

Chapter 6. Bibliographies

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A. Entire Bibliographies

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

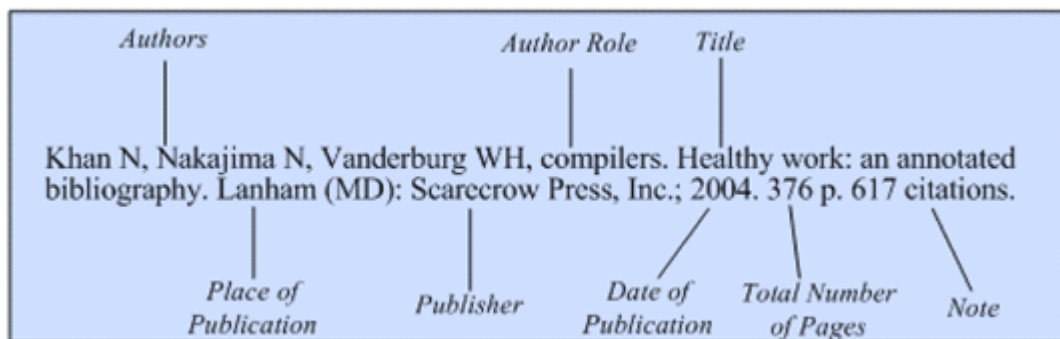
B. Parts of Bibliographies

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

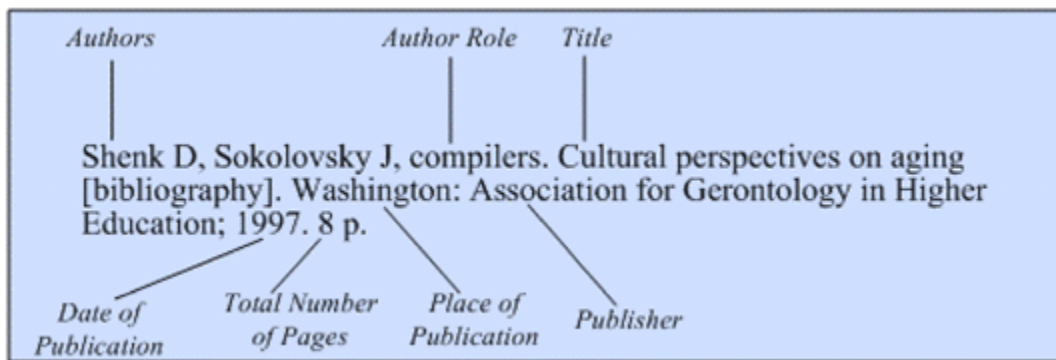
A. Sample Citation and Introduction to Citing Entire Bibliographies

The general format for a reference to an entire bibliography, including punctuation:

- with bibliography in the title:



- without bibliography in the title:



Examples of Citations to Entire Bibliographies

Bibliographies are collections of references to the literature made for a specific purpose, such as to bring together references on a specific subject or by a particular author. Their citation format is identical to that of the standard book (see [Chapter 2](#) for details) with three exceptions:

- Authors are termed "compilers".
- The content type "[bibliography]" is added after the title if the word is not part of the title. This alerts the user that the publication is not a standard book.
- Descriptive information, such as the number of citations included, the sources searched, and the time period covered, may be added as notes to help the user identify the scope of the publication.

The chief source for information about a bibliography is its title page. The back of the title page, called the verso or copyright page, and the cover of the book are also sources of authoritative information.

References to bibliographies in print or in microform (microfilm, microfiche) are included in this chapter. For references to bibliographies in electronic form, see [Chapter 18](#) and [Chapter 22](#).

Continue to Citation Rules with Examples for Entire Bibliographies.

Continue to Examples of Citations to Entire Bibliographies.

Citation Rules with Examples for Entire Bibliographies

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) | Content Type (O) | 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 Bibliographies (required)

General Rules for Author/Editor

- Authors of bibliographies are called compilers
- 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
- Follow the last named compiler with a comma and the word compiler or compilers; see Editor and Other Secondary Authors below if there are authors and editors
- 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 compiler
- Non-English words for editor
- Organizations as author
- No author can be found
- Options for author names

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

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

Box 2. Other surname rules.

- Keep prefixes in surnames
Lama Al Bassit *becomes* Al Bassit L
Jiddeke M. van de Kamp *becomes* van de Kamp JM
Gerard de Pouvourville *becomes* de Pouvourville G

Box 2 continues on next page...

Box 2 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
 - ô *treated as* o
 - ñ *treated as* n
 - ü *treated as* u
 - Treat two or more letters printed as a unit (ligated letters) as if they are two letters
 - æ *treated as* ae
 - œ *treated as* oe
- [If you cannot determine from the title page whether a surname is compound or a combination of a middle name and a surname, look elsewhere in the text for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]

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
- 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
- Use only the first letter of given names and middle names if they contain a prefix, a preposition, or another particle
 - D'Arcy Hart *becomes* Hart D
 - W. St. John Patterson *becomes* Patterson WS
 - De la Broquerie Fortier *becomes* Fortier D
 - Craig McC. Brooks *becomes* Brooks CM

Box 3 continues on next page...

Box 3 continued from previous page.

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

Ch. Wunderly *becomes* Wunderly C

C. Fr. Erdman *becomes* Erdman CF

- For non-English names that 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 4. Degrees, titles, and honors before or after a personal name.

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

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

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

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

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

Sir Frances Hildebrand *becomes* Hildebrand F

Dr. Jane Eberhard *becomes* Eberhard J

Captain R.C. Williams *becomes* Williams RC

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

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

Examples:

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

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

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

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

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

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

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

Iu. A. Iakontov *becomes* Iakontov IuA

G. Th. Tsakalos *becomes* Tsakalos GTh

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

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

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

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

æ *treated as* ae

œ *treated as* oe

Box 7. Non-English words for compiler.

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

Language	Word for Compiler
French	compilateur
German	zusammensteller
Italian	compilatore

Box 7 continues on next page...

Box 7 continued from previous page.

Language	Word for Compiler
Spanish	compilador
Russian	sostavitel

Box 8. 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:

Language	Word for Editor
French	redacteur
	editeur
German	redakteur
	herausgeber
Italian	redattore
	curatore
	editore
Spanish	redactor
	editor
Russian	redaktor
	izdatel

Box 9. Organizations as author.

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

- Omit "The" preceding an organization name

The American Cancer Society *becomes* American Cancer Society

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

American Medical Association, Committee on Ethics.

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

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

Box 9 continues on next page...

Box 9 continued from previous page.

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

National Academy of Sciences (US).

