Chapter 2. Books

Created: October 10, 2007; Updated: August 11, 2015.

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- Citation Rules with Examples
- Examples

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- Examples

(2) Individual Volumes With a Separate Title and Separate Authors/Editors

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- Sample Citation and Introduction
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- Examples

D. Contributions to Books

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

See also:

Chapter 11B Forthcoming Books

Chapter 15 Books and Other Individual Titles in Audiovisual Formats

Chapter 18 Books and Other Individual Titles on CD-ROM, DVD, or Disk

A. Sample Citation and Introduction to Citing Entire Books

The general format for a reference to a book, including punctuation:

The chief source for information about a book is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are additional sources of authoritative information not found on the title page.

Note that the rules for creating references to books are not the same as the rules for cataloging books. Therefore, records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to Citation Rules with Examples for Entire Books.

Continue to Examples of Citations to Entire Books.

Citation Rules with Examples for Entire Books

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.
General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in 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
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- 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)
- Non-English words for editor
- Organizations as author/editor
- 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

*Box 1 continues on next page...*
Box 1 continued from previous page.

- 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  

  [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- 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  

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

L treated as L
à treated as a
ê treated as e
ã 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

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  
  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh
Box 4. Degrees, titles, and honors before or after a personal name.

- Omit degrees, titles, and honors such as M.D. following a personal name
  - James A. Reed, M.D., F.R.C.S. becomes Reed JA
  - Kristine Schmidt, Ph.D. becomes Schmidt K
  - Robert V. Lang, Major, US Army becomes Lang RV
- Omit rank and honors such as Colonel or Sir that precede a name
  - Sir Frances Hildebrand becomes Hildebrand F
  - Dr. Jane Eberhard becomes Eberhard J
  - Captain R.C. Williams becomes Williams RC

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

- Place family designations of rank after the initials, without punctuation
- Convert roman numerals to arabic ordinals
  
  *Examples:*
  - Vincent T. DeVita, Jr. becomes DeVita VT Jr
  - James G. Jones II becomes Jones JG 2nd
  - John A. Adams III becomes Adams JA 3rd
  - Henry B. Cooper IV becomes Cooper HB 4th

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

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

- Romanize names 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 6 continues on next page...
Box 6 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
    - ã 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
    - ö treated as oe

Box 7. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 8. Organizations as author/editor.

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

- 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 on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

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


- For names of organizations not in English:
  - Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the publication. Follow a non-English name with a translation when possible. 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. Follow a non-English name with a translation when possible. 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

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

Ł treated as L
à treated as a
ḡ 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 9. No author can be found.

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

  Morrison CP, Court FG, editors.
  Walser E, translator.

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


Box 10. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.
  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

Box 10 continues on next page...
If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."

Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard book with initials for authors
2. Book authors with optional full first names given
3. Book with many authors (list all)
4. Book with optional limit to the first three authors
5. Book with author/editor name having designations of rank in a family
6. Book authors/editors with particles, prefixes, or prepositions in their names
7. Book authors/editors with compound last names having a hyphen
8. Book authors/editors with compound last names without a hyphen
9. Book with editors or translators when there is no author
10. Book with author(s) and editor(s)/translator(s)/illustrator(s)
11. Book with organization as author/editor
12. Book with organization as author and subsidiary department/division named
13. Book with organization as author which is also the publisher
14. Book with organization as author and an editor(s)
15. Book with organization as author/editor including a translation
16. Book with multiple organizations as authors
17. Book with no authors or editors

Author Affiliation for Entire Books (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 closing parenthesis, 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
- Insert the e-mail address as it appears in the publication
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

*Example:*

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.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), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

  Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- 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), Burcos T, Ungureanu CD, Zodieru-Popa I.

*Box 13 continues on next page...*
Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

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

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- 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
    - ã treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

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

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Box 14. Names for cities and countries not in English.

- Use the English form for names of cities and countries if possible. However, the name as found on the publication may always be used.
Box 14 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

18. Book with author affiliation included

Title for Entire Books (required)

General Rules for Title

- Enter the title of a book as it appears in 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 another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type or Type of Medium follows it (see below), then end with a space

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

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

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

Box 15 continues on next page...
Box 15 continued from previous page.


• 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.


may become


may become


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


may become


Box 16. Titles not in English.

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

Box 16 continues on next page...

- 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.


  or


- 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

    À treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    ġ 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
Box 16 continued from previous page.

œ treated as oe

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


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


Box 17. Titles in more than one language.

- If a book title is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination (or Physical Description, if provided)
  - Separate the languages by commas
  - End the list of languages with a period

  Example:

- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given on the title page
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
  - End the list of languages with a period

  *Example:*


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

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.


- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.


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

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:

*Box 19 continues on next page...*
Box 19 continued from previous page.

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

Examples for Title

19. Book title in a language other than English

20. Book published with equal text in two languages

21. Book with text in multiple languages

22. Book title with special characters

Content Type for Entire Books (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a dissertation, master’s thesis, or bibliography
- Place [dissertation], [master’s thesis], or [bibliography] after the book title
- Follow the bracketed content type with a period unless the book is in a non-print medium (see Type of Medium below)
- See Chapter 5 Dissertations and Theses and Chapter 6 Bibliographies for more detail

Specific Rules for Content Type

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

Box 20. Titles ending in punctuation other than a period.

- Most book titles end in a period. Place [dissertation], [master’s thesis], or [bibliography] inside the period.


- If a title ends in another form of punctuation, keep that punctuation and follow [dissertation], [master’s thesis], or [bibliography] with a period

**Box 21. Titles not in English.**

- If a translation of a title is provided, place it in square brackets following the original language or romanized title


- If a book is a dissertation, master’s thesis, or bibliography, place [dissertation], [master’s thesis], or [bibliography] after the square brackets for the translation

  Cisse A. Connaissances et comportements sexuels des jeunes de 15-29 ans sur les M.T.S. et le SIDA a Bamako [Sexual knowledge and behavior of young people 15-29 years of age concerning sexually transmitted diseases (STDs) and AIDS in Bamako] [master's thesis]. [Quebec (QC)]: Laval University; 1993. 69 p. French.

**Examples for Content Type**

23. Book with content type added

**Type of Medium for Entire Books (required)**

**General Rules for Type of Medium**

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform

- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].

- Add information about the medium according to the instructions under Physical Description below

- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

**Specific Rules for Type of Medium**

- Both a content type and a type of medium
- Titles ending in punctuation other than a period
- Titles not in English
Box 22. Both a content type and a type of medium.

- If a dissertation, master's thesis, or bibliography is in a microform, give the specific type of microform after the content type preceded by "on".


Box 23. Titles ending in punctuation other than a period.

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


- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period


Box 24. Titles not in English.

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


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

  Jousset TA. Etude et traitment de la meningite tuberculose [Study and treatment of meningeal tuberculosis] [microfilm]. Paris: Masson; 1933. 152 p. 1 reel: black & white, negative, 35 mm.
Examples for Type of Medium

24. Book in a microform with type of medium given

Edition for Entire Books (required)

General Rules for Edition

- Indicate the edition/version being cited after the title (and Content Type or Type of Medium if present) when a book is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 25. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
For additional abbreviations, see ISO 832:1994 - Rules for the abbreviation of bibliographic terms.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  1st Engl. ed.

### Specific Rules for Edition

- Abbreviation rules for editions
- Non-English words for editions
- First editions

### Box 26. Non-English words for editions.

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Provide the name in the original language
  - Abbreviate common words used in edition statements if the language is a familiar one
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words


- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked

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

 Box 26 continues on next page...
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
  ð treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space

- Retain the punctuation used in the edition statement

- Follow abbreviated words by a period and end edition information with a period

  Examples:

  Ed. 1a.

  5. ed. interamente riv. e aggiornata.

  2. ed. veneta.

  Nuova ed.

  Seconda ed.

  4a ed. rev. e ampliada.

  2ª ed. ampliada y actualizada.

  2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, or Korean:

  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the ALA-LC Romanization Tables.
Box 26 continued from previous page.

- Abbreviate common words used in edition statements if the language is a familiar one.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

- Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

  Examples: ĉ or ç becomes c

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space.

- Retain the punctuation used in the edition statement.

- Follow abbreviated words by a period and end all edition information with a period.

  Examples:

  Izd. 3., perer. i dop.
  2. dopunjeno izd.
  2. ekd. epeux.
  3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition.
  - Do not abbreviate any of the words or omit any words.
  - Use the capitalization system of the particular language.
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
Box 26 continued from previous page.

Examples:

ō becomes o
ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
- Separate the edition from the title by a space
- Retain the punctuation used in the edition statement
- End all edition information with a period

Examples:

Shohan.
Dai 1-han.
Dai 3-pan.
Di 3 ban.
Cai se ban, Xianggang di 1 ban.
Che 6-p’ an.

- To help identify editions 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>
<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>
</tbody>
</table>

Box 26 continues on next page...
Box 26 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<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>

Box 27. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

25. Book with an edition

26. Book with an edition in a language other than English

Editor and other Secondary Authors for Entire Books (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
- Place the names of secondary authors after the title, following any Content Type, Type of Medium, or Edition statement
- Use the same rules for the format of names presented in Author/Editor above
- Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
- End secondary author information with a period
- If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

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

**Box 28. More than one type of secondary author.**
A book may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of secondary author with the accompanying role by a semicolon
- End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, illustrator.

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 29. Secondary author performing more than one role.**
If the same secondary author performs more than one role:

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

*Example:*

Jones AB, editor and translator.

**Box 30. Non-English names for secondary authors.**

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

*Box 30 continues on next page...*
Box 30 continued from previous page.

- Ø  treated as  O
- Ç  treated as  C
- Ł  treated as  L
- à  treated as  a
- ġ  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

- 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 Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustrateur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>ubersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
<td>konstruktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
<td>ilustrador</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 31. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
Box 31 continued from previous page.

- Place a comma, space, and the word editor after the organization name
  
  **Example:**
  

Examples for Editor and other Secondary Authors

9. Book with editors or translators when there is no author

10. Book with author(s) and editor(s)/translator(s)/illustrator(s)

11. Book with organization as author/editor

Place of Publication for Entire Books (required)

General Rules for Place of Publication

- Place is defined as the city where the book 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 Cambridge (MA) and Cambridge (England)
  
  Use the anglicized form for a non-US city, such as Vienna for Wien
  
  End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
  
  Joint publication
  
  Multiple places of publication
  
  No place of publication can be found

Box 32. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

Box 32 continues on next page...
Box 32 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
    - ĝ treated as g
    - ņ 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:
  - Paris:
Box 32 continued from previous page.

