

## Chapter 17. Prints and Photographs

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### A. Individual Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

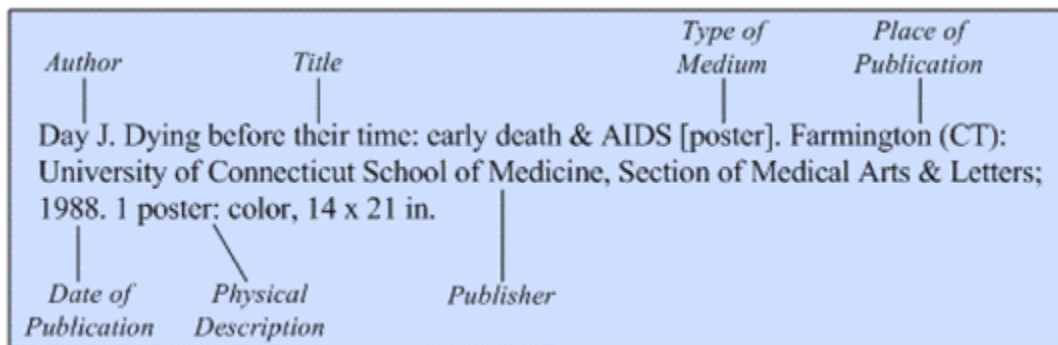
### B. Collections of Prints and Photographs

- Sample Citation and Introduction
- Citation Rules with Examples
- Examples

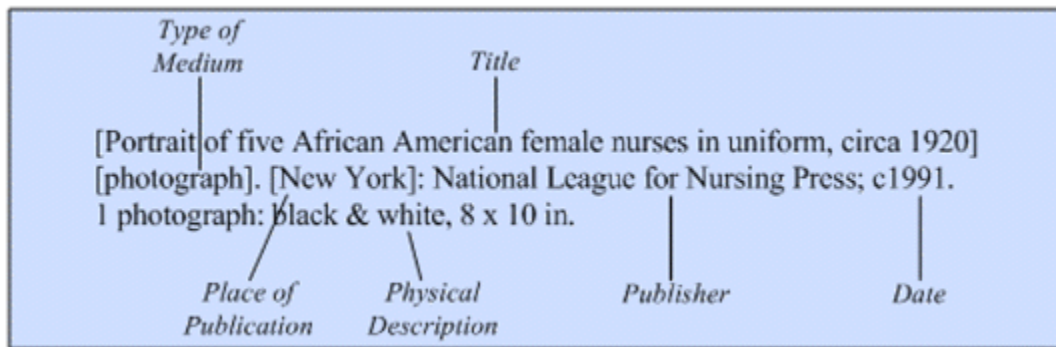
## A. Sample Citation and Introduction to Citing Individual Prints and Photographs

The general format for a reference to a print or photograph, including punctuation:

- **author and title provided:**



- **no author named and title constructed:**



### Examples of Citations to Individual Prints and Photographs

Prints and photographs usually include portraits, photographs or scenes (of people, institutions, and places), caricatures, posters, and graphic art (illustrations and diagrams). A print is a copy of a picture made by any printing process. The print may be an original drawing, woodcut, etching, engraving, lithograph, or photograph transferred to the print medium from a plate cut by an artist or engraver.

Prints and photographs often contain little information to use in constructing a citation. A formal title may be absent and publishing facts unclear. Therefore, include in a citation, whenever possible the name of a library or other public archive where the item may be found, along with any order or catalog number available. See Notes below.

Edition has a different meaning for prints than that used for books and all other formats. For prints, edition refers to the total number of impressions or copies made from the original. Thus a print with 50 copies is said to have an edition of 50. Edition is often found at the bottom left or bottom right side of a print, expressed as a fraction. For example, 10/200 means that this print is the tenth impression of a total of 200 impressions made. See Edition below.

This chapter covers citing prints and photographs that are published as separate entities, not as illustrations in journal articles or books. See [Chapter 1B Parts of Journal Articles](#) and [Chapter 2C Parts of Books](#) for information on citing the latter. Paintings, sculptures, and other works of art are included only when a print or photograph of them has been made. See [NISO standard Z39.29](#) for information on citing the actual works of art.

Prints and photographs may be cited as individual items and as collections. See [Chapter 17B Collections of Prints and Photographs](#) for information on citing collections.

Continue to Citation Rules with Examples for Prints and Photographs.

Continue to Examples of Citations to Individual Prints and Photographs.

## Citation Rules with Examples for Individual Prints and Photographs

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 (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

## Author (artist or photographer) for Individual Prints and Photographs (required)

### General Rules for Author (artist or photographer)

- 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.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- Separate multiple author names from each other by a comma and a space
- End author information with a period unless the author role is included (see the Author role included below)

#### Box 8. Author role included.

- Supply the role played by the author, such as artist, engraver, or photographer, following the author name, if desired. Note that a printer is not considered an author.
- Separate the name from the role by a comma and a space

*Examples:*

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796. 1 print: black & white.

Vedin A, Maliutina O, artists. Prichina-alkogol [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

- If there are multiple authors with differing roles, separate each author name and role with a semicolon and a space

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

- Translate the word found for author, artist, engraver, photographer, or other role into English, if possible. However, the wording found on the publication may always be used.
- To assist in identifying author roles in other languages, below is a brief list of non-English words for them:

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
French	auteur	artiste	photographe	graveur	illustrateur
		graphiste		photogreveur	
German	Verfasser	Artist	Fotograf	Graveur	Illustrator
		Kunstler		Kupferstecher	
		Grafiker		Ziseleur	
Italian	autore	artista	fotografa	incisore	disegnatore

*Box 8 continues on next page...*

Box 8 continued from previous page.

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
		graphico	fotografo	intagliatore	
				fotoincisore	
Latin	auctor	pinx		fecit	
	conditor				
	scriptor				
Spanish	autor	artista	fotografo	grabador	ilustrador
		pintor	fotografa		
		pintora			
Russian	avtor	khudozhnik	fotograf	graver	konstruktor
	sostavitel				

### Specific Rules for Author (artist or photographer)

- 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)
- Organization as author
- Author role included
- 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 E  
Ahmed El-Assmy; *becomes* El-Assmy A
- Keep particles, such as O', D', and L'  
Alan D. O'Brien; *becomes* O'Brien AD  
James O. L'Esperance; *becomes* L'Esperance JO  
U. S'adeh; *becomes* S'adeh U
- Omit all other punctuation in surnames  
Charles A. St. James; *becomes* St James CA

**Box 2. Other surname rules.**

- Keep prefixes in surnames

Lama Al Bassit; *becomes* Al Bassit L

Jiddeke M. van de Kamp; *becomes* van de Kamp JM

Gerard de Pouvoirville; *becomes* de Pouvoirville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno; *becomes* Lopez Moreno S

Jaime Mier y Teran; *becomes* Mier y Teran J

Virginie Halley des Fontaines; *becomes* Halley des Fontaines V

- 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

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.**

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot; *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart; *becomes* Hart D

W. St. John Patterson; *becomes* Patterson WS

*Box 3 continues on next page...*

Box 3 continued from previous page.

