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## Rules for Entries in Bibliographies, Supplementary to the American and British Library Associations' Catalog Rules

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RULES FOR ENTRIES IN BIBLIOGRAPHIES, SUPPLEMENTARY TO THE AMERICAN AND BRITISH LIBRARY ASSOCIATIONS' CATALOG RULES.

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PREFATORY NOTE.

As far as they go the American Library Association's Catalog rules\* are well adapted to bibliographical work—are in fact the only authoritative standard for uniform practice in such work in the English language. Inasmuch as they do not touch upon the subject of analytical entries with sufficient fullness for the purposes of the bibliographer, it has been deemed advisable to prepare these supplementary rules, as far as possible conforming with their spirit and with the best usage of bibliographers in general.

\*American library association *and* the [British] Library Association. Catalog rules; author and title entries. Compiled by Committees of the American library association and the (British) Library association. American edition. Boston, Mass. and Chicago, American library association publishing board, 1908. xvi, 88 p. 25<sup>cm</sup>.

## RULES FOR ANALYTICAL ENTRIES.

An analytical entry is the entry of some part of a book, or of some item contained in a collection (volume of essays, serial, etc.) including a reference to the publication which contains the article or work entered.

Treat as an analytical entry any article in a periodical, serial, or independent work if it does not possess an individual title-page, or any chapter or portion of a publication dealing with a particular phase of the subject which is to be distinguished for the purpose of the bibliography. The caption serves in lieu of a title, or the title may be in part or completely supplied in brackets.

This rule must not be taken as absolute, and would not hold for ordinary library work. For the purposes of a bibliography it will be found a useful general rule. Occasions will arise, however, where articles with distinct title pages can best be treated as analyticals.

### a) *From periodicals.*

Give analyticals from periodicals, and from proceedings of learned societies in the following order :

Author (as heading) ; title ; title of the periodical including year as given in the title of the volume ; number of the volume preceded by the appropriate abbreviation, v., bd., etc., as the case may be and followed by a colon ; number of the first and last pages, separated by a dash, *as* 276-391 ; number of first and last plates, if there are any belonging to the article, as given in the volume, preceded by the abbreviation pl.

Omit restatement of the author's name in the title, without marks of omission.

The title of the periodical may be abbreviated, but uniformity in abbreviation is desirable. The system of abbreviation adopted by the Royal Society in its Catalogue of scientific papers and the International catalogue of scientific literature, or the system adopted by the Zoological record and *Das Tierreich* is perhaps most widely used. But for bibliographies of an agricultural nature the abbreviations employed by the Experiment station record are widely used in this country.

If the year of the volume does not appear in the title, use the year as given in the imprint. In the case of monthlies, quarterlies, etc., give both month and year, if given in the caption of each number, or in the running title. In the case of weeklies, give also the day.

If there is more than one "series" of the periodical, state the series in parentheses before the number of the volume, *as* (2d ser.) v. 3, *or* (zool.) v. 3.

The omission of the abbreviation for the volume, etc., is optional. It is often omitted, as for example in Poole's index, but retained in the bibliographies published by the Library of Congress. The abbreviation for page or pages is customarily omitted.

If the article is illustrated by text figures, unless there are also plates, the fact may be noted immediately after the title.

Follow the punctuation and spacing employed in the examples.

It is often advisable to give in a note the actual date of issue, as in the second example below.

#### FULL ENTRIES.

**Snodgrass, R[obert] E[vans].** The thoracic tergum of insects.

Entomological news and Proceedings of the Entomological section of the Academy of natural sciences of Philadelphia. March, 1904. v. 20 : 97-104. pl. vi.

**Schletterer, August.** Die hymenopterengruppe der Evaniiden, monographische bearbeitet.

Annalen des K. K. Naturhistorischen hofmuseums. 1889. bd. 4 : 107-180, 289-338, 373-546. pl. vi, vii, xix-xxii.

Pt. 1 issued Feb. 15, pt. 2 June 15, pt. 3, Dec. 15, 1889.

