

Voyager Acquisitions Training
Bindery Maintenance
Supplement on Notation Standards
 May 16, 2005

In editing volumes, please follow standard notation for information in the enumeration and chronology fields.

A. Use the enumeration field for the following abbreviations and phrases:

and Sup. (when one supplement is included in the bound volume)
 and Sups. (when more than one supplement is included in the bound volume)
 and Index (when an index is included in the bound volume)
 Sup. (when the bound volume contains only a supplement)
 Index (when the bound volume contains only an index)
 Inc. (for incomplete volumes when 4 or more issues are missing from the bound volume)
 (Bd. w/o ...) (when fewer than 4 issues are missing from the bound volume)

B. Years and year ranges should use all four digits of years with no other punctuation.

1998
 1998-1999

C. Months should be abbreviated as: Jan., Feb., Mar., Apr., May, June, July, Aug., Sept., Oct., Nov., Dec.

D. Seasons should not be abbreviated: Spring, Summer, Fall, Winter.

E. Standard abbreviations for enumeration and chronology:

Enumeration: v., no., pt., ed.

Chronology: yr., mo.

Examples of notation for enumeration and chronology fields

Enumeration field

Chronology field

v.5:1-3	(2003)
v.5:1-3 and Sup.	(2003)
v.5:1-3 and Index	(2003)
v.5:1-3 Index	(2003)
v.5:1-6 (Bd. w/o 4)	(2003)

v.5:1-6 (Bd. w/o 4,5)	(2003)
v.5	(2003)
v.5 Index	(2003)
v.5 Inc.	(2003)
v.5 (Bd. w/o 4,5)	(2003)
v.3 Inc.	(2000-2001)
1999:1-6 and Index	
1999:1-12 and Sup. (Bd. w/o 2,8)	

Further examples of notation for enumeration and chronology fields in context of marking notes

CONTENTS OF BOUND VOLUME	ENUMERATION FIELD	CHRONOLOGY FIELD	MARKING NOTE IN HOLDINGS RECORD
Issues for the whole year	v.33	(2001)	Marked by volume (or by volume and number)
Issues for part of the year	v.33:1-3	(2001)	Marked by volume (or by volume and number)
Issues for a whole volume that spans two years	v.39	(2000-2001)	Marked by volume (or by volume and number)
Issues for volumes that span two or more years	v.81-82	(1998-2000)	Marked by volume (or by volume and number)
Issues for part of a volume that spans two or more years	v.39:1-3	(2000-2001)	Marked by volume (or by volume and number)
If four or more issues are missing	v.33 Inc.	(2001)	Marked by volume (or by volume and number)
If fewer than four issues are missing	v.24 (Bd. w/o 5,6)	(1978)	Marked by volume (or by volume and number)
same	v.55:1-26 (Bd. w/o 22)	(2001)	Marked by volume (or by volume and number)
If there is a supplement together with the issues	v.46 and Sup.	(2001)	Marked by volume (or by volume and number)
If there is an index together with the issues	v.49 and Index	(2004)	Marked by volume (or by volume and number)

If there is an alternative number scheme	v.1(10)	(2001)	Marked by volume, volume and year
Issues for the whole year	2000		Marked by year (or by year and number)
Issues for part of the year	2000:1-6		Marked by year (or by year and number)
If four or more issues are missing	1991:1-24 Inc.		Marked by year (or by year and number)
If fewer than four issues are missing	2000:1-18 (Bd. w/o 3-5)		Marked by year (or by year and number)
If there is a supplement together with the issues	2001:1-6 and Sup.		Marked by year (or by year and number)
If there is an index together with the issues	2001:1-6 and Index		Marked by year (or by year and number)
If the bound volume consist of only an index	1995-1998 Index		Marked by year (or by year and number)
Issues for part of the year	2001:July-Dec.		Marked by year and month
Issues for parts of two adjacent years	2000:Nov.-2001:June		Marked by year and month
If fewer than four issues are missing	2000:July-Dec. (Bd. w/o Nov.)		Marked by year and month
When the volume functions more like an issue number (very rare)	1997:15.08		Marked by year and volume
When the issue is published over two years	1998/1999		Marked by year/year
Issues for whole or part of the year	no.1154-1161	(2001)	Marked by number
If you need to indicate number as opposed to volume (very rare)	no.28-29	(2000)	Marked by number (or by whole number)
If fewer than four issues are missing	no.1154-1161 (Bd. w/o 1157)	(2001)	Marked by number
If there is an alternative number scheme	no.17-19(1-4)	(2001-2002)	Marked by number, number, and year