De la Broquerie Fortier; *becomes* Fortier D

Craig McC. Brooks; *becomes* Brooks CM

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly; *becomes* Wunderly C

C. Fr. Erdman; *becomes* Erdman CF

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

Iu. A. Iakontov; *becomes* Iakontov IuA

G. Th. Tsakalos; *becomes* Tsakalos GTh

#### **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 JA

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

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

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand; *becomes* Hildebrand F

Dr. Jane Eberhard; *becomes* Eberhard J

Captain R.C. Williams; *becomes* Williams RC

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

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

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

James G. Jones II; *becomes* Jones JG 2nd

John A. Adams III; *becomes* Adams JA 3rd

Henry B. Cooper IV; *becomes* Cooper HB 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 if they are in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or 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 IuA

G. Th. Tsakalos; *becomes* Tsakalos GTh

- 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

**Box 7. Organization 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 publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

*Box 7 continues on next page...*

*Box 7 continued from previous page.*

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 Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note
- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. 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 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.

*Box 7 continues on next page...*



*Box 7 continued from previous page.*

- 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

#### **Box 9. No author can be found.**

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

#### **Box 10. Options for author names.**

- It is not NLM practice for citing authors of prints and photographs, but the full names of authors may be given.

Takagi, Yasushi.

Mann, Frederick D.

### **Examples for Author (artist or photographer)**

1. Standard citation for a print or photograph
2. Print or photograph author with optional full first name
3. Print or photograph author with optional role provided
4. Print or photograph author with only last name provided
5. Print or photograph with multiple authors
6. Print or photograph authors with different roles
7. Print or photograph with organization as author
8. Print or photograph with no author found

## 9. Print or photograph with author affiliation

# Author Affiliation for Individual Prints and Photographs (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 the affiliation is for 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 11. 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.

*Box 11 continues on next page...*

*Box 11 continued from previous page.*

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

**Box 12. 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 publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

*Example:*

Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 13. 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 found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

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

Marubini E (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 M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

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

Susaki K (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 letters marked with diacritics or accents as if they are not marked

Å treated as A

*Box 13 continues on next page...*

Box 13 continued from previous page.

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

- 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 publication may always be used.

#### Box 14. 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 publication may always be used.

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

## Examples for Author Affiliation

9. Print or photograph with author affiliation

## Title for Individual Prints and Photographs (required)

### General Rules for Title

- Enter the title of the print or photograph 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 space unless a question mark or exclamation point already ends it

### Specific Rules for Title

- Titles not in English
- Titles in more than one language

- Titles containing a Greek letter, chemical formula, or another special character
- Titles ending in punctuation other than a period
- No title can be found

### Box 15. 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.)

Le sida se transmet aussi de cette facon [poster].

- 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*.

Drug vodki--vrag profsoiuza [poster].

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

Hashika yakubyoyoke [print].

or

[Protector against measles] [print].

- 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 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

- 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

Methoden der perioperativen Eigenbluttransfusion [poster].

*Box 15 continues on next page...*

Box 15 continued from previous page.

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

Trezvost', zakon dorog [Sobriety, law of the road] [poster].

Hashika yakubyoyoke [Protector against measles] [print].

### Box 16. Titles in more than one language.

- If a title is presented in two or more languages, give the titles in the order they are found in the text, with an equals sign between them. Indicate the languages, separated by commas, after the date (and physical description, if given).

Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

Girardet E. La consultation = Die consultation [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. French, German.

Morris, artist. Tobacco or health: choose health = Le tabac ou la sante: choisissez la sante = Tabaco o salud: elija la salud [poster]. Geneva: World Health Organization; 1988. 1 poster: color, 42 x 30 cm. English, French, Spanish.

Padey G, Auberson G. Parlons sante = Let's talk health! = ¡Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

### Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a 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 [print].

von Willebrand disease incidence [print].

- 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,  $\Omega$  becomes omega.

Enantioselective synthesis of  $\beta$ -amino acids [print].

*may become*

Enantioselective synthesis of beta-amino acids [print].

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

TiO<sub>2</sub> nanoparticles [print].

*may become*

Box 17 continues on next page...

*Box 17 continued from previous page.*

TiO(2) nanoparticles [print].

### **Box 18. Titles ending in punctuation other than a period.**

- Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period

AIDS is over, right? [poster]. New York: Visual AIDS; 1998. 1 poster: color, 24 x 35 in.

Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

### **Box 19. No title can be found.**

A print or a photograph often will have no title, either on the face of the item or on its reverse.

- Construct a title that describes the image shown
- Use enough words to make the constructed title meaningful
- Place the constructed title in square brackets

*Examples:*

[Interior view of the ear] [poster].

[Floor plans for laboratory] [print].

### **Examples for Title**

10. Print or photograph title with subtitle
11. Print or photograph title ending in punctuation other than a period
12. Print or photograph with constructed title
13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages
15. Print or photograph title for a conference

## Type of Medium for Individual Prints and Photographs (required)

### General Rules for Type of Medium

- Indicate the specific type of medium (print, photograph, poster, etc.) following the title
- Place the name of the medium in square brackets and end with a period, such as "[photograph]."
- 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 20. Titles ending in punctuation other than a period.

- Most titles end in a period. Place [print], [photograph], [poster], etc., inside the period.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 21 x 14 in.

- If a title ends in another form of punctuation, keep that punctuation and follow [print], [photograph], [poster], etc., with a period

Gillray J. The cow pock-or-the wonderful effects of the new inoculation! [print]. London: H. Humphrey; 1802 Jun 12. 1 print: etching, color, 9 x 14 in.

- If a translation of a title is provided, place the specific name for the type of medium in square brackets following the translation

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian. Shows man smoking in front of a young boy.