#### ABBREVIATED ENTRIES.

**Snodgrass, R[obert] E[vans].** The thoracic tergum of insects. Ent. news. Mar., 1909. 20 : 97-104. pl. vi.

**Schletterer, August.** Die hymenopterengruppe der Evaniiden. Ann. K. K. Naturhist. hofmus. [Vienna]. 1889. 4 : 107-180, 289-338, 373-546. pl. vi, vii, xix-xxii.

#### b) *From Other Sources.*

Give the author as heading, followed by the title without restatement of the author's name. In parentheses give heading and title of the containing works, preceded by the italicized word *in*, in the following form : (*In* Dyar, Harrison G[ray] A list of North American Lepidoptera, etc.) (*In his* Ants, their structure, development and behavior, etc.) Give the imprint if the entire work is not separately entered in the bibliography, in which case its inclusion in an analytical entry seems superfluous. Give the pages on which the article occurs, the first and last separated by a dash and preceded by the abbreviation p. Give the numbers of the plates which belong to the part entered, preceded by the abbreviation pl. If there are no plates, but there are other illustrations, the fact should be noted after the title, as in the first example below. Finally give the series note, unless the entire work is separately entered in the bibliography, in which case it may be omitted.

Include the statements relating to the containing work in parentheses.

**Wheeler, William Morton.** The ponerine ants. illus. (*In his* ... Ants, their structure, development and behavior. New York, The Columbia university press, 1910. p. 225-245. [Columbia university biological series, ix]).

**Chittenden, F[rank] H[urlbut]** The larger canna leaf-roller (*Calpodethlius* Cram.) illus.

(*In* U. S. Bureau of entomology ... Some miscellaneous results of the work of the Bureau ... viii. Washington, Government printing office, 1905. p. 54-58. U. S. ... Bureau of entomology. Bulletin No. 54).

In case of an article with a prefixed series of pages use the form : xvi, 12-38 p. *not* p. i-xvi, 12-38.

## ABBREVIATED FORM FOR SPECIAL BIBLIOGRAPHIES.

In cases where brevity is a necessary factor in a bibliography, the following rules are suggested for consistent application throughout :

For titles of serials in analytical entries and in series notes employ the abbreviations used in the Zoological record or the International catalogue of scientific literature.

Omit restatement of the author's name in the title in all cases, whether analytical or otherwise. In the heading include in brackets portions of the name which do not appear in the title, as :

**Horn, George Henry]**

Omit statement of place and publisher or printer in government and experiment station publications, unless there be special reason for giving it.

Some authors will prefer to omit statement of the size.

## TYPOGRAPHY AND ARRANGEMENT.

The examples which follow will serve to illustrate advisable arrangement and typography for entries in a printed bibliography. Collation may be printed in a separate paragraph and notes should be. At least if extensive, notes should be set in a smaller type than the title. The following example will illustrate a different form of indenture from the others.

**Wheeler, William Morton.** ... Ants, their structure, development and behavior. New York, The Columbia university press, 1910.

xxvi, 664 p. incl. front. illus. 22 cm. (Columbia university biological series, ix.)

*Bibliography*: p. 578-648.



SAMPLE ENTRIES ARRANGED AS AN AUTHOR-  
BIBLIOGRAPHY.

*Acheta domestica*, *pseud.* See [Budgen, L. M.]

<sup>1</sup> Aderhold, R[udolph] Die perithezien form von *Fusicladium dendriticum* Wal. (*Venturia chlorospora* f. *mali*). Berichte der Deutschen botanischen gesellschaft. 1894. 12 : 338-342.

<sup>3</sup> American public health association. *Library section*. Standard methods for the examination of water and sewage. New York, American public health association, 1912. vi, 144 p. 24<sup>cm</sup>.

Bernardini, Luigi and Corso, G. '07<sup>2</sup>. Intorno all' influenza di vari rapporti fra calce e magnesia sullo sviluppo della piante. Annali della Reale Scuola superiore de agricoltura, Portici. 1907. (2d ser.) 7:1-6.

