



Chapter 14. Manuscripts and Preprints

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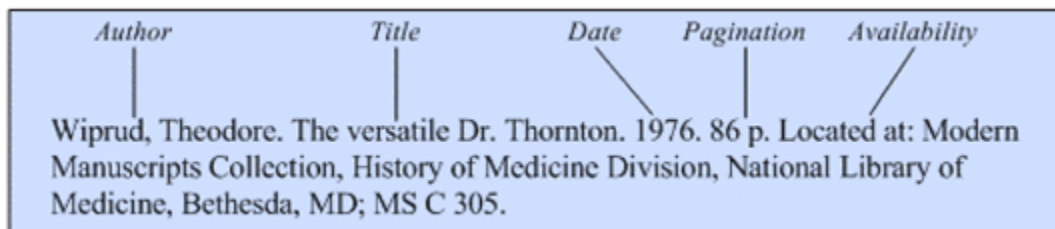
- Introduction and Examples

See also:

Chapter 13 Letters and Other Personal Communication

A. Sample Citation and Introduction to Citing Individual Manuscripts

The general format for a reference to an individual manuscript, including punctuation:



Examples of Citations to Individual Manuscripts

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Examples of manuscripts include author drafts of journal articles and books as well as finished works. Manuscripts often contain little information from which to construct a citation. A formal title may be absent and other information unclear. There is no place of publication, publisher, or date of publication in an unpublished manuscript. Other

differences from the standard book are that the full names of authors are used, and an unpaginated manuscript is described in terms of leaves, not pages.

Include in a citation, when possible, the name of a library or other public archive where the item may be found, as well as any order or catalog number. See Notes in the next section. If a manuscript is not available in a public archive, most authorities recommend placing references to it within the running text, not as a formal end reference. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate that the citation is not represented in the reference list.

...material gathered from an unpublished draft by Harold Jones (private collection; unreferenced, see "Notes") that ...

The rules below apply when a manuscript is included in a reference list rather than in the text as described above. Note that the majority of examples for citations provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Manuscripts may be cited as individual items and as collections. See Chapter 14B Manuscript Collections for information on citing collections.

Continue to Citation Rules with Examples for Individual Manuscripts.

Continue to Examples of Citations to Individual Manuscripts.

Citation Rules with Examples for Individual Manuscripts

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date (R) | Pagination (O) | Physical Description (O) | Availability (O) | Language (R) | Notes (O)

Author for Individual Manuscripts (required)

General Rules for Author

- Enter surname (family or last name) first for the author
- Capitalize surnames and enter spaces within surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name

- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

Box 1. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames
 - Estelle Palmer-Canton *becomes* Palmer-Canton, Estelle
 - Ahmed El-Assmy *becomes* El-Assmy, Ahmed
- Keep particles, such as O', D', and L'
 - Alan D. O'Brien *becomes* O'Brien, Alan D.
 - James O. L'Esperance *becomes* L'Esperance, James O.
 - U. S'adeh *becomes* S'adeh, U.
- Keep all other punctuation in surnames
 - Charles A. St. James *becomes* St. James, Charles A.

Box 2. Other surname rules.

- Keep prefixes in surnames
 - Lama Al Bassit *becomes* Al Bassit, Lama
 - Jiddeke M. van de Kamp *becomes* van de Kamp, Jiddeke M.
 - Gerard de Pouvourville *becomes* de Pouvourville, Gerard
- Keep compound surnames even if no hyphen appears
 - Sergio Lopez Moreno *becomes* Lopez Moreno, Sergio
 - Jaime Mier y Teran *becomes* Mier y Teran, Jaime
 - Virginie Halley des Fontaines *becomes* Halley des Fontaines, Virginie
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked
 - À *treated as* A
 - Ø *treated as* O
 - Ç *treated as* C

Box 2 continues on next page...

Box 2 continued from previous page.

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

Box 3. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names

Jean-Louis Lagrot *becomes* Lagrot, Jean-Louis

- Keep prefixes, prepositions, and other particles

D'Arcy Hart *becomes* Hart, D'Arcy

William St. John Patterson *becomes* Patterson, William St. John

De la Broquerie Fortier *becomes* Fortier, De la Broquerie

Craig McC. Brooks *becomes* Brooks, Craig McC.

- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

Ch. Wunderly *becomes* Wunderly, Ch.

Charles Fr. Erdman *becomes* Erdman, Charles Fr.

- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov, Iu.A.

Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name

James A. Reed, M.D., F.R.C.S. *becomes* Reed, James A.

Kristine Schmidt, Ph.D. *becomes* Schmidt, Kristine

Robert V. Lang, Major, US Army *becomes* Lang, Robert V.

Box 4 continues on next page...

Box 4 continued from previous page.

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

Sir Frances Hildebrand *becomes* Hildebrand, Frances

Dr. Jane Eberhard *becomes* Eberhard, Jane

Captain R.C. Williams *becomes* Williams, R.C.

but

Dr. Morton *becomes* Morton, Dr.

Major Robertson *becomes* Robertson, Major.

Box 5. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials
- Omit commas preceding the designation
- Follow Jr or Sr with periods
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita, Vincent T. Jr.

James G. Jones, II *becomes* Jones, James G. 2nd

John A. Adams III *becomes* Adams, John A. 3rd

Henry B. Cooper IV *becomes* Cooper, Henry B. 4th

Box 6. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the [ALA-LC Romanization Tables](#).

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov, Iu.A.

Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

Box 6 continues on next page...

Box 6 continued from previous page.

- Treat a letter marked with diacritics or accents as if it were not marked
 - Å treated as A
 - Ø treated as O
 - Ç treated as C
 - Ł treated as L
 - à treated as a
 - ê treated as e
 - ñ treated as n
 - ü treated as u
- Treat two or more letters printed as a unit (ligated letters) as if they were two letters
 - æ treated as ae
 - œ treated as oe

Box 7. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name
 - The American Cancer Society *becomes* American Cancer Society
- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas
 - American Medical Association, Committee on Ethics.
 - International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.
 - American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.
- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see [Appendix D](#))
 - National Academy of Sciences (US).
 - Royal Marsden Hospital (GB).
- For names of organizations in languages other than English:

Box 7 continues on next page...

Box 7 continued from previous page.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the [ALA-LC Romanization Tables](#). Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese, Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

Box 8. No author can be found.

- If no person or organization can be found as the author but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.

Walter, Edward D., translator.

Morrison, Carl P.; Court, Frances G., translators.

- If no person or organization can be identified as the author and no translator is given, begin the reference with the title of the manuscript. Do not use anonymous.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Box 9. Options for author names.

The following format is not NLM practice for citing authors of manuscripts, but is an acceptable option.

- Given (first) and middle names of authors may be reduced to initials. See [Chapter 1](#) for instructions on handling names in this format.

Takagi Y.

Moskowitz MA.

Examples for Author

1. Manuscript standard citation with full name for authors
2. Manuscript authors with optional initials for first names
3. Manuscript author name or secondary author name with designations of rank within a family
4. Manuscript authors with prefixes or particles in their names
5. Manuscript authors with compound last names
6. Manuscript authors with only a surname
7. Manuscript with organization as author
8. Manuscript with more than one author
9. Manuscript with no authors found

Author Affiliation for Individual Manuscripts (optional)**General Rules for Author Affiliation**

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address

- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a semicolon placed outside the closing parentheses, unless it is the affiliation of the last author or the only author of a manuscript, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 10. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See [Appendix C](#) for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See [Appendix E](#) for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See [Appendix D](#) for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 11. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the letter

Box 11 continues on next page...

Box 11 continued from previous page.

- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

Example:

Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD.
patrias@nlm.nih.gov).

Box 12. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see [Appendix E](#)), and the country name or ISO country code (see [Appendix D](#)) if non-US. Place the affiliation in parentheses.

- Provide the name in the original language for non-English organization names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the [ALA-LC Romanization Tables](#).

Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

- Translate organizational names in character-based languages (Chinese, Japanese)

Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

Box 12 continues on next page...

Box 12 continued from previous page.

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.

Box 13. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.