#### Box 21. Titles not in English.

- If a translation of a title is provided, place the name for the type of medium in square brackets following the translation

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian. Shows man smoking in front of a young boy.

### Examples for Type of Medium

1. Standard citation for a print or photograph
2. Print or photograph author with optional full first name
3. Print or photograph author with optional role provided
4. Print or photograph author with only last name provided
5. Print or photograph with multiple authors
6. Print or photograph authors with different roles



7. Print or photograph with organization as author
8. Print or photograph with no author found
9. Print or photograph with author affiliation
10. Print or photograph title with subtitle
11. Print or photograph title ending in punctuation other than a period
12. Print or photograph with constructed title
13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages
15. Print or photograph title for a conference
16. Print or photograph with edition
17. Print or photograph with well known place of publication
18. Print or photograph with lesser known place of publication
19. Print or photograph with place of publication inferred
20. Print or photograph with no place of publication found
21. Print or photograph publisher with subsidiary department/division named
22. Print or photograph with government agency as publisher
23. Print or photograph with no publisher found
24. Print or photograph with no place of publication or publisher found
25. Print or photograph date with month and day included
26. Print or photograph with date of copyright instead of date of publication
27. Print or photograph with date estimated
28. Print or photograph with no date of publication found
29. Print or photograph with no place, publisher, or date of publication found
30. Print or photograph with physical description
31. Print or photograph with a series
32. Print or photograph with the name of library or other archive included
33. Print or photograph with supplemental note included

## **Edition for Individual Prints and Photographs (optional)**

### **General Rules for Edition**

Prints are made in a varying number of impressions or copies, called an edition, such as an edition of 20 or an edition of 100.

- Begin with the word Edition followed by a colon, a space, and the total number of impressions. For example: Edition: 50.
- Express numbers representing editions in arabic numbers. For example: XXX; becomes 30.
- End the edition statement with a period

## Specific Rules for Edition

- Non-English words for editions

### Box 22. Non-English words for editions.

- Translate all words used for edition into English
- To help identify words used in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Norwegian	publikasjon	publ.
	utgave	utg.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

## Examples for Edition

16. Print or photograph with edition

## Place of Publication for Individual Prints and Photographs (required)

### General Rules for Place of Publication

- Place is defined as the city where the print or photograph was published

- Follow US and Canadian cities with the two-letter abbreviation for the state or province (see [Appendix E](#)) to avoid confusion when citing lesser known cities or when cities in different locations have the same name, such as Palm Springs (CA) and Palm Springs (FL)
- Follow cities in other countries with the name of the country, either written out or as the two-letter ISO country code (see [Appendix D](#)), when citing lesser known cities or when cities in different locations have the same name, such as London (ON) and London (England)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon

### Specific Rules for Place of Publication

- Non-US cities
- No place of publication can be found

#### Box 23. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva. However, the name as found on the publication 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

- Follow Canadian cities with the two-letter abbreviation for the name of the province (see [Appendix E](#)), placed in parentheses:

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

*Box 23 continues on next page...*

*Box 23 continued from previous page.*

- For cities in other countries, if the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-letter ISO country code (see [Appendix D](#)). Place the country name or code in parentheses.

London:

Rome:

Paris:

Madrid:

*but*

Malaga (Spain): *or* Malaga (ES):

Basel (Switzerland): *or* Basel (CH):

Oxford (England): *or* Oxford (GB):

- As an option, use the country name or country code after all cities not in the US or Canada

#### **Box 24. No place of publication can be found.**

- If no place of publication can be found on the print or photograph, but one can be reasonably inferred (e.g., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as [Chicago].

Kennedy RA. [Christian B. Anfinson] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If no place of publication can be found or inferred, use [place unknown]

Blossom D. Tufts University School of Medicine [photograph]. [place unknown]: E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

### **Examples for Place of Publication**

17. Print or photograph with well known place of publication

18. Print or photograph with lesser known place of publication

19. Print or photograph with place of publication inferred

20. Print or photograph with no place of publication found

24. Print or photograph with no place of publication or publisher found

29. Print or photograph with no place, publisher, or date of publication found

## Publisher for Individual Prints and Photographs (required)

### General Rules for Publisher

- Record the name of the publisher as it appears in the publication, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: McGraw-Hill, Health Professions Division.
- End publisher information with a semicolon

### Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- No publisher can be found

#### Box 25. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

*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

Ltd. for Limited

Soc. for Society

Univ. for University

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

- Be consistent. If you abbreviate a word in one reference in a list of references, abbreviate the same word in all references.
- Follow all abbreviated words with a period

**Box 26. Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  - Rome: Societa Editrice Universo;
  - Lisbon: Imprensa Medica;
- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean
  - Sofia (Bulgaria): Sofia Medizina i Fizkultura;
- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.
  - Tokyo: Medikaru Rebyusha;
  - Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];
  - Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]
- If the name of a division or another part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest.
  - Valencia (Spain): Universidade de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero;
- 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
    - 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 26 continued from previous page.*

- If desired, follow a non-English name with a translation. Place all translated publisher names in square brackets.

Aarhus (Denmark): Aarhus-Universitetsforlag [Aarhus University Press];

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation is given in the publication.

Aarhus (Denmark): [Aarhus University Press];

### **Box 27. Government agencies and other national and international bodies as publisher.**

- When citing publishers 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 Cancer Institute (US)

National Society on Alcoholism and Drug Dependence (NZ)

Royal Society of Medicine Press Ltd. (GB)

Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor, which disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency or other organization that issued the print or photograph as the publisher and include distributor information as a note, preceded by "Available from: ".

Tips to protect children from environmental risks [poster]. Washington: Environmental Protection Agency (US); [2002?]. 1 poster: color, 5.75 x 9.75 in. Available from: US Government Printing Office; EP 1.48:T 49/CHART.

### **Box 28. No publisher can be found.**

- If no publisher can be found, use [publisher unknown]

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white.

## **Examples for Publisher**

21. Print or photograph publisher with subsidiary department/division named
22. Print or photograph with government agency as publisher
23. Print or photograph with no publisher found
24. Print or photograph with no place of publication or publisher found
29. Print or photograph with no place, publisher, or date of publication found

## Date of Publication for Individual Prints and Photographs (required)

### General Rules for Date of Publication

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

### Specific Rules for Date of Publication

- Non-English names for months
- Seasons instead of months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

#### Box 29. Non-English names for months.

- Translate names of months into English
  - Abbreviate them using the first three letters
  - Capitalize them
- For example:*

mayo = May

luty = Feb

brezen = Mar

#### Box 30. 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 31. Date of publication and date of copyright.**

Some publications have both a year of publication and a year of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the year of publication unless three or more years separates the two dates
- In the above situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, 2002, c1997.