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 33. Joint publication.

Two or more organizations may co-publish a book.

- Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication

- Place the name of the other organization(s) as a note at the end of the citation, if desired


- Do not give multiple places as place of publication or include multiple publishers

Box 34. Multiple places of publication.

- If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

- An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 35. No place of publication can be found.

- If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g.,

  Box 35 continues on next page...
Box 35 continued from previous page.

Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]".


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


Examples for Place of Publication

27. Book with well-known place of publication
28. Book place of publication with geographic qualifier added for clarity
29. Book with place of publication inferred
30. Book with unknown place of publication
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Publisher for Entire Books (required)

General Rules for Publisher

• A publisher is defined as the individual or organization issuing the book
• 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 if desired but 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 is given, 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
• Joint publication
• Multiple publishers
• No publisher can be found
Box 36. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

Examples:

- Acad. for Academy
- Assoc. for Association
- Co. for Company
- Coll. for College
- Corp. for Corporation
- Dept. for Department
- Div. for Division
- Inst. for Institute or Institution
- Ltd. for Limited
- Soc. for Society
- Univ. for University

See Appendix C for more abbreviations of commonly used English words.

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

- Follow all abbreviated words with a period

Box 37. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language

  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean

  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

Box 37 continues on next page...
• Romanize names or translate names 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  
    Ö treated as O  
    Ç treated as C  
    Ł treated as L  
    à treated as a  
    ġ 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 37 continued from previous page.

œ treated as œ

• 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 38. Government agencies and other national and international bodies as publisher.

• When citing publishers that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)
  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

• Do not confuse the publisher with the distributor of 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 that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.

Box 39. Joint publication.

Two or more organizations may co-publish a book.

Box 39 continues on next page...
Box 39 continued from previous page.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page
- Place the name of the other organization(s) as a note at the end of the citation, if desired
  
  *Example:*
  

- Do not give more than one name as publisher

Box 40. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon
  
  *Example:*
  

Box 41. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets
  
Examples for Publisher

31. Book publisher with subsidiary department/division named
32. Book with government agency as publisher
33. Book with joint publishers
34. Book with non-English publisher name including translation
35. Book with unknown publisher
36. Book with unknown place of publication and publisher
42. Book with unknown place, publisher, and date of publication

Date of Publication for Entire Books (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 using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years 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 42. Multiple years of publication.

- For multiple years of publication, separate the first and last year of publication by a hyphen. Do not shorten the second of the two years to the last two digits.
  2002-2003
  1997-1998
  1999-2000

Box 42 continues on next page...
If months are given, place them after the year. Use English names for months and abbreviate them using the first three letters.

- 2002 Dec-2003 Jan

Separate multiple months of publication by a hyphen

- 2005 Jan-Feb
- 1999 Dec-2000 Jan

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

---

**Box 43. Non-English names for months.**

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

*Examples:*

- mayo = May
- luty = Feb
- brezen = Mar

---

**Box 44. 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 45. Date of publication and date of copyright.

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

- Use only the date of publication unless three or more years separate the two dates
- In this 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 date of publication implies.

Example:


Box 46. 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.

Examples:


Box 47. 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 in the book itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

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

Box 47 continues on next page...
Box 48. 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 are no authors) in the list of references when the name-year system of in-text references is used.

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

NLM citation:


Name-year system of citation:


Examples for Date of Publication

37. Book with multiple dates of publication
38. Book with date of copyright instead of date of publication
39. Book with date of publication and date of copyright
40. Book with estimated date of publication
41. Book with unknown date of publication
42. Book with unknown place, publisher, and date of publication
Pagination for Entire Books (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the book appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For books published in more than one physical volume, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Roman numerals used as page numbers
- No numbers appear on the pages of the book

Box 49. Roman numerals used as page numbers.

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

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

Example: [20 p.]

Box 50. No numbers appear on the pages of the book.

Occasionally, a book will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period

Examples:


Box 50 continues on next page...
Box 50 continued from previous page.


Examples for Pagination

43. Book with standard pagination
44. Book published in more than one volume
45. Book with no numbers on the pages

Physical Description for Entire Books (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a book is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 51. Language for describing physical characteristics.

If a book is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  
  5 microfiche:
  
  3 reels: [of microfilm]
  
  2 microcards:

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

  Typical words used include:
  
  color
  
  black & white

Box 51 continues on next page...
positive
negative
4 x 6 in. (standard microfiche size)
3 x 5 in. (standard microcard size)
35 mm. (a standard microfilm size)
16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*
3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black & white, negative, 35 mm.

**Examples for Physical Description**

24. Book in a microform with type of medium given

**Series for Entire Books (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

**Specific Rules for Series**

- Series editor’s name provided
- Multiple series
- Non-English names for volume

**Box 52. Series editor’s name provided.**

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first

*Box 52 continues on next page...*
Box 52 continued from previous page.

- Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
- Separate multiple names with a comma
- End name information with a comma
- See the information under Author/Editor for further name rules

- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or number. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:


Box 53. Multiple series.

If a book is a part of more than one series, include information on all series if desired.

- Place each series in parentheses
- Separate the series by a semicolon and a space
- End series information with a period, placed outside the closing parenthesis of the last series

Example:


Box 54. Non-English names for volumes.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
Box 54 continued from previous page.

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2
- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tome</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annee</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>tom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>godovoj komplert</td>
<td>god.</td>
</tr>
<tr>
<td>Spanish</td>
<td>volumen</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>ano</td>
<td></td>
</tr>
</tbody>
</table>

Examples for Series

46. Book in a series with a number given
47. Book in a series without a number
48. Book in a series with editor(s)
49. Book in multiple series
50. Book published also as a journal issue

Language for Entire Books (required)

General Rules for Language

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

**Specific Rules for Language**

• Books appearing in more than one language

**Box 55. Books appearing in more than one language.**

• If a book is written in several languages:
  ○ Give the title in the first language found on the title page
  ○ List all languages after the pagination, or physical description if present
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

*Example:*


• If a book is written with equal text in two or more languages, as often occurs in Canadian publications:
  ○ Give all titles in the order in which they are presented on the title page
  ○ Separate them with an equals sign with a space on either side
  ○ List the languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

*Example:*


• If none of the titles is English, follow with a translation when possible. Place the translation in square brackets.
Box 55 continued from previous page.

Example:


Examples for Language

15. Book with organization as author/editor including a translation
19. Book title in a language other than English
20. Book published with equal text in two languages
21. Book with text in multiple languages

Notes for Entire Books (optional)

General Rules for Notes

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

Specific Rules for Notes

- Book accompanied by a videocassette, CD-ROM, DVD, etc.
- Book with an ISBN
- Other types of material to include in notes

Box 56. Book accompanied by a videocassette, CD-ROM, DVD, etc.

- If a book has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, begin by citing the book. Add the phrase "Accompanied by:" followed by the number and type of the medium.

Box 57. Book with an ISBN.

- If the book has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN: ".


Box 58. Other types of material to include in notes.

The notes element may be used to provide any further information. Begin by citing the book, then add the note. Some examples of notes are:

- If the book is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.


- If the book is translated or otherwise adapted from another book, give the name of the original

  Holz FG. Age-related macular degeneration. 2nd ed. New York: Springer; c2004. 234 p. Translated from the German title Altersabhangige Makuladegeneration.

- If the book was sponsored by or prepared for a particular organization, give the name


- If the book is not a common one, give the name of a library or other archive where it may be found. Begin with the phrase "Located at" followed by a colon and a space.


- If the book contains material of particular interest to the audience that may not be apparent from the title, describe it

Examples for Notes

51. Book accompanied by a CD-ROM or other medium


53. Book available from a distributor

54. Book with information on a library where it may be found

55. Book with other note included

Examples of Citations to Entire Books

1. Standard book with initials for authors


2. Book authors with optional full first names given


3. Book with many authors (list all)


4. Book with optional limit to the first three authors


5. Book with author/editor name having designations of rank in a family


6. Book authors/editors with particles, prefixes, or prepositions in their names


7. Book authors/editors with compound last names having a hyphen


8. Book authors/editors with compound last names without a hyphen


9. Book with editors or translators when there is no author


10. Book with author(s) and editor(s)/translator(s)/illustrator(s)


11. Book with organization as author/editor


12. Book with organization as author and subsidiary department/division named


13. Book with organization as author which is also the publisher


as an option, the full publisher name may be given


14. Book with organization as author and an editor(s)


15. Book with organization as author/editor including a translation


16. Book with multiple organizations as authors

17. Book with no authors or editors

18. Book with author affiliation included

Oermann MH (College of Nursing, Wayne State University, Detroit, MI), Gaberson KB (Department of Nursing Education, Shepherd University, Shepherdstown, WV). Evaluation and testing in nursing education. 2nd ed. New York: Springer; c2006. 403 p.

19. Book title in a language other than English


with translation

Han'guk yagop 100-yon [100-year pharmaceutical industry history]. Seoul (Korea): Yakop Sinmun; 2004. 2 vol. Korean.


20. Book published with equal text in two languages


21. Book with text in multiple languages


*with translation included*


22. Book title with special characters

*Greek letters may be written out if special fonts are not available*


*or*


or


Superscripts/subscripts may be enclosed within parentheses if fonts are not available


or


**23. Book with content type added**


**24. Book in a microform with type of medium given**


Lombardo NE, Ooi WL, Gornstein ES. Dance/movement therapy with frail older adults: a controlled experiment to demonstrate effect on mood, social interaction, and physical functioning of nursing home residents and adult day health clients [microfiche]. Boston: Hebrew Rehabilitation Center for Aged, Research and Training Institute; 1996. 2 microfiche: blue & white, negative, 4 x 6 in.


**25. Book with an edition**


26. Book with an edition in a language other than English


Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.


27. Book with well-known place of publication


28. **Book place of publication with geographic qualifier added for clarity**


Hall N. The role of the social welfare sector in Africa: strengthening the capacities of vulnerable children and families in the context of HIV/AIDS. Berne (Switzerland): International Federation of Social Workers; 2000. 10 p.

29. **Book with place of publication inferred**


30. **Book with unknown place of publication**


31. **Book publisher with subsidiary department/division named**


32. **Book with government agency as publisher**


33. **Book with joint publishers**

34. Book with non-English publisher name including translation


35. Book with unknown publisher

Maldonado Ballon R. Sexualidad y reproduccion humana: vision medica; enciclopedia. 5a ed. La Paz (Bolivia): [publisher unknown]; 1988. 4 vol. Spanish.


36. Book with unknown place of publication and publisher


37. Book with multiple dates of publication


38. Book with date of copyright instead of date of publication


39. Book with date of publication and date of copyright

40. Book with estimated date of publication
Pathak L, editor. Echocardiography non invasive diagnosis. Bombay: Cardiological Society of India; [1980?].