Royal Marsden Hospital Bone-Marrow Transplantation Team (GB).

- Separate two or more different organizations by a semicolon

Canadian Association of Orthodontists; Canadian Dental Association.

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

- If both individuals and an organization or organizations appear on the title page of a bibliography as compilers, use the names of the individuals as the compilers; give the organization at the end of the reference as a note, if desired

Kolyada L, compiler. Health systems strengthening and HIV/AIDS: annotated bibliography and resources. Bethesda (MD): Abt Associates; 2004 Mar. 75 p. Prepared for Partners for Health Reformplus, a project of the US Agency for International Development.

- 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.

Universitätsmedizin Berlin.

Nordisk Anaesthesiologisk Forening [Scandinavian Society of Anaesthesiologists].

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

Rossiiskoe Respiratornoe Obshchestvo [Russian Respiratory Society].

or

[Russian Respiratory Society].

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

[Chinese Medical Society].

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

Box 9 continues on next page...

Box 9 continued from previous page.

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

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ê *treated as* g

ñ *treated as* n

ü *treated as* u

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

æ *treated as* ae

œ *treated as* oe

Box 10. No author can be found.

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

Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. 165 p.

Box 11. Options for author names.

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

- Full first names of compilers 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.

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

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

Box 11 continues on next page...

Box 11 continued from previous page.

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

Rastan S, Hough T, Kierman A, et al., compilers.

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

Examples for Author/Editor

1. Standard citation with bibliography in the title
2. Standard citation without the word bibliography in the title (content type added)
3. Bibliography with optional full first names for compilers
4. Bibliography with compilers and editors
5. Bibliography with organization as compiler
6. Bibliography with editors and other secondary authors, but no compilers
7. Bibliography with no compilers or editors
8. Bibliography with compiler affiliation(s) included

Author Affiliation for Bibliographies (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)
- Follow the affiliation with a comma placed outside the parentheses, unless it is the affiliation of the last author, then use a period

Specific Rules for Author Affiliation

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

Box 12. E-mail address included.

- Follow the US state, Canadian province, or country of the compiler 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

Box 12 continues on next page...

Box 12 continued from previous page.

- 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), compilers.

Box 13. 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 14. Organizational names for affiliations not in English.

- Give the address of all compilers or only the first compiler. 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 address in parentheses.

Box 14 continues on next page...

Box 14 continued from previous page.

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

Carpentier 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), compilers.

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

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

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, compilers.

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

Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, compilers.

- 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 Spain for Espana. However, the name found on the publication may always be used.

Box 15. Names for cities and countries not in English.

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

Moskva *becomes* Moscow

Wien *becomes* Vienna

Italia *becomes* Italy

Espana *becomes* Spain

Examples for Author Affiliation

8. Bibliography with compiler affiliation(s) included

Title for Bibliographies (required)**General Rules for Title**

- Enter the title of a bibliography 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; surround the translation with square brackets
- End a title with a period unless a question mark or exclamation point already ends it or a Content Type follows 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
- No title can be found

Box 16. Titles not in English.

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

Poblacion y empleo en Bolivia (bibliografia anotada). La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.
- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the *ALA-LC Romanization Tables*.

Zubritskii AN, compiler. Tabak i tabakokurenje: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.
- Romanize or translate titles in character-based languages (Chinese, Japanese, etc.). Place translated titles in square brackets.

Box 16 continues on next page...

Box 16 continued from previous page.

Mori K, compiler. *Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai*. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

or

Mori K, compiler. [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

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

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

Å *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ô *treated as* o

ñ *treated as* n

ü *treated as* u

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

æ *treated as* ae

œ *treated as* oe

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

Poblacion y empleo en Bolivia (bibliografia anotada) [Population and employment in Bolivia (an annotated bibliography)]. La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

Zubritskii AN, compiler. *Tabak i tabakokurenje: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury* [Tobacco and tobacco smoking: bibliographic index of the Russian and foreign literature]. Moscow: Izdatelskaia gruppa GEOTAR-Media; 2005. 335 p. Russian.

Mori K, compiler. *Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai* [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Box 17. Titles in more than one language.

- If a bibliography title is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

Box 17 continues on next page...

Box 17 continued from previous page.

Farren M, compiler. *Infant mortality and health in Latin America: an annotated bibliography of the 1979-82 literature*. Ottawa (ON): International Development Research Centre; 1984. 172 p. English, Spanish, Portuguese, French. 256 citations.

Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. *Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]*. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

- If a bibliography title is presented in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they appear in the text, with an equals sign between them. Indicate the particular languages, separated by commas, after the pagination.

Lavallee C, Robinson E, editors. *The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee*. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

Box 18. Titles containing a Greek letter, chemical formula, or another special character.

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

1,3-dichloro-5,5-dimethylhydantoin

von Willebrand disease

- 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 *or* gamma-linolenic acid

Synthesis of β -amino acids *or* Synthesis of beta-amino acids

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

TiO₂ nanoparticles *or* TiO(2) nanoparticles

Box 19. No title can be found.

- Occasionally a publication does not appear to have any title; the bibliography simply begins with the text. In this circumstance, create a title from the first few words of the text and place it in square brackets. Use enough words to make the constructed title meaningful.

Examples for Title

9. Bibliography with title in a language other than English

10. Bibliography with title in multiple languages

11. Bibliography with titles with parallel text in two languages

Content Type for Bibliographies (optional)

General Rules for Content Type

- A content type alerts the user that the reference is not to a standard book but to a bibliography
- Place [bibliography] after the book title if the word does not appear in the title
- Follow the content type with a period unless the book is in a non-print medium (see Type of Medium below)

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 bibliography titles end in a period. Place [bibliography] inside the period.
 Shenk D, Sokolovsky J, compilers. Cultural perspectives on aging [bibliography]. Washington: Association for Gerontology in Higher Education; 1997. 8 p.
- If a title ends in another form of punctuation, keep that punctuation and follow [bibliography] with a period
 Advancing women's status: women and men together? [bibliography].

Box 21. Titles not in English.

- If a translation of a title is given, place it in square brackets
 Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.
- When the content type [bibliography] is added after the title, place the content type after the square brackets for the translation
 Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries] [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

Examples for Content Type

2. Standard citation without the word bibliography in the title (content type added)

Type of Medium for Bibliographies (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 bibliography is published in a microform
- Place the name of the medium in square brackets and end with a period, such as "[microfiche]." or "[bibliography on microfilm]."
- Add information about the medium according to the instructions under Physical Description below

- See [Chapter 18](#) and [Chapter 22](#) for bibliographies in electronic formats

Specific Rules for Type of Medium

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

Box 22. Both a content type and a medium.