This convention alerts a user that the information in the publication is older than the year of publication implies.

**Box 32. No date of publication, but a date of copyright.**

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; c1988. 1 poster: color, 21 x 14 in.

**Box 33. No date of publication or copyright can be found.**

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained on the item itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD): National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white.

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa" and place date information in square brackets. For example, circa 1800 and circa 1950s.

First aid packet: first aid help for wounds [print]. [place unknown: publisher unknown; circa 1900]. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

[Martin Freligh][print]. Philadelphia: Galaxy Pub. Co.; [date unknown]. 1 print: black & white.

**Box 33a. Options for date of publication.**

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

The date of publication may follow the author names (or title if there is no author) in the list of references when the name-year system of in-text references is used

*Box 33a continues on next page...*

*Box 33a continued from previous page.*

- Use the year of publication only
- Place the year after the last named author (or title and type of medium if there is no author), followed by a period
- End publisher information with a period

*NLM citation:*

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

The world's debt to Pasteur [poster]. Edition: 1000. Philadelphia: Wistar Institute; c1984. 1 poster: color, 9 x 13 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

*Name-year system of citation:*

Day J. 1988. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters. 1 poster: color, 14 x 21 in.

The world's debt to Pasteur [poster]. c1984. Edition: 1000. Philadelphia: Wistar Institute. 1 poster: color, 9 x 13 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [date unknown]. [Bethesda (MD)]: National Institute of Dental Research (US). 1 photograph: black & white, 8 x 10 in.

## Examples for Date of Publication

25. Print or photograph date with month and day included
26. Print or photograph with date of copyright instead of date of publication
27. Print or photograph with date estimated
28. Print or photograph with no date of publication found
29. Print or photograph with no place, publisher, or date of publication found

## Physical Description for Individual Prints and Photographs (optional)

### General Rules for Physical Description

- Give the physical characteristics of the print, photograph, etc., such as 1 photograph: black & white, 8 x 10 in.

### Specific Rules for Physical Description

- Language for describing physical characteristics

**Box 34. Language for describing physical characteristics.**

- Begin with information on the number and type of physical pieces, followed by a colon and a space  
     1 photograph:  
     3 posters:
- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and cm. for centimeters. Separate types of information by commas.

*Typical words used include:*

color

black & white

8 x 10 in. (size)

21 x 26 cm. (size)

*Examples of complete physical description statements:*

1 print: color, 9 x 14 in.

1 poster: color, 51 x 76 cm.

1 poster: black & white with color, 12 x 19 in.

1 photograph: color, 11 x 14 in.

1 photograph: black & white, 8 x 10 in.

**Examples for Physical Description**

30. Print or photograph with physical description

**Series for Individual Prints and Photographs (optional)****General Rules for Series**

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

**Examples for Series**

31. Print or photograph with a series

**Language for Individual Prints and Photographs (required)****General Rules for Language**

- Give the language of the print, photograph, etc., if not English

- Capitalize the language name
- Follow the language name with a period

### Specific Rules for Language

- Titles appearing in more than one language

#### Box 35. Titles appearing in more than one language.

- If a print or photograph has titles appearing in two or more equal languages, give the titles in the order they are presented in the text, with an equals sign between them
- Indicate the particular languages, separated by a comma, after the physical description
- End language information with a period

*Examples:*

Boillard J, artist; Booth T, sculptor. Assemblee des vieux garcons = The assembly of old batchelors [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. French, English.

Padey G, Auberson G. Parlons sante! = Let's talk health! = ¡Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

### Examples for Language

13. Print or photograph title in a language other than English
14. Print or photograph title with parallel text in two or more languages

## Notes for Individual Prints and Photographs (optional)

### General Rules for Notes

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

### Specific Rules for Notes

- Information on the location of the print or photograph
- Other types of material to include in notes

#### Box 36. Information on the location of the print or photograph.

- If the print or photograph is unusual, give the name of a library or other archive where it may be found, including the city, the state/province/country, and any catalog or other finding number
- Begin with the phrase "Located at" followed by a colon and a space
- End with a period

*Example:*

*Box 36 continues on next page...*

*Box 36 continued from previous page.*

Lamsvelt J. Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

### **Box 37. Other types of material to include in notes.**

- The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader. Begin by citing the print or photograph, then add the note. Some examples of notes are:
  - The name of the printer
 

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm. Printed by Alf Cooke Ltd.
  - If the print or photograph was sponsored by or prepared for a particular organization, give the name
 

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.
  - If the print or photograph contains material of particular interest to the audience that may not be apparent from the title, describe it
 

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; c1948. 1 photograph: black & white. Autographed; letter attached.

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in. G12 surgical building for 2000 bed hospital.

Jenner E. [The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 edition.

### **Examples for Notes**

32. Print or photograph with the name of library or other archive included
33. Print or photograph with supplemental note included

## **Examples of Citations to Individual Prints and Photographs**

### **1. Standard citation for a print or photograph**

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

### **2. Print or photograph author with optional full first name**

Netter, Frank H. [Interior view of the ear] [poster]. Summit (NJ): Ciba; [date unknown]. 1 poster: color, 39 x 27 in.

### 3. Print or photograph author with optional role provided

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.

Vedin A, Maliutina O, artists. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.

Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in.

### 4. Print or photograph author with only last name provided

Walter, engraver. John F. Frazer, A.M. [print]. Philadelphia: Harrison; [date unknown]. 1 print: black & white, 7 x 10 in.

Nunney, artist. Learning to be doctors in Fiji [poster]. New York: British Information Services; [date unknown]. 1 poster: color, 51 x 76 cm.

### 5. Print or photograph with multiple authors

Vedin A, Maliutina O. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

Padey G, Auberson G. Parlons sante! = Let's talk health! = !Hablemos de la salud! = Falemos da saude! [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. French, English, Spanish, Portuguese.

### 6. Print or photograph authors with different roles

Sokolov IS, author; Ivanov KK, artist. Stydno, diadia! [For shame, uncle!] [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

### 7. Print or photograph with organization as author

College des Ondes. Le sida se transmet aussi de cette facon [AIDS is transmitted by this behavior] [poster]. [Mauritius]: Mauritius Ministere de la Sante, Health Education Unit; [date unknown]. 1 poster: color, 12 x 19 in. French.

