

Standard Citation Forms for Rare Book Cataloging

Revision of the Second edition

January 2012 Draft

Introduction

The purpose of revising the current edition (2nd) of Standard Citation Forms for Rare Book Cataloging (SCF) is to move away from the principle that a reference work has become “widely known” in a certain form and to move away from abbreviated citation forms that are often not understood by library users and sometimes even library staff.

New citation forms will contain enough information to enable a user to locate (and verify) a record for the work through a catalog search. New citation forms should also contain enough information to make the citations recognizable to those in the scholarly community who know the citations by the abbreviated form, and to ensure that all instances of the same citation can be retrieved through a single catalog search.

Ultimately, no set of rules can address every possible situation, so with these principles in mind, catalogers should exercise judgment in drafting new citation forms.

Working Principles

Scope

To be added

Maintenance

To be added

The Bibliographic Entry

To be added

Construction of the Citation Form

Source of Information:

Standard citation forms are based on the bibliographic information of the item being described, rather than on related works or “common knowledge.” In the case of supplements and subsequent editions of works, base the citation form on the item in hand, not on the preceding edition or volume.

General Rules:

Using standard cataloging rules such as AACR2 or RDA, determine the main entry/preferred access point for the work.

Works entered under personal name:

For works entered under a personal name, give the citation in the following pattern:

Surname, Forename Initial(s). Title proper.

The surname with initials is taken from the heading for the personal name appearing as a main entry, as it appears in the Library of Congress Name Authority File. Do not leave any spaces between forename initials. Leave two spaces after the period separating the forename initials from the title.

Do not abbreviate the Title Proper, but do omit initial articles, part titles, and alternative titles. Do not include other title information.

Bibliographic information:	Duff, E. Gordon. <i>Fifteenth century English books: a bibliography of books and documents printed in England and of books for the English market printed abroad.</i>
Citation:	Duff, E.G. Fifteenth century English books

Bibliographic information:	Campbell, M.F.A.G. (Marinus Frederik Andries Gerardus), 1819-1890. <i>Annales de la typographie néerlandaise au XVe siècle.</i>
Citation:	Campbell, M.F.A.G. Annales de la typographie néerlandaise au XVe siècle

Bibliographic information:	Isaac, Francis Swinton. <i>An index to the early printed books in the British Museum. Part II. MDI-MDXX. Section II. Italy. Section III. Switzerland and eastern Europe.</i>
Citation:	Isaac, F. Index to the early printed book in the British Museum

Bibliographic information:	Quérard, J.-M. <i>La France littéraire, ou Dictionnaire bibliographique des savants, historiens et gens de lettres de la France.</i>
Citation:	Quérard, J.-M. France littéraire

If two people are chiefly responsible for the content of the work, omit the main entry from the citation and give the surnames only, joined by an ampersand, in square brackets following the title element:

Title proper [Surname 1 & Surname 2]

Bibliographic information:	Crane, Ronald Salmon, and Frederick Benjamin Kaye. <i>A census of British newspapers and periodicals, 1620-1800.</i>
Citation:	Census of British newspapers and periodicals, 1620-1800 [Crane & Kaye]

[Note: we don't currently have a rule that deals explicitly with works with 3 or more authors. The rule in 2nd ed. says, "If there are three or more authors, use the surname and forename initials of the first author

only for the author portion of the author/title citation. If this is not appropriate, use some other element as the citation form (e.g., title alone, corporate name/title).]

Works entered under corporate body name:

For works entered under a Corporate Body, give the citation in the following pattern:

Corporate Body. Title proper.

The name of the Corporate Body should be given as it appears in the Library of Congress Name Authority File, but omitting subordinate bodies from the heading. Leave two spaces after the period separating the corporate body name from the title.

Do not abbreviate the Title Proper, but do omit initial articles, part titles, and alternative titles. Do not include other title information.

Bibliographic information:	Library Company of Philadelphia. <i>Afro-Americana, 1553-1906: author catalog of the Library Company of Philadelphia and the Historical Society of Pennsylvania.</i>
Citation:	Library Company of Philadelphia. Afro-Americana, 1553-1906

If the name of the corporate body appears in the title proper, omit the main entry element.