41. Book with unknown date of publication

42. Book with unknown place, publisher, and date of publication
Steriu D, Stefanoiu V. Terapia si combaterea zoonozelor parazitare. [place, publisher, date unknown]. 205 p. Romanian.

43. Book with standard pagination

44. Book published in more than one volume

45. Book with no numbers on the pages

46. Book in a series with a number given


47. Book in a series without a number


48. Book in a series with editor(s)


49. Book in multiple series


50. Book published also as a journal issue


51. Book accompanied by a CD-ROM or other medium


53. Book available from a distributor

54. Book with information on a library where it may be found

55. Book with other note included


B(1). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title but Without Separate Authors/Editors
The general format for a reference to a volume of a book with a separate title but without separate authors/editors, including pagination:
Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors

Many medical texts are published in more than one volume because the number of pages is too large to be contained in one physical volume. If a book is published in multiple volumes, and if each volume has a separate title, the volumes may be cited individually:

- Use the title page and the verso (back) of the title page of the individual volume as the source for authoritative information.
- Place volume information immediately following the overall title for the book and any edition information or secondary author.
- Give the pagination for the individual volume following the date of publication.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title but Without Separate Authors/Editors.

Citation Rules with Examples for One Volume of a Book Without Separate Authors/Editors

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.

Book (R) | Volume and Number (R) | Title (R) | Location (Pagination) (O)

**Book (required)**

**General Rules for Book**

- Cite the overall book according to Chapter 2A Entire Books, but omit the Pagination
Volume and Number of Volume (required)

General Rules for Volume and Number of Volume

- Place volume and number information after the title of the book and any Content Type, Type of Medium, Edition statement, or Secondary Author
- Enter "Vol." and a space
- Follow the abbreviation for volume with the number of the volume
- Use arabic numbers only. For example: convert VI or Six to 6.
- End volume information with a comma and a space

Specific Rules for Volume and Number of Volume

- Non-English names for volumes
- Numbers labeled other than volume

Box 59. Non-English names for volumes.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
  
  T. 5
  
  Bd. 3

- Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Volume</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tome</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Annee</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>Bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>Jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>Volume</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tomo</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Tom</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Godovoj komplert</td>
<td>God.</td>
</tr>
</tbody>
</table>

Box 59 continues on next page...
Box 59 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Volumen</td>
<td>Vol.</td>
</tr>
<tr>
<td></td>
<td>Tomo</td>
<td>T.</td>
</tr>
<tr>
<td></td>
<td>Ano</td>
<td></td>
</tr>
</tbody>
</table>

Box 60. Numbers labeled other than volume.

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period
  
  Section = Sect.
  
  Part = Pt.
  
  Number = No.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.

- See the following list of words used for section, part, and number in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Section</td>
<td>Partie</td>
<td>Cahier</td>
</tr>
<tr>
<td></td>
<td>Part</td>
<td>Numero</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Sektion</td>
<td>Teil</td>
<td>Heft</td>
</tr>
<tr>
<td></td>
<td>Abteilung</td>
<td></td>
<td>Nummer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lieferung</td>
</tr>
<tr>
<td>Italian</td>
<td>Sezione</td>
<td>Parte</td>
<td>Numero</td>
</tr>
<tr>
<td></td>
<td>Parte</td>
<td>Fascicolo</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Sekcija</td>
<td>Cast’</td>
<td>Nomer</td>
</tr>
<tr>
<td></td>
<td>Otdel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Otdelenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>Seccion</td>
<td>Parte</td>
<td>Numero</td>
</tr>
<tr>
<td></td>
<td>Parte</td>
<td>Fasciculo</td>
<td></td>
</tr>
</tbody>
</table>

Box 60 continues on next page...
Box 60 continued from previous page.

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

*Example:*


**Examples for Volume and Number of Volume**

1. Standard volume of a book without separate authors/editors
2. Volumes of books without separate authors/editors following an edition statement
3. Volumes of books without separate authors/editors following an edition statement and secondary authors
4. Volumes of books without separate authors/editors following a content type
5. Volumes of books without separate authors/editors with numbers labeled other than volume
6. Volumes of non-English books without separate authors/editors

**Title of Volume (required)**

**General Rules for Title of Volume**

- Enter the title of the volume as it appears in the book
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a period

**Specific Rules for Title of Volume**

- Non-English titles for volumes
- Titles containing a Greek letter, chemical formula, or another special character

**Box 61. Non-English titles for volumes.**

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

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

T. 10, Splenomegalie.

Bd. 3, Massenmigration in Europa.

- 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*.

  Tom 5, Demograficheskie vzaimosvyazi obrazovaniya.

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

  2-kwon, 21-segi yakop ui chwapyo wa pijon.

  or

  [Vol. 2, Pharmaceutical perspective and vision in the 21st century].

- 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.

  Bd. 3, Diagnostik hormonell aktiver Nebennierenraumforderungen.

- 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 a diacritic or accent 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

    ģ 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

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

æ treated as ae
œ treated as oe

• Provide an English translation placed in square brackets after the original language or romanized title, when possible.

Vol. 1, Principios de anatomia osea y dental [Vol. 1, Principles of bone and dental anatomy].

Box 62. Titles containing a Greek letter, chemical formula, or another special character.

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

Vol. 10, n-alkenes.
Vol. 3, de Crecchio syndrome.

• 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.


may become

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

Vol. 4, Transport of NH₃.

may become
Vol. 4, Transport of NH(3).

Examples for Title of Volume

1. Standard volume of a book without separate authors/editors
2. Volumes of books without separate authors/editors following an edition statement
3. Volumes of books without separate authors/editors following an edition statement and secondary authors
4. Volumes of books without separate authors/editors following a content type

5. Volumes of books without separate authors/editors with numbers labeled other than volume

6. Volumes of non-English books without separate authors/editors

Location (Pagination) of Volume (optional)

General Rules for Pagination of Volume

- Place pagination after the date of publication
- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the number by a space and "p." Examples: 438 p. and 1025 p.

Specific Rules for Pagination of Volume

- Roman numerals for page numbers
- Volumes continuously paginated

Box 63. Roman numerals for page numbers.

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:
  - Convert the roman numeral on the last page of the text to an arabic number
  - Follow the number by "p."
  - Place the number and "p." in square brackets, such as [52 p.]
  - End page information with a period
    Example: [75 p.].

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:
  - Provide the beginning and ending pages of the volume
  - Give numbers in upper or lower case, whichever appears in the volume
  - Precede the page numbers with "p." and separate them by a hyphen
  - End page information with a period
    Examples:
    p. CCV-CCCXXIII.

Box 63 continues on next page...
Box 64. Volumes continuously paginated.

Many books published in multiple volumes with separate titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a book with pagination continued from one volume to another, give the beginning and ending pages of the volume.
- Precede the page numbers with "p." and separate them by a hyphen.
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Example:


Examples for Pagination of Volume

1. Standard volume of a book without separate authors/editors
7. Volumes of books without separate authors/editors continuously paginated

Examples of Citations to Volumes of Books with a Separate Title for the Volume but Without Separate Authors/Editors

1. Standard volume of a book without separate authors/editors


2. Volumes of books without separate authors/editors following an edition statement


3. Volumes of books without separate authors/editors following an edition statement and secondary authors


4. Volumes of books without separate authors/editors following a content type


5. Volumes of books without separate authors/editors with numbers labeled other than volume


6. Volumes of non-English books without separate authors/editors


with translation


7. Volumes of books without separate authors/editors continuously paginated

B(2). Sample Citation and Introduction to Citing Individual Volumes With a Separate Title and Separate Authors/Editors

The general format for a reference to a volume with a separate title and separate authors/editors:

<table>
<thead>
<tr>
<th>Editors of Volume</th>
<th>Place of Publication of Volume</th>
<th>Publisher of Volume</th>
<th>Title of Volume</th>
<th>Date of Publication of Volume</th>
</tr>
</thead>
</table>

Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors

If each volume of a book in a multivolume set has its own author(s) or its own editor(s) distinct from the authors/editors of the set of volumes, the individual volume may be cited. Begin the reference with the authors or editors and title of the individual volume; cite the overall set of volumes as a series.

For example, each volume in the following publication has its own editors, who are not the editors of the publication as a whole:


To cite one volume only of this multivolume set:


Multivolume sets are bound alike with an essentially identical appearance and have one publisher. The volumes in them are considered primarily as a part of the set and often, but not always, have the same date of publication or are published over a short span of years. This is in contrast to large open series such as Methods in Enzymology and Annals of the New York Academy of Sciences which have published hundreds of volumes over decades.
Such large series may be cited as journals (see Chapter 1), as NLM does in PubMed, but individual volumes may also be cited as part of the series.

Each volume in a multivolume set may have two title pages, one for the set and one for the individual volume. Use these title pages or their verso (back) for authoritative information to use in a citation. See also Chapter 2A for further details on the components of books.

Continue to Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors.

Continue to Examples of Citations to Individual Volumes With a Separate Title and Separate Authors/Editors.

Citation Rules with Examples for Individual Volumes With a Separate Title and Separate Authors/Editors

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/Editor (R) | Author Affiliation (O) | Title (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author/Editor for the Volume (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author/editor
- Capitalize surnames and enter spaces within surnames as they appear in 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
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors; see Editor and Other Secondary Authors below if there are authors and editors
- End author/editor information with a period

Specific Rules for Author/Editor

- 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)
• Non-English words for editor
• Organizations as author/editor
• No author can be found
• Options for author names

Box 65. 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 66. 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

Box 66 continues on next page...
[If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look at the back of the title page (the copyright page) or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

- 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
    - ģ 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 67.** Given names containing punctuation, a prefix, a preposition, or particle.

- Disregard hyphens joining given (first or middle) names
  - Jean-Louis Lagrot becomes Lagrot JL

- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
  - D’Arcy Hart becomes Hart D
  - W. St. John Patterson becomes Patterson WS
Box 67 continued from previous page.

- De la Broquerie Fortier becomes Fortier D
- Craig McC. Brooks becomes Brooks CM

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

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if the original initial is represented by more than one letter
  - Iu. A. Iakontov becomes Iakontov IuA
  - G. Th. Tsakalos becomes Tsakalos GTh

Box 68. 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 69. 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

Box 69 continues on next page...
Box 69 continued from previous page.

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

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

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

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Ā  treated as  A
    Ō  treated as  O
    Č  treated as  C
    Ł  treated as  L
    à  treated as  a
    ţ  treated as  g
    ň  treated as  n
    û  treated as  u

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

Box 70 continues on next page...
Box 70 continued from previous page.

