Chapter 13: Letters and Other Personal Communication

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- Examples

See also:

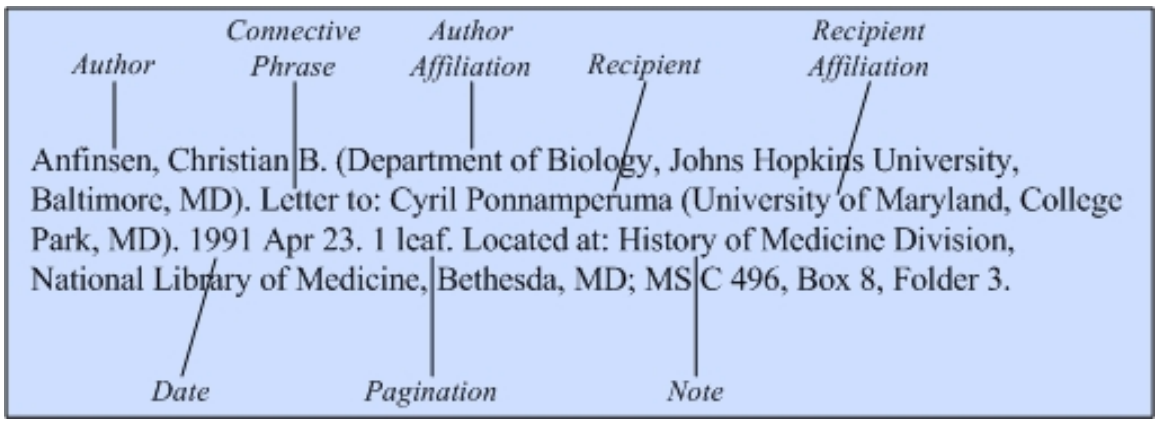
Chapter 14 Manuscripts

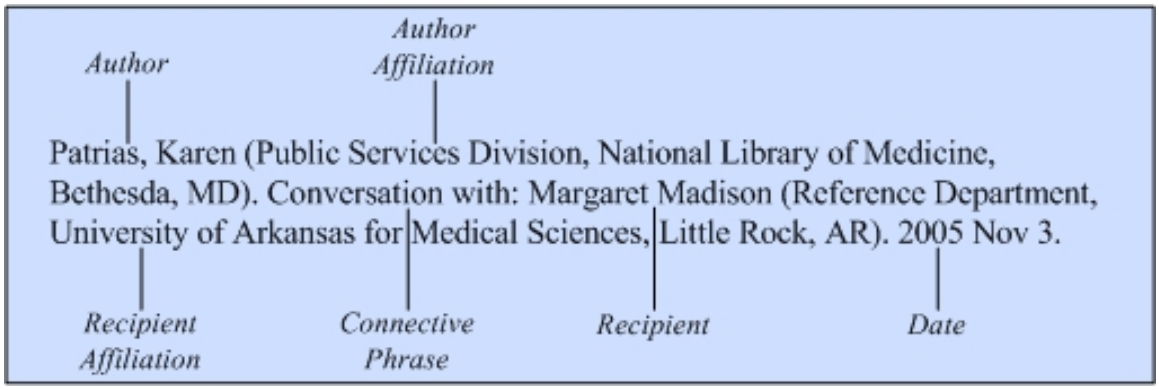
Chapter 26 Electronic Mail and Discussion Forums

Sample Citation and Introduction to Citing Letters and Other Personal Communication

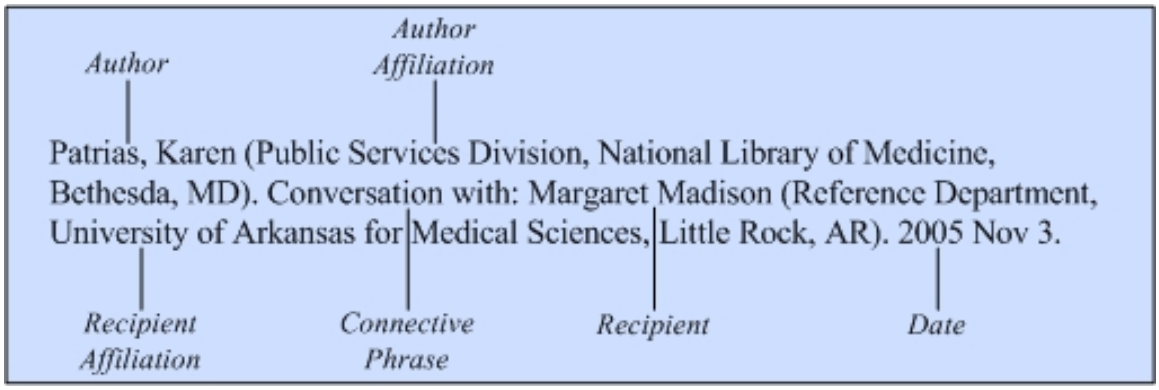
The general format for a reference to a letter or other type of personal communication, including punctuation:

- letter:





- other personal communication:



Examples of Citations to Letters and Other Personal Communication

Documents generally available to scholars in an archive or a depository can usually be included in a reference list. However, many publishers do not permit placing any form of unpublished material in the end references. Most authorities recommend placing references to personal communications such as letters and conversations within the running text, not as formal end references. Include the nature and source of the cited information, using a term or terms to indicate clearly that no corresponding citation is in the reference list. Place the source information in parentheses. For example:

> … and most of these meningiomas proved to be inoperable (2003 letter from RS Grant to me; unreferenced, see "Notes") while the few that …

Unless the letter resides in a library or other public archive, the author of a publication citing a letter must provide written permission from the cited person (if living) to the publisher or from the cited organization if it is carried in a document such as in internal memorandum that is not accessible to scholars. Acknowledge such permission in an "Acknowledgments" or a "Notes" section following the text of an article or at the end of a book's main text. Such statements may include additional details, such as the reason for the communication.

The rules below apply when a letter is included in a reference list rather than within the text as described above. Letters are similar to manuscripts in that they contain little information from which to construct a citation. They lack titles, and have no place of publication or publisher. References to letters differ from manuscripts in that they have a formal structure applied to clearly identify the author (initiator) and the recipient (receiver) of the communication. Because of the lack of other information to include in a citation to a letter, providing the full names for both author and recipient is recommended as well as any clarifying notes on its content.

For information on citing collections of letters, see Chapter 14 Manuscripts. For information on citing letters to the editors of journals, see Chapter 1A Journal Articles.

Most examples for citations to letters provided in this chapter are taken from the Modern Manuscripts Collection of the National Library of Medicine. Since the Collection is housed organizationally within the Library's History of Medicine Division, many items are historical in nature. However, the rules provided are applicable to contemporary material. Other types of personal communication, such as conversations, are not included in the examples for this chapter because they are so rarely seen in a reference list.

Continue to Citation Rules with Examples for Letters and Other Personal Communication.

Continue to Examples of Citations to Letters and Other Personal Communication.

Citation Rules with Examples for Letters and Other Personal Communication

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 (R) | Author Affiliation (O) | Connective Phrase (R) | Recipient (R) | Recipient Affiliation (O) | Date (R) | Pagination (O) | Language (R) | Notes (O)

Author for Personal Communication (required)

General Rules for Author

- Enter surname (family or last name) first for the person initiating the communication
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- Follow the surname with a comma and a space
- Enter the given (first) name and any middle name or initials; follow initials with periods
- End author information with a period unless the Author Affiliation is given, then use a space

Specific Rules for Author

- 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) or character-based languages (Chinese, Japanese, Korean)
- Organization as author
- Title of author given
- Options for author names

Box 1

Surnames with hyphens and other punctuation in them

- Keep hyphens in surnames

  Estelle Palmer-Canton *becomes* Palmer-Canton, Estelle

  Ahmed El-Assmy *becomes* El-Assmy, Ahmed
- Keep particles, such as O', D', and L'

  Alan D. O'Brien *becomes* O'Brien, Alan D.

  James O. L'Esperance *becomes* L'Esperance, James O.

  U. S'adeh *becomes* S'adeh, U.
- Keep all other punctuation in surnames

  Charles A. St. James *becomes* St. James, Charles A.

Box 2

Other surname rules

- Keep prefixes in surnames

  Lama Al Bassit *becomes* Al Bassit, Lama

  Jiddeke M. van de Kamp *becomes* van de Kamp, Jiddeke M.