Bibliographic information:	Yale University. Library. <i>Ornithological books in the Yale University Library, including the library of William Robertson Coe.</i>
Citation:	Ornithological books in the Yale University Library

If an individual(s) is given in the statement of responsibility but the work is entered under corporate body OR the work is more commonly known by a personal name such as editor, compiler, etc., append the surname enclosed in square brackets to the citation.

Bibliographic information:	Yale University. Library. <i>Yale Collection of German Literature. German Baroque literature: a catalogue of the collection in the Yale University Library / by Curt von Faber du Faur.</i>
Citation:	Yale University. Yale Collection of German Literature [Faber du Faur]

If an individual(s) is given in the statement of responsibility but the work is entered under corporate body OR the work is more commonly known by a personal name such as editor, compiler, etc. AND the surname appears in the citation, do not append the surname enclosed to the citation.

Bibliographic information:	Johns Hopkins University. <i>The Fowler architectural collection of the Johns Hopkins University: catalogue.</i>
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Citation:	Johns Hopkins University. Fowler architectural collection of the Johns Hopkins University
	NOTE: This work is commonly known by one of the two compilers, Fowler. The surname is not appended to the citation because it is contained within the title proper.

Works entered under title:

For works entered under title, give the citation in the following form:

Title proper.

Do not abbreviate the Title Proper, but do omit initial articles, part titles, and alternative titles. Do not include other title information.

Bibliographic information:	<i>Swedish imprints, 1731-1833: a retrospective national bibliography</i> / prepared at the Center for Bibliographical Studies, Uppsala (CBSU); general editor, Rolf E. Du Rietz.
Citation:	Swedish imprints, 1731-1833

Bibliographic information	Need example here
Citation:	NOTE: Alternative title is included because title proper is ambiguous.

Exceptions and Additions:

Certain qualifiers are added for clarity or to distinguish between otherwise identical citations forms.

If a citation requires more than one qualifier to be enclosed in parentheses, enclose each qualifier in separate parentheses. When square brackets are called for, place any parenthetical qualifiers after the information that is to be bracketed. Do enclose parenthetical qualifiers within the square brackets.

(2nd ed.) (1994)

[Brunet (suppl. 2)]

Works in multiple editions:

When assigning a citation form to an edition other than the first, if the citation form would be the same as that for the first edition, add in parentheses an abbreviated version of the edition statement. In the case of English-language edition statements, record the ordinal numerals in the form 1st, 2nd, 3rd, 4th, etc.; in foreign languages, use the form 1., 2., 3., etc.

Bibliographic	Smith, David Eugene. <i>Rara arithmetica: a catalogue of the arithmetics written before the</i>
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information:	<i>year MDCL, with a description of those in the library of George Arthur Plimpton of New York.</i> 4th ed., including A. De Morgan's <i>Arithmetical books</i> , published at London in 1847.
Citation:	Smith, D.E. <i>Rara arithmetica</i> (4th ed.)

If the edition statement is not distinctive or if there is no edition statement, use the date of publication in its place (e.g. 1924 ed., 1906 ed., 1906-1910 éd.). When feasible, use the language of the title and **AACR2R abbreviations** in formulating this qualification.

Bibliographic information:	Sitwell, Sacheverell, and Wilfrid Blunt. <i>Great flower books, 1700-1900: a bibliographical record of two centuries of finely-illustrated flower books.</i> [New ed.] New York: Atlantic Monthly Press, 1990.
Citation:	Sitwell & Blunt. <i>Flower books</i> (1990 ed.)

Do not add parenthetical qualifiers for editions if that information is contained within the title proper.

Bibliographic information:	Need example here to illustration instructions.
Citation:	

In exceptional cases, when a particular edition of a work is widely cited without reference to its edition, the edition qualification may be omitted from the citation form.

Bibliographic information:	Brunet, Jacques-Charles, 1780-1865. <i>Manuel du libraire et de l'amateur de livres: contenant 1o, Un nouveau dictionnaire bibliographique... 2o, Une table en forme de catalogue raisonné.</i> 5e éd. originale entièrement refondue et augm. d'un tiers par l'auteur.
Citation:	Brunet, J.-C. <i>Manuel du libraire et de l'amateur de livres.</i> NOTE: <i>Not</i> Brunet, J.-C. <i>Manuel du libraire et de l'amateur de livres</i> (5. éd.)