*Reprinted in*: Le Stazioni sperimentali agrarie italiane. Giornale ufficiale della Stazioni agrarie e dei laboratori di chimica agraria del regno. 1908. 41 : 191-208.

Bertrand, Gabriel [Émile] '97<sup>a</sup>. Sur l'intervention du manganèse dans les oxydations provoquées par la laccase. Comptes rendus hebdomadaires des séances de l'Accadémie des sciences [de Paris]. 1897. 124 : 1032-1035.

*Also in*: Bulletin de la Société chimique de Paris. 1897. (3d ser.)

17 : 619-624.

*Also in*: Bulletin du Muséum d'histoire naturelle [de Paris]. 1897. 3 : 173-176.

Bertrand, Gabriel [Émile] '97<sup>b</sup>. Sur l'action oxydante des sels manganéux et sur la constitution chimique des oxydases. Comptes rendus hebdomadaires des séances de l'Accadémie des sciences [de Paris]. 1897. 124 : 1355-1358.

*Also in*: Bulletin de la Société chimique de Paris. 1897. (3d ser.)

17 : 753-756.

<sup>5</sup> [Budgen, L. M.] Episodes of insect life. By *Acheta domestica* [*pseud.*] ... London, Reeve, Benham and Reeve, 1849-51. 3 v. col. fronts., illus. (partly col.) 20<sup>cm</sup>.

Burrill, T[homas] J[onathan] Notes on parasitic fungi. Agricultural review and Journal of the American agricultural association. Nov., 1882. v.<sup>11</sup> 2, pt. 4.<sup>12</sup> p. 86-88.

Card, F[red] W[allace] Apple-scab in Nebraska. Garden and forest. Jan. 16, 1895. 8 : 28.

<sup>6</sup> Clark, Charles Frederick. The environment of the plant, including a study of the crop-producing power of a so-called infertile soil. 1908. Manuscript thesis (M.S.)—Cornell University.

<sup>7</sup> Conn, H[arold] J[oe]l Future methods of soil bacteriological investigations. Centralblatt für bakteriologie, parasitenkunde und infektionskrankheiten. 1910. (2te abt.) 25 : 454-457.

Corso, G., *joint author*. See Bernardini, Luigi.

- Craig, John, joint author. *See* Cummings, M[arshall] B[axter].
- Cummings, M[arshall] B[axter] and Craig, John. ... Apple orchard survey of Niagara County ... 1909. 277-320 p. illus. 22<sup>cm</sup>. (Bulletin 262. Cornell university. Agricultural experiment station of the College of agriculture. Department of horticulture).  
Introduction, p. 279-284, by John Craig.
- Curtis, M[oses] A[shley] ... Botany [of North Carolina]; containing a catalogue of the indigenous and naturalized plants of the state. Raleigh, N. C., Institution for the deaf and dumb and the blind, 1867. 158 p. 24<sup>cm</sup>. (Geological and natural history survey of North Carolina. Part III).  
<sup>8</sup>*Spilocaca pomi*: p. 121.
- Ellis, J[ohn] B[icknell] and Everhart, B[enjamin] M. The North American Pyrenomycetes ... Newfield, N. J., Ellis and Everhart, 1892. iv, 792 p. 41 pl. 22½<sup>cm</sup>.  
*Dothidea pomigena*: p. 605.
- Episodes of insect life. *See* [Budgen, L. M.]
- Everhart, B[enjamin] M., joint author. *See* Ellis, J[ohn] B[icknell].
- Franklin, Henry J. The Bombidae of the New World. Transactions of the American entomological society. 1912. 38:177-148. <sup>13</sup>1913. 39:73-200. pl. i-xxii.
- Harding, H[arvey] A[lexis] and Prucha, M[artin] J[ohn] ... The bacterial flora of cheddar cheese. 1908. [23], 121-194 p. 23<sup>cm</sup>. (Technical bulletin no. 8. New York Agricultural experiment station. Geneva, N. Y.).
- \*Konovalov, Iv[an] K voprosu o razlichnykh sootnosheniakh mezhd u izvestiu magneziei v pitatel'nom rastvorie (teoriia O. Loewa). [On the question of the different relations between lime and magnesia in the nutritive solution. (Theory of O. Loew)] Russisches journal für experimentalle landwirtschaft. 1907. 8:257-280.
- McAlpine, D. Experiments in the treatment of the black spot of apple and pear, season 1901-2. illus. The Journal of the Department of agriculture of Victoria. June, 1902. 1:620-630.
- Osterhout, W[inthrop] J[ohn] V[anleuven] On nutrient and balanced solutions. University of California publications on botany. 1907. 2:317-318.
- Prucha, M[artin] J[ohn], joint author. *See* Harding, H[arvey] A[lexis].
- Reddick, Donald. Apple scab situation. illus. (In The Western New York horticultural society. Proceedings of the fifty-eighth annual meeting held at Rochester ... 1912. [Rochester Democrat and chronicle print, 1913]. p. 86-90).
- Scott, W[illiam] M[oores]. ... The control of the apple bitter 1906. 36 p. front., ix pl. 23<sup>cm</sup>. (U. S. ... Bureau of plant industry. Bulletin No. 93).