- If the word "bibliography" is not in the title, add the content type [bibliography] after the title
- If a bibliography is also in a microform, add the specific type of microform to the content type, preceded by "on", such as [bibliography on microfilm]

Example:

Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

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.
An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche].
- If a title ends in another form of punctuation, keep that punctuation and follow [microfiche], [microfilm], or [microcard] with a period

A bibliography on human rights in South Africa: is Apartheid gone? [microfiche].

Box 24. Titles not in English.

- If a translation of a title is provided, place the translation after the original title and place it in square brackets
Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases].
- If a bibliography is in a microform (microfiche, microfile, microcard, etc.), place the specific type of microform within square brackets following the translation

Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases] [microfilm].

Examples for Type of Medium

33. Bibliography in a microform

Edition for Bibliographies (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 bibliography 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:

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

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 written 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
 - 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
 - End the 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.

2° ed. ampliada y actualizada.

- For an edition statement written 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*.
 - 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
 - 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

Box 26 continues on next page...

Box 26 continued from previous page.

- 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 or Japanese:
 - Transliterate or translate the words for edition
 - Do not abbreviate or omit any words
 - Use the capitalization system of the particular language
 - 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):

Language	Word for Edition	Abbreviation
Danish	oplag	n.a.
	udgave	
Dutch	uitgave	uitg.
	editie	ed.
Finnish	julkaisu	julk.

Box 26 continues on next page...

Box 26 continued from previous page.

Language	Word for Edition	Abbreviation
French	edition	ed.
German	Ausgabe	Ausg.
	Auflage	Aufl.
Greek	ekdosis	ekd.
Italian	edizione	ed.
Portuguese	edicao	ed.
Russian	izdanie	izd.
	publikacija	publ.
Norwegian	publikasjon	publ.
	utgave	utg.
Spanish	edicion	ed.
	publicacion	publ.
Swedish	upplaga	n.a.

Box 27. First editions.

- If a bibliography 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 wish to cite the earlier one

Examples for Edition

12. Bibliography with edition

Editor and other Secondary Authors for Bibliographies (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 and any 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 bibliography may have several types of secondary author.

- List all of them in the order they are given in the publication
- Separate each type of author and 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 of them 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.
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

Language	Word for Editor	Word for Translator	Word for Illustrator
French	redacteur	traducteur	illustrateur
	editeur		
German	redakteur	ubersetzer	erlauterer
	herausgeber	dolmetscher	
Italian	redattore	traduttore	disegnatore
	curatore		
	editore		
Spanish	redactor	traductor	ilustrador
	editor		
Russian	redaktor	perevodchik	konstruktor
	izdatel		

Box 31. Organization as editor.

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

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

American Chemical Society, Committee on Chemical Safety, editor.

Examples for Editor and other Secondary Authors

4. Bibliography with compilers and editors
6. Bibliography with editors and other secondary authors, but no compilers
7. Bibliography with no compilers or editors

Place of Publication for Bibliographies (required)**General Rules for Place of Publication**

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

Specific Rules for Place of Publication

- Non-US cities
- 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, whenever 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

Box 32 continues on next page...

Box 32 continued from previous page.

Ç treated as C

Ł treated as L

à treated as a

ĝ treated as g

ñ treated as n

ü treated as u

- Treat two or more letters printed as a unit (ligated letters) as if they 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](#)), place in parentheses

Montreal (QC):

Ottawa (ON):

Vancouver (BC):

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

London:

Rome:

Paris:

Madrid:

but

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

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

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

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

Box 33. Joint publication.

- Two organizations may co-publish a bibliography. Use the city of the first organization found on the title page (or on the back of the title page if no publisher information appears on the title page), as the place of publication.

Box 33 continues on next page...

Box 33 continued from previous page.

- Place the name of the second organization as a note at the end of the citation, if desired
 Toronto (ON): Public Health Agency of Canada; c2000. 240 p. Co-published by the Canadian Medical Association.
- 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.
- As an option, if one place is a US city and the other(s) are not, use the US city

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., Chicago as the place for a publication of the American Medical Association), place the city in square brackets, such as "[Chicago]"
 Shakman SH, compiler. *Automed A to Z: index to the literature 1894-1982* [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.
- If no place of publication can be found or inferred, use [place unknown]
 Patterson KD, compiler. *Infectious diseases in twentieth-century Africa: a bibliography of their distribution and consequences*. [place unknown]: Crossroads Press; c1979. 251 p.

Examples for Place of Publication

13. Bibliography with well-known place of publication
14. Bibliography with geographic qualifier added to place of publication for clarity
15. Bibliography with place of publication inferred
16. Bibliography with no place of publication found
21. Bibliography with no place of publication or publisher found

Publisher for Bibliographies (required)

General Rules for Publisher

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

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English 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 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 publishers.

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

Rome: Societa Editrice Universo;

Lisbon: Imprensa Medica;

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

Sofia (Bulgaria): Sofia Medizina i Fizkultura;

Box 37 continues on next page...

Box 37 continued from previous page.

- Romanize names or translate names presented in character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

Tokyo: Medikaru Rebyusha;

Beijing (China): [Chinese Academy of Social Sciences, Population Research Institute];

Taiyuan (China): Shanxi ke xue ji she chu ban she;

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.]

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

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

À *treated as* A

Ø *treated as* O

Ç *treated as* C

Ł *treated as* L

à *treated as* a

ĝ *treated as* g

ñ *treated as* n

ü *treated as* u

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

æ *treated as* ae

œ *treated as* oe

- 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];

- If the name of a division of other 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;

- As an option, you may translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been 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 who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the publication as the publisher and include distributor information as a note, preceded by the phrase "Available from:".

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.

Box 39. Joint publication.

- Two organizations may co-publish a bibliography. Use the first organization appearing on the title page or the verso (back) of the title page as the publisher.
- Place the name of the second organization as a note at the end of the citation, if desired

Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. 503 p. A joint publication of the Medical Library Association.

- 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 second as a note if desired. For example, use "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a semicolon

Box 41. No publisher can be found.

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

Box 41 continues on next page...

Box 41 continued from previous page.

Eide M, compiler. Adult survivors of incest/childhood sexual abuse: a selected, annotated list of books. 3rd ed. Ypsilanti (MI): [publisher unknown]; c1997. 110 p.

Examples for Publisher

17. Bibliography with publisher with subsidiary department/division named
18. Bibliography with national or governmental agency as publisher, with country qualifier added
19. Bibliography with joint publication
20. Bibliography with no publisher found
21. Bibliography with no place of publication or publisher found

Date of Publication for Bibliographies (required)

General Rules for Date of Publication

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

Specific Rules for Date of Publication

- 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

- 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

Box 42 continues on next page...