If an edition of a work subsequent to the first has been prepared or revised by someone other than the original author AND the work has become known by both names, hyphenate the two names and append them, enclosed in square brackets, to the citation. Omit the main entry for original author in such a case.

Bibliographic information:	Backer, Augustin de. <i>Bibliothèque de la Compagnie de Jésus.</i> Nouv. éd., par Carlos Sommervogel.
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Citation:	Bibliothèque de la Compagnie de Jésus [Backer-Sommervogel]
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Supplements, indexes, revisions, etc.:

If the citation for a supplement, reprint, alternate version, etc. is indistinguishable from the citation for the original version, OR the distinction between the two works is unclear, append the qualifier “suppl.” (or another appropriate term or abbreviation, such as addenda, index, map, table, etc.) in parentheses to the citation.

Bibliographic information:	Goff, Frederick Richmond. <i>Incunabula in American libraries: a third census of fifteenth-century books recorded in North American collections.</i>
Citation:	Goff, F.R. Incunabula in American libraries
Supplement:	Goff, Frederick Richmond. <i>Incunabula in American libraries: a supplement to the third census of fifteenth-century books recorded in North American collections (1964)</i>
Citation:	Goff, F.R. Incunabula in American libraries (suppl.)

Bibliographic information:	Nijhoff, Wouter. <i>Bibliographie de la typographie néerlandaise des années 1500 à 1540: ouvrage faisant suite aux "Annales" de M. Campbell.</i>
Citation:	Nijhoff, W. Bibliographie de la typographie néerlandaise des années 1500 à 1540
Bibliographic information (register):	Nijhoff, Wouter. <i>Nederlandsche bibliographie van 1500-1540: alphabetisch register.</i>
Citation (register):	Nijhoff, W. Nederlandsche bibliographie van 1500-1540 (register)

Bibliographic information:	Pellechet, Marie Léontine Catherine. <i>Catalogue général des incunables des bibliothèques publiques de France.</i>
Citation:	Pellechet, M. Catalogue général des incunables des bibliothèques publiques de France NOTE: Personal name is based on form in the Library of Congress Name Authority File
Bibliographic information (manuscript):	Pellechet, Marie Léontine Catherine. <i>Catalogue général des incunables des bibliothèques publiques de France: [Manuscript of later volumes never published]</i>
Citation (manuscript):	Pellechet, M. Catalogue général des incunables des bibliothèques publiques de France (ms.)

Do not append a qualifier for supplements, reprints, multiple versions if that information is contained within the title proper.

Bibliographic information:	Bristol, Roger P. <i>Supplement to Charles Evans' American bibliography.</i>
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Citation:	Bristol, R. Supplement to Charles Evans' American bibliography
Bibliographic information (index):	Bristol, Roger P. <i>Index to Supplement to Charles Evans' American bibliography</i>
Citation (index):	Bristol, R. Index to Supplement to Charles Evans' American bibliography. NOTE: There is no need to add (index) since this information is contained in the title proper.

Indexes and addenda to specific editions:

If the work is an index or addendum to another work that appears in multiple editions, and the index or addendum applies to only one of those editions, append to the citation the edition to which it applies in parentheses.