Moskva becomes Moscow

Wien becomes Vienna

Italia becomes Italy

Espana becomes Spain

Examples for Author Affiliation

10. Manuscript with author affiliation included

Title for Individual Manuscripts (required)

General Rules for Title

- Enter the title of the manuscript as it appears on the original document, in the original language
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a type of medium follows it, then end with a space

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character
- No title can be found

Box 14. Titles not in English.

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 14 continues on next page...

Box 14 continued from previous page.

Descomps, Pierre. Appendicites chroniques et epiploite. [1906?]. 1921 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Avicenna. Qawlanj. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

Gonda, Naosuke. Koido myakuden. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

or

Gonda, Naosuke. [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

À treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization

Box 14 continues on next page...

Box 14 continued from previous page.

Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

- Provide an English translation after the original language title whenever possible; place translations in square brackets

Gonda, Naosuke. Koido myakuden [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939.000. Japanese.

Box 15. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a manuscript title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment.

von Willebrand factor and the mechanisms of platelet function.

- If a title contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol. For example, Ω becomes omega.

Enantioselective synthesis of β -amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO₂ nanoparticles.

may become

TiO(2) nanoparticles.

Box 16. No title can be found.

Occasionally a manuscript does not appear to have any title; the document simply begins with the text. In this circumstance:

- Construct a title from the first few words of the text
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

Examples:

Box 16 continues on next page...

Box 16 continued from previous page.

Reeves, James Edmund. [President's address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

Examples for Title

11. Manuscript with constructed title
12. Manuscript with title in a language other than English
13. Manuscript with title in a language other than English with optional translation

Type of Medium for Individual Manuscripts (required)

General Rules for Type of Medium

- Indicate the type of medium (microfilm, microfiche, etc.) following the title when a manuscript is in a microform
- Place the name of the medium in square brackets and end with a period, such as [microfilm].
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- Titles ending in punctuation other than a period
- Titles not in English

Box 17. Titles ending in punctuation other than a period.

- Most titles of manuscripts end in a period. Place [microfiche], [microfilm], or [microcard] inside the period.

Osler, William. The fixed period [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.
- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

AIDS is over, right? [microfiche].

Box 18. Titles not in English.

- If a translation of a title is provided, place the translation in square brackets after the original title

L'hypnotisme en therapeutique: guerson d'une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture].

Box 18 continues on next page...

Box 18 continued from previous page.

- If a title is in a microform (microfiche, microfile, microcard, etc.), place the specific name of the microform in square brackets following the translation

Etude et traitement de la meningite tuberculeuse [Study and treatment of meningeal tuberculosis] [microfilm].

Examples for Type of Medium

24. Manuscript in a microform

Secondary Author for Individual Manuscripts (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include compilers, translators, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium
- Use the same rules for the format of names presented in Author above
- Follow the last translator's name with a comma and the word translator or translators; the last illustrator's name with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Secondary Author

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 19. More than one type of secondary author.

A manuscript may have several types of secondary author.

- List all of them in the order they are given in the manuscript
- Separate a single secondary author from the role by a comma
- Separate one type of secondary author from another by a semicolon
- Place a semicolon between multiple occurrences of secondary authors
- End secondary author information with a period

Examples:

Smith, Brian C., translator; Carson, Harrison T., interviewer.

Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

Box 20. Secondary author performing more than one role.

If the same secondary author performs more than one role:

Box 20 continues on next page...

Box 20 continued from previous page.

- List all of the roles in the order given in the manuscript
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones, Albert B., compiler and translator.

Box 21. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the manuscript may always be used.
- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Translator	Word for Illustrator	Word for Compiler	Word for Interviewer
French	traducteur	illustrateur	compilateur	enqueteur
German	ubersetzer	erlauterer	zusammensteller	befrager
	dolmetscher			
Italian	traduttore	disegnatore	compilatore	intervistatore
Spanish	traductor	ilustrador	recopilador	entrevistador
			compilador	
Russian	perevodchik	konstruktor	sostavitel'	interviewer

Examples for Secondary Author

14. Manuscript with translators and other secondary authors

Date for Individual Manuscripts (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, if provided, such as 2004 Mar
- Use English names for months and abbreviate them using the first three letters, such as Jan
- Include the day after the month, if provided, such as 2004 Mar 3
- End date information with a period

Specific Rules for Date

- Non-US forms for dates
- Non-English names for months
- Seasons instead of months
- Multiple dates
- No date can be found
- Options for date

Box 22. Non-US forms for dates.

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.
- Dates in other countries may appear in manuscripts in a variety of formats

2004/12/02

30.07.2004

2004-10-02

14 June 2004

15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

August 23, 2005 *becomes* 2005 Aug 23

2004/12/02 *becomes* 2004 Dec 2

30.07.2004 *becomes* 2004 Jul 30

2004-10-02 *becomes* 2004 Oct 2

14 June 2004 *becomes* 2004 Jun 14

15/06/2005 *becomes* 2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

Box 22 continues on next page...

Box 22 continued from previous page.

mayo = May

luty = Feb

brezen = Mar

Example:

22 Marz 2002 *becomes* 2002 Mar 22

Box 23. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

Box 24. Seasons instead of months.

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

For example:

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

Box 25. Multiple dates.

- For multiple years, separate the first and last year by a hyphen. Do not shorten the second of the two years to the last two digits.

2002-2003

1997-1998

1999-2000

Box 25 continues on next page...

Box 25 continued from previous page.

- If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

1999 Oct-2000 Mar

2002 Dec-2003 Jan

- Separate multiple months by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.

Box 26. No date can be found.

- If no date can be found, but a specific year can be estimated because of material contained in the manuscript itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscript itself or its accompanying material, place the word *circa* and the approximate date or dates in square brackets

Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.

Sacadura, Costa. Guia de parteiras por perguntas e respostas [Guide to questions and answers for midwives]. [circa 1700s]. 48 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 406. Portuguese.

Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

- If no date can be found, nor can a date can be estimated or approximated, use [date unknown]

Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Box 26a. Options for date.

It is not NLM policy, but the following is an acceptable option:

Box 26a continues on next page...

Box 26a continued from previous page.

The date for a manuscript may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the manuscript
- Place the date after the author and any author affiliation (or title if there is no author), followed by a period

NLM citation:

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Name-year system of citation:

Wiprud, Theodore. 1976. The versatile Dr. Thornton. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Examples for Date

15. Manuscript with standard date
16. Manuscript date with month or month and day provided
17. Manuscript with multiple dates
18. Manuscript with date estimated
19. Manuscript with no date found

Pagination for Individual Manuscripts (optional)

General Rules for Pagination

- If a manuscript has no numbers on its pages, give the total number of sheets of paper on which the text appears
- Follow the page total with a space and the word leaf or leaves
- If the pages of a manuscript are numbered, give the total number of pages on which the text appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- End pagination information with a period in both cases

Specific Rules for Pagination

- Roman numerals used as page numbers

- More than one physical volume

Box 27. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a manuscript have roman numerals instead of the usual arabic numbers:

- Convert the roman numeral on the last page of the text to an arabic number
- Follow the number by " p."
- Place the number and " p." in square brackets, such as [12 p.]
- End page information with a period

Example: [20 p.].

Box 28. More than one physical volume.

- For manuscripts in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.

Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

Examples for Pagination

1. Manuscript standard citation with full name for authors
20. Manuscript with numbered pages
21. Manuscript in more than one volume
22. Manuscript with no numbers on the pages of the book

Physical Description for Individual Manuscripts (optional)

General Rules for Physical Description

- Give the total number of containers holding the manuscript and/or the total number of linear feet of shelf space the manuscript occupies
- Follow with the type of container or the words linear feet. Examples: 3 boxes or 10 linear feet.
- End with a period
- Give information on the total number and physical characteristics of the manuscript if it resides in a microform, such as 6 microfiche: black & white, 4 x 6 in.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 29. Language for describing physical characteristics.

If a manuscript is on microfiche, microfilm, or microcards:

Box 29 continues on next page...

Box 29 continued from previous page.

- Begin with information on the number and type of physical pieces, followed by a colon and a space
 - 5 microfiche:
 - 3 reels: [of microfilm]
 - 2 microcards:
- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

color

black & white

positive

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black & white, negative, 35 mm.