Box 42 continued from previous page.

- 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
For example:

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 separates 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".

Box 45 continues on next page...

Box 45 continued from previous page.

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

Example:

New York: American Society of Mechanical Engineers; 2000, c1996.

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.

Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

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 contained in the bibliography itself or on accompanying material, insert a question mark after the estimated date and place date information in square brackets

Patton LT, compiler. Community health centers: a working bibliography. Washington: National Association of Community Health Centers; [1989?]. 76 p.

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

Bustad LK, Hegreberg GA, Padgett GA, compilers. Naturally occurring animal models of human disease: a bibliography. Washington: National Academy of Sciences (US), Institute of Laboratory Animal Resources; [date unknown]. 99 p.

Box 47a. 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 in the list of references when the name-year system of in-text references is used.

- Use the year of publication only
- Place the year after the last named author, followed by a period
- End publisher information with a period

NLM citation:

Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. 432 p.

Box 47a continues on next page...

Box 47a continued from previous page.

Name-year system of citation:

Clamp CG, Gough S, Land L, compilers. 2004. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited. 432 p.

Examples for Date of Publication

22. Bibliography with standard date of publication
23. Bibliography with month and year of publication
24. Bibliography with multiple years
25. Bibliography with date of publication estimated
26. Bibliography with no date of publication, but a date of copyright
27. Bibliography with no date of publication or copyright found

Pagination for Bibliographies (optional)

General Rules for Pagination

- Provide the total number of pages on which the text of the bibliography 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 bibliographies 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 bibliography

Box 48. Roman numerals used as page numbers.

If all of the pages (not just the introductory pages) of a bibliography 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."
- Surround the number and "p." by square brackets, such as [12 p.]
- End page information with a period

Example:

[20 p.].

Box 49. No numbers appear on the pages of the bibliography.

Occasionally, a bibliography 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:

Shakman SH, compiler. *Automed A to Z: index to the literature 1894-1982* [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

Examples for Pagination

28. Bibliography with standard pagination
29. Bibliography published in more than one volume
30. No page numbers on the pages of the bibliography

Physical Description for Bibliographies (optional)**General Rules for Physical Description**

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

Specific Rules for Physical Description

- Language for describing physical characteristics

Box 50. Language for describing physical characteristics.

If a bibliography 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]

1 microcard:

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

Typical words used include:

color

black & white

Box 50 continues on next page...

Box 50 continued from previous 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

33. Bibliography in a microform

Series for Bibliographies (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

Box 51. 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

Box 51 continues on next page...

Box 51 continued from previous page.

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

Example:

Selden CR, Kelliher R, compilers. Distance education in public health [bibliography]. Bethesda (MD): National Library of Medicine (US); 2003 Dec. (Patrias K, editor. Current bibliographies in medicine; no. 2003-3). 471 citations from January 1998 through October 2003.

Examples for Series

31. Bibliography in a series
32. Bibliography in a series with series editor's name included

Language for Bibliographies (required)

General Rules for Language

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

Specific Rules for Language

- Bibliographies appearing in more than one language

Box 52. Bibliographies appearing in more than one language.

- If a bibliography is written in several languages, give the title in the first language found on the title page and indicate all languages of publication after the pagination. Separate the languages by commas.

Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

- If a bibliography is written in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented in the text, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination.

Box 52 continues on next page...

Box 52 continued from previous page.

Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie anotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

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

Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

Examples for Language

9. Bibliography with title in a language other than English
10. Bibliography with title in multiple languages
11. Bibliography with titles with parallel text in two languages

Notes for Bibliographies (optional)

General Rules for Notes

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

Specific Rules for Notes

- Information on number of citations, time period covered, etc.
- Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.
- Other types of material to include in notes

Box 53. Information on number of citations, time period covered, etc.

- If the number of citations or time period covered is not included in the title or subtitle, it is useful to the reader to include such information in notes

Zorn MA, Allen MP, Horowitz AM, compilers. Understanding health literacy and its barriers [bibliography]. Bethesda (MD): National Library of Medicine (US); 2004. 38 p. 651 citations from January 1998 through November 2003.

Box 54. Bibliography accompanied by a videocassette, CD-ROM, DVD, etc.

- If a bibliography 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 a space and the number and type of medium.

Box 54 continues on next page...

Box 54 continued from previous page.

Jones R, editor. *Bibliography of commonwealth apiculture*. London: Commonwealth Secretariat; 2005. 348 p. Accompanied by: 1 CD-ROM.

Sacks JM, Bilaniuk MT, Gendron JM, editors. *Bibliography of psychodrama: inception to date*. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.

Box 55. Other types of material to include in notes.

- If the bibliography was government sponsored or funded, give the name of the sponsoring agency

Kolyada L, compiler. *Health systems strengthening and HIV/AIDS: annotated bibliography and resources*. Bethesda (MD): Abt Associates; 2004 Mar. Contract No.: HRN-C-OO-95-00024. 75 p. 101 citations from 1995 to 2004. Funded by the US Agency for International Development.
- If the bibliography is available from a clearinghouse or other organization not the publisher, give the name and any acquisition number. Begin with the phrase "Available from" followed by a colon and a space.

Gutierrez MK, compiler. *Assessing children for the presence of a disability; resources you can use [bibliography]*. 2nd ed. Washington: National Information Center for Children and Youth with Disabilities (US); 2002. 10 p. Available from: ERIC, Lanham, MD; ED473542.

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.
- If the bibliography has acronyms or other words that need an explanation, provide it

An album of publications of BIRPERHT [bibliography]. Dhaka (Bangladesh): BIRPERHT; 1997. 40 p. (BIRPERHT publication; no. 114). BIRPERHT stands for Bangladesh Institute of Research for Promotion of Essential & Reproductive Health and Technologies.
- If the bibliography may be found in a library or other archive, give the name and any location number. Begin with the phrase "Located at" followed by a colon and a space.

Beguin Stockli D, compiler. *Genitale Verstummelung von Frauen: eine Bibliographie [Female genital mutilation: a bibliography]*. Bern (Switzerland): Institut für Ethnologie der Universität Bern; 1993. 72 p. German. Located at: National Library of Medicine, Bethesda, MD; 1996 C-377.