### 8. Print or photograph with no author found

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

### 9. Print or photograph with author affiliation

Joseph N (Smart + Strong, New York, NY). Let's talk [poster]. [Washington]: Pan American Health Organization; 1999. 1 poster: color, 18 x 24 in.

## 10. Print or photograph title with subtitle

Help wanted: *set your own hours* [poster]. Bethesda (MD): National Cancer Institute (US); [date unknown]. 1 poster: color, 17 x 22 in.

## 11. Print or photograph title ending in punctuation other than a period

AIDS is over, right? [poster]. New York: Visual AIDS; 1998. 1 poster: color, 24 x 35 in.

Gillray J. *The cow pock-or-the wonderful effects of the new inoculation!* [print]. London: H. Humphrey; 1802 Jun 12. 1 print: color, 9 x 14 in.

Sokolov IS, author; Ivanov KK, artist. *Stydno, diadia! [For shame, uncle!]* [poster]. Moscow: Ministerstvo Zdravookhraneniia SSSR, Institut Sanitarnogo Prosveshcheniia; 1964. 1 poster: color, 56 x 43 cm. Russian.

## 12. Print or photograph with constructed title

Kennedy RA. *[Christian B. Anfinson]* [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white, 10 x 8 in.

*[Portrait of five African American female nurses in uniform, circa 1920]* [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

## 13. Print or photograph title in a language other than English

*Le soleil peut etre dangereux: travail ou loisirs, protegez-vous* [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. *French.*

Diesen H. *Rus fri* [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. *Norwegian.*

*Drug vodki--vrag profsoiuza* [print]. Moscow: Narkomzdrava R.S.F.S.R.; 1926. 1 poster: color, 71 x 105 cm. *Russian.*

*with translation*

*Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself]* [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. *French.*

Diesen H. *Rus fri [Intoxication free]* [poster]. Norway: Statens Edruskapsdirektorat; [date unknown]. 1 poster: color, 60 x 42 cm. *Norwegian.*

*Drug vodki--vrag profsoiuza [Friend of vodka--enemy of the trade union]* [print]. Moscow: Narkomzdrava R.S.F.S.R.; 1926. 1 poster: color, 71 x 105 cm. *Russian.*

## 14. Print or photograph title with parallel text in two or more languages

Boillard J, artist. *Assemblee des vieux garcons = The assembly of old batchelors* [print]. London: Bowles & Carver; [date unknown]. 1 print: color, 16 x 22 cm. *French, English.*

Girardet E. *La consultation = Die consultation* [print]. Paris: Lemercier; [date unknown]. 1 print: color, 28 x 24 cm. *French, German.*

Padey G, Auberson G. *Parlons sante! = Let's talk health! = !Hablemos de la salud! = Falemos da saude!* [poster]. Geneva: World Health Organization; [date unknown]. 1 poster: color, 42 x 60 cm. *French, English, Spanish, Portuguese.*



Morris, artist. Tobacco or health: choose health = Le tabac ou la sante: choisissez la sante = Tabaco o salud: elija la salud [poster]. Geneva: World Health Organization; 1988. 1 poster: color, 42 x 30 cm. English, French, Spanish.

## 15. Print or photograph title for a conference

Geriatric assessment methods for clinical decisionmaking [poster]. Consensus Development Conference on Geriatric Assessment Methods; 1987 Oct 19-21; Bethesda, MD. Bethesda (MD): National Institutes of Health (US), Medical Arts and Photography Branch; 1987. 1 poster: color, 27 x 32 in.

Congreso Nacional y Primera Conferencia Internacional de Salud Oral [National Congress and 1st International Conference on Oral Health] [poster]. Lima (Peru): Colegio Odontologico del Peru; 1971. 1 poster: color, 21 x 27 in. Spanish.

## 16. Print or photograph with edition

The world's debt to Pasteur [poster]. Edition: 1000. Philadelphia: Wistar Institute; c1984. 1 poster: color, 9 x 13 in.

## 17. Print or photograph with well known place of publication

The heifer from which the vaccine matter is taken [print]. New York: Harper & Brothers; 1870. 1 print: black & white, 10 x 8 in.

Le soleil peut etre dangereux: travail ou loisirs, protegez-vous [The sun can be dangerous: at work or play, protect yourself] [poster]. Paris: Ligue Nationale Contre le Cancer; 1992. 1 poster: color, 12 x 16 in. French.

## 18. Print or photograph with lesser known place of publication

Stoepman F. From witchdoctor to MD: a review of more than 20 centuries of medical skill--of the scholars, the diseases and the sick--of the world around them [poster]. Haarlem (Netherlands): The Halls; 1972. 1 poster: color, 21 x 31 in.

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

## 19. Print or photograph with place of publication inferred

[Portrait of five African American female nurses in uniform, circa 1920] [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

## 20. Print or photograph with no place of publication found

Blossom D. Tufts University School of Medicine [photograph]. [place unknown]: E.R. Squibb & Sons; c1966. 1 photograph: color, 11 x 14 in.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in.



## 21. Print or photograph publisher with subsidiary department/division named

Day J. Dying before their time: early death & AIDS [poster]. Farmington (CT): University of Connecticut School of Medicine, Section of Medical Arts & Letters; 1988. 1 poster: color, 14 x 21 in.

Marasmus baby [poster]. Lilongwe (Malawi): Malawi Ministry of Health, Health Education Section; 1988. 1 poster: black & white, 11 x 23 in.

## 22. Print or photograph with government agency as publisher

[Floor plans for laboratory] [print]. [Washington]: Army (US), Office of the Surgeon-General; [date unknown]. 1 print: black & white, 7 x 9 in.

Observation of bacterial growths in medium to study their effects on teeth [photograph]. [Bethesda (MD)]: National Institute of Dental Research (US); [date unknown]. 1 photograph: black & white, 8 x 10 in.

## 23. Print or photograph with no publisher found

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in.

## 24. Print or photograph with no place of publication or publisher found

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

Eareckson CN. [Dr. Harry Friedenwald] [photograph]. [place unknown: publisher unknown]; 1928. 1 photograph: black & white, 5 x 8 in.

## 25. Print or photograph date with month and day included

Ridley W, engraver. Harvey [print]. London: [publisher unknown]; 1796 May 7. 1 print: black & white, 3 x 5 in.