Examples for Physical Description

23. Manuscript with physical description

24. Manuscript in a microform

Availability for Individual Manuscripts (optional)

General Rules for Availability

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed with a comma and a space. For example: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine,
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see [Appendix E](#)); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see [Appendix D](#))
- Enter a semicolon and any identifying number for the manuscript
- End library information with a period

Specific Rules for Availability

- Non-English names for libraries and archives
- Locations outside of the US

Box 30. Non-English names for libraries and archives.

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Bibliothèque Anatomique, Institut d'Anatomie de Paris

Medizinische Abteilung, Saarländische Universitäts- und Landesbibliothek

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.

Biblioteka, Rossiiskaia Akademiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

or

[Library, Russian Academy of Medical Sciences]

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Central Archives of China]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ *treated as* ae

œ *treated as* oe

Box 31. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see [Appendix E](#))
 - Montreal, QC
 - Ottawa, ON
 - Vancouver, BC
- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see [Appendix D](#))
 - Rome, Italy *or* Rome, IT
 - Malaga, Spain *or* Malaga, ES
 - Basel, Switzerland *or* Basel, CH
 - Oxford, England *or* Oxford, GB
- Be consistent. If you choose an anglicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

25. Manuscript with information on availability

Language for Individual Manuscripts (required)**General Rules for Language**

- Give the language of the manuscript if other than English
- Capitalize the language name
- Follow the language name with a period

Examples for Language

12. Manuscript with title in a language other than English

13. Manuscript with title in a language other than English with optional translation

Notes for Individual Manuscripts (optional)**General Rules for Notes**

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Information about any restrictions on use
- Other types of material to include in notes

Box 32. Information about any restrictions on use.

- A library or other archive may place a variety of restrictions on the use of manuscripts, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74. No part of this manuscript may be quoted without the written permission of the Director of the Schlesinger Library and Helen Brooke Taussig, M.D.

Box 33. Other types of material to include in notes.

Notes is a collective term for any useful information given after the citation itself. Examples include:

- If the manuscript was translated, provide the name of the original document

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the *Compendium Anatomicum Laurentio Heisteri*.

- Give explanatory information on the content of the manuscript

Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Queretaro, Mexico, during the summer and early fall of 1825.

Clarke, Charles Mansfield. Observations on those diseases of females which are attended by discharges. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke's manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Examples for Notes

26. Manuscript with information about any restrictions on use

27. Manuscript with supplemental note included

Examples of Citations to Individual Manuscripts**1. Manuscript standard citation with full name for authors**

Wiprud, Theodore. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.

Toepper, C.G. History of the Library of the Surgeon-General's Office, Washington, D.C. 1934. 105 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 442.

2. Manuscript authors with optional initials for first names

Wiprud T. The versatile Dr. Thornton. 1976. 86 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 305.

Toepper CG. History of the Library of the Surgeon-General's Office, Washington, D.C. 1934. 105 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 442.

3. Manuscript author name or secondary author name with designations of rank within a family

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386.

4. Manuscript authors with prefixes or particles in their names

O'Connor, John. Traumatic haemarthrosis of knee joint. 1898. 10 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 326.

McIlwaine, Robert R. An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Le Ber, Y.J. Edouard. Phrenologie des gens du monde on l'art. 1833. 267 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 421. French.

5. Manuscript authors with compound last names

Berengario da Carpi, Jacopo. Berengario: de fractura cranei. Seaman, William M., translator. [circa 1940]. 149 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1036.

6. Manuscript authors with only a surname

Galen. Ars medica [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

D'Eggs. Relation d'une nevrose convulsive epidemique: observe a l'ecole normal des instituteurs primaires a Strasbourg [Relation of a convulsive nervous epidemic: observed at the normal school of the Strasbourg primate institute]. [date unknown]. 8 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 197. French.

Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

7. Manuscript with organization as author

Bangor State Hospital. Eastern Maine Insane Hospital account ledger book. 1904 Dec 1-1908 Nov 30. 406 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 161.

Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

8. Manuscript with more than one author

Jennings, Allan H.; King, W.V. An intensive study of insects as a possible etiologic factor in pellagra. [1913?]. 42 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 61.

9. Manuscript with no authors found

Arzneybuchlein von mancherley bewarthen und erfahren Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Review and analysis of Letort's medical services in modern armies: observations and recollections of the late war. [1970?]. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 285.

Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro in June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish.

10. Manuscript with author affiliation included

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

McIlwaine, Robert R. (Cincinnati College, Cincinnati, OH). An inaugural thesis on mania a potu. 1839 Feb 20. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 432.

Hope, James (Aldersgate School of Medicine, London, GB). Lectures on the theories and practice of medicine. 1836-1837. 238 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 788.

Joel and Jotham Post (New York, NY). Directions for medicine chests [microfilm]. 1804. 16 p. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film 00577.

11. Manuscript with constructed title

Reeves, James Edmund. [President's address delivered at the opening of the 13th annual meeting of the American Public Health Association]. 1885 Dec 8. 32 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 267.

Hood, Thomas B. (Howard University, Washington, DC). [Notes of lectures on the practice of medicine]. [circa 1880s]. 162 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 414.

Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

12. Manuscript with title in a language other than English

Descomps, Pierre. Appendicites chroniques et epiploite. [1906?]. 1921 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 145. French.

Arzneybuchlein von mancherley bewarthen und erfahrenen Arzneyen, fur allerley Zufalle und Krankheiten des menschlichen Leibs dienstlich. 1671. 202 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 980. German.

Perez, Victor. Methode von vorherigen Acclimatisiren zur Verhinderung des gelben feber. [1880?]. 13 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 263. German.

13. Manuscript with title in a language other than English with optional translation

De la grippe et de son traitement par le sulfate de quinine: 2 e partie. Résumé d'une vaste enquête sur les résultats de ce traitement, au point de vue des rechûtes et des accidents tardifs (2,000 cas) [The grippe and its treatment with quinine sulfate: part 2. Review of the vast research on treatment results (2,000 cases)]. 1891. 11 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 313. French.

Charcot, J.M. L'hypnotisme en therapeutique: guerson d'une contracture hysterique [Therapeutic hypnotism: cure of hysterical contracture]. [1887?]. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 170. French.

Akbar, Mohammed. Qarabadin-i Qadiri [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.

Gonda, Naosuke. Koido myakuden [Pulse diagnosis of old medicine]. 1850. 16 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 939. Japanese.

Avicenna. Qawlanj [Treatise on colic]. [circa 1800]. 41 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; A 55. Arabic.

14. Manuscript with translators and other secondary authors

Berengario da Carpi, Jacopo. Berengario: De fractura cranei. Seaman, William M., translator. [circa 1940]. 149 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1036.

Heister, Lorenz. Of the four divisions of the trunk of the human body. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the Compendium Anatomicum Laurentio Heisteri.

Cochon du Puy, Jean. Manuel des operations de chirurgie par monsieur De Puys premier medicine du Royal Hopital de la Marine de Rochefort [Surgical operations manual of Monsieur De Puy, chief of medicine of the Royal Hospital de la Marine de Rochefort]. Ferret, M., compiler. 1757. 178 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 409. French.

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74.

15. Manuscript with standard date

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

16. Manuscript date with month or month and day provided

Kansas Legislative Council, Research Department. The basic sciences: their relationship to the control and regulation of the healing arts. 1937 Feb. 20 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 280.

Delavan, David Bryson. Memorial: Andrew Rose Robinson. 1929 Dec 7. 21 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 266.

Jenkins, J. Foster. Relations of the war to medical science: the annual address delivered before the Westchester Co. Medical Society. 1863 Jun 16. 40 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 260.

17. Manuscript with multiple dates

Semmola, Mariano. Curability of cirrhosis hepatica. Lessons of clinical therapeutics given at the Hospital of Santa Maria della Pace. 1880-1889. 12 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 338.

Thorne, Jennie H. Nurse's manuscript diary. 1916 Oct 16-1917 Oct 12. 1 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 1035.

Bangor State Hospital. Eastern Maine Insane Hospital account ledger book. 1904 Dec 1-1908 Nov 30. 406 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 161.