Examples for Notes

34. Bibliography with note on number of citations, date range
35. Bibliography that is government sponsored
36. Bibliography with availability statement
37. Bibliography accompanied by a CD-ROM, disk, or other medium
38. Bibliography with other supplemental notes

Examples of Citations to Entire Bibliographies

1. Standard citation with bibliography in the title

Khan N, Nakajima N, Vanderburg WH, compilers. Healthy work: an annotated bibliography. Lanham (MD): Scarecrow Press, Inc.; 2004. 376 p. 617 citations.

Morton LT, Moore RJ, compilers. A bibliography of medical and biomedical biography. 3rd ed. Burlington (VT): Ashgate; 2005. 425 p. 3740 citations.

2. Standard citation without the word bibliography in the title (content type added)

Grayson L, compiler. Animals in research: for and against [bibliography]. London: British Library; c2000. 320 p.

Blanchard DA, compiler. The anti-abortion movement: references and resources [bibliography]. New York: Prentice Hall International; c1996. 378 p.

3. Bibliography with optional full first names for compilers

Khan, Namir; Nakajima, Nina; Vanderburg, Willem H., compilers. Healthy work: an annotated bibliography. Lanham (MD): Scarecrow Press, Inc.; 2004. 376 p. 617 citations.

4. Bibliography with compilers and editors

Jackson E, compiler. Safer sex guidelines bibliography: healthy sexuality and HIV; an annotated bibliography for educators and counselors. Allen B, editor. Ottawa (ON): Canadian AIDS Society; 1995. 17 p.

Sleet DA, Hopkins K, compilers and editors. Bibliography of behavioral science research in unintentional injury prevention. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control, Division of Unintentional Injury Prevention; 2004. 115 p. 900 citations from 1980-2003.

5. Bibliography with organization as compiler

Lewin Group, compiler. Annotated bibliography for managed behavioral health care, 1989-1999. Rockville (MD): Substance Abuse and Mental Health Services Administration (US), Center for Mental Health Services, Office of Managed Care; 2000. 171 p. (DHHS publication; no. (SMA) 00-3424).

6. Bibliography with editors and other secondary authors, but no compilers

Lee MC, editor. West Nile virus: overview and abstracts [bibliography]. New York: Nova Science Publishers, Inc; 2003. 152 p.

Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie annotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

7. Bibliography with no compilers or editors

Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. 165 p.

8. Bibliography with compiler affiliation(s) included

Zorn M (National Library of Medicine, Bethesda, MD), Rowland JH (National Cancer Institute, Bethesda, MD), Varricchio CG (National Institute of Nursing Research, Bethesda, MD), compilers. Symptom management in cancer: pain, depression, and fatigue [bibliography]. Bethesda (MD): National Library of Medicine (US); 2002 Jul. (Current bibliographies in medicine; no. 2002-4). 1803 citations from January 1990 through June 2002, plus selected earlier citations.

9. Bibliography with title in a language other than English

Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Poblacion y empleo en Bolivia (bibliografia anotada). La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

Zubritskii AN, compiler. Tabak i tabakokurenje: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury. Moscow: Izdatelskaia grupa GEOTAR-Media; 2005. 335 p. Russian.

Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

with translation

Mori K, compiler. Chusu shinkeikei senten ijo bunkenshu: kore made no shinpo to kongo no kadai [Bibliographies of congenital central nervous system diseases]. Tokyo: Nyuronsha; 2004. 242 p. Japanese.

Poblacion y empleo en Bolivia (bibliografia anotada) [Population and employment in Bolivia (an annotated bibliography)]. La Paz (Bolivia): Consejo Nacional de Poblacion; 1989. 414 p. Spanish.

Zubritskii AN, compiler. Tabak i tabakokurenje: osnovnoi bibliograficheskii ukazatel otechestvennoi i zarubezhnoi literatury [Tobacco and tobacco smoking: bibliographic index of the Russian and foreign literature]. Moscow: Izdatelskaia grupa GEOTAR-Media; 2005. 335 p. Russian.

Mane Garzon F, Burgues Roca S, compilers. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries] [bibliography]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. 253 p. Spanish.

10. Bibliography with title in multiple languages

Farren M, compiler. Infant mortality and health in Latin America: an annotated bibliography of the 1979-82 literature. Ottawa (ON): International Development Research Centre; 1984. 172 p. English, Spanish, Portuguese, French. 256 citations.

Beauge G, Bendiab A, Labib A, Longuenesse E, Roussillon A, Quiles J, Weyland P, compilers. Migrations internationales au Moyen-Orient: 1975-1986. Bibliographie [International migrations in the Middle East: 1975-1986. A bibliography]. Aix-en-Provence (France): Universites d'Aix-Marseille, Institut de Recherches et d'Etudes sur le Monde Arabe et Musulman; 1987. 186 p. French, German.

11. Bibliography with titles with parallel text in two languages

Lavallee C, Robinson E, editors. The health of the Eastern James Bay Cree: annotated bibliography = La sante des Cris de l'Est de la Baie James: bibliographie anotee. Orr M, illustrator. Montreal (QC): Montreal General Hospital, Northern Quebec Module; 1993. 71 p. English, French.

12. Bibliography with edition

Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. 432 p. Approximately 3,000 entries.

Marlatt GE, compiler. Chemical, biological, and nuclear terrorism/warfare: a bibliography. Rev. and updated. [Monterey (CA)]: Naval Postgraduate School (US), Dudley Knox Library; 2003 Sep. 297 p.

Prestwidge KJ, compiler. Bibliography of African Americans, Native Americans, Hispanics in engineering, science and the health professions. 5th ed., rev. Flushing (NY): Huespin Productions; 2002 Oct. 119 p.

13. Bibliography with well-known place of publication

Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

Horowitz LM, Schreiber MD, Hare I, Walker VR, Talley AL, editors. Psychological factors in emergency medical services for children: abstracts of the psychological, behavioral, and medical literature, 1991-1998 [bibliography]. Washington: American Psychological Association; c1999. 98 p.

14. Bibliography with geographic qualifier added to place of publication for clarity

Arashvili NG, editor. Breast cancer: an annotated guide to the current literature [bibliography]. Commack (NY): Nova Science Publishers; c1995. 127 p.

Adipositas 1988-2003 [bibliography]. Trier (Germany): Universitat Trier, Zentrum fur Psychologische Information und Dokumentation; 2004. 177 p. German.

15. Bibliography with place of publication inferred

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

16. Bibliography with no place of publication found

Patterson KD, compiler. Infectious diseases in twentieth-century Africa: a bibliography of their distribution and consequences. [place unknown]: Crossroads Press; c1979. 251 p.

17. Bibliography with publisher with subsidiary department/division named

Becker B, Wechsler L, Hoolihan C, Weimer MF, compilers. The Bernard Becker collection in ophthalmology: an annotated catalog [bibliography]. St. Louis (MO): Washington University School of Medicine, Bernard Becker Medical Library; c1996. 180 p.