## 26. Print or photograph with date of copyright instead of date of publication

[Portrait of five African American female nurses in uniform, circa 1920] [photograph]. [New York]: National League for Nursing Press; c1991. 1 photograph: black & white, 8 x 10 in.

Vedin A, Maliutina O. Prichina-alkogol [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

## 27. Print or photograph with date estimated

Kennedy RA. [Christian B. Anfinsen] [photograph]. [Bethesda (MD)]: National Institutes of Health (US), Photographic Research Section; [1952?]. 1 print: black & white, 10 x 8 in.

First aid packet: first aid help for wounds [photograph]. [place unknown: publisher unknown; circa 1900]. 1 photograph: black & white, 5 x 6 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No.: A022483.

## 28. Print or photograph with no date of publication found

Darbois D. [A young boy in Japan with polio] [photograph]. [Geneva]: World Health Organization; [date unknown]. 1 photograph: black & white, 7 x 10 in.

M Freligh [print]. Philadelphia: Galaxy Pub. Co.; [date unknown]. 1 print: black & white, 6 x 9 in. Portrait of Martin Freligh.

## 29. Print or photograph with no place, publisher, or date of publication found

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 7 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

Berry T, engraver. John Gerarde: master in chirurgie [print]. [place, publisher, date unknown]. 1 print: black & white, 6 x 8 in. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012807.

## 30. Print or photograph with physical description

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in.

[Men in uniform] [print]. New York: G.W. Averell; 1875. 1 print: sepia, 10 x 12 in.

Vedin A, Maliutina O. Prichina-alkogol' [poster]. Moscow: Izdatel'stvo Plakat; c1990. 1 poster: color, 66 x 48 cm. Russian.

## 31. Print or photograph with a series

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3).

## 32. Print or photograph with the name of library or other archive included

Johan Freyer [print]. [place, publisher, date unknown]. 1 print: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD; Order No. B012357.

## 33. Print or photograph with supplemental note included

Riley J, artist. [John Freke] [print]. [place unknown: publisher unknown]; 1718. 1 print: black & white, 6 x 9 in. From a sculpture by Vertue.

Thom RA. Pharmacy in Ancient China (about 2000 B.C.) [print]. [place unknown]: Parke Davis & Company; 1951. 1 print: color, 8 1/2 x 11 in. (A history of pharmacy in pictures; 3). Shows Shen Nung, a Chinese emperor, examining herbs.

Kyllingstad H. Indian hospital [photograph]. [place unknown: publisher unknown]; 1951. 1 photograph: black & white, 7 x 9 in. Taken at the Santa Fe Indian Hospital, New Mexico.

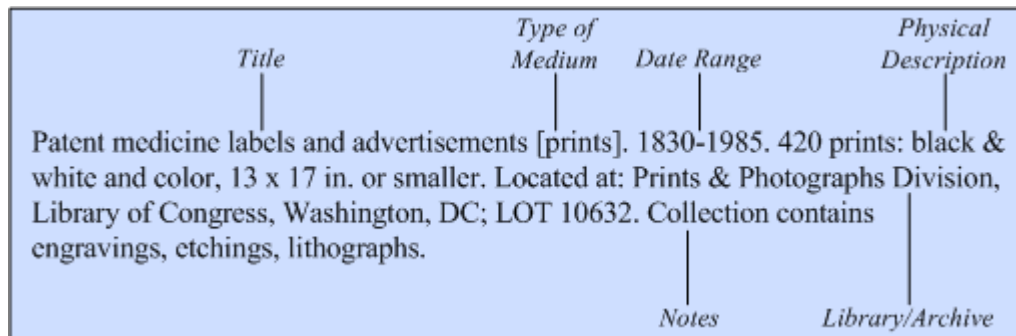
Baron DA, photographer. Would you be more careful if it was you that got pregnant? [poster]. California: Pharmacists Planning Service, Inc.; c1986. 1 poster: halftone, 11 x 17 in. Sponsored by Clinica de la Raza, Oakland, California.

Spellman DD. [Hugo A. Freund] [photograph]. Detroit: [publisher unknown]; 1948 Feb. 1 photograph: black & white, 8 x 11 in. Autographed; letter attached.

[The hand Jenner used as a source for his vaccine] [print]. Milan (Italy): Lier; 1923. 1 print: black & white. Facsimile of 1798 drawing by Jenner.

## B. Sample Citation and Introduction to Citing Collections of Prints and Photographs

The general format for a reference to a collection of prints and photographs, including punctuation:



### Examples of Citations to Collections of Prints and Photographs

Prints and photographs may be cited as individual items or as collections. In the rules section below, information on citing collections is placed after the rules for citing an individual print or photograph.

Titles for collections are unusual in that they are assigned by the library or other archive housing the collection. Although collection titles are constructed, they are not placed within square brackets as are constructed titles for an individual print or photograph. Other areas of difference include:

- Range of dates for the collection is provided instead of a single date of publication.
- Place of publication and publisher information is absent.
- Name of the library or archive housing the collection is required in the citation.

Note that most example citations in this chapter are from the Prints and Photographs 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 Collections of Prints and Photographs

Continue to Examples of Citations to Collections of Prints and Photographs

## Citation Rules with Examples for Collections of Prints and Photographs

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 (artist or photographer) (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Secondary Author (O) | Date of Publication (R) | Physical Description (O) | Library or Other Archive Where Located (R) | Language (R) | Notes (O)

## Author (artist or photographer) for Collections (required)

### General Rules for Author (artist or photographer)

- 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.
- Convert given (first) names and middle names to initials for a maximum of two initials following each surname
- End author information with a period unless the author role is included (see Author role included below)

#### Box 45. Author role included.

- Supply the role played by the author, such as artist, engraver, or photographer, following the author name, if desired. Note that a printer is not considered an author.

- Separate the name from the role by a comma and a space

*Examples:*

Tabor M, photographer.

Riley J, artist.

- If there are multiple authors with differing roles, separate each author name and role with a semicolon and a space

Sokolov IS, author; Ivanov KK, artist.