18. Manuscript with date estimated

Mann, Lucile Quarry. Drug hunters: the Mulford biological explorations of the Amazon basin. [1977?]. 190 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 458.

Duncan, Louis C. Cholera at Fort Riley in 1855. [circa 1900]. 10 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 112.

Sacadura, Costa. Guia de parteiras por perguntas e respostas [Guide to questions and answers for midwives]. [circa 1700s]. 48 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 406. Portuguese.

Graves, George W. [Pharmacological notebook]. [circa 1874-1885]. 46 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 403.

19. Manuscript with no date found

Foltz, E.K. List of known cases of infection in line of duty in personnel of the U.S. Public Health Service, 1878-1936. [date unknown]. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 329.

Vogler, Johann Philipp. [Medico-legal opinion on a case of simulated somnambulism in a woman]. [date unknown]. 5 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 314. German.

20. Manuscript with numbered pages

McKnight, George B. (College of Physicians and Surgeons, New York, NY). An inaugural dissertation on cholera infantum. 1816 May 7. 26 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 443.

21. Manuscript in more than one volume

Wolfe, Edwin Phillip. Medical supplies and the supply service of the Medical Department, United States Army. [1920?]. 4 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 284.

22. Manuscript with no numbers on the pages of the book

Cutter, William R. Manuscript in reference to small-pox epidemic at Woburn in 1815. 1815. 6 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 332.

Duncan, Louis C. Tablets for field hospitals at Gettysburg. [1914?]. 13 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 242.

23. Manuscript with physical description

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

Nemec, Jaroslav (History of Medicine Division, National Library of Medicine, Bethesda, MD). [Manuscript of essays by Jaroslav Nemec on the history of medicolegal relations]. [1991?]. 0.2 linear feet. Located at: Modern

Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 685.

24. Manuscript in a microform

Galen. *Ars medica* [microfilm]. [circa 1250]. 14 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; Film C124. Latin.

Osler, William. *The fixed period* [microfilm]. 1905. 21 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 146.

Akbar, Mohammed. *Qarabadin-i Qadiri* [The Qadiri formulary] [microfilm]. 1886. 300 leaves. 1 reel: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; P 14.1. Persian.

25. Manuscript with information on availability

Newcomb, Clive. *On an outbreak of relapsing fever in Turkey in 1918*. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524.

26. Manuscript with information about any restrictions on use

Taussig, Helen B. Helen B. Taussig: transcript of interview. Janeway, Charles A., interviewer. 1976 Sep 15. 52 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; OH 74. No part of this manuscript may be quoted without the written permission of the Director of the Schlesinger Library and Helen Brooke Taussig, M.D.

27. Manuscript with supplemental note included

Heister, Lorenz. *Of the four divisions of the trunk of the human body*. Manby, Edward Jr., translator. [circa 1800]. 188 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 386. Translated from the *Compendium Anatomicum Laurentio Heisteri*.

Descripcion y plan curativo de la epidemia que ha reinado en Queretaro desde fines de junio de este presente ano, hasta la fecha en que esto se escribia [Description and treatment plan for the epidemic that occurred in Queretaro from the end of June of this year, until the date of this writing]. 1825 Sep 27. 12 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 487. Spanish. Apparently written by a military doctor providing a concise history of the origins and progress of an epidemic of measles and scarlet fever that swept through the city of Queretaro, Mexico, during the summer and early fall of 1825.

Clarke, Charles Mansfield. *Observations on those diseases of females which are attended by discharges*. [circa 1814]. 168 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 363. Clarke's manuscript copy of chapters II-XVII of the first volume of his "Observations on those diseases of females which are attended by discharges," was first printed in London by Longman in 1814.

Chabert. *Droguier a l'usage des eleves de l'Ecole Royale Veterinaire*. [circa 1780]. 368 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 387. French. Manuscript transcript from lectures or possibly Philibert Chabert's manuscript textbook of veterinary pharmacology. Chabert came to Paris where he taught at and, in 1780, took over the Royal Veterinary School.

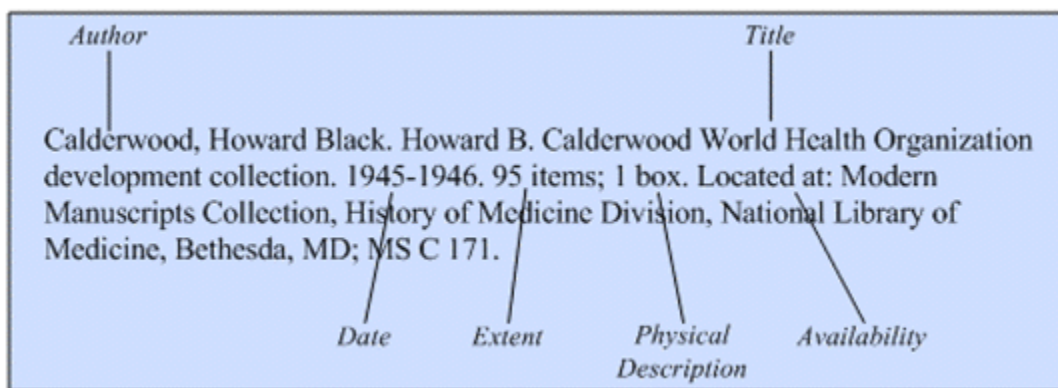
Euchai eis asthenous kai diaphora iatrika eis astheneias. [date unknown]. 142 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 480. Greek. In two sections: the first is mainly Greek Orthodox Christian prayers for clergy members for the benefit of sick laypersons in their care; the second half contains recipes for medicines and directions for therapies, also written for clergy.

Newcomb, Clive. On an outbreak of relapsing fever in Turkey in 1918. 1919. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 524. Original manuscript of the printed article found in the Indian Medical Gazette, June 1920.

Zhu JJ. Activity level-dependent synapse-specific AMPA receptor trafficking regulates transmission kinetics [Internet]. [2009]. 31 p. Figure 6, Expression level regulates synaptic insertion of GluR4 but not GluR1; [cited 2010 Oct 25]; p. 25. Available from: <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2734326/pdf/>. Author manuscript, article published in J Neurosci. 2009 May 13;29(19):6320-35.

B. Sample Citation and Introduction to Citing Manuscript Collections

The general format for a reference to a manuscript collection, including punctuation:



Examples of Citations to Manuscript Collections

A manuscript refers to any type of work, either handwritten or typewritten, that is not published. Titles for collections of manuscripts are unusual in that they are assigned by the library or other archive housing the collection. Although they are thus constructed titles, they are not placed in square brackets as are constructed titles for books. Other citation differences include:

- Full names of authors are used.
- There is no place of publication, publisher, or date of publication.
- The range of dates of items in the collection is provided instead of a single date of publication.
- The number of items in the collection is used in place of pagination.
- The name of the library or archive housing the collection is a required part of the citation.

If a manuscript collection is not available in any public archive, most authorities recommend placing references to it within the running text, not as a formal end reference. The nature and source of the cited information should be identified by an appropriate statement. Place the source information in parentheses, using a term or terms to indicate clearly that the citation is not represented in the reference list. For example:

...material gathered from a collection of papers of Harold Jones (private collection; unreferenced, see "Notes") that ...

The rules below apply when a manuscript collection is included in a reference list rather than within the text as described above. Note that most of the examples for citations provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material.

Continue to Citation Rules with Examples for Manuscript Collections.

Continue to Examples of Citations to Manuscript Collections.

Citation Rules with Examples for Manuscript Collections

Components/elements are listed in the order they should appear in a reference. An R after the component name means that it is required in the citation; an O after the name means it is optional.

Author (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date (R) | Extent (Pagination) (O) | Physical Description (O) | Availability (R) | Language (R) | Notes (O)

Author for Manuscript Collections (required)

General Rules for Author

- Enter the author's surname (family or last name) first
- Capitalize surnames and enter spaces within surnames as they appear on the document cited on the assumption that the author approved the form used. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- Separate author names from each other by a semicolon and a space
- Give all authors, regardless of the number
- End author information with a period

Specific Rules for Author

- Surnames with hyphens and other punctuation in them
- Other surname rules
- Given names containing punctuation, a prefix, a preposition, or particle
- Degrees, titles, and honors before or after a personal name
- Designations of rank in a family, such as Jr and III
- Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- Compiler instead of an author
- No author can be found
- Options for author names

Box 34. Surnames with hyphens and other punctuation in them.