Bador G, Thoolen H, Martin SF, Allard D, compilers. A selected bibliography on refugee health. Geneva (Switzerland): United Nations High Commissioner for Refugees, Centre for Documentation on Refugees; 1991. 184 p.

18. Bibliography with national or governmental agency as publisher, with country qualifier added

Advancing women's status: women and men together? Gender, society and development [bibliography]. Amsterdam (Netherlands): Royal Tropical Institute (NL); 1995. 200 p.

Yuan FL, compiler. A selected bibliography on urbanization in China. Washington: Bureau of the Census (US), Center for International Research; 1991. 182 p. (CIR staff paper; no. 61).

19. Bibliography with joint publication

Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. 503 p. A joint publication of the Medical Library Association.

Rudd RE, Colton Tayla, Schacht R, compilers. An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche]. Cambridge (MA): Harvard Graduate School of Education; 2000. 1 microfiche: black & white, 4 x 6 in. Jointly published by the National Center for the Study of Adult Learning and Literacy, Washington.

20. Bibliography with no publisher found

Eide M, compiler. Adult survivors of incest/childhood sexual abuse: a selected, annotated list of books [bibliography]. 3rd ed. Ypsilanti (MI): [publisher unknown]; c1997. 110 p.

21. Bibliography with no place of publication or publisher found

Rykov M, Salmon D, compilers. Bibliography for music therapy in palliative care 1963-1996. [place unknown; publisher unknown]; 1996. 15 p.

22. Bibliography with standard date of publication

Shenk D, Sokolovsky J, compilers. Cultural perspectives on aging [bibliography]. Washington: Association for Gerontology in Higher Education; 1997. 8 p.

23. Bibliography with month and year of publication

Reinhardt V, Reinhardt A, compilers. Annotated bibliography on refinement and environmental enrichment for primates kept in laboratories. 8th ed. Washington: Animal Welfare Institute; 2005 Jan. 89 p.

24. Bibliography with multiple years

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

25. Bibliography with date of publication estimated

Patton LT, compiler. Community health centers: a working bibliography. Washington: National Association of Community Health Centers; [1989?]. 76 p.

26. Bibliography with no date of publication, but a date of copyright

Bondi K, editor. Chronic fatigue syndrome: overview abstracts and bibliography. New York: Nova Science Publishers; c2003. 236 p.

27. Bibliography with no date of publication or copyright found

Bustad LK, Hegreberg GA, Padgett GA, compilers. Naturally occurring animal models of human disease: a bibliography. Washington: National Academy of Sciences (US), Institute of Laboratory Animal Resources; [date unknown]. 99 p.

28. Bibliography with standard pagination

Brogdon J, Olsen WC, editors. The contemporary and historical literature of food science and human nutrition [bibliography]. Ithaca (NY): Cornell University Press; c1995. 296 p.

29. Bibliography published in more than one volume

Nation EF, Roland CG, McGovern JP, compilers. An annotated checklist of Osleriana [bibliography]. Montreal (QC): McGill University, Osler Library; 2000. 2 vol.

30. No page numbers on the pages of the bibliography

Shakman SH, compiler. Automed A to Z: index to the literature 1894-1982 [bibliography]. [Santa Monica (CA)]: Institute of Science; c1994-1998. 96 leaves. Bibliography of 1690 citations on autohemotherapy, autogenous vaccines, and the works of E.C. Rosenow.

31. Bibliography in a series

Mullner RM, Jewell M, compilers. A bibliography of recent works on home health care. Lewiston (NY): Edwin Mellen Press; c2000. 184 p. (Studies in health and human services; vol. 37).

Yuan FL, compiler. A selected bibliography on urbanization in China. Washington: Bureau of the Census (US), Center for International Research; 1991. 182 p. (CIR staff paper; no. 61).

32. Bibliography in a series with series editor's name included

Selden CR, Kelliher R, compilers. Distance education in public health [bibliography]. Bethesda (MD): National Library of Medicine (US); 2003 Dec. (Patrias K, editor. Current bibliographies in medicine; no. 2003-3). 471 citations from January 1998 through October 2003.

33. Bibliography in a microform

Rudd RE, Colton Tayla, Schacht R, compilers. An overview of medical and public health literature addressing literacy issues: an annotated bibliography [microfiche]. Cambridge (MA): Harvard Graduate School of Education; 2000. 1 microfiche: black & white, 4 x 6 in.

Williams LA, compiler. Family violence and American Indians/Alaska Natives: a report to the Indian Health Service Office of Women's Health [bibliography on microfiche]. [Bethesda (MD)]: Department of Health and Human Services (US), Indian Health Service, Office of Women's Health; 2002 Oct. 96 p. 1 microfiche: black & white, 4 x 6 in.

34. Bibliography with note on number of citations, date range

Zorn MA, Allen MP, Horowitz AM, compilers. Understanding health literacy and its barriers [bibliography]. Bethesda (MD): National Library of Medicine (US); 2004. 38 p. 651 citations from January 1998 through November 2003.

35. Bibliography that is government sponsored

Kolyada L, compiler. Health systems strengthening and HIV/AIDS: annotated bibliography and resources. Bethesda (MD): Abt Associates; 2004 Mar. 75 p. Contract No.: HRN-C-OO-95-00024. 101 citations from 1995 to 2004. Funded by the US Agency for International Development.

36. Bibliography with availability statement

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. 209 p. Available from: US Government Printing Office, Washington, DC; HE 20.7114:T 69.

Gutierrez MK, compiler. Assessing children for the presence of a disability: resources you can use [bibliography]. 2nd ed. Washington: National Information Center for Children and Youth with Disabilities (US); 2002. 10 p. Available from: ERIC, Lanham, MD; ED473542.

37. Bibliography accompanied by a CD-ROM, disk, or other medium

Jones R, editor. Bibliography of commonwealth apiculture. London: Commonwealth Secretariat; 2005. 348 p. Accompanied by: 1 CD-ROM.

Sacks JM, Bilaniuk MT, Gendron JM, editors. Bibliography of psychodrama: inception to date. New York: Psychodrama Center of New York; c1995. 129 p. Accompanied by: 2 disks: 3 1/2 in. One disk is for an IBM Personal Computer, the other is for a Macintosh.