- Translate the word found for author, artist, engraver, photographer, or other role into English whenever possible. However, the wording found on the publication may always be used.
- To assist in identifying author roles in other languages, below is a brief list of non-English words for them:

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
French	auteur	artiste	photographe	graveur	illustrateur
		graphiste		photogreveur	
German	Verfasser	Artist	Fotograf	Graveur	Illustrator
		Kunstler		Kupferstecher	
		Grafiker		Ziseleur	
Italian	autore	artista	fotografa	incisore	disegnatore
		graphico	fotografo	Intagliatore	
				fotoincisore	
Latin	auctor	pinx		fecit	
	conditor				
	scriptor				

*Box 45 continues on next page...*

Box 45 continued from previous page.

Language	Word for Author	Word for Artist	Word for Photographer	Word for Engraver	Word for Illustrator
Spanish	autor	artista	fotografo	grabador	ilustrador
		pintor	fotografa		
		pintora			
Russian	avtor	khudozhnik	fotograf	graver	konstruktor
	sostavitel				

### Specific Rules for Author (artist or photographer)

- 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)
- Organization as author
- Author role included
- Compiler instead of an author
- No author can be found
- Options for author names

#### Box 38. Surnames with hyphens and other punctuation in them.

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

#### Box 39. Other surname rules.

- Keep prefixes in surnames  
Lama Al Bassit; *becomes* Al Bassit L

Box 39 continues on next page...

Box 39 continued from previous page.

Jiddeke M. van de Kamp; *becomes* van de Kamp JM

Gerard de Pouvourville; *becomes* de Pouvourville G

- Keep compound surnames even if no hyphen appears

Sergio Lopez Moreno; *becomes* Lopez Moreno S

Jaime Mier y Teran; *becomes* Mier y Teran J

Virginie Halley des Fontaines; *becomes* Halley des Fontaines V

- 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

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 40. Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names

Jean-Louis Lagrot; *becomes* Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle

D'Arcy Hart; *becomes* Hart D

W. St. John Patterson; *becomes* Patterson WS

De la Broquerie Fortier; *becomes* Fortier D

Craig McC. Brooks; *becomes* Brooks CM

Box 40 continues on next page...

*Box 40 continued from previous page.*

- Disregard traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan. Use only the first letter of the abbreviation.

Ch. Wunderly; *becomes* Wunderly C

C. Fr. Erdman; *becomes* Erdman CF

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

Iu. A. Iakontov; *becomes* Iakontov IuA

G. Th. Tsakalos; *becomes* Tsakalos GTh

#### **Box 41. 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 JA

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

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

- Omit rank and honors such as Colonel or Sir that precede a name

Sir Frances Hildebrand; *becomes* Hildebrand F

Dr. Jane Eberhard; *becomes* Eberhard J

Captain R.C. Williams; *becomes* Williams RC

#### **Box 42. Designations of rank in a family, such as Jr and III.**

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals

*Examples:*

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

James G. Jones II; *becomes* Jones JG 2nd

John A. Adams III; *becomes* Adams JA 3rd

Henry B. Cooper IV; *becomes* Cooper HB 4th

**Box 43. 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 IuA

G. Th. Tsakalos; *becomes* Tsakalos GTh

- 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

**Box 44. Organization 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 publication, give the parts of the name in descending hierarchical order, separated by commas

American Medical Association, Committee on Ethics.

*Box 44 continues on next page...*



*Box 44 continued from previous page.*

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 Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee.

- If both individuals and an organization or organizations appear as authors, use the names of the individuals as the author and give the organization at the end of the reference as a note
- For names of organizations in languages other than English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear on the publication. 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 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.

*Box 44 continues on next page...*

*Box 44 continued from previous page.*

- 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

ê *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 46. 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 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 comma
- 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

*Example:*

Kase G, compiler. Mt. Airy Forest collection [prints + slides]. 1928-1954. 549 prints: black & white, 9 x 15 cm.; 64 slides: color, 2 x 2 in. Located at: Cincinnati Historical Society Library, Cincinnati, OH.

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

#### **Box 47. No author can be found.**

- If no person or organization can be identified as the author, begin the reference with the title of the print or photograph. Do not use anonymous.

**Box 48. Options for author names.**

- The following format is not NLM practice for citing authors of collections, but the full names of authors may be given

Takagi, Yasushi.

Mann, Frederick D.

**Examples for Author (artist or photographer)**

1. Print and photograph collections

**Author Affiliation for 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 the affiliation is for 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 49. 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

*Box 49 continues on next page...*

*Box 49 continued from previous page.*

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 50. 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 publication
- Place the e-mail address within the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

*Example:*

Patrias K (National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

**Box 51. 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 found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

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

Marubini E (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 M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia).

*Box 51 continues on next page...*

*Box 51 continued from previous page.*

- Translate organizational names in character-based languages (Chinese, Japanese)
  - Susaki K (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 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
    - 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 are 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 publication may always be used.

### **Box 52. 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 publication may always be used.
  - Moskva *becomes* Moscow
  - Wien *becomes* Vienna
  - Italia *becomes* Italy
  - Espana *becomes* Spain

## **Examples for Author Affiliation**

1. Print and photograph collections

## Title for Collections (required)

### General Rules for Title

- Enter the title of the collection as assigned by the 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 another form of punctuation such as a question mark, period, or an exclamation point is already present
- End a title with a space

### Specific Rules for Title

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

#### Box 53. Titles not in English.

Because the title of a 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.

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 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

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 are two letters

*Box 53 continues on next page...*

Box 53 continued from previous page.

*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

#### **Box 54. Titles containing a Greek letter, chemical formula, or another special character.**

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

von Willebrand disease as depicted in the early twentieth century [prints].

- 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,  $\Omega$  becomes omega.

Synthesis of  $\beta$ -amino acids at the Karolinska Institute [photographs].

*may become*

Synthesis of beta-amino acids at the Karolinska Institute [photographs].

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

TiO<sub>2</sub> coatings developed at the California Institute of Technology [prints].

*may become*

TiO(2) coatings developed at the California Institute of Technology [prints].

## **Examples for Title**

1. Print and photograph collections

## **Type of Medium for Collections (required)**

### **General Rules for Type of Medium**

- Indicate the specific type of medium (prints, photographs, posters, 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 "[photographs]."
- Add information about the medium according to the instructions under Physical Description for Collections

### **Specific Rules for Type of Medium**

- More than one type of medium

**Box 55. More than one type of medium.**

Collections may contain more than one type of medium.