Bibliographic information:	Palau y Dulcet, Antonio. <i>Manual del librero hispano-americano: inventario bibliográfico de la producción científica y literaria de España y de la América latina desde la invención de la imprenta hasta nuestros días, con el valor comercial de todos los artículos descritos.</i>
Citation:	Palau y Dulcet, A. Manual del librero hispano-americano
Bibliographic information (2nd ed.):	Palau y Dulcet, Antonio. <i>Manual del librero hispano-americano: bibliografía general española e hispano-americana desde la invención de la imprenta hasta nuestros días, con el valor comercial de los impresos descritos.</i> 2. ed. corr. y aumentada por el autor.
Citation (2nd ed.):	Palau y Dulcet, A. Manual del librero hispano-americano (2. ed.)
Bibliographic information (Index to 2nd ed.):	Palau Claveras, Agustín. <i>Índice alfabético de títulos-materias, correcciones, conexiones y adiciones del Manual del librero hispanoamericano de Antonio Palau y Dulcet.</i>
Citation:	Palau Claveras, A. Índice alfabético de títulos-materias, correcciones, conexiones y adiciones del Manual del librero hispanoamericano de Antonio Palau y Dulcet (2. ed.) NOTE: "Índice" is included in the title, so the addition of the parenthetical qualifier indicating that the work is an index is not needed.
Bibliographic information (Addenda to 2nd ed.):	Palau y Dulcet, Antonio, 1867-1954. <i>Manual del librero hispano-americano de Antonio Palau y Dulcet. Addenda & corrigenda, o Volumen complementario.</i>
Citation (Addenda to 2nd ed.):	Palau y Dulcet, A. Manual del librero hispano-americano de Antonio Palau y Dulcet (2. ed.) (addenda)

Works commonly known by another name:

If the name by which a work is most commonly known is not evident from either the main entry or the title proper, use the following guidelines to construct an appropriate qualifier and append it to the citation:

1. If a supplement or index has been prepared by someone other than the author or editor of the original work, and the original author/editor's name does not appear in the title proper, append the original author/editor's name in square brackets to the citation. Add in parentheses any necessary qualifiers to indicate the nature of the secondary work in parentheses. The parenthetical qualifier(s) should follow information to be bracketed. All appended information should be enclosed within the square brackets.

Bibliographic information:	Brunet, Jacques-Charles. <i>Manuel du libraire et de l'amateur de livres: contenant 1o, Un nouveau dictionnaire bibliographique... 2o, Une table en forme de catalogue raisonné.</i> 5 ^e éd. originale entièrement refondue et augm. d'un tiers par l'auteur.
Citation:	Brunet, J.-C. Manuel du libraire et de l'amateur de livres NOTE: The (5. ed.) is not needed because this work is widely cited without reference to its edition.
Bibliographic information (suppl.):	Deschamps, P. <i>Dictionnaire de géographie ancienne et moderne à l'usage du libraire et de l'amateur de livres: contenant 1o, Les noms anciens, grecs, et latins...2o, Les recherches les plus étendues et les plus consciencieuses sur les origines de la typographie...3o, Un dictionnaire français-latin des noms de lieux...</i>
Citation (suppl.):	Deschamps, P. Dictionnaire de géographie ancienne et moderne à l'usage du libraire et de l'amateur de livres [Brunet (suppl.)]
Bibliographic information (suppl. 2):	Deschamps, P., and Gustave Brunet. <i>Manuel du libraire et de l'amateur de livres. Supplément: contenant 1o, Un complément du Dictionnaire bibliographique de M. J.-Ch. Brunet...2o, La table raisonnée des articles...</i>
Citation (suppl. 2):	Deschamps, P. Manuel du libraire et de l'amateur de livres [Brunet (suppl. 2)]

2. If a work is entered under a corporate body but the work is more commonly known by the editor's surname, and the editor's name does not appear in the title proper, append to the citation the editor's surname in square brackets.

Bibliographic information:	British Museum. Dept. of Prints and Drawings. <i>Catalogue of prints and drawings in the British Museum: Division I, Political and personal satires.</i> London: Printed by order of the Trustees, 1870-1954. 11 vols. in 12. Reprint. London: Published for the trustees of the British Museum by British Museum Publications Limited, 1978. NOTE: Vols. 1-4 prepared by F. G. Stephens; vols. 5-11 by M. D. George. Vols 5-11 have title: <i>Catalogue of political and personal satires preserved in the Dept. of Prints and Drawings in the British Museum.</i>]
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Citation:	Catalogue of prints and drawings in the British Museum [George]
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Add in parentheses any qualifiers necessary to distinguish between multiple editions, supplements, indexes, revisions, etc. according to the instructions for those categories. The parenthetical qualifier(s) should follow information to be bracketed. All appended information should be enclosed within the square brackets.