- Keep hyphens in surnames

Estelle Palmer-Canton *becomes* Palmer-Canton, Estelle

Box 34 continues on next page...

Box 34 continued from previous page.

Ahmed El-Assmy *becomes* El-Assmy, Ahmed

- Keep particles, such as O', D', and L'

Alan D. O'Brien *becomes* O'Brien, Alan D.

James O. L'Esperance *becomes* L'Esperance, James O.

U. S'adeh *becomes* S'adeh, U.

- Keep all other punctuation in surnames

Charles A. St. James *becomes* St. James, Charles A.

Box 35. Other surname rules.

- Keep prefixes in surnames

Lama Al Bassit *becomes* Al Bassit, Lama

Jiddeke M. van de Kamp *becomes* van de Kamp, Jiddeke M.

Gerard de Pouvourville *becomes* de Pouvourville, Gerard

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno *becomes* Lopez Moreno, Sergio

Jaime Mier y Teran *becomes* Mier y Teran, Jaime

Virginie Halley des Fontaines *becomes* Halley des Fontaines, Virginie

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

Box 35 continues on next page...

Box 35 continued from previous page.

æ treated as ae

œ treated as oe

Box 36. Given names containing punctuation, a prefix, a preposition, or particle.

- Keep hyphens joining given (first or middle) names
Jean-Louis Lagrot *becomes* Lagrot, Jean-Louis
- Keep prefixes, prepositions, and other particles
D'Arcy Hart *becomes* Hart, D'Arcy
William St. John Patterson *becomes* Patterson, William St. John
De la Broquerie Fortier *becomes* Fortier, De la Broquerie
Craig McC. Brooks *becomes* Brooks, Craig McC.
- Keep traditional abbreviations of given names. Some non-US manuscripts use abbreviations of conventional given names rather than single initials, such as St. for Stefan.
Ch. Wunderly *becomes* Wunderly, Ch.
Charles Fr. Erdman *becomes* Erdman, Charles Fr.
- For non-English names that are romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter
Iu. A. Iakontov *becomes* Iakontov, Iu.A.
Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

Box 37. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
James A. Reed, M.D., F.R.C.S. *becomes* Reed, James A.
Kristine Schmidt, Ph.D. *becomes* Schmidt, Kristine
Robert V. Lang, Major, US Army *becomes* Lang, Robert V.
- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided
Sir Frances Hildebrand *becomes* Hildebrand, Frances
Dr. Jane Eberhard *becomes* Eberhard, Jane
Captain R.C. Williams *becomes* Williams, R.C.
but

Box 37 continues on next page...

Box 37 continued from previous page.

Dr. Morton *becomes* Morton, Dr.

Major Robertson *becomes* Robertson, Major.

Box 38. Designations of rank in a family, such as Jr and III.

- Place family designations of rank after the given (first) name and any middle name or initials
- Omit commas preceding the designation
- Follow Jr or Sr with periods
- Convert roman numerals to arabic ordinals

Examples:

Vincent T. DeVita, Jr. *becomes* DeVita, Vincent T. Jr.

James G. Jones, II *becomes* Jones, James G. 2nd

John A. Adams III *becomes* Adams, John A. 3rd

Henry B. Cooper IV *becomes* Cooper, Henry B. 4th

Box 39. Names in non-roman alphabets (Cyrillic, Greek, Arabic, Hebrew, Korean) or character-based languages (Chinese, Japanese).

Romanization, a form of transliteration, means using the roman (Latin) alphabet to represent the letters or characters of another alphabet. A good authority for romanization is the [ALA-LC Romanization Tables](#).

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, or character-based languages, such as Chinese and Japanese
- Capitalize only the first letter of romanized names if the original initial is represented by more than one letter

Iu. A. Iakontov *becomes* Iakontov, Iu.A.

Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat a letter marked with diacritics or accents as if it were not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

Box 39 continues on next page...

Box 39 continued from previous page.

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

Box 40. Organizations as author.

An organization such as a university, society, association, corporation, or governmental body may serve as an author.

- Omit "The" preceding an organizational name

The American Cancer Society *becomes* American Cancer Society

- If a division or another part of an organization is included in the manuscript, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

International Union of Pure and Applied Chemistry, Organic and Biomolecular Chemistry Division.

American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see [Appendix D](#))

National Academy of Sciences (US).

Royal Marsden Hospital (GB).

- For names of organizations not in English:

- Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the manuscript. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Istituto di Fisiologia Clinica del CNR.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

Box 40 continues on next page...

Box 40 continued from previous page.

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat a letter marked with diacritics or accents as if it were not marked

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

Box 41. Compiler instead of an author.

A compiler is someone who collects and organizes the work of others.

- Place the name of a compiler in the author position when the manuscript collection consists of the works of various individuals or organizations
- Follow the same rules as used for author names
- Separate the names of multiple compilers with a semicolon

Box 41 continues on next page...

Box 41 continued from previous page.

- Follow the name of a single compiler or the last named compiler with a comma and the word compiler or compilers
- End compiler information with a period

Examples:

Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

Kornhauser Health Sciences Library, compiler. Kentucky medical history: WPA research project records [microfilm]. 1801-1940. 32 reels: negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

- If there are both an author and a compiler, place the compiler in the secondary author position, following the title (and type of medium if present)

Armstrong, Charles. Charles Armstrong collection. Leake, James Payton, compiler. 1920-1963. 114 items; 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 269.

Box 42. No author can be found.

- If no person or organization can be found as the author but a compiler is present, begin the reference with the name of the compiler. Follow the same rules as used for author names, but end the list of names with a comma and the word compiler.

Youtz, Dorothy Jane, compiler.

Kornhauser Health Sciences Library, compiler.

- If no person or organization can be found as the author or compiler but a translator is present, begin the reference with the name of the translator. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, translator.

Walter, Edward D., translator.

Morrison, Carl P.; Court, Frances G., translators.

- If no person or organization can be identified as the author or compiler and no translators are given, begin the reference with the title of the manuscript collection. Do not use anonymous.

Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746. Acquired from the United States Weather Bureau, 1905.

Box 43. Options for author names.

The following format is not NLM practice for citing authors of manuscript collections, but it is an acceptable option.

Box 43 continues on next page...

Box 43 continued from previous page.

- Given (first) and middle names of authors may be reduced to initials. See [Chapter 1](#) for instructions on handling names in this format.

Takagi Y.

Moskowitz MA.

Examples for Author

1. Manuscript collection standard citation with full name for authors
2. Manuscript collection with optional initials for author
3. Manuscript collection with multiple authors
4. Manuscript collection with compilers
5. Manuscript collection with author and compiler
6. Manuscript collection with organization as author
7. Manuscript collection with government organization as author
8. Manuscript collection with no author or compiler

Author Affiliation for Manuscript Collections (optional)

General Rules for Author Affiliation

- Enter the affiliation of all authors or only the first author
- Begin with the department and name of the institution, followed by city and state/Canadian province/country
- Use commas to separate parts of the address
- Place the address in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

- Abbreviations in affiliations
- E-mail address included
- Organizational names for affiliations not in English
- Names for cities and countries not in English

Box 44. Abbreviations in affiliations.

- Abbreviate commonly used words in affiliations, if desired. Follow all abbreviated words with a period.

Examples:

Box 44 continues on next page...

Box 44 continued from previous page.

Acad. for Academy

Assoc. for Association

Co. for Company

Coll. for College

Corp. for Corporation

Dept. for Department

Div. for Division

Inst. for Institute or Institution

Soc. for Society

Univ. for University

See [Appendix C](#) for more abbreviations of commonly used English words.

- Abbreviate names of US states and Canadian provinces using their official two-letter abbreviations. See [Appendix E](#) for a list of these.
- Abbreviate names of countries outside of the US and Canada using the two-letter ISO country code, if desired. See [Appendix D](#) for codes of selected countries.
- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

Box 45. E-mail address included.