æ treated as ae

œ treated as oe

Box 71. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>

Box 72. Organizations as author/editor.

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

- 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.

Box 72 continues on next 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 on the title page of a book as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.

Prepared for the International Union of Pure and Applied Chemistry.

For names of organizations not in English:

Give names in languages using the roman alphabet (primarily European languages, such as French, Italian, Spanish, German, Swedish, etc.) as they appear in the 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 Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

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

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].
Box 72 continued from previous page.

[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
    ğ  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 73. No author can be found.

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

  Morrison CP, Court FG, editors.
  Walser E, translator.

Box 73 continues on next page...
Box 73 continued from previous page.

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

Box 74. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options.

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.

  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A.

  Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."


  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard volume with a separate title and separate authors/editors for each volume

2. Volume with optional full first names for editors

3. Volume editor/series editor with designation of family rank

4. Volume with author(s), not editor(s)

Author Affiliation for the Volume (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 closing parenthesis, 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 75. 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 76. 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
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 77. 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), Moreno Perez D (Unidad de Infectologia e Inmunodeficiencias, Departamento de Pediatria, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

- 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 Chirurgicalala, Spitalul Clinic Coltea, Bucarest, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I.

Box 77 continues on next page...
Translate organizational names in character-based languages (Chinese, Japanese)

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

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
  ã treated as a
  ã treated as g
  ñ treated as n
  ü treated as u

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

  æ treated as ae
  œ treated as oe

Use the English form of names for cities and countries whenever possible. For example, Vienna for Wien and Spain for Espana. However, the name found on the publication may always be used.
Box 78 continued from previous page.

Moskva becomes Moscow
Wien becomes Vienna
Italia becomes Italy
Espana becomes Spain

Examples for Author Affiliation

5. Volume with author/editor affiliation

Title for the Volume (required)

General Rules for Title

- Enter the title of a volume as it appears in 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 another form of punctuation (such as a question mark, period, or an exclamation point) is already present
- Follow non-English titles with a translation whenever possible; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it

Specific Rules for Title

- Titles containing a Greek letter, chemical formula, or another special character
- Titles not in English
- Titles in more than one language
- Titles ending in punctuation other than a period
- No title can be found

Box 79. Titles containing a Greek letter, chemical formula, or another special character.

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

Box 79 continues on next page...
1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

von Willebrand factor and the mechanisms of platelet function.

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

γ-linolenic acid: recent advances in biotechnology and clinical applications.

\( \text{may become} \)

Gamma-linolenic acid: recent advances in biotechnology and clinical applications.

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

\( \text{TiO}_2 \) nanoparticles.

\( \text{may become} \)

\( \text{TiO}(2) \) nanoparticles.

**Box 80. Titles not in English.**

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

Base molecular de la expresion del mensaje genetico.

- 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*.

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevaniii: klinicheskie ocherki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
Box 80 continued from previous page.

Anarakushi to keiho.

or

[Euthanasia and criminal law].

- 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
    
    \[
    \begin{align*}
    \text{Â} & \quad \text{treated as} \quad \text{A} \\
    \text{Ø} & \quad \text{treated as} \quad \text{O} \\
    \text{Ç} & \quad \text{treated as} \quad \text{C} \\
    \text{Ł} & \quad \text{treated as} \quad \text{L} \\
    \text{à} & \quad \text{treated as} \quad \text{a} \\
    \text{ê} & \quad \text{treated as} \quad \text{g} \\
    \text{ñ} & \quad \text{treated as} \quad \text{n} \\
    \text{ü} & \quad \text{treated as} \quad \text{u}
    \end{align*}
    \]
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    
    \[
    \begin{align*}
    \text{æ} & \quad \text{treated as} \quad \text{ae} \\
    \text{œ} & \quad \text{treated as} \quad \text{oe}
    \end{align*}
    \]
- 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

  Pflegekompendium: Wirkstoffe, Materialien, Techniken.

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

  Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

  Pflegekompendium: Wirkstoffe, Materialien, Techniken [Care compendium: principles, materials, techniques].

Box 80 continues on next page...
Box 81. Titles in more than one language.

- If a book title is written in several languages:
  - Give the title in the first language found on the title page
  - List all languages of publication after the pagination (or Physical Description, if provided)
  - Separate the languages by commas
  - End the list of languages with a period
- If a book is published with equal text in two or more languages, as often occurs in Canadian publications:
  - Give all titles in the order they are given in the text
  - Place an equals sign with a space on either side between each title
  - List all languages, separated by commas, after the pagination (or Physical Description, if provided)
  - End the list of languages with a period

Box 82. Titles ending in punctuation other than a period.

- Most titles end in a period. When a translation of a book title is provided, place it in square brackets after the original language or romanized title. End with the period outside the closing bracket.
  
  Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

- If a translated title ends in another form of punctuation, keep that punctuation. Place it in the square brackets and end title information with a period.
  
  La eutanasia: es buena muerte? [Euthanasia: is it a good death?].

Box 83. No title can be found.

Occasionally a publication does not appear to have any title; the book or other short document simply begins with the text. In this circumstance:
Box 83 continued from previous page.

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

*Example:*

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

**Examples for Title**

6. Volume title with special characters
7. Volume not in English
8. Volume published in multiple languages
9. Volume published with equal text in two or more languages

**Type of Medium for the Volume (required)**

**General Rules for Type of Medium**

- Indicate the type of medium (microfiche, ultrafiche, microfilm, microcard, etc.) following the title (and Content Type, if present) when a book is published in a microform
- Place the name of the medium in square brackets and end with a period outside the closing bracket, such as [microfiche].
- Add information about the medium according to the instructions under Physical Description below
- See Chapter 15 for books in audiovisual formats, Chapter 18 for books on CD-ROM, DVD, or disk, and Chapter 22 for Internet books

**Specific Rules for Type of Medium**

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

**Box 84. Titles ending in punctuation other than a period.**

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

*Box 84 continues on next page...*
Box 84 continued from previous page.

- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

  What shall I eat? [microfilm].

Box 85. Titles not in English.

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

  Abdomen: higado, bazo, vías biliares, pancreas y peritoneo [Abdomen: liver, spleen, bile ducts, pancreas and peritoneum].

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

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

Edition for the Volume (required)

General Rules for Edition

- Indicate the edition/version being cited after the title when a volume is published in more than one edition or version
- Abbreviate common words (see Abbreviation rules for editions below)
- Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
- Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
- End the edition statement with a period

Box 86. Abbreviation rules for editions.

- Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
</tbody>
</table>

Box 86 continues on next page...
Box 86 continued from previous page.

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
<tr>
<td>authorized</td>
<td>authoriz.</td>
</tr>
<tr>
<td>English</td>
<td>Engl.</td>
</tr>
<tr>
<td>enlarged</td>
<td>enl.</td>
</tr>
<tr>
<td>expanded</td>
<td>expand.</td>
</tr>
<tr>
<td>illustrated</td>
<td>ill.</td>
</tr>
<tr>
<td>modified</td>
<td>mod.</td>
</tr>
<tr>
<td>original</td>
<td>orig.</td>
</tr>
<tr>
<td>reprint(ed)</td>
<td>repr.</td>
</tr>
<tr>
<td>revised</td>
<td>rev.</td>
</tr>
<tr>
<td>special</td>
<td>spec.</td>
</tr>
<tr>
<td>translation</td>
<td>transl.</td>
</tr>
<tr>
<td>translated</td>
<td></td>
</tr>
</tbody>
</table>

For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period
  
  3rd rev. ed.
  
  1st Engl. ed.

**Specific Rules for Edition**

- Abbreviation rules for editions
- Non-English words for editions
- First editions

**Box 87. Non-English words for editions.**

- For non-English edition statements in the roman alphabet (French, German, Spanish, Italian, etc.):
  
  - Provide the name in the original language
  
  - Abbreviate common words used in edition statements if the language is a familiar one

Box 87 continues on next page...
Box 87 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

- Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - œ treated as oe

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space.

- Retain the punctuation used in the edition statement.

- Follow abbreviated words by a period and end edition information with a period.

Examples:

Ed. 1a.

5. ed. interamente riv. e aggiornata.
Box 87 continued from previous page.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2ª ed. ampliada y actualizada.

2., Aufl.

- For an edition statement in Cyrillic, Greek, Arabic, Hebrew, Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Abbreviate common words used in edition statements if the language is a familiar one.
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    *Examples:* ē or ç becomes e
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title proper by a space.
  - Retain the punctuation used in the edition statement.
  - Follow abbreviated words by a period and end all edition information with a period.

*Examples:*

Izd. 3., perer. i dop.

2. dopunjeno izd.

2. ekd. epeux.
3. ekd.

- For an edition statement written in a character-based language such as Chinese and Japanese:
  - Transliterate or translate the words for edition
  - Do not abbreviate any of the words or omit any words
  - Use the capitalization system of the particular language
  - Ignore diacritics, accents, and special characters in words. Treat letters marked with diacritics or accents as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
    
    **Examples:**
    - ō becomes o
    - ū becomes u
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  - Separate the edition from the title by a space
  - Retain the punctuation used in the edition statement
  - End all edition information with a period
    
    **Examples:**
    - Shohan.
    - Dai 1-han.
    - Dai 3-pan.
    - Di 3 ban.
    - Cai se ban, Xianggang di 1 ban.
    - Che 6-p’an.
  
- To help identify editions in other languages, below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Box 87 continues on next page...
Box 87 continued from previous page.

<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>
<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>

Box 88. First editions.

- If a book does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you are citing the earlier one

Examples for Edition

10. Volume with edition

Editor and other Secondary Authors for the Volume (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors, translators, and illustrators.
• Place the names of secondary authors after the title, following any Type of Medium or Edition statement
• Use the same rules for the format of names presented in Author/Editor above
• Follow the last named editor with a comma and the word editor or editors; the last named illustrator with a comma and the word illustrator or illustrators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

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

**Box 89. More than one type of secondary author.**
A book may have several types of secondary author.

• List all of them in the order they are given in the publication
• Separate each type of secondary author with the accompanying role by a semicolon
• End secondary author information with a period

*Examples:*

Graber AF, Longstreet RG, translators; Johnson CT, Marks C, Huston MA, illustrators.

**Box 90. Secondary author performing more than one role.**
If the same secondary author performs more than one role:

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

*Example:*

Jones AB, editor and translator.
Box 91. Non-English names for secondary authors.

- Translate the word found for editor, translator, illustrator, or other secondary author into English if possible. However, the wording found on the publication may always be used.