Bibliographic information:	Library of Congress. Music Division. <i>Catalogue of early books on music (before 1800)</i> .
Citation:	Library of Congress. <i>Catalogue of early books on music (before 1800)</i> [Gregory]
Bibliographic information (suppl.):	Library of Congress. <i>Catalogue of early books on music (before 1800)—supplement : books acquired by the Library, 1913-1942</i> .
Citation (suppl.):	Library of Congress. <i>Catalogue of early books on music (before 1800)—supplement</i> [Gregory] NOTE: Addition of (suppl.) not needed here because this information is included in the title proper.

Bibliographic information:	NOTE - Need an example to illustrate instructions.
Citation:	
Bibliographic information (suppl.):	
Citation (suppl.):	

3. If a work is entered under title, but is more commonly known by the editor's (compiler's, etc.) surname and the surname does not appear in the title proper, add the editor's (compiler's, etc.) surname in square brackets to the end of the citation.

Bibliographic information:	NOTE - Need an example to illustrate instructions.
Citation:	

Add in parentheses any qualifiers necessary to distinguish between multiple editions, supplements, indexes, revisions, etc. according to the instructions for those categories. The parenthetical qualifier(s)

should follow information to be bracketed. All appended information should be enclosed within the square brackets.

Bibliographic information:	<i>Bibliografia della musica italiana vocale profana pubblicata dal 1500 al 1700</i> . Nuova ed.
Citation:	Bibliografia della musica italiana vocale profana pubblicata dal 1500 al 1700 [Vogel (Nuova ed.)] Question – This is the citation according to our guidelines, but this work is known as “Nuovo Vogel.” So far, it’s the only example of title main entry that is more commonly known by the editor’s (compiler’s, etc.) name.

4. If a work is commonly known by an acronym, append the acronym in square brackets to the citation.

Bibliographic information:	British Museum. Dept. of Printed Books. <i>General catalogue of printed books</i> . Photolithographic ed. to 1955. London: Trustees of the British Museum, 1959-66.
Citation:	British Museum. <i>General catalogue of printed books</i> [BM]

Add, in parentheses, any qualifiers necessary to distinguish between multiple editions, supplements, indexes, revisions, etc. according to the instructions for those categories. The parenthetical qualifier(s) should follow information to be bracketed. All appended information should be enclosed within the square brackets.

Bibliographic information:	Pollard, Alfred W. (Alfred William), 1859-1944. <i>A short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640</i> .
Citation:	Pollard, A. <i>Short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640</i> [STC]
Bibliographic information (2 nd ed.):	Pollard, Alfred W. (Alfred William), 1859-1944. <i>A short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640</i> . 2 nd ed., rev. & enl., begun by W. A. Jackson and F. S. Ferguson, completed by Katharine F. Pantzer.
Citation (2 nd ed.):	Pollard, A. <i>Short-title catalogue of books printed in England, Scotland, & Ireland and of English books printed abroad, 1475-1640</i> [STC (2 nd ed.)]

Bibliographic information:	<i>International inventory of musical sources = Répertoire international des sources musicales = Internationales Quellenlexikon der Musik</i> .
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Citation:	International inventory of musical sources [RISM]
Bibliographic information (Series A):	Répertoire international des sources musicales = International inventory of musical sources. Series A, Einzeldrucke vor 1800.
Citation (Series A):	Répertoire international des sources musicales [RISM (A)]

Multiple Versions and Formats

Forthcoming

Bibliographies in Journals or as Component Parts of Larger Works

Forthcoming

Categories of Bibliographies Excluded from the List

Forthcoming

Abbreviations

Use standard abbreviations including – though not limited to – those listed in AACR2, Appendix B.13. Use abbreviations only in information appended to the basic citation form. Do not abbreviate anything in the main portion of the citation:

Corporate name. Title proper.
Surname, initials. Title proper.
Title proper.

Question – do we want to use abbreviations?

Numeration

When a bibliography or catalog is numbered, give the number exactly as it appears in the source, including the punctuation marks (e.g. hyphen, full stop, etc.) found in the source. Add other information when needed for clarification.

Examples to come

Separate the number from the citation by a comma-space.

Examples to come

When an unnumbered bibliography is cited, specific page numbers or other locational information may be given if desired. A comma-space should be used before a page or volume and page citation, and between a volume number and a page number. Volume numbers are generally given in upper case roman numerals.

Examples to come