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\*Original not seen.



- <sup>9</sup> **Tabular** view of the orders and leading families of insects. [London], Printed for the Society for promoting Christian knowledge, [1858]. 4 fold. pl. 26<sup>cm</sup>.
- <sup>10</sup> **U. S. Department of agriculture.** Treatment for fungous diseases of plants. (In U. S. Department of agriculture. Yearbook. ... 1894. Washington, 1895. p. 577-580. *Same.* 1895. Washington, 1896. p. 587-590. *Same.* 1896. Washington, 1897. p. 625-628. *Same.* 1897. Washington, 1898. p. 673-676).
- <sup>11</sup> **U. S. Department of agriculture. Division of chemistry.** Report of the chemist. (In U. S. Department of agriculture. Report of the Commissioner of agriculture for the year 1895. Washington, 1896. p. 141-151).
- Wheeler, William Morton.** The ponerine ants. illus. (In his ... Ants, their structure, development and behavior. New York, Columbia university press, 1910. p. 225-245. [Columbia university biological series, ix]).

## NOTES ON THE EXAMPLES.

<sup>1</sup> Analytical from the transactions of a society treated like a periodical.

<sup>2</sup> The actual date of publication, if desired, may be added, as here, after the heading to afford a ready means of reference. This should not prevent the date of imprint, which may differ, appearing in its normal place.

<sup>3</sup> Corporate author.

<sup>4</sup> Method of distinguishing for purposes of reference two or more publications by the same author published during the same year.

<sup>5</sup> Anonymous work, the author known.

<sup>6</sup> Mss. thesis.

<sup>7</sup> Periodicals issued in two or more contemporaneous series.

<sup>8</sup> Note may be inserted as above. In the case of an *index* to *Spilocaea pomi* in literature, (as opposed to a bibliography) after the year, in place of the pagination of the volume, insert the page number on which the species is cited, *i.e.*, instead of 158 p. read p. 121.

<sup>9</sup> Anonymous, author not known.

<sup>10</sup> In this example we are really contracting four references (not continuations) into one. The word Washington (part of the imprint usually advisable to omit in government publications) is here used to show clearly in each case that the second date is part of the imprint and therefore the publication date, while the first is the year to which the volume pertains and stands in lieu of the volume number of a periodical.

<sup>11</sup> Note that the colon is used to replace the abbreviation p. before a page number only when preceded by a volume number, and may not be thus used after a year, *e. g.* 18 : 277-281, but not 1910 : 277-281 (meaning vol. 18, pages 277-281 and incorrect for year 1910, pages 277-281 respectively)

<sup>12</sup> The part is given in this case because the parts are paged separately.

<sup>13</sup> Analytical entry continued through more than one volume.