- If not translated, ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - 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 Editor</th>
<th>Word for Translator</th>
<th>Word for Illustrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
<td>illustre</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td>(empty)</td>
<td>(empty)</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>übersetzer</td>
<td>illustrator</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
<td>(empty)</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttore</td>
<td>disegnatore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td>(empty)</td>
<td>(empty)</td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td>(empty)</td>
<td>(empty)</td>
</tr>
</tbody>
</table>
Box 91 continued from previous page.

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

Box 92. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering Organizations as author/editor
- Place a comma, space, and the word editor after the organization name

Example:

Swiss Pharmaceutical Society, editor.

Examples for Editor and other Secondary Authors

11. Volume with secondary author(s)

Place of Publication for the Volume (required)

General Rules for Place of Publication

- Place is defined as the city where the volume 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 Cambridge (MA) and Cambridge (England)
- Use the anglicized form for a non-US city, such as Vienna for Wien
- End place information with a colon

Specific Rules for Place of Publication

- Non-US cities
- Joint publication
- Multiple places of publication
- No place of publication can be found
Box 93. Non-US cities.

- Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, when possible. However, the name as found on the publication may always be used.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - 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:
Box 93 continued from previous page.

Rome:

Paris:

Madrid:

but

Malaga (Spain): or Malaga (ES):

Basel (Switzerland): or Basel (CH):

Oxford (England): or Oxford (GB):

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

Box 94. Joint publication.

Two or more organizations may co-publish a book.

• Use the city of the first organization found on the title page (or on the back of the title page if no place information appears on the title page), as the place of publication

• Place the name of the other organization(s) as a note at the end of the citation, if desired

Co-published by the Canadian Medical Association.

• Do not give multiple places as place of publication or include multiple publishers

Box 95. Multiple places of publication.

• If more than one place of publication is found, use the first one or the one set in the largest type or in bold type. Do not give multiple places.

• An alternative is to use the place of publication and publisher likely to be most familiar to the audience of the reference list. For example, use the place of an American publisher for a US audience and a London publisher for a British one.

Box 96. No place of publication can be found.

• If no place of publication can be found on the title page or its verso (back), but one can be found elsewhere in the publication or can be reasonably inferred (e.g.,
Box 96 continued from previous page.

Chicago as the place for a publication of the American Medical Association, place the city in square brackets, such as "[Chicago]".

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

[place unknown]: Hoobler; 1991.

Examples for Place of Publication

12. Volume with well-known place of publication

13. Volume with geographic qualifier added to place of publication for clarity

Publisher for the Volume (required)

General Rules for Publisher

- A publisher is defined as the individual or organization issuing the volume
- 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 if desired but 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 is given, 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
- Joint publication
- Multiple publishers
- No publisher can be found

Box 97. Abbreviated words in publisher names.

- Abbreviate commonly used words in publisher names, if desired

   Examples:
   
   Acad. for Academy
   Assoc. for Association

Box 97 continues on next page...
Box 97 continued from previous page.

Co. for Company
Coll. for College
Corp. for Corporation
Dept. for Department
Div. for Division
Inst. for Institute or Institution
Ltd. for Limited
Soc. for Society
Univ. for University

See Appendix C for more abbreviations of commonly used English words.

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

Box 98. Non-English names for publishers.

- Give publisher names in the roman alphabet (French, Spanish, Italian, etc.) in their original language
  
  Rome: Societa Editrice Universo;
  Lisbon: Imprensa Medica;

- Romanize names in Cyrillic, Greek, Arabic, Hebrew, Korean
  
  Sofia (Bulgaria): Sofia Medizina i Fizkultura;

- Romanize names or translate names 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;
Box 98 continued from previous page.

[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

    Å  treated as  A
    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

• 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 99. Government agencies and other national and international bodies as publisher.

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

  National Cancer Institute (US)
  National Society on Alcoholism and Drug Dependence (NZ)
  Royal Society of Medicine Press Ltd. (GB)
  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor of 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 that issued the publication as the publisher and include distributor information as a note. Begin with the phrase "Available from" followed by a colon and a space. Add the name of the distributor, the city and state, and the accession or order number.


Box 100. Joint publication.

Two or more organizations may co-publish a book.

- Use the first organization appearing as publisher on the title page or the verso (back) of the title page.

- Place the name of the other organization(s) as a note at the end of the citation, if desired

  Co-published by the Canadian Medical Association.

- Do not give more than one name as publisher
Box 101. Multiple publishers.

- If more than one publisher is found in a document, use the first one given or the one set in the largest type or bold type
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.
- Do not list multiple publishers. For those publications with joint or co-publishers, use the name given first as the publisher and include the name of the other(s) as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Box 102. No publisher can be found.

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets.

Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

Examples for Publisher

14. Volume with government agency as publisher
15. Volume with unknown publisher

Date of Publication for the Volume (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 using the first three letters, such as Jan
- End date information with a period

Specific Rules for Date of Publication

- Multiple years 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 103. Multiple years of publication.**

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

  2002-2003  
  1997-1998  
  1999-2000

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

  1999 Oct-2000 Mar  
  2002 Dec-2003 Jan

• Separate multiple months of publication by a hyphen

  2005 Jan-Feb  
  1999 Dec-2000 Jan

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

**Box 104. Non-English names for months.**

• Translate names of months into English

• Abbreviate them using the first three letters

• Capitalize them

  *Examples:*

    mayo = May
    luty = Feb
    brezen = Mar

**Box 105. Seasons instead of months.**

• Translate names of seasons into English

  *Box 105 continues on next page...*
Box 105 continued from previous page.

- Capitalize them
- Do not abbreviate them
  
  *For example:*

  - balvan = Summer
  - outomno = Fall
  - hiver = Winter
  - pomlad = Spring

Box 106. Date of publication and date of copyright.

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

- Use only the date of publication unless three or more years separate the two dates
- In this 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 date of publication implies.

Box 107. 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.

  *Examples:*


Box 108. 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 in the volume itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets
  
  Bombay: Cardiological Society of India; [1980?].

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]
  
  Bologna (Italy): Malipiero S.p.A. Editore; [date unknown].

Box 109. 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 editor if there are no authors) in the list of references when the name-year system of in-text references is used.

- Use only the year of publication
- If there is no year of publication, use the year of copyright
- Place the year after the last named author (or after the editor if there is no author), followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

16. Volume with date of publication

17. Volume with date of copyright instead of date of publication

18. Volume with estimated date of publication

Pagination for the Volume (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the volume appears
- Do not count pages for such items as introductory material, appendixes, and indexes unless they are included in the pagination of the text
- Follow the page total with a space and the letter p
- For volumes published in more than one physical book, cite the total number of volumes instead of the number of pages, such as 4 vol.
- End pagination information with a period

Specific Rules for Pagination

- Volume in a set continuously paginated
- Roman numerals used as page numbers
- No numbers appear on the pages of the volume

Box 110. Volume in a set continuously paginated.

Many books published in multiple volumes with separate authors/editors and titles are paginated anew with each volume. Some books, however, continue the pagination from one volume to another.

- When citing a volume in a multivolume set with pagination continued from one volume to another, give the beginning and ending pages of the volume
- Precede the page numbers with "p." and separate them by a hyphen
- Do not repeat page numbers. For example: p. 1018-1904 becomes p. 1018-904.

Examples:


Box 111. Roman numerals used as page numbers.

- If all of the pages (not just the introductory pages) of a volume have roman numerals instead of the usual arabic numbers:
  - Convert the roman numeral on the last page of the text to an arabic number
  - Follow the number by "p."
  - Place the number and "p." in square brackets, such as [52 p.]
  - End page information with a period
    
    Example: [75 p.]

- If the volumes of a book are continuously paginated, e.g., the pagination is continued from one volume to another:
  - Provide the beginning and ending pages of the volume
  - Give numbers in upper or lower case, whichever appears in the volume
  - Precede the page numbers with "p." and separate them by a hyphen
  - End page information with a period
    
    Examples:
    
    p. CCV-CCCXXIII.
    p. ccv-cccxxvii

Box 112. No numbers appear on the pages of the volume.

Occasionally, a volume will have no numbers on its pages. If the entire publication has no page numbers:

- Count the total number of pages of the text
- Express the total as leaves, not pages
- End with a period
  
  Example: 37 leaves.

Examples for Pagination

1. Standard volume with a separate title and separate authors/editors for each volume

19. Volume in more than one physical volume

20. Volume with standard pagination
21. Volume in a set continuously paginated

Physical Description for the Volume (optional)

General Rules for Physical Description

- Give information on the physical characteristics if a volume is published in a microform (microfilm, microfiche, etc.), such as 3 microfiche: black & white, 2 x 4 in. Such information helps the reader select the appropriate equipment with which to view the microform.

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 113. Language for describing physical characteristics.

If a volume is published on microfiche, microfilm, or microcards:

- Begin with information on the number and type of physical pieces, followed by a colon and a space
  5 microfiche:
  3 reels: [of microfilm]
  2 microcards:
- Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.
  Typical words used include:
  color
  black & white
  positive
  negative
  4 x 6 in. (standard microfiche size)
  3 x 5 in. (standard microcard size)
  35 mm. (a standard microfilm size)
  16 mm. (a standard microfilm size)

Examples of complete physical description statements:

Box 113 continues on next page...
Series for the Volume (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

Specific Rules for Series

- Series editor’s name provided
- Non-English names for volume
- Numbers labeled other than volume

Box 114. Series editor’s name provided.

As an option, the name of the overall series editor may be included with the series information.

- Begin with the name of the series editor or editors:
  - Give surname first
  - Convert given (first) names and middle names to initials, for a maximum of two initials following each surname
  - Separate multiple names with a comma
  - End name information with a comma
  - See the information under Author/Editor for further name rules
- Place the word editor or editors after the name information, followed by a period
- Enter the name of the series, capitalizing only the first word and proper nouns
- Follow the name with any numbers given, such as a volume or issue number; for example, vol. 3 and no. 12. Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2.
Box 114 continued from previous page.

- Separate the name and the numbers by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

Example:


Box 115. Non-English names for volume.