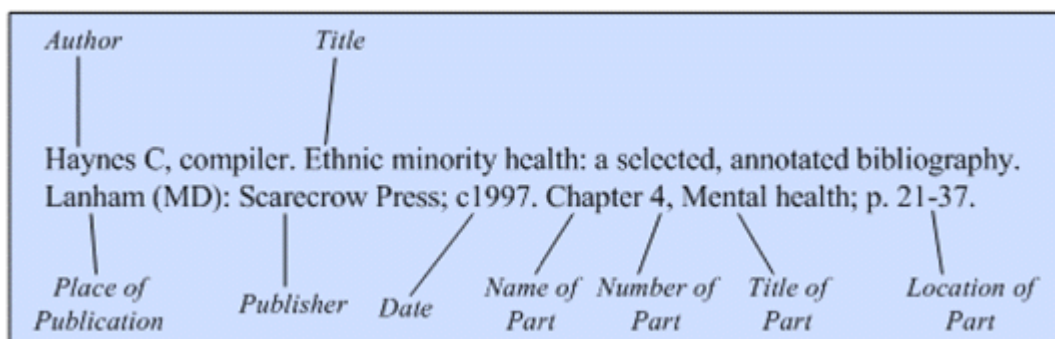
38. Bibliography with other supplemental notes

An album of publications of BIRPERHT [bibliography]. Dhaka (Bangladesh): BIRPERHT; 1997. 40 p. (BIRPERHT publication; no. 114). BIRPERHT stands for Bangladesh Institute of Research for Promotion of Essential & Reproductive Health and Technologies.

Beguin Stockli D, compiler. Genitale Verstummelung von Frauen: eine Bibliographie [Female genital mutilation: a bibliography]. Bern (Switzerland): Institut für Ethnologie der Universität Bern; 1993. 72 p. German. Located at: National Library of Medicine, Bethesda, MD; 1996 C-377.

B. Sample Citation and Introduction to Citing Parts of Bibliographies

The general format for a reference to a part of a bibliography, including punctuation:



Examples of Citations to Parts of Bibliographies

Rather than citing a bibliography as a whole, separately identified portions of a bibliography may be cited. Chapters, sections, appendixes, and the like are considered parts of bibliographies when they are written or compiled by the authors of the bibliography.

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 bibliography with the bibliography itself, then follow it with the information about the part. See [Chapter 2C Parts of Books](#) for further details on citing parts.

For instructions on citing one volume of a bibliography 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](#)) and example 7 below.

Continue to Citation Rules with Examples for Parts of Bibliographies.

Continue to Examples of Citations to Parts of Bibliographies.

Citation Rules with Examples for Parts of Bibliographies

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.

Bibliography (R) | Name and Number/Letter of the Part (R) | Title of the Part (R) | Location (Pagination) of the Part (R)

Bibliography (required)

Cite the bibliography according to Chapter 6A Entire Bibliographies

Name and Number/Letter of the Part for a Bibliography (required)

General Rules for Name and Number/Letter

- Enter the name of the part, such as Chapter or Appendix
- Do not abbreviate names. For example, convert Chap. to Chapter.
- Follow the name with any accompanying number or letter, such as Chapter 12 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 56. 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.)

Capitolo 10

Annexe 5

Box 56 continues on next page...

Box 56 continued from previous page.

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 names in character-based languages (Chinese, Japanese, etc.). Surround translated titles with 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 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

- Provide an English translation, if possible, after the original language title, placed in square brackets

Anexo, Creacion de las especialidades medicas [Appendix, Beginnings of medical specialties]; p. 275-81. Spanish.

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

Language	Chapter	Table	Figure	Appendix	Section
French	Chapitre	Tableau	Figure	Appendice	Section
German	Kapitel	Tabelle	Abbildung	Anhang	Sektion
			Figur	Appendix	Abteilung
				Zusatz	

Box 56 continues on next page...

Box 56 continued from previous page.

Language	Chapter	Table	Figure	Appendix	Section
Italian	Capitolo	Tabella	Figura	Appendice	Parte
					Sezione
Russian	Glava	Tablitsa	Risunok	Prilozenie	Sekcija
					Otdel
					Otdelenie
Spanish	Capitulo	Tabla	Figura	Apendice	Seccion
					Parte

Box 57. 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, Organization and program Internet resources; p. 516-7.

Box 58. No name appears.

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

[Appendix], Sources consulted; p. 151-3.

- 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

Fires and burns; p. 72-5.

Sialography; p. 1029-30.

Examples for Name and Number/Letter

- A chapter of a bibliography
- A subject section of a bibliography with number/letter
- A subject section of a bibliography without number/letter
- An appendix of a bibliography
- Other parts of a bibliography
- Part of a bibliography in a language other than English
- One volume of a bibliography

Title of the Part for a Bibliography (required)

General Rules for Title

- Enter the title of the part as it appears in the bibliography
- Capitalize only the first word of a title, proper nouns, proper adjectives, acronyms, and initialisms
- End title information with a semicolon and a space

Specific Rules for Title

- Titles for parts not in English
- Titles of parts containing a Greek letter, chemical formula, or other special character
- No title appears

Box 59. 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.)

Capitulo 10, Publicaciones sobre medicina homeopatica; p. 185-8. Spanish.

- 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, etc.). Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku; p. 23-45. Japanese.

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

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

Å treated as A

Ø treated as O

Ç treated as C

Ł treated as L

à treated as a

ô treated as o

ñ treated as n

ü treated as u

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

æ treated as ae

Box 59 continues on next page...

Box 59 continued from previous page.

œ treated as oe

- Provide an English translation, if possible, after the original language title. Place the translation in square brackets.

10 Shoyo, Anchi eijingu igaku [Chapter 10, Anti-aging medicine]; p. 23-45. Japanese.

Box 60. Titles of parts containing a Greek letter, chemical formula, or other 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

Part 10, n-alkenes; p. 374-90.

Chapter 3, von Willebrand factor; p. 45-51.

- 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.

Section 3, Seed extract of *Syzygium Cumini* (Jamun) exposed to different doses of γ -radiation; p. 566-9.

may become

Section 3, Seed extract of *Syzygium Cumini* (Jamun) exposed to different doses of gamma-radiation; p. 566.

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

Chapter 4, Transport of NH_3 into red blood cells; p. 149-51.

may become

Chapter 4, Transport of $\text{NH}(3)$ into red blood cells; p. 149-51.

Box 61. 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 within square brackets

Table, [Ratios of types of literature found]; p. 72.

Appendix, [Excerpts from "Prescription Pain Medications: Frequently Asked Questions and Answers for Health Care Professionals"]; p. 296-301.

