 in.; 1 CD-ROM: color. Accompanied by: 1 user manual. System Requirements: IBM PC, PS/2 or compatible; hard disk recommended; 512K memory; MS-DOS 3.0 or higher; CGA or EGA card recommended; monochrome monitor (color recommended); Microsoft CD-ROM Extensions; CD-ROM drive.

**Monographs in electronic formats, entire, on the Internet (4.2.14.4.1.2):**

Skeletal dysplasias [monograph in the Internet]. Seattle (WA): Michael L. Richardson; c1994 [revised 1994 Aug 6; cited 1997 Nov 6]. 680 KB. Available from:  
<http://www.rad.washington.edu/Books/Approach/Dysplasia.htm>

**Monographs in electronic formats, parts of, on CD-ROM (4.2.14.4.2.1):**

Rubenstein, Edward, editor. Scientific American medicine consult [monograph on CD-ROM]. Version 2.5a. New York: Scientific American, Inc.; 1990 [updated 1990 Sep]. Section 3, Exercise for peripheral vascular disease; lines 56-112. 1 computer disk: color, 5 1/4 in.; 1 CD-ROM. System Requirements: IBM PC, PS/2, or compatible; hard disk with 100KB free; 740K memory with 530K free (560K required for use with VGA card); VGA card and motor required to view graphics; Microsoft CD-ROM Extensions; CD-ROM drive.

**Monographs in electronic formats, parts of, on the Internet (4.2.14.4.2.2):**

Berkow, R.; Fletcher, A.J.; Beers, M.H.; Lohnde, A.R., editors. The Merck manual of diagnosis and therapy [monograph on the Internet]. Internet ed. Whitehouse Station (NJ): Merck & Co., Inc.; c1996-97 [cited 1997 Nov 12]. Section 126, Neoplasms: Prostate diagnosis; [about 26 lines]. Available from:  
<http://www.merck.com/pubs/mmanual/html/iimleiec.htm> Also available in paper copy from the publisher.

**Motion pictures, entire (4.2.12.1):**

Gone with the wind [motion picture]. Selznick, David O., producer. Culver City (CA): Metro-Goldwyn-Mayer; 1939. 7 film reels: 222 min., sound, color, 16 mm. VHS format. Credits: Directed by Victor Fleming, screenplay by Sidney Howard, music score by Max Steiner, starring Clark Gable, Vivien Leigh, Leslie Howard, Olivia de Havilland, and Hattie McDaniel.

**Motion pictures, parts (sequences) of (4.2.12.3):**

Big town [motion picture]. Miller, William, producer. New York: Texture Films; 1973. 1st vignette, Mannequin; [25 min.]. 3 film reels: 91 min., sound, color, 16 mm.

**Motion pictures in videocassette format (4.2.12.2):**

The lion in winter [videocassette]. Poll, Martin, producer. Los Angeles: Embassy Home Entertainment; 1986. 1 videocassette: 136 min., sound, color, 1/2 in. Motion picture originally released to theaters in 1968. VHS format. Credits: Directed by Anthony Harvey, adapted by James Goldman from his play, starring Peter O'Toole and Katherine Hepburn, musical score by John Barry.

**Music, recordings, contributions to (4.2.11.2.3):**

Upshaw, Dawn, vocalist. Someone to watch over me. In: Gershwin, George; Gershwin, Ira, composers. George & Ira Gershwin: standards and gems [compact disc]. New York: Nonesuch; 1998. Band 6; [2 min., 45 sec.]. 1 compact disc. Acquisition No.: B0000A7SK. Liner notes by Edward Jablonski are included in jewel case.

**Music, recordings, entire (4.2.11.2.1):**

Beethoven, [Ludwig van], composer. Concerto no. 1 in C major for piano and orchestra: op. 15 [phonograph record]. Serkin, Rudolf, pianist; Philadelphia Orchestra; Ormandy, Eugene, conductor. New York: Columbia; 1954. 1 phonograph record: 12 in., 33 1/3 rpm. Acquisition No.: ML 4914.

**Music, recordings, parts (segments) of (4.2.11.2.2):**

The Lettermen, performers. In love with The Lettermen [audiocassette]. [place unknown]: Capitol Records, Inc.; c1984. Segment 3, Too young; [2 min., 12 sec.]. 1 audiocassette.

**Music, recorded music liner notes (4.2.11.2.4):**

Crouch, Stanley. [Liner notes]. In: Marsalis, Wynton, composer and performer. The resolution of romance [audiocassette]. New York: CBS Records; 1990. 1 audiocassette. (Marsalis standard time). Acquisition No.: CT 46143. Liner notes are on insert in cassette case.

**Music, score (4.2.11.1.1):**

Tchaikovsky, Peter Ilich, composer. The swan lake ballet: op. 20 = Le lac des cygnes: grand ballet en 4 actes: op. 20 [score]. New York: Broude Brothers; [1951]. 685 p. Plate No.: B.B.59.

**Music, sheet music (4.2.11.1.2):**

Bachrach, Burt, composer. Raindrops keep fallin' on my head [sheet music]. David, Hal, librettist. New York: Columbia; 1969. 6 p. Plate No.: C6939. For the piano.

**Newspapers, contributions to (newspaper articles) (4.2.8.2):**

Okie, Susan. Probe of alleged scientific fraud urged. The Washington Post (Final ed.). 1989 Jan 13; Sect. A:18 (col. 2).

**Newspapers, entire titles (4.2.8.1):**

The Washington Post. Downie, Leonard, Jr., executive editor. Washington (DC): The Washington Post Co. 1877- . ISSN: 0190-8286. Daily.

**Paintings (4.2.10.1):**

O'Keeffe, Georgia. Ranchos Church – Taos [painting]. [1930]. Oil on canvas; 24 x 36 in. Located at: Alfred Stieglitz Collection, Metropolitan Museum of Art, New York.

**Patents (4.2.7):**

Steer, Peter L., inventor; E.L. Squibb and Sons, Inc., assignee. Urostomy appliance. United States patent US 4,867,749. 1989 Sep. 19. 8 p. Int. Cl. A61F-005/44.

**Photographs (4.2.10.3):**

Adams, Ansel. Monolith: the face of half dome [photograph]. [1927]. Black and white vintage print; 6 x 8 in. Located at: The Ansel Adams Gallery, Yosemite, CA. Taken in Yosemite National Park.

**Sculpture (4.2.10.2):**

Calder, Alexander. The white frame [sculpture]. [1934]. Wood, wire, and sheet metal, with engine; 228 x 224 cm. Located at: Moderna Museet, Stockholm, Sweden.

**Technical reports, entire (4.2.4.1):**

Norman, John C.; Elias, Peter (Texas Heart Institute, Houston, TX). ALVAD: 1980. Final report. Bethesda (MD): National Heart and Lung Institute (US), Devices and Technology Branch; 1980 Jan. 2 vols. Report No.: NIH-N01-HV-5-3006-4-VU. Contract No.: N01-HV-5-3006. Available from: NTIS, Springfield, VA; PB80-148810.

**Technical reports, parts of (4.2.4.2):**

Norman, John C.; Elias, Peter (Texas Heart Institute, Houston, TX). ALVAD: 1980. Final report. Vol. 2, Flow diagrams. Bethesda (MD): National Heart and Lung Institute (US), Devices and Technology Branch; 1980 Jan. Appendix 2, Definitions; p. 305-307. Report No.: NIH-N01-HV-5-3006-4-VU. Contract No.: N01-HV-5-3006. Available from: NTIS, Springfield, VA; PB80-148810.