- Use the word for volume of the particular language. Give the abbreviated form if known, followed by a period.
  
  t. 5
  
  bd. 3

- See the following list of words and their abbreviations, if any, used for volume in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Volume</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tome</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>anne</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Band</td>
<td>bd.</td>
</tr>
<tr>
<td></td>
<td>Jahrgang</td>
<td>jahrg.</td>
</tr>
<tr>
<td>Italian</td>
<td>volume</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>annata</td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>tom</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>godovoj komplert</td>
<td>god.</td>
</tr>
<tr>
<td>Spanish</td>
<td>volumen</td>
<td>vol.</td>
</tr>
<tr>
<td></td>
<td>tomo</td>
<td>t.</td>
</tr>
<tr>
<td></td>
<td>ano</td>
<td></td>
</tr>
</tbody>
</table>
• Convert words and roman numerals used for volume numbers into arabic numbers, so that the word for two or II becomes 2

*Examples:*


**Box 116. Numbers labeled other than volume.**

Most books in multivolume sets are identified by volume numbers, such as vol. 4. Occasionally, however, other names are used, such as section, part, and number. When other names are used:

- Abbreviate them and end the abbreviated words with a period
  
  - Section = sect.
  - Part = pt.
  - Number = no.

- For languages other than English, use the word provided by the particular language. Give the abbreviated form if known, followed by a period.

- See the following list of words used for section, part, and number in a variety of languages:

<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>section</td>
<td>partie</td>
<td>cahier</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>numero</td>
</tr>
<tr>
<td>German</td>
<td>Sektion</td>
<td>Teil</td>
<td>Heft</td>
</tr>
<tr>
<td></td>
<td>Abteilung</td>
<td></td>
<td>Nummer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lieferung</td>
</tr>
<tr>
<td>Italian</td>
<td>sezione</td>
<td>parte</td>
<td>numero</td>
</tr>
</tbody>
</table>

*Box 116 continues on next page...*
Box 116 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Section</th>
<th>Part</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>parte</td>
<td>fascicolo</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>sekcija</td>
<td>cast'</td>
<td>nomer</td>
</tr>
<tr>
<td></td>
<td>otdel</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>otdelenie</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>seccion</td>
<td>parte</td>
<td>numero</td>
</tr>
<tr>
<td></td>
<td>parte</td>
<td></td>
<td>fasciculo</td>
</tr>
</tbody>
</table>

- Convert words used for numbers and roman numerals into arabic numbers, such that the word for two or II becomes 2

**Examples:**


**Examples for Series**

1. Standard volume with a separate title and separate authors/editors for each volume

22. Volume in a series with multiple editors

23. Volume with optional full names for series editors

24. Volume without an editor for the series

25. Volume with series title having a subtitle

26. Volume with series title published with equal text in two or more languages

27. Volume with other name for series number than volume

28. Volume without a series number

**Language for the Volume (required)**

**General Rules for Language**

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

Specific Rules for Language

• Volumes appearing in more than one language

Box 117. Volumes appearing in more than one language.

• If a volume is written with equal text in two or more languages, as often occurs in Canadian publications:
  ○ Give all titles in the order in which they are presented on the title page
  ○ Separate them with an equals sign with a space on either side
  ○ List the languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period

Example:


• If a volume is written in several languages:
  ○ Give the title in the first language found on the title page
  ○ List all languages after the pagination
  ○ Capitalize the language names
  ○ Separate the language names by commas
  ○ End the list of languages with a period


Box 117 continues on next page...
Box 117 continued from previous page.


- If none of the titles is English, follow with a translation whenever possible. Place the translation in square brackets.


Examples for Language

7. Volume not in English

8. Volume published in multiple languages

9. Volume published with equal text in two or more languages

26. Volume with series title published with equal text in two or more languages

Notes for the Volume (optional)

General Rules for Notes

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

Specific Rules for Notes

- Volume accompanied by a videocassette, CD-ROM, DVD, etc.
- Volume with an ISBN
- Other types of material to include in notes

Box 118. Volume accompanied by a videocassette, CD-ROM, DVD, etc.

- If the volume has supplemental material accompanying it in the form of a videocassette, CD-ROM, DVD, or another medium, describe it. Begin with the phrase "Accompanied by" followed by a colon and a space. Add the the number and type of medium.

Box 118 continues on next page...
**Box 118 continued from previous page.**


**Box 119. Volume with an ISBN.**

- If the volume has been assigned an International Standard Book Number, provide the number if desired. Begin with "ISBN:"


**Box 120. Other types of material to include in notes.**

The notes element may be used to provide any further information. Begin by citing the volume, then add the note. Some examples of notes are:

- If the volume is available from a distributor rather than the publisher, give the name of the distributor, its location, and any accession or finding number. Begin with the phrase "Available from" followed by a colon and a space.


- If the volume is not a common one, give the name of a library or other archive where it may be found, including the location and any finding number. Begin with the phrase "Located at" followed by a colon and a space.


**Examples for Notes**

29. Volume with accompaniment

30. Volume with an ISBN

31. Other types of notes
Examples of Citations to Volumes With a Separate Title and Separate Author/Editors

1. Standard volume with a separate title and separate authors/editors for each volume


2. Volume with optional full first names for editors


3. Volume editor/series editor with designation of family rank


4. Volume with author(s), not editor(s)


5. Volume with author/editor affiliation


6. Volume title with special characters

7. Volume not in English


with translation

8. Volume published in multiple languages

with translation
9. Volume published with equal text in two or more languages


10. Volume with edition


11. Volume with secondary author(s)


12. **Volume with well-known place of publication**


13. **Volume with geographic qualifier added to place of publication for clarity**


14. **Volume with government agency as publisher**


15. **Volume with unknown publisher**


16. **Volume with date of publication**


17. Volume with date of copyright instead of date of publication


18. Volume with estimated date of publication
Alizai S, Zia A. [Chanesar Goth and Landhi]. Islamabad (Pakistan): [publisher unknown]; [1993?]. 53 p. (Gender differentials in access to health care for Pakistani children; vol. 3).

19. Volume in more than one physical volume

20. Volume with standard pagination

21. Volume in a set continuously paginated


22. Volume in a series with multiple editors


23. Volume with optional full names for series editors

24. Volume without an editor for the series

25. Volume with series title having a subtitle

26. Volume with series title published with equal text in two or more languages

27. Volume with other name for series number than volume


28. Volume without a series number
Citing Medicine


29. Volume with accompaniment


30. Volume with an ISBN


31. Other types of notes


C. Sample Citation and Introduction to Citing Parts of Books

The general format for a reference to a part of a book, including pagination:
Examples of Citations to Parts of Books

Rather than citing a book as a whole, separately identified portions of a book may be cited. Chapters, sections, tables, charts, graphs, photographs, appendixes, and the like are considered parts of books when they are written or compiled by the authors of the book. They are contributions when the book has an overall editor or editors and the individual chapters or other components in the book are written by various authors, usually called contributors.

In general, most modern texts have standardized to three types of parts: figures, tables, and appendixes. However, other names may be found for parts, including section, chart, graph, box, and photograph.

Because a reference should start with the individual or organization with responsibility for the intellectual content of the publication:

- Begin a reference to a part of a book with the book itself, then follow it with information about the part.
- Begin a reference to a contribution with information about the contribution, followed by the word "In:" and information about the book itself. See Chapter 2D Contributions to Books for details.
- For instructions on citing one volume of a book published in multiple volumes, see Chapter 2B Individual Volumes of Books (Chapter 2B(1) Individual Volumes With a Separate Title but Without Separate Authors/Editors or Chapter 2B(2) Individual Volumes With a Separate Title and Separate Authors/Editors).

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as parts using the instructions presented here. Consult the original publication and cite the particular item from there.

Continue to Citation Rules with Examples for Parts of Books.

Continue to Examples of Citations to Parts of Books.

Citation Rules with Examples for Parts of Books

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.

Book (R) | Name and Number/Letter (R) | Title (R) | Location (Pagination) (R) | Language (R)

Book (required)

- Cite the book according to Chapter 2A Entire Books but omit the Pagination
Name and Number/Letter of the Part of a Book (required)

General Rules for Name and Number/Letter

- Enter the name of the part as it appears in the book
- Capitalize the name, such as Chapter, Table, Figure, or Appendix
- Do not abbreviate names. For example, convert Fig. to Figure.
- Follow the name with any accompanying number or letter, such as Chapter 12, Table 2, Figure 3.1, or Appendix A
- Use arabic numbers only. For example: convert VI or Six to 6.
- End name and number/letter information with a comma and a space

Specific Rules for Name and Number/Letter

- Non-English names for parts
- No letter or number follows the name
- No name appears

Box 121. Non-English names for parts.

- Provide the name in the original language for non-English names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)
  
  Tabelle 5.3,
  Figura 10a,

- 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.

  Risunok 6,
  Parartema 4,

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

  Ichiran-hiyo 3, or [Table 3, ]

- 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 a diacritic or accent as if they are not marked
    
    È treated as   Å

Box 121 continues on next page...
Box 121 continued from previous page.

Ø  treated as  O
Ç  treated as  C
Ł  treated as  L
à  treated as  a
ģ  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
  Ò  treated as  oe

- Convert words and roman numerals used for part numbers into arabic numbers, so that the word for two or II becomes 2

- Provide an English translation in square brackets after the original language or romanized title when possible


- To help identify parts in other languages, see the following examples:

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>Chapitre</td>
<td>Tableau</td>
<td>Figure</td>
<td>Graphique</td>
<td>Appendice</td>
<td>Section</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>Kapitel</td>
<td>Tabelle</td>
<td>Abbildung</td>
<td>Schaubild</td>
<td>Anhang</td>
<td>Sektion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Italian</td>
<td>Capitolo</td>
<td>Tabella</td>
<td>Figura</td>
<td>Diagramma</td>
<td>Appendice</td>
<td>Parte</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Russian</td>
<td>Glava</td>
<td>Tablitsa</td>
<td>Risunok</td>
<td>Grafik</td>
<td>Prilozenie</td>
<td>Sekcija</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Box 121 continues on next page...
Box 121. 

<table>
<thead>
<tr>
<th>Language</th>
<th>Chapter</th>
<th>Table</th>
<th>Figure</th>
<th>Chart</th>
<th>Appendix</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spanish</td>
<td>Capitul</td>
<td>Tabla</td>
<td>Figura</td>
<td>Grafico</td>
<td>Apendice</td>
<td>Seccion</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Cuadro</td>
<td></td>
<td>Parte</td>
</tr>
</tbody>
</table>

Box 122. *No letter or number follows the name.*

- Occasionally, an author will label a part as simply "Table", "Figure", "Appendix", or another name without following the name with any letter or number. In this case, give whatever name is used for the part and follow it with a comma and the title.
  
  Appendix, Timetable of human prenatal development 1 to 6 weeks; p. 516-7.

Box 123. *No name appears.*

- If the part being cited is clearly a table, figure, or appendix or similar part but it is not labeled as such, place the name in square brackets and follow it with any identifying number or letter

  [Figure], Protein binding and drug disposition; p. 212.

  [Photograph] 8, Oliver Wendell Holmes, Professor of Anatomy and Physiology from 1838 to 1841; p. 31.