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the manuscript
- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

Example:

Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD.
patrias@nlm.nih.gov).

Box 46. Organizational names for affiliations not in English.

- Give the affiliation of all authors or only the first author
- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see [Appendix E](#)), and the country name or ISO country code (see [Appendix D](#)) if non-US. Place the affiliation in parentheses.

Box 46 continues on next page...

Box 46 continued from previous page.

- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
 - Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).
 - Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).
- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.
 - Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).
- Translate organizational names in character-based languages (Chinese, Japanese)
 - Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat a letter marked with diacritics or accents as if it were not marked
 - Å treated as A
 - Ø treated as O
 - Ç treated as C
 - Ł treated as L
 - à treated as a
 - ĝ treated as g
 - ñ treated as n
 - ü treated as u
 - Treat two or more letters printed as a unit (ligated letters) as if they were two letters
 - æ treated as ae
 - œ treated as oe
- Use the English form of names for cities and countries whenever possible Vienna for Wien and Spain for Espana. However, the name found on the manuscript may always be used.

Box 47. Names for cities and countries not in English.

- Use the English form for names of cities and countries whenever possible. However, the name as found on the manuscript may always be used.
 - Moskva becomes Moscow

Box 47 continues on next page...

Box 47 continued from previous page.

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Examples for Author Affiliation

9. Manuscript collection with author/compiler affiliation

Title for Manuscript Collections (required)

General Rules for Title

- Enter the title of the collection as assigned by the library, archive, or other holder of the collection
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- Use a colon followed by a space to separate a title from a subtitle, unless some other form of punctuation such as a question mark, period, or an exclamation point is already present
- End a title with a period

Specific Rules for Title

- Titles not in English
- Titles containing a Greek letter, chemical formula, or another special character

Box 48. Titles not in English.

Because the title of a manuscript collection is assigned by the library or other archive housing the collection, the title will be in the language of the country where the library or archive is located, regardless of the language of the materials contained in the collection.

Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

To cite a collection in a non-English speaking country:

- Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
- Romanize (write in the roman alphabet) titles in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the [ALA-LC Romanization Tables](#).
- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat a letter marked with diacritics or accents as if it were not marked

Box 48 continues on next page...

Box 48 continued from previous page.

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

- Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
- Provide an English translation after the original language title whenever possible; place translations in square brackets

Example:

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council].
1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

Box 49. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a manuscript collection title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

1,3-dichloro-5,5-dimethylhydantoin.

von Willebrand factor and the mechanisms of platelet function.

- If a title of a collection contains a Greek letter or some other symbol that cannot be reproduced with the type fonts available, substitute the name for the symbol Ω becomes omega.

Enantioselective synthesis of β -amino acids.

may become

Enantioselective synthesis of beta-amino acids.

- If a title of a collection contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses

TiO₂ nanoparticles.

Box 49 continues on next page...

Box 49 continued from previous page.

may become

TiO(2) nanoparticles.

Examples for Title

1. Manuscript collection standard citation with full name for authors
10. Manuscript collection title not in English
11. Manuscript collection in microform
18. Manuscript collection with items not in English

Type of Medium for Manuscript Collections (required)

General Rules for Type of Medium

- Indicate the specific type of medium (microfilm, microfiche, etc.) of the items in the collection following the title
- Place the name of the medium in square brackets and end with a period, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description

Specific Rules for Type of Medium

- More than one type of medium

Box 50. More than one type of medium.

- If a manuscript collection is found in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If a manuscript collection consists or more than one type of microform, give the names for the specific types, separated by a plus sign

[microfilm + microfiche]

- Physical description is an optional part of a citation, but include the physical descriptions of all types whenever possible. Use a semicolon to separate the descriptions.

5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Type of Medium

11. Manuscript collection in microform

Secondary Author for Manuscript Collections (optional)

General Rules for Secondary Author

- A secondary author modifies the work of the author. Examples include translators, compilers, illustrators, and interviewers.
- Place the names of secondary authors after the title, following any Type of Medium
- Use the same rules for the format of names presented in Author above
- Follow the last named translator with a comma and the word translator or translators; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period

Specific Rules for Secondary Author

- More than one type of secondary author
- Secondary author performing more than one role
- Non-English names for secondary authors

Box 51. More than one type of secondary author.

A manuscript collection may have several types of secondary author.

- List all of them in the order they are given
- Separate a single secondary author from the role by a comma
- Separate one type of secondary author from another by a semicolon
- Place a semicolon between multiple occurrences of secondary authors
- End secondary author information with a period

Examples:

Lang, Stephanie H., compiler; Friedman, Joseph F., translator.

Smith, Brian C., translator; Carson, Harrison T., interviewer.

Graber, Alfred F.; Longstreet, Richard G., translators; Johnson, Carl T.; Marks, Catherine; Huston, Melanie A., illustrators.

Box 52. Secondary author performing more than one role.

If the same secondary author performs more than one role:

- List all the roles in the order they are given
- Separate the roles by "and"
- End secondary author information with a period

Example:

Jones, Albert B., compiler and translator.

Box 53. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English whenever possible. However, the wording found on the manuscript may always be used.
- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

- Treat letters marked with diacritics or accents as if they are not marked

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters

æ *treated as* ae

œ *treated as* oe

- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Translator	Word for Illustrator	Word for Compiler	Word for Interviewer
French	traducteur	illustrateur	compilateur	enqueteur
German	ubersetzer	erlauterer	zusammensteller	befrager
	dolmetscher			
Italian	traduttore	disegnatore	compilatore	intervistatore
Spanish	traductor	ilustrador	recopilador	entrevistador
			compilador	
Russian	perevodchik	konstruktor	sostavitel'	interviewer

Examples for Secondary Author

5. Manuscript collection with author and compiler

Date for Manuscript Collections (required)**General Rules for Date**

- Give the date range of the items in the collection
- Enter the earliest date of the items in the collection, a hyphen, and the latest date of the items. For example: 2000-2005.

- Follow the last date with a period

Specific Rules for Date

- Months and days of the month included
- Non-US forms for dates
- Non-English names for months
- Dates estimated
- Options for date

Box 54. Months and days of the month included.

- Enter the earliest date of the items in the collection, a hyphen, the latest date of the items, and a period.

1943-1955.

- When months and days of the month are included, enter the year first, then the month and the day, regardless of the format found for dates in the collection

August 23, 2005 *becomes* 2005 Aug 23

2004/12/02 *becomes* 2004 Dec 2

30.07.2004 *becomes* 2004 Jul 30

2004-10-02 *becomes* 2004 Oct 2

14 June 2004 *becomes* 2004 Jun 14

15/06/2005 *becomes* 2005 Jun 15

Example:

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

- Translate names of months into English and abbreviate them using the first three letters

mayo = May

luty = Feb

brezen = Mar

Example:

22 Marz 2002 *becomes* 2002 Mar 22

Box 55. Non-US forms for dates.

- Dates in US manuscripts usually appear in the format month day, year. For example: August 23, 2005.
- Dates in other countries may appear in manuscripts in a variety of formats

Box 55 continues on next page...

Box 55 continued from previous page.

2004/12/02

30.07.2004

2004-10-02

14 June 2004

15/06/2005

- Enter the year first, then the month and the day, regardless of the format found

August 23, 2005 *becomes* 2005 Aug 23

2004/12/02 *becomes* 2004 Dec 2

30.07.2004 *becomes* 2004 Jul 30

2004-10-02 *becomes* 2004 Oct 2

14 June 2004 *becomes* 2004 Jun 14

15/06/2005 *becomes* 2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

mayo = May

luty = Feb

brezen = Mar

Example:

22 Marz 2002 *becomes* 2002 Mar 22

Box 56. Non-English names for months.

- Translate names of months into English
- Abbreviate them using the first three letters
- Capitalize them

Examples:

mayo = May

luty = Feb

brezen = Mar

Box 57. Dates estimated.

