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:**

  ![Sample Citation](chart)

  - **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.**

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

  ![Sample Citation](chart)
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:


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

Box 8 continues on next page...
Box 8 continued from previous page.


- 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:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>auteur</td>
<td>artiste</td>
<td>photographe</td>
<td>graveur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>graphiste</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Verfasser</td>
<td>Artist</td>
<td>Fotograf</td>
<td>Graveur</td>
<td>Illustrator</td>
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<td></td>
<td>Kunstler</td>
<td>Kupferstecher</td>
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<td></td>
<td>Grafiker</td>
<td>Ziseleur</td>
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</tr>
<tr>
<td>Italian</td>
<td>autore</td>
<td>artista</td>
<td>fotografa</td>
<td>incisore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>graphico</td>
<td>fotografo</td>
<td>intagliatore</td>
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<td>fotoincisore</td>
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<td>Latin</td>
<td>auctor</td>
<td>pinx</td>
<td>fecit</td>
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<td>conditor</td>
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<td></td>
<td>scriptor</td>
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</tr>
<tr>
<td>Spanish</td>
<td>autor</td>
<td>artista</td>
<td>fotografo</td>
<td>grabador</td>
<td>ilustrador</td>
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<td></td>
<td>pintor</td>
<td>fotografa</td>
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<td></td>
<td>pintora</td>
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<tr>
<td>Russian</td>
<td>avtor</td>
<td>khudozhnik</td>
<td>fotograf</td>
<td>graver</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>sostavitel</td>
<td></td>
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</tr>
</tbody>
</table>

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 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

Box 2 continues on next page...
Box 2 continued from previous page.

Å treated as A
Ø treated as O
Ç treated as C
Ł treated as L
à treated as a
ğ treated as g
ń 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
  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

Box 3 continues on next page...
Box 3 continued from previous page.

- 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; \textit{becomes} Iakontov IuA
  
  G. Th. Tsakalos; \textit{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.; \textit{becomes} Reed JA
  
  Kristine Schmidt, Ph.D.; \textit{becomes} Schmidt K
  
  Robert V. Lang, Major, US Army; \textit{becomes} Lang RV

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

  Sir Frances Hildebrand; \textit{becomes} Hildebrand F
  
  Dr. Jane Eberhard; \textit{becomes} Eberhard J
  
  Captain R.C. Williams; \textit{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

  \textit{Examples:}
  
  Vincent T. DeVita, Jr.; \textit{becomes} DeVita VT Jr
  
  James G. Jones II; \textit{becomes} Jones JG 2nd
  
  John A. Adams III; \textit{becomes} Adams JA 3rd
  
  Henry B. Cooper IV; \textit{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
    ǵ treated as g
    ň 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.
Box 7 continued from previous page.

- 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.
  
  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 Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  

  Box 7 continues on next page...
Box 7 continued from previous page.

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

  Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

  or

  [Russian Respiratory Society].

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

  [Chinese Medical Society].

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

  - Treat 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
    ň  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.

- 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
Box 12 continued from previous page.

- 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 Chirurgica, 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).

Box 13 continues on next page...
Box 13 continued from previous page.

- 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
    \( \hat{A} \) treated as \( A \)
    \( \hat{O} \) treated as \( O \)
    \( \hat{C} \) treated as \( C \)
    \( \hat{L} \) treated as \( L \)
    \( \hat{a} \) treated as \( a \)
    \( \hat{g} \) treated as \( g \)
    \( \hat{n} \) treated as \( n \)
    \( \hat{u} \) treated as \( u \)
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    \( \hat{\text{ae}} \) treated as \( \text{ae} \)
    \( \hat{\text{oe}} \) treated as \( \text{oe} \)
- 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].
Box 15 continued from previous page.

- 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
    - Ć treated as C
    - Ł treated as L
    - à treated as a
    - Ŕ treated as g
    - Ń 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].
- 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).

Box 16 continues on next page...
Box 16 continued from previous page.

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.


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, Ω becomes omega.

  Enantioselective synthesis of β-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

  TiO₂ nanoparticles [print].

  may become

  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
  

  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 Zdravookhraneniiia 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


**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

  "Box 21 continues on next page..."
Box 21 continued from previous page.


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):

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
</tbody>
</table>

Box 22 continues on next page...
Box 22 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

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
    - Ä treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ň 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):

- 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:
Box 23 continued from previous page.

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. Anfinsen] [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

Box 25 continues on next page...
Box 25 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.
- 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

  Á treated as A
Box 26 continued from previous page.

- 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

- 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

Box 27 continues on next page...
Box 27 continued from previous page.

- 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: ".


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
25. 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].


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.

- Use the year of publication only

*Box 33a continues on next page...*
Box 33a continued from previous page.