- If the part being cited is not a table, figure, or appendix and has no other identifying name such as "section", begin with the title of the part

  Data and calculations required for a life table; p. 146.

  Sialography; p. 1029-30.

**Examples for Name and Number/Letter**

1. Standard chapter in a book

2. Chapter in a book with optional full first names of authors

3. Standard figure in a book with number

4. Figure in a book with a letter

5. Figure in a book without a number or letter

6. Figure in a book without a number with name implied

8. Standard table in a book with a number
9. Table in a book with a letter
10. Table in a book without a number or letter
11. Table in a book without a number or letter with name implied
12. Standard appendix in a book with a number
13. Appendix in a book with a letter
14. Appendix in a book without a number or letter
15. Appendix in a book with name implied
17. Other named parts in a book with numbers
18. Other named parts in a book with letters
19. Other parts in a book with numbers with name implied
20. Other parts in a book without numbers or letters with name implied
21.
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
27. Parts of non-English books

Title of the Part of a Book (required)

General Rules for Title

- Enter the title of the part as it appears in the book
- 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 when possible; place the translation in square brackets
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles for parts in more than one language
- Titles for parts containing a Greek letter, chemical formula, or another special character
- No title appears
Box 124. Titles for parts not in English.

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

  Tabla 10, Etiologia de la esplenomegalia secundaria a procesos infecciosos; p. 109. Spanish.

  Chapitre 4, Le virage de la jouissance; p. 91-102. French.

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

  Risunok 2, Tendentsii smertnosti i prodolzhitel'nosti zhizni naseleniya Ukrainy v poslevoennyi period; p. 53. Russian.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place the translation 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
    - Č 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
Box 124 continued from previous page.

- Provide an English translation in square brackets after the original language or romanized title when possible

  Tableau 5, Principaux marqueurs biologiques de l'état nutritionnel [Table 5, Principal biological markers of nutritional state]; p. 33. French.


Box 125. Titles for parts in more than one language.

If a chapter, figure, or another part is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found in the text
- Place an equals sign with a space on either side between the titles
- List all languages, separated by commas, after the location (pagination)
- End the list with a period

Example:

  Lines R. Action on HIV/AIDS in prisons: too little, too late; a report card = La lutte au VIH/sida dans nos prisons: trop peu, trop tard; un rapport d'étape. [Montreal (QC)]: Canadian HIV/AIDS Legal Network; c2002. [Table], Percentage of prisoners known to be HIV-positive in women's institutions = Proportion de détenues connues comme seropositives au VIH dans des établissements fédéraux pour femmes; p. 4. English, French.

Box 126. Titles for parts containing a Greek letter, chemical formula, or another special character.

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

  Figure 10, n-alkenes on capillary columns with stationary phases of C87 hydrocarbon, Apiezon L, CW-20M; p. 374.

- 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.

Box 126 continues on next page...
Box 126 continued from previous page.

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of γ-radiation; p. 566.

*may become*

Figure 3, Influence of seed extract of *Syzygium Cumini* (Jamun) on mice exposed to different doses of gamma-radiation; p. 566.

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

Table 4, Glycoprotein mediated transport of NH$_3$ into red blood cells; p. 149.

*may become*

Table 4, Glycoprotein mediated transport of NH(3) into red blood cells; p. 149.

---

Box 127. No title appears.

Occasionally a part does not have a formal title, only a legend (explanatory text) for the table, figure, appendix, or other part. When this occurs:

- Create a title from the first few words of the text. Use enough words to make the constructed title meaningful.

- Place the created title in square brackets

  Table, [Waist-hip ratio ranges and the sample sizes for women aged 40 to 59]; p. 72.


---

Examples for Title

1. Standard chapter in a book

3. Standard figure in a book with number

7. Figure in a book with a constructed title

8. Standard table in a book with a number

12. Standard appendix in a book with a number

16. Appendix in a book with a constructed title

21.
22. Dictionary entry, unsigned
23. Encyclopedia article, unsigned
24. Part in a book with Greek letters or other special symbols in the title
25. Part in a book with superscripts or subscripts in the title
27. Parts of non-English books

Location (Pagination) of the Part of a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the part appears. Examples: p. 438 and p. 663–4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End location information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- Part paginated separately
- No page numbers appear on the part

Box 128. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers for parts
- Give roman numerals in upper or lower case, whichever appears in the publication
  
  Appendix 2, Common aquatic invertebrates; p. XXI-XXII.
  
  Table 8, Classification of lung adenocarcinoma; p. xv.
- If the pagination for a part begins anew with page I or i, give the total number of pages of the part in square brackets
  
  Appendix, Questionnaire; [5 p.].
Box 129. Part paginated separately.

- A part such as an appendix or a group of tables may be given its own pagination and begin anew with page one. When this occurs, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

  Appendix 3C, Description of model output tables and graphs; [7 p.].

Box 130. No page numbers appear on the part.

Occasionally, a table, figure, appendix, or another part will appear on a page that is not numbered.

- If only the part to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

  Figure 5, Modeling the risk of in-hospital death following lung resection; [preceding p. 55].

  Appendix, Patient questionnaire; [following p. 174].

- If the entire book has no page numbers or the part cannot be easily located in relation to numbered pages, give the total number of pages of the part you wish to cite, placed in square brackets, such as [5 p.].

  Table, Checklist of symptoms; [1 p.].

Examples for Location (Pagination)

1. Standard chapter in a book
3. Standard figure in a book with number
8. Standard table in a book with a number
12. Standard appendix in a book with a number
26. Part in a book with unusual pagination or no pagination

Language of the Part of a Book (required)

General Rules for Language

- Give the language of publication if not English
- Capitalize the language name
- Follow the language name with a period
Specific Rules for Language
- Titles for parts in more than one language

Examples for Language
27. Parts of non-English books

Examples of Citations to Parts of Books

1. Standard chapter in a book


2. Chapter in a book with optional full first names of authors

3. Standard figure in a book with number
Lashley FR. Clinical genetics in nursing practice. 3rd ed. New York: Springer Publishing Company; c2005. Figure 2.5, Meiosis with two autosomal chromosome pairs; p. 27-8.

Thibodeau GA, Patton KT. Anatomy & physiology. 5th ed. St. Louis (MO): Mosby; c2003. Figure 6-13, Onycholysis; p. 179.


Lancaster FW, Joncich MJ. The measure and evaluation of library services. Washington: Information Resources Press; c1977. Figure 9, Questionnaire used in U.K. catalog use study; p. 47-50.

4. Figure in a book with a letter
Wood AF, Smith MJ. Online communication: linking technology, identity, and culture. Mahwah (NJ): Lawrence Erlbaum Associates; c2001. Figure A.1, Linear versus hypertext; p. 204.

5. Figure in a book without a number or letter

Eroschenko VP. Di Fiore’s atlas of histology with functional correlations. 10th ed. Philadelphia: Lippincott Williams & Wilkins; c2005. Overview figure, Comparison (transverse sections) of a muscular artery, large vein, and the three types of capillaries; p. 152.

6. Figure in a book without a number with name implied


7. Figure in a book with a constructed title


8. Standard table in a book with a number


Burant CF. Medical management of type 2 diabetes. 5th ed. Alexandria (VA): American Diabetes Association; c2004. Table 3.12, Sample regimens for achieving glycemic control; p. 68.


9. Table in a book with a letter

Nielsen-Bohlman L, Panzer AM, Kindig DA, editors. Health literacy: a prescription to end confusion. Washington: National Academies Press; c2004. Table B-7, Percentage of adult population groups with literacy skills at NALS levels 1 or 2; p. 294.
10. Table in a book without a number or letter

11. Table in a book without a number or letter with name implied
Mosley AD, Romaine DS. The encyclopedia of Parkinson's disease. New York: Facts on File; c2004. [Table], Hoehn and Yahr stage scale for Parkinson’s disease; p. 158.

12. Standard appendix in a book with a number

13. Appendix in a book with a letter

14. Appendix in a book without a number or letter

15. Appendix in a book with name implied
University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510.].
16. Appendix in a book with a constructed title

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

17. Other named parts in a book with numbers


18. Other named parts in a book with letters


19. Other parts in a book with numbers with name implied


20. Other parts in a book without numbers or letters with name implied


21. Unnamed parts in a book without numbers or letters


22. Dictionary entry, unsigned

23. Encyclopedia article, unsigned

24. Part in a book with Greek letters or other special symbols in the title

or

25. Part in a book with superscripts or subscripts in the title
Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. Melting temperature (T_{m}, t_{m}, t_{1/2m}; melting point); p. 639-40.

or
Kahl G. The dictionary of gene technology: genomics, transcriptomics, proteomics. 3rd ed. Weinheim (Germany): Wiley-VCH Verlag GmbH & Co. KGaA; c2004. Melting temperature (T(m), t(m), t(1/2m); melting point); p. 639.

26. Part in a book with unusual pagination or no pagination

University of Cape Town, Medical School, Department of Pharmacology. South African medicines formulary. 4th ed. Pinelands (South Africa): Medical Association of South Africa; c1997. [Appendix], Adverse drug event and product quality problem report form; [following p. 510].

Tappan FM, Benjamin PJ. Tappan’s handbook of healing massage techniques: classic, holistic, and emerging methods. 4th ed. Upper Saddle River (NJ): Pearson/Prentice Hall; c2005. [Figure], Energy channels of traditional Asian medicine; [inside back cover and facing page].

Woelfel JB, Scheid RC. Dental anatomy: its relevance to dentistry. 6th ed. Philadelphia: Lippincott Williams & Wilkins; c2002. Appendix, [Drawings of permanent and primary teeth which are labeled (with letters) to highlight features of each tooth]; Appendix page 1-10.

27. Parts of non-English books


*with translation*

D. Sample Citation and Introduction to Citing Contributions to Books

The general format for a reference to a contribution to a book, including punctuation:

Examples of Citations to Contributions to Books

Contributions are found when a book has an overall editor or editors and the individual chapters or other components of the book are written by various authors, usually called contributors. One or all of the editors may also be contributing authors. Because a reference should start with the individual or organization responsible for the intellectual content of the publication, begin a reference to a contribution with the author and title of the contribution, followed by the word "In:" and information about the entire book.

Medical texts frequently contain charts, figures, and other illustrative material that have been reproduced with permission from other sources. Do not cite these as contributions using the instructions presented here. Consult the original publication and cite the chart or other item from there.

Continue to Citation Rules with Examples for Contributions to Books.

Continue to Examples of Citations to Contributions to Books.