- If no specific dates can be found for items in the collection, but a specific year or years can be estimated because of material in the manuscripts or in accompanying material, place a question mark after the estimated date and place date information in square brackets

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

- If no date can be found nor can a specific year be estimated, but an approximate time can be determined based on material contained in the manuscripts themselves or in accompanying material, place the word *circa* and the approximate date or dates in square brackets

Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If no date can be found, estimated, or approximated, use [date unknown]

Box 57a. Options for date.

It is not NLM policy, but the following is an acceptable option:

The date range for a manuscript collection may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date range of the collection
- Place the date range after the author and any author affiliation (or title if there is no author), followed by a period

NLM citation:

Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

Name-year system of citation:

Box 57a continues on next page...

Box 57a continued from previous page.

Rosen, George. 1960-1965. George Rosen public health oral history collection. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

Youtz, Dorothy Jane, compiler. 1960-1980. District of Columbia League for Nursing collection. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

Examples for Date

12. Manuscript collection with standard date range
13. Manuscript collection dates with month and day included
14. Manuscript collection with dates estimated

Extent (Pagination) for Manuscript Collections (optional)

General Rules for Pagination

- Give the total number of the items in the collection
- End with a semicolon and a space if Physical Description is provided; end with a period if there is no physical description

Specific Rules for Pagination

- Collection bound in volumes
- Number of items unknown

Box 58. Collection bound in volumes.

A collection of manuscripts may be bound in volumes rather than being placed in boxes or other containers. When this occurs:

- Express extent as the number of volumes
- Abbreviate volume to vol.

Examples:

Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

Box 59. Number of items unknown.

A collection may be so large that an exact count of the number of items in it has not been made.

- Provide an approximate count of the items if possible
 - Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.
- If an approximate number is not possible:
 - Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies
 - Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet

Examples:

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496.

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

Examples for Pagination

15. Manuscript collection in multiple volumes
16. Manuscript collection with extent estimated

Physical Description for Manuscript Collections (optional)**General Rules for Physical Description**

- Give the total number of containers holding the collection and/or the total number of linear feet of shelf space the collection occupies
- Follow with the type of container or the words linear feet, such as 3 boxes or 10 linear feet
- End with a period
- Give information on the total number and physical characteristics of the items in the collection if they reside in a microform, such as 26 microfiche: black & white, 4 x 6 in.

Specific Rules for Physical Description

- Language for describing physical characteristics
- More than one type of medium

Box 60. Language for describing physical characteristics.

If a manuscript is found on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space

Box 60 continues on next page...

Box 60 continued from previous page.

5 microfiche:

3 reels: [of microfilm]

2 microcards:

- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

color

black & white

positive

negative

4 x 6 in. (standard microfiche size)

3 x 5 in. (standard microcard size)

35 mm. (a standard microfilm size)

16 mm. (a standard microfilm size)

Examples of complete physical description statements:

3 microfiche: color, positive, 4 x 6 in.

5 microcards: black & white, 3 x 5 in.

1 reel: black & white, negative, 35 mm.

Box 61. More than one type of medium.

- If a manuscript collection is in a microform such as microfilm or microfiche, place the name of the type of microform after the title in square brackets

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

- If a manuscript collection consists or more than one type of microform, give the names for all the types, separated by a plus sign

[microfilm + microfiche]

- Physical description is an optional part of a citation, but include the physical descriptions of all types when possible. Use a semicolon to separate the descriptions.

5 reels: black & white, negative, 35 mm.; 31 microfiche: black & white, negative, 4 x 6 in.

Examples for Physical Description

11. Manuscript collection in microform

17. Manuscript collection with physical description

Availability for Manuscript Collections (required)**General Rules for Availability**

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscript Division, Library of Congress.
- Follow with the name of the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see [Appendix E](#)); add the country if not the US or Canada, either written out or as the two-letter ISO country code (see [Appendix D](#))
- Enter a semicolon and any identifying number for the collection
- End library information with a period

Specific Rules for Availability

- Non-English names for libraries and archives
- Locations outside of the US

Box 63. Non-English names for libraries and archives.

- Provide the name in the original language for non-English names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Bibliothèque Anatomique, Institut d'Anatomie de Paris

Medizinische Abteilung, Saarländische Universitäts- und Landesbibliothek

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*. Whenever possible, follow a non-English name with a translation. Place all translations in square brackets.

Biblioteka, Rossiiskaia Akademiia Meditsinskikh Nauk [Library, Russian Academy of Medical Sciences]

or

[Library, Russian Academy of Medical Sciences]

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.

[Central Archives of China]

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 - Treat a letter marked with diacritics or accents as if it were not marked

Å treated as A

Ø treated as O

Box 63 continues on next page...

Box 63 continued from previous page.

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they were two letters

æ treated as ae

œ treated as oe

Box 64. Locations outside of the US.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the manuscript may always be used.
- Follow Canadian cities with the two-letter abbreviation for the name of the province (see [Appendix E](#))

Montreal, QC

Ottawa, ON

Vancouver, BC

- Follow cities in other countries with the country name, either written in full or as the two-letter ISO country code (see [Appendix D](#))

Rome, Italy *or* Rome, IT

Malaga, Spain *or* Malaga, ES

Basel, Switzerland *or* Basel, CH

Oxford, England *or* Oxford, GB

- Be consistent. If you choose an anglicized form for a city name or choose a country code, use that same form or code throughout all references.

Examples for Availability

19. Manuscript collection with availability

Language for Manuscript Collections (required)

General Rules for Language

- Give the language of the collection if not English
- Capitalize the language name
- Follow the language name with a period

Specific Rules for Language

- Collections with items in more than one language

Box 62. Collections with items in more than one language.

- If the items in the collection appear in more than one language, give all languages found, separating them by a comma and a space

Examples:

von Diringshofen, Heinz. Heinz von Diringshofen papers. 1912-1977. 14 boxes; 5.88 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 535. German, English, French, Spanish, Italian.

Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

Examples for Language

18. Manuscript collection with items not in English

Notes for Manuscript Collections (optional)

General Rules for Notes

- Notes is a collective term for any type of useful information given after the citation itself
- Complete sentences are not required
- Be brief

Specific Rules for Notes

- Collection accompanied by material in another medium
- Collection with restrictions on use
- Other types of material to include in notes

Box 65. Collection accompanied by material in another medium.

If a manuscript collection is primarily in print but has some items in another medium such as audiocassettes, videocassettes, CD-ROMS, or DVDs:

- Begin with the phrase "Accompanied by" followed by a colon and a space
- Give the number of items in the other medium and the name of the medium
- End with a period

Example:

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

Box 66. Collections with restrictions on use.

- A library or other archive may place a variety of restrictions on the use of manuscript collections, or the donors of the manuscripts may restrict use. Such information may be provided as a note at the end of the citation. Complete sentences are not required.

Examples:

Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Box 67. Other types of material to include in notes.

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- Explanatory information on the content of the collection

Bailey, Zachariah. Papers of Zachariah Bailey. 1759-1819. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS6328. Plantation account book kept by the Bailey family of Sussex County, Va., including records for the hiring out and medical care of slaves, medical fees, and records of Zachariah Bailey, and Bailey family genealogical material.

Hinman, Edward J. Hinman medical informatics collection. 1969-1990. 6 boxes; 6.25 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 547. Board meeting notes, drafts of by-laws and constitutions, reports, correspondence, conference packets, and publications represent materials collected by Hinman during his executive involvement with the activities of six interrelated medical informatics societies.

- Information on any finding aids available

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: <http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html>

Examples for Notes

20. Manuscript collection accompanied by material in another medium
21. Manuscript collection with restrictions on use
22. Manuscript collection with other notes

Examples of Citations to Manuscript Collections

1. Manuscript collection standard citation with full name for authors

Calderwood, Howard Black. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

Rosen, George. George Rosen public health oral history collection. 1960-1965. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 203.

2. Manuscript collection with optional initials for author

Calderwood HB. Howard B. Calderwood World Health Organization development collection. 1945-1946. 95 items; 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 171.

3. Manuscript collection with multiple authors

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Frank, Lawrence K.; Murphy, Lois Barclay; Senn, Milton J.E.; Sontag, Lester Warren; Thompson, Helen; Washburn, Alfred H. Material on the child development movement collection. 1926-1971. 69 boxes; 30 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 280.