- 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.


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:_


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.


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:

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.;

Box 37 continues on next page...
Box 37 continued from previous page.

- 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.


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


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


6. Print or photograph authors with different roles


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

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


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.


12. Print or photograph with constructed title

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.


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


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


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.

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


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


15. Print or photograph title for a conference


16. Print or photograph with edition


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


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.


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

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.

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 chirurgerie [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.


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:

<table>
<thead>
<tr>
<th>Title</th>
<th>Type of Medium</th>
<th>Date Range</th>
<th>Physical Description</th>
</tr>
</thead>
</table>

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

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:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>auteur</td>
<td>artiste</td>
<td>photographe</td>
<td>graveur</td>
<td>illustrateur</td>
</tr>
</tbody>
</table>

*Box 45 continues on next page...*
<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Author</th>
<th>Word for Artist</th>
<th>Word for Photographer</th>
<th>Word for Engraver</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>German</td>
<td>Verfasser</td>
<td>Artist</td>
<td>Fotograf</td>
<td>Graveur</td>
<td>Illustrator</td>
</tr>
<tr>
<td></td>
<td>Kunstler</td>
<td></td>
<td>Kupferstecher</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Grafiker</td>
<td></td>
<td></td>
<td></td>
<td>Ziseleur</td>
</tr>
<tr>
<td>Italian</td>
<td>autore</td>
<td>artista</td>
<td>fotografà</td>
<td>incisore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>grafico</td>
<td>Intaglia&lt;font color=&quot;red&quot;&gt;tore&lt;font color=&quot;black&quot;/&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>fotoincisore</td>
<td></td>
</tr>
<tr>
<td>Latin</td>
<td>auctor</td>
<td>pinx</td>
<td>fevit</td>
<td>conditor</td>
<td>scriptor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>autor</td>
<td>artista</td>
<td>fotografó</td>
<td>grabador</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>pintor</td>
<td>fotografo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>pintora</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>avtor</td>
<td>khudozhnik</td>
<td>fotograf</td>
<td>graver</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>sostavitel</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### 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

*Box 38 continues on next page...*
Box 38 continued from previous page.

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
  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
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a

Box 39 continues on next page...
Treat two or more letters printed as a unit (ligated letters) as if they are two letters
- \( \text{æ} \) treated as \( \text{ae} \)
- \( \text{œ} \) treated as \( \text{oe} \)

**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

- 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

_box 43 continues on next page..._
Box 43 continued from previous page.

- 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
    - ̈ g 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.

  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.

Box 44 continues on next page...
Box 44 continued from previous page.

- 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.
    
    Universitatsmedizin Berlin.
    
    Nordisk Anaestesiologisk 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.
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
  
  $\acute{A}$ treated as $A$
  $\emptyset$ treated as $O$
  $\c{C}$ treated as $C$
  $\L$ treated as $L$
  $\grave{a}$ treated as $a$
  $\grave{g}$ treated as $g$
  $\tilde{n}$ treated as $n$
  $\ddot{u}$ treated as $u$

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  $\ae$ treated as $ae$
  $\oe$ 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:*
Box 46 continued from previous page.


- 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
  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

Box 50 continues on next page...
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).

- 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
    - Ä treated as A
Box 51 continued from previous page.

- Ø treated as O
- Ç treated as C
- Ł treated as L
- à treated as a
- ţ treated as g
- ň 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 Ł
    - à treated as a
    - ģ treated as g
    - ñ treated as n
    - ü treated as u

Box 53 continues on next page...
Box 53 continued from previous page.

- Treat two or more letters printed as a unit (ligated letters) as if they are two letters
  
  \( \varepsilon \) treated as \( \text{ae} \)
  
  \( \o \) treated as \( \text{oe} \)

- 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
  
  \( \text{TiO}_2 \) coatings developed at the California Institute of Technology [prints].

  may become

  \( \text{TiO}(2) \) 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:


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
    - ĝ treated as g
    - ň 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

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Compiler</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>compilateur</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
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<td>redakteur</td>
<td>ubersetzer</td>
<td>illustrator</td>
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<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
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</table>

Box 56 continues on next page...
Box 56 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Compiler</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>recopilador</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>compilador</td>
<td>editor</td>
<td></td>
<td></td>
</tr>
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<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
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<td></td>
<td></td>
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<td>izdatel</td>
</tr>
</tbody>
</table>

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?

- 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:

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.
- 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:


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.)

Bibliotheque Nationale de France

Box 61 continues on next page...
Box 61 continued from previous page.

- 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

- 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
  ´ 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
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

- 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 Fontseré, 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

Box 63 continues on next page...
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 Fontsere, 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


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 Fontsere, Aleix Hinsberger, and Ramon Puyol.


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.