- Place the types in square brackets after the title
- Separate the types by a plus sign (+) between spaces

*Example:*

Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

**Examples for Type of Medium**

1. Print and photograph collections

**Secondary Author for Collections (optional)****General Rules for Secondary Author**

- A secondary author modifies the work of the author, such as the compiler of a collection
- Place the names of secondary authors after the title, following the type of medium
- Use the same rules for the format of names presented in Author (artist or photographer) for Collections above
- Follow the last named compiler with a comma and the word compiler or compilers
- End secondary author information with a period

**Specific Rules for Secondary Author**

- Non-English names for secondary authors

**Box 56. Non-English names for secondary authors.**

- Translate the word found for compiler, editor, translator, or other secondary author into English whenever possible. However, the wording found on the print, photograph, or accompanying material 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

*Box 56 continues on next page...*



Box 56 continued from previous page.

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 Compiler	Word for Editor	Word for Translator	Word for Illustrator
French		redacteur	traducteur	illustrateur
		editeur		
German	zusammensteller	redakteur	ubersetzer	illustrator
		herausgeber		
Italian	compilatore	redattore	traduttore	disegnatore
		curatore		
		editore		
Spanish	recopilador	redactor	traductor	ilustrador
	compilador	editor		
Russian	sostavitel'	redaktor	perevodchik	konstruktor
		izdatel		

## Date of Publication for Collections (required)

### General Rules for Date

- Give the date range of the items in the collection
- Enter the earliest date of publication, a hyphen, and the latest date of publication. For example: 2000-2005.
- Follow the last year with a period

### Specific Rules for Date

- Date estimated

#### Box 57. Date estimated.

- If neither a date of publication nor a date of copyright can be found for items in a collection, but dates can be estimated because of material contained on the items themselves or on accompanying material, place a question mark after the estimated date

1942-1945?

Box 57 continues on next page...

*Box 57 continued from previous page.*

- If a specific year cannot be estimated, but an approximate date or range of years can be reasonably inferred, precede the date or date range with the word "circa", such as circa 1800 and circa 1950s

circa 1900-1920

circa 1960s

*Example:*

Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

## Examples for Date

1. Print and photograph collections

## Physical Description for Collections (optional)

### General Rules for Physical Description

- Give information on the total number and physical characteristics of the prints, photographs, etc., in the collection, such as 16 photographs: black & white, 8 x 10 in. or smaller.

### Specific Rules for Physical Description

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

### Box 58. Language for describing physical characteristics.

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

325 photographs:

32 posters:

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

*Typical words used include:*

color

black & white

8 x 10 in. (size)

21 x 26 cm. (size)

*Examples of complete physical description statements:*

155 photographs: black & white.

*Box 58 continues on next page...*

*Box 58 continued from previous page.*

420 prints: black & white and color, 13 x 17 in. or smaller.

51 posters: color, 27 x 32 in.

### **Box 59. More than one type of medium.**

Collections may contain more than one type of medium.

- Place the types in square brackets after the title
- Separate the types by a plus sign (+) between spaces

*Example:*

Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

## **Examples for Physical Description**

1. Print and photograph collections

## **Library or Other Archive Where Located for Collections (required)**

### **General Rules for Library or Other Archive**

- 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, and followed by a comma and a space. For example: Prints and Photographs Collection, 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; 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 Library or Other Archive**

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

### **Box 61. 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 Nationale de France

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

Biblioteka, Academia de Stiinte Medicale

*Box 61 continues on next page...*

Box 61 continued from previous page.

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

Kokuritsu Kobunshokan

*or*

[National Archives]

- Provide an English translation after the original language name if possible; place translation in square brackets.

Biblioteka, Academia de Stiinte Medicale [Library, Academy of Medical Sciences]

Kokuritsu Kobunshokan [National Archives]

- 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

### Box 62. 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 publication 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

Box 62 continues on next page...

*Box 62 continued from previous page.*

- 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 abbreviate a word in one reference in a list of references, abbreviate the same word in all references.

## Examples for Library or Other Archive

1. Print and photograph collections

## Language for 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 appearing in more than one language

#### **Box 60. Collections with items appearing in more than one language.**

- If the items in a print or photograph collection have text in two or more languages, indicate the languages in the order they are presented, separated by a comma, after date range (and the physical description, if present)
- End language information with a period

*Example:*

Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 161 x 213 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsera, Aleix Hinsberger, and Ramon Puyol.

## Examples for Language

1. Print and photograph collections

## Notes for Collections (optional)

### General Rules for Notes

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

### Specific Rules for Notes

- Types of material to include in notes

#### Box 63. Types of material to include in notes.

- The notes element may be used to provide any information that the compiler of the reference feels is useful to the reader
  - Begin by citing the print or photograph collection, then add the note
  - End with a period
- Some examples of notes for collections are:
  - Details on the type of prints or other media
 

Collection contains engravings, etchings, lithographs.
  - Subject content if not evident from the title
 

Photographs depict contemporary health care professionals at work.
  - Unusual or special aspects of the collection
 

Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsero, Aleix Hinsberger, and Ramon Puyol.
  - Any restrictions on viewing the collection placed on it by the library or archive
 

Available by appointment only.

### Examples for Notes

1. Print and photograph collections

## Examples of Citations to Collections of Prints and Photographs

### 1. Print and photograph collections

Tabor M. Martha Tabor collection [photographs]. 1985-2006. 155 photographs: black & white. Located at: Prints and Photographs Collection, National Library of Medicine, Bethesda, MD. Photographs depict contemporary health care professionals at work.

Spanish Civil War poster collection [posters]. 1936-1939. 123 posters: color, 213 x 161 cm. or smaller. Located at: Prints and Photographs Division, Library of Congress, Washington, DC; Card No. 2001697400. Spanish, English, Esperanto, French. Many artists are represented. Among the more notable or frequently represented artists are: Jose Bardasano, Carles Fontsero, Aleix Hinsberger, and Ramon Puyol.

Patent medicine labels and advertisements [prints]. 1830-1985. 420 prints: black & white and color, 13 x 17 in. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 10632. Collection contains engravings, etchings, lithographs.

Visual materials from the Blackwell family papers [slides + prints]. 1840-circa 1935. 171 items: 28 x 23 cm. or smaller. Located at: Prints & Photographs Division, Library of Congress, Washington, DC; LOT 13267. Collection contains chiefly lantern slides and photographic prints.

Kase G, compiler (Board of Park Commissioners, Cincinnati, OH). Mt. Airy Forest collection [prints + slides]. 1928-1954. 549 prints: black & white, 9 x 15 cm.; 64 slides: color, 2 x 2 in. Located at: Cincinnati Historical Society Library, Cincinnati, OH.