Examples for Title

1. A chapter of a bibliography
2. A subject section of a bibliography with number/letter
3. A subject section of a bibliography without number/letter
4. An appendix of a bibliography
5. Other parts of a bibliography
6. Part of a bibliography in a language other than English
7. One volume of a bibliography

Location (Pagination) of the Part for a Bibliography (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 page information with a period

Specific Rules for Location (Pagination)

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

Box 62. Roman numerals for page numbers.

- Contrary to the practice with volume and issue numbers, keep roman numerals when they are used as page numbers
- Give roman numerals in upper or lower case, whichever appears in the publication

Appendix 2, Directory of organizations; p. XXI-XXII.

Table 8, Classification of lung adenocarcinoma; p. xv.

Box 63. 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, Search strategies used; [7 p.].

Box 64. No page numbers appear on the pages of 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 rise of in-hospital death; [preceding p. 55].

Appendix, Patient questionnaire; [following p. 17].

- If the entire bibliography 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 sources; [1 p.].

Examples for Location (Pagination)

1. A chapter of a bibliography
2. A subject section of a bibliography with number/letter
3. A subject section of a bibliography without number/letter
4. An appendix of a bibliography
5. Other parts of a bibliography
6. Part of a bibliography in a language other than English
7. One volume of a bibliography

Examples of Citations to Parts of Bibliographies**1. A chapter of a bibliography**

Haynes C, compiler. Ethnic minority health: a selected, annotated bibliography. Lanham (MD): Scarecrow Press; c1997. Chapter 4, Mental health; p. 21-37.

Teaching hospital costs: an annotated bibliography of the costs of medical education, patient care, and research at teaching hospitals. Washington: Association of American Medical Colleges; 2000. Chapter 3B, The cost of serving low income patients and patients without adequate insurance coverage; p. 55-8.

2. A subject section of a bibliography with number/letter

Velasquez G, Hanvoravongchai P, Boulet P, compilers. Globalization, patents and drugs: an annotated bibliography. 2nd ed. Geneva: World Health Organization, Essential Drugs and Medicines Policy; c2001. Section 2.6, North America; p. 48-50.

Gordner RL, Tralka TS, compilers. Management of hepatitis C [bibliography]. Bethesda (MD): National Library of Medicine (US), Reference Section; 1997 Feb. [Section] B2, Hepatitis C genotyping; p. 9-14.

3. A subject section of a bibliography without number/letter

Horowitz LM, Schreiber MD, Hare I, Walker VR, Talley AL, editors. Psychological factors in emergency medical services for children: abstracts of the psychological, behavioral, and medical literature, 1991-1998 [bibliography]. Washington: American Psychological Association; c1999. *Children's reactions to disasters*; p.37-46.

Sleet DA, Hopkins K, compilers and editors. Bibliography of behavioral science research in unintentional injury prevention. Atlanta (GA): Centers for Disease Control and Prevention (US), National Center for Injury Prevention and Control, Division of Unintentional Injury Prevention; 2004. *Fires and burns*; p. 72-5.

4. An appendix of a bibliography

Clamp CG, Gough S, Land L, compilers. Resources for nursing research: an annotated bibliography. 4th ed. London: Sage Publication, Limited; 2004. *Appendix A, Computer programs for design and analysis*; p. 338-40.

Selden CR, Humphreys BL, Yasnoff WA, Ryan ME, compilers. Public health informatics [bibliography]. Bethesda (MD): National Library of Medicine (US), Reference section; 2001 Apr. *Appendix, Organization and program Internet resources*; [1 p.].

5. Other parts of a bibliography

Brogdon J, Olsen WC, editors. The contemporary and historical literature of food science and human nutrition [bibliography]. Ithaca (NY): Cornell University Press; c1995. *Table 4.6, Characteristics of core monographs*; p. 140.

Cumulative trauma disorders in the workplace: bibliography. Cincinnati (OH): National Institute for Occupational Safety and Health (US), Education and Information Division; 1995. *Part 2, Cumulative trauma disorders in the workplace - bibliography*; p. 153-208.

6. Part of a bibliography in a language other than English

Mane Garzon F, Burgues Roca S. Publicaciones medicas uruguayas de los siglos XVIII y XIX. Montevideo (Uruguay): Oficina del Libro AEM; 1996. *Capitulo 10, Publicaciones sobre medicina homeopatica*; p. 185-8. Spanish.

40 ans de recherche en economie de la sante: bibliographie thematique illustree; retrospective des travaux du CREDES depuis 1954. Paris: Centre de Recherche d'Etude et de Documentation en Economie de la Sante; 1994 Oct. *Annexe, Le Centre de Documentation du CREDES*; p. 147. French.

Guerrino AA, compiler. Bibliografia historica de la medicina argentina. Buenos Aires (Argentina): Editorial Dunken; 2001. [Photograph], Impreso editado con motivo de la creacion de la Universidad de Buenos Aires en 1821; [preceding p. 13]. Spanish.

with translation

Mane Garzon F, Burgues Roca S. Publicaciones medicas uruguayas de los siglos XVIII y XIX [Uruguayan medical publications of the 18th and 19th centuries]. Montevideo (Uruguay): Oficina del Libro AEM; 1996. *Capitulo 10, Publicaciones sobre medicina homeopatica [Chapter 10, Publications on homeopathic medicine]*; p. 185-8. Spanish.

40 ans de recherche en economie de la sante: bibliographie thematique illustree; retrospective des travaux du CREDES depuis 1954 [40 years of research in health economics: illustrated subject bibliography; retrospective work of CREDES since 1954]. Paris: Centre de Recherche d'Etude et de Documentation en Economie de la

Sante; 1994 Oct. Annexe, Le Centre de Documentation du CREDES [Appendix, The Resource Center of CREDES]; p. 147. French.

Guerrino AA, compiler. Bibliografia historica de la medicina argentina [Historical bibliography of Argentine medicine]. Buenos Aires (Argentina): Editorial Dunken; 2001. [Photograph], Impreso editado con motivo de la creacion de la Universidad de Buenos Aires en 1821 [Photograph], [Edict published showing the motivation for creation of the University of Buenos Aires in 1821]; [preceding p. 13]. Spanish.

7. One volume of a bibliography

Neu J, editor. Isis cumulative bibliography, 1986-95: a bibliography of the history of science formed from the annual Isis current bibliographies. Vol. 4, Time periods 19th and 20th centuries. Canton (MA): Science History Publications/USA; 1997. p. 623-1362.

Medicine and health in Africa: a bibliography with critical abstracts. Vol. 3, 1987/88. London: Bureau of Hygiene and Tropical Diseases; c1988.

Population--education--development in Africa South of the Sahara: a selective annotated bibliography. Vol. 1, Population. Dakar (Senegal): United Nations Educational, Scientific and Cultural Organization; 1978.