Citation Rules with Examples for Contributions to Books

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/Editor (R) | Author Affiliation (O) | Title (R) | Connective Phrase (R) | Book Information (R) | Location (Pagination) (R) | Part (R)
Author/Editor of a Contribution to a Book (required)

General Rules for Author/Editor

- List names in the order they appear in the text
- Enter surname (family or last name) first for each author
- Capitalize names and enter spaces within surnames as they appear in 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
- Give all authors/editors, regardless of the number
- Separate author/editor names from each other by a comma and a space
- If there are no authors, only editors, follow the last named editor with a comma and the word editor or editors
- End author/editor information with a period

Specific Rules for Author/Editor

- 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)
- Non-English words for editions
- Organizations as author
- Options for author names

Box 131. 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

Box 131 continues on next page...
Box 132. 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  

[If you cannot determine from the title page whether a surname is compound or is a combination of a middle name and a surname, look at the table of contents, the back of the title page (the copyright page), or elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

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

  ◦ 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  
    ģ  treated as  g  
    ň  treated as  n  
    ü  treated as  u  

Box 132 continues on next page...
Box 132 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

Box 133. 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 are 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 134. 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

Box 134 continues on next page...
Box 134 continued from previous page.

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

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

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

  Iu. A. Iakontov becomes Iakontov IuA
  G. Th. Tsakalos becomes Tsakalos GTh

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

Box 136 continues on next page...
Box 136 continued from previous page.

- Treat letters marked with diacritics or accents as if they are not marked
  - Å treated as A
  - Ø treated as O
  - Ç treated as C
  - Ł treated as L
  - à treated as a
  - ġ treated as g
  - ſ 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
  - ø treated as oe

Box 137. Non-English words for editor.

- Translate the word found for editor into English. However, the wording found on the publication may always be used.
- To assist in identifying editors, below is a brief list of non-English words for editor:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
</tr>
<tr>
<td></td>
<td>editore</td>
</tr>
<tr>
<td>Russian</td>
<td>redaktor</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
</tr>
</tbody>
</table>
Box 138. Organizations as author.

An organization such as a university, society, association, corporation, or government body may be 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.

- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the two-letter ISO country code (see Appendix D) in parentheses after the name
  
  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 on the title page of a contribution as authors, use the names of the individuals as the author. Give the organization at the end of the reference as a note, if desired.
  
  Prepared for the International Union of Pure and Applied Chemistry.

- 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 in the publication. Whenever possible follow a non-English name with a translation. Place all translations in square brackets.
    
    Istituto di Fisiologia Clinica del CNR.

Box 138 continues on next page...
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. Follow a non-English name with a translation when possible. 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

    ģ  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

Box 138 continues on next page...
Box 138 continued from previous page.

æ treated as ae
œ treated as oe

Box 139. Options for author names.

The following formats are not NLM practice for citing authors, but are acceptable options:

- Full first names of authors may be given. Separate the surname from the given name or initials by a comma; follow initials with a period; separate successive names by a semicolon and a space.
  
  Takagi, Yasushi; Harada, Jun; Chiarugi, Alberto M.; Moskowitz, Michael A. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

- If space is a consideration, the number of authors may be limited to a specific number, such as the first three authors. Follow the last named author by a comma and "et al." or "and others."
  
  Adler DG, Baron TH, Davila RE, and others.

Examples for Author/Editor

1. Standard reference to a contributed chapter
2. Contributed chapter with optional full first names for authors and editors
3. Contributed chapter authors with a family designation following their names
4. Contributed chapter author names with a particle, prefix, or preposition
5. Contributed chapter authors with compound last names
6. Contributed section with editor(s)
7. Signed encyclopedia article

Author Affiliation for a Contribution to a Book (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 affiliation
• Place the affiliation 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 closing parenthesis, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

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

Box 140. 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 141. 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
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Patrias K (Reference Section, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov), de la Cruz FF (Mental Retardation and Developmental Disabilities Branch, National Institute of Child Health and Human Development, Bethesda, MD. delacruz@nichd.nih.gov).

Box 142. Organizational names for affiliations not in English.

- Give the affiliations 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, Hôpital de la Salpetrière, Paris, France), Moreno Perez D (Unidad de Infectología e Inmunodeficiencias, Departamento de Pediatría, Hospital Materno-Infantil Carlos Haya, Malaga, Spain).

Marubini E (Istituto di Statistica Medica e Biometria, Università degli Studi di Milano, Milan, Italy), Rebora P, Reina G.

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

Barbulescu M (Clinica Chirurgica, Spitalul Clinic Coltea, București, Romania), Burcos T, Ungureanu CD, Zodieru-Popa I. Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences,
St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, Hanson KP, Vasilyev VB, Mandelshtam MY.

- Translate organizational names in character-based languages (Chinese, Japanese)
  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat letters marked with diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Ç treated as C
    - Ł treated as L
    - à treated as a
    - ĝ treated as g
    - ñ treated as n
    - ü treated as u
  - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
    - æ treated as ae
    - Œ treated as oe

- Use the English form of names for cities and countries whenever possible. For example, use Vienna for Wien and use Spain for Espana. However, the name as found on the publication is always correct.

**Box 143. Names for cities and countries not in English.**

- Use the English form for names of cities and countries when 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
8. Contributed chapter with author address included

Title of a Contribution to a Book (required)

General Rules for Title

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

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

Box 144. Titles not in English.
• Provide the title in the original language for non-English titles in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Base molecular de la expresion del mensaje genetico.

• 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.
Box 144 continued from previous page.

Tsimmerman IaS. Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevani: klinicheskie ochernki.

- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.
  
  Katsunori K. Anrakushi to keiho.
  
  or
  
  Katsunori K. [Euthanasia and criminal law].

- Ignore diacritics, accents, and special characters in titles. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  
  - Treat letters marked with diacritics or accents as if they are not marked
    
    Å treated as A
    Ø treated as O
    Ç treated as C
    Ł treated as L
    à treated as a
    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
  
- 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 or romanized title when possible; place translations in square brackets

Box 144 continues on next page...
Box 144 continued from previous page.

Base molecular de la expresion del mensaje genetico [Molecular basis of gene expression].

Diagnostika i kompleksnoe lechenie osnovnykh gastroenterologicheskikh zabolevanii: klinicheskie ocherki [Diagnosis and complex treatment of basic gastrointestinal diseases: clinical studies].

Anrakushi to keiho [Euthanasia and criminal law].

Box 145. Titles in more than one language.

If a chapter or other contribution is presented with equal text in two or more languages, as often occurs in Canadian publications:

- Give all titles in the order in which they are found on the title page
- Place an equals sign with a space on either side between the titles
- List all the languages, separated by commas, after the pagination
- End the list with a period

Example:

Le genome: avancees scientifiques et therapeutiques et consequences sociales = The genome: scientific and therapeutic developments and social consequences.

Box 146. Titles containing a Greek letter, chemical formula, or another special character.

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

1,3-dichloro-5,5-dimethylhydantoin: health-based reassessment of administrative occupational exposure limits.

von Willebrand disease.

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

γ-linolenic acid and its clinical applications.
Box 146 continued from previous page.

may become

Gamma-linolenic acid and its clinical applications.

Enantioselective synthesis of \( \beta \)-amino acids.

may become

Enantioselective synthesis of beta-amino acids.

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

\( \text{TiO}_2 \) nanoparticles.

may become

\( \text{TiO(2)} \) nanoparticles.

Examples for Title

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character

10. Contributed chapter with a non-English title

Connective Phrase for a Contribution to a Book (required)

General Rules for Connective Phrase

- Place a space and the word "In" after the title of the contribution
- Follow "In" with a colon and a space

Examples for Connective Phrase

1. Standard reference to a contributed chapter

Book Information (required)

General Rules for Book Information

- Cite the book in which the contribution appears according to Chapter 2A Entire Books but omit the Pagination

Examples for Book Information

12. Contributed chapter in a book with translators or illustrators

14. Contributed chapter in a book with subordinate division to the publisher
15. Contributed chapter in a book that is part of a series
16. Contributed chapter in one volume of a multivolume book

Location (Pagination) for a Contribution to a Book (required)

General Rules for Location (Pagination)

- Begin location with "p." followed by a space
- Enter the page number or numbers on which the contribution appears. Examples: p. 438 and p. 663-4
- Do not repeat page numbers unless they are followed by a letter. For example: 126-127 becomes p. 126-7, but p. 126A-127A is correct.
- Include a letter (often S for Supplement or A for Appendix) when it precedes the page number. For example: p. S10-8.
- End page information with a period

Specific Rules for Location (Pagination)

- Roman numerals for page numbers
- No page numbers appear on the pages of the contribution
- Optional chapter number

Box 147. Roman numerals for page numbers.

- Keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

Examples:

   p. ix-xxi.
   p. XIV-XVIII.

Box 148. No page numbers appear on the pages of the contribution.

Occasionally, a chapter or other contribution will appear on a page that is not numbered.

- If only the particular contribution to be cited has no page numbers, identify the location in relation to numbered pages. For example: preceding p. 17 or following p. 503. Place such phrases in square brackets.

   [preceding p. 55].
   [following p. 84].

Box 148 continues on next page...
Box 148 continued from previous page.

- If the entire book has no page numbers, give the total number of pages of the contribution, placed in square brackets, such as [5 p.].

**Box 149. Optional chapter number.**

- As an option, give the chapter number in place of the usual page numbers used for location.


**Examples for Location (Pagination)**

1. Standard reference to a contributed chapter

11. Contributed chapter with an optional chapter number instead of pagination

**Part of a Contribution to a Book (required)**

**General Rules for a Part of a Contribution**

- Cite a part of a contribution, such as a table or figure, according to Chapter 2A

**Examples for a Part of a Contribution**

17. Part of a contributed chapter

18. Part of a contributed chapter in one volume of a multivolume book

**Examples of Citations to Contributions to Books**

1. Standard reference to a contributed chapter


2. Contributed chapter with optional full first names for authors and editors


3. Contributed chapter authors with a family designation following their names


4. Contributed chapter author names with a particle, prefix, or preposition


5. Contributed chapter authors with compound last names


6. Contributed section with editor(s)


7. Signed encyclopedia article


8. Contributed chapter with author address included

for all authors


for only the first author

9. Contributed chapter with a title beginning with a lower-case letter or containing a special symbol or character


or


10. Contributed chapter with a non-English title


with translation


11. Contributed chapter with an optional chapter number instead of pagination


12. Contributed chapter in a book with translators or illustrators


14. Contributed chapter in a book with subordinate division to the publisher


15. Contributed chapter in a book that is part of a series


16. Contributed chapter in one volume of a multivolume book


17. Part of a contributed chapter

18. Part of a contributed chapter in one volume of a multivolume book