  Gerard de Pouvourville *becomes* de Pouvourville, Gerard
- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno *becomes* Lopez Moreno, Sergio

  Jaime Mier y Teran *becomes* Mier y Teran, Jaime

  Virginie Halley des Fontaines *becomes* Halley des Fontaines, Virginie
- 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 3

Given names containing punctuation, a prefix, a preposition, or particle

- Keep hyphens joining given (first or middle) names

  Jean-Louis Lagrot *becomes* Lagrot, Jean-Louis
- Keep prefixes, prepositions, and other particles

  D'Arcy Hart *becomes* Hart, D'Arcy

  William St. John Patterson *becomes* Patterson, William St. John

  De la Broquerie Fortier *becomes* Fortier, De la Broquerie

  Craig McC. Brooks *becomes* Brooks, Craig McC.
- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly *becomes* Wunderly, Ch.

Charles Fr. Erdman *becomes* Erdman, Charles Fr.

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov *becomes* Iakontov, Iu.A.

  Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.

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, James A.

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

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

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

  Sir Frances Hildebrand *becomes* Hildebrand, Frances

  Dr. Jane Eberhard *becomes* Eberhard, Jane

  Captain R.C. Williams *becomes* Williams, R.C.

  but

  Dr. Morton *becomes* Morton, Dr.

  Major Robertson *becomes* Robertson, Major.

Box 5

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

- Place family designations of rank after the given (first) name and any middle name or initials
- End initials and Jr or Sr with periods
- Convert roman numerals to arabic ordinals

  Examples:

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

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

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

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

Box 6

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

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*.

Citing Medicine

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, 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, Iu.A.

  Georgios Th. Tsakalos *becomes* Tsakalos, Georgios Th.
- 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 a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 7

Organization as author

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

- Omit "The" preceding an organizational name

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

  American Medical Association, Committee on Ethics.

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

  American College of Surgeons, Committee on Trauma, Ad Hoc Subcommittee on Outcomes, Working Group.
- When citing organizations that are national bodies such as government agencies, if a nationality is not part of the name, place the country in parentheses after the name, using the two-letter ISO country code (see Appendix D)

  National Academy of Sciences (US).

  Royal Marsden Hospital (GB).
- 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.

  Universitatsmedizin Berlin.

  Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

- Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. 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, Japanese, and Korean. Place all translations in square brackets.

  [Chinese Medical Society].

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

  - Treat a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 8

Title of author given

- If the author's title is given, place it at the beginning of the affiliation

  Example:

  Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts

Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author's title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

  Example:

  Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

  or

  Secretary of War [Marcy, William L.] (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

Box 9

Options for author names

The following format is not NLM practice for citing authors of letters, but is an acceptable option:

- Given (first) and middle names of authors may be reduced to initials. See Chapter 1 for instructions on handling names in this format.

  Takagi Y.

  Moskowitz MA.

Examples for Author

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
5. Letter with organization as author

Author Affiliation for Personal Communication (optional)

General Rules for Author Affiliation

- Begin with the department and name of the institution, followed by city and state/ Canadian province/country
- Use commas to separate parts of the affiliation
- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from its author by a space
- Follow the affiliation with a period placed outside the parentheses

Specific Rules for Author Affiliation

- Abbreviations in affiliations

- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 10

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 11

E-mail address included

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the letter
- Place the e-mail address inside the closing parenthesis for the author affiliation
- Do not end an e-mail address with a period

  Example:

  Patrias, Karen (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 12

Titles in affiliations

- If the author's title is given, place it at the beginning of the affiliation

  Example:

  Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

- If the author's title is given in place of a name, put the title in the author position. If the actual name is located elsewhere, add it surname first in square brackets after the title.

  Example:

  Secretary of War (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

  or

  Secretary of War [Marcy, William L.] (Washington, DC). Letter to: Commander, Fort Dearborn (Illinois). 1846 Mar 7. 15 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.7481 box 916 no.1.

Box 13

Organizational names for affiliations not in English

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Carpentier, Antoine F. (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Marubini, Ettore (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).

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

  Barbulescu, Mihai (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).

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

Susaki, Kanako (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- 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 a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

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

Box 14

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

Box 15

No affiliation found

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the writer, put the place name in square brackets

  Examples:

  Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Author Affiliation

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
5. Letter with organization as author
6. Letter with author's title included in affiliation
7. Letter with place inferred

Connective Phrase for Personal Communication (required)

General Rules for Connective Phrase

- Use the phrase "Letter to", "Conversation with", or "Telephone conversation with" as appropriate
- End the phrase with a colon and a space

Recipient for Personal Communication (required)

General Rules for Recipient

- Enter the given (first) name and any middle name or initials of the person receiving the communication; follow initials with periods
- Give the surname (family or last name)
- Capitalize surnames and enter spaces in surnames as they appear in the document cited. For example: Van Der Horn *or* van der Horn; De Wolf *or* de Wolf *or* DeWolf.
- End recipient information with a period unless the Recipient Affiliation is given, then use a space