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

4. Manuscript collection with compilers

Youtz, Dorothy Jane, compiler. District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

Kornhauser Health Sciences Library, compiler. Kentucky medical history: WPA research project records [microfilm]. 1801-1940. 32 reels; negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 24.

5. Manuscript collection with author and compiler

Armstrong, Charles. Charles Armstrong collection. Leake, James Payton, compiler. 1920-1963. 114 items; 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 269.

6. Manuscript collection with organization as author

Association of Military Surgeons of the United States. Association of Military Surgeons Wellcome Prize essay collection. 1933. 15 essays; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 543.

American College of Nurse-Midwives. American College of Nurse-Midwives archives. 1946-1976. 41 boxes; 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 330.

7. Manuscript collection with government organization as author

National Library of Medicine (US). Regional Medical Programs Service collection. 1948-1993. 13 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 501.

Public Health Service (US). U.S. Public Health Service Salk polio vaccine collection. 1951-1962. 5 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 251.

Army Medical Department (US). U.S. Army Medical Corps lecture collection. 1942-1945. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 26.

Department of Health, Education, and Welfare (US). Documents on the origin and development of the Tuskegee syphilis study. 1921-1973. 5 boxes; 2.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 264.

8. Manuscript collection with no author or compiler

Collection concerning health resorts. 1881-1889. 13 items. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS5746.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

Medical dissertations. 1827-1837. 6 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS B 381.

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

9. Manuscript collection with author/compiler affiliation

Youtz, Dorothy Jane, compiler (**The Capital City School of Nursing, Washington, DC**). District of Columbia League for Nursing collection. 1960-1980. 2 boxes. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 297.

10. Manuscript collection title not in English

Fonds du Conseil de Recherches Medicales. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. **French.**

with optional translation included

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council]. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. **French.**

11. Manuscript collection in microform

Billings, John Shaw. Papers [microfilm]. 1861-1918. 61 reels: black & white, negative, 35 mm. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS Film 25.

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

12. Manuscript collection with standard date range

Billings, John S. John Shaw Billings Centennial collection. 1964-1965. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 261.

13. Manuscript collection dates with month and day included

Agnes, D. Hayes; Barnes, J.J.; Bliss, D.W.; Hamilton, Frank H.; Reyburn, Robert; Woodward, J.J. Official medical bulletins relating to the health of U.S. president James Garfield. 1881 Jul 6-Sep 19. 103 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 66.

14. Manuscript collection with dates estimated

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Loewi, Otto. Otto Loewi papers. [circa 1935-1956]. 1 box. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 409.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

15. Manuscript collection in multiple volumes

Zakrevskii, Arsenii Andreevich. Documents pertaining to the cholera epidemic. 1830-1831. 3 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 146. Russian.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632.

16. Manuscript collection with extent estimated

Frost, Gideon. Manuscript physician bills and accounts. 1821-1834. Approx. 100 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 508.

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

17. Manuscript collection with physical description

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460.

Anfensen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: <http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html>

18th century German medical manuscript collection. 1708, 1762-1776. 1 box; 0.21 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 512. German.

American College of Nurse-Midwives. American College of Nurse-Midwives archives. 1946-1976. 41 boxes; 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 330.

18. Manuscript collection with items not in English

Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.

von Diringshofen, Heinz. Heinz von Diringshofen papers. 1912-1977. 14 boxes; 5.88 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 535. German, English, French, Spanish, Italian.

Freud, Sigmund. Miscellaneous papers in the Sigmund Freud collection. 1866-1983. 120 items; 2 boxes. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS84903. German, English, French.

Fonds du Conseil de Recherches Medicales [Collections of the Medical Research Council]. 1944-1982. 187 feet. Located at: Library and Archives Canada, Ottawa, ON; R1218-0-5-F. French.

19. Manuscript collection with availability

McFarland, Ross Armstrong. Ross A. McFarland collection in aerospace medicine and human factors engineering [microfiche]. 1849-1983. Approx. 15,600 microfiche: 4 x 6 in. Located at: Fordham Health Sciences Library, Wright State University School of Medicine, Dayton, OH; Z6664.3.M37.

Alchemy collection [microfilm]. [circa 1700s]. 1 reel: black & white, negative, 35 mm. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS98426. French, German, Italian.

Meyerhof, Max. Max Meyerhof papers. 1908-1938. 30 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 131. German.

20. Manuscript collection accompanied by material in another medium

American College of Cardiology. Oral history of twenty-five years of American cardiology. [1949-1974?]. 6 items. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 398. Accompanied by: 5 audiocassettes.

21. Manuscript collection with restrictions on use

Henle, Werner; Henle, Gertrude. Growing up with virology: an annotated bibliography of Werner and Gertrude Henle. [1986?]. 4 items; 0.2 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 460. Written permission of Dr. Gertrude Henle is required to quote, cite, paraphrase, or publish any of the unpublished material during her lifetime.

Murphy, Lois Barclay. Drafts, reports, and correspondence of Lois B. Murphy. 1934-1992. 3.1 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 713. Materials stored offsite; 24 hour prior notice required for delivery.

22. Manuscript collection with other notes

Bailey, Zachariah. Papers of Zachariah Bailey. 1759-1819. Located at: Manuscript Division, Library of Congress, Washington, DC; MSS6328. Plantation account book kept by the Bailey family of Sussex County, Va., including records for the hiring out and medical care of slaves, medical fees, and records of Zachariah Bailey, and Bailey family genealogical material.

History of Ophthalmology. 1988-1989. 2 vol. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS ACC 632. Proceedings of the History of Ophthalmology conferences held at the National Library of Medicine in March of 1988 and 1989.

Hinman, Edward J. Hinman medical informatics collection. 1969-1990. 6 boxes; 6.25 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 547. Finding aid available at <http://www.nlm.nih.gov/hmd/manuscripts/ead/hinman547.html> Board meeting notes, drafts of by-laws and constitutions, reports, correspondence, conference packets, and publications represent materials collected by Hinman during his executive involvement with the activities of six interrelated medical informatics societies.

Anfinsen, Christian B. Christian B. Anfinsen Papers. 1939-1999. 16 linear feet. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496. Finding aid available from: <http://www.nlm.nih.gov/hmd/manuscripts/ead/anfinsen.html>

C. Introduction and Examples

Preprints are complete and public drafts of scientific documents, not yet certified by peer review. These documents ensure that the findings of the research community are widely disseminated, priorities of discoveries are established and they invite feedback and discussion to help improve the work.

Originally, a preprint was a document that was issued before peer review. The document was reviewed by colleagues before or in lieu of submitting to a publisher. A preprint may never be published in print or online as a final article or report. Preprints, once the sole domain of the hard sciences, such as physics, are now found in the applied sciences, social sciences, business, and the arts and humanities. Since the majority of preprints originate and remain online, they are also called e-prints.

1. Preprints

Bar DZ, Atkatsch K, Tavarez U, Erdos MR, Gruenbaum Y, Collins FS. Biotinylation by antibody recognition- A novel method for proximity labeling. *BioRxiv* 069187 [Preprint]. 2016 [cited 2017 Jan 12]. Available from: <https://doi.org/10.1101/069187>

Alvarez R. Near optimal neural network estimator for spectral x-ray photon counting data with pileup. *arXiv:1702.01006v1* [Preprint]. 2017 [cited 2017 Feb 9]: [11 p.]. Available from: <https://arxiv.org/abs/1702.01006>

Kording KP, Mensh B. Ten simple rules for structuring papers. *BioRxiv* [Preprint]. 2016 bioRxiv 088278 [posted 2016 Nov 28; revised 2016 Dec 14; revised 2016 Dec 15; cited 2017 Feb 9]: [12 p.]. Available from: <http://biorxiv.org/content/early/2016/11/28/088278> doi: <https://doi.org/10.1101/088278>

Rupprecht C. Ready for more-than-human? Urban residents' willingness to coexist with animals and plants. Version: 1. *SocArXiv* [Preprint]. [posted 2016 Jul 13; revised 2016 Dec 07; cited 2017 Feb 15]: [22 p.]. Available from: <https://osf.io/preprints/socarxiv/hbcmz/>.