Specific Rules for Recipient

- 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) or character-based languages (Chinese, Japanese, Korean)
- Titles in recipient names
- Organization as recipient
- Options for recipient names

Box 16

Surnames with hyphens and other punctuation in them

- Keep hyphens in surnames

  Estelle Palmer-Canton

  Ahmed El-Assmy
- Keep particles, such as O', D', and L'

  Alan D. O'Brien

  James O. L'Esperance

  U. S'adeh
- Keep all other punctuation in surnames

  Charles A. St. James

Box 17

Other surname rules

- Keep prefixes in surnames

  Lama Al Bassit

  Jiddeke M. van de Kamp

  Gerard de Pouvourville
- Keep compound surnames even if no hyphen appears

  Sergio Lopez Moreno

  Jaime Mier y Teran

  Virginie Halley des Fontaines
- 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 18

Given names containing punctuation, a prefix, a preposition, or particle

- Keep hyphens joining given (first or middle) names

  Jean-Louis Lagrot

- Keep prefixes, prepositions, or other particles

  D'Arcy Hart

  W. St. John Patterson

  De la Broquerie Fortier

  Craig McC. Brooks

- Keep traditional abbreviations of given names. Some non-US publications use abbreviations of conventional given names rather than single initials, such as St. for Stefan.

  Ch. Wunderly

  Charles Fr. Erdman

- For non-English names that have been romanized (written in the roman alphabet), capitalize only the first letter if an initial is represented by more than one letter

  Iu. A. Iakontov

  Georgios Th. Tsakalos

Box 19

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* James A. Reed

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

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

- Omit rank and honors such as Colonel or Sir that precede a name, unless no given name is provided

  Sir Frances Hildebrand *becomes* Frances Hildebrand

  Dr. Jane Eberhard *becomes* Jane Eberhard

  Captain R.C. Williams *becomes* R.C. Williams

  but

  Dr. Morton *remains* Dr. Morton

  Major Robertson *remains* Major Robertson

Box 20

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

- Place family designations of rank after the surname
- Omit any commas between the surname and the designation
- Follow Jr or Sr with a period

- Convert roman numerals to arabic ordinals

  Examples:

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

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

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

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

Box 21

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

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

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, 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

  Georgios Th. Tsakalos
- 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 a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 22

Titles in recipient names

- If the recipient's title is given, place it at the beginning of the affiliation

  Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).

- If the recipient's title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

  Examples:

  Letter to: Secretary of War (Washington, DC).

  or

  Letter to: Secretary of War [William Endicott] (Washington, DC).

  Letter to: Dr. Morton ([Boston, MA]).

  or

  Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 23

Organization as recipient

An organization such as a university, society, association, corporation, or governmental body may serve as the recipient of a letter.

- Omit "The" preceding an organizational name

  The American Cancer Society *becomes* American Cancer Society

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

  Committee on Ethics, American Medical Association.

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

- 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 (GB).

- 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.

    Universitatsmedizin Berlin.

    Nordisk Anaestesiologisk Forening [Scandinavian Society of Anaesthesiologists].

  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, or Hebrew. 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, Japanese, and Korean. Place all translations in square brackets.

  [Chinese Medical Society].

- Ignore diacritics, accents, and special characters in names. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
  - Treat a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

    œ *treated as* oe

Box 24

Options for recipient names

The following format is not NLM practice for citing recipients, but is an acceptable option:

- Given (first) and middle names of recipients may be reduced to initials. See Chapter 1 for instructions on converting names to initials.

  Y Takagi

  MA Moskowitz

Examples for Recipient

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
4. Letter with a title for the recipient rather than a name

Recipient Affiliation for Personal Communication (optional)

General Rules for Recipient Affiliation

- Begin with the department and name of the institution, followed by city and state/ Canadian province/country
- Use commas to separate parts of the address

- Place the affiliation in parentheses, such as (Department of Psychology, University of Pittsburgh, Pittsburgh, PA)
- Separate the affiliation from the recipient by a space
- Follow the affiliation with a period placed outside the parentheses

Specific Rules for Recipient Affiliation

- Abbreviations in affiliations
- E-mail address included
- Titles in affiliations
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- No affiliation found

Box 25

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 26

E-mail address included

- Follow the US state, Canadian province, or country of the author with a period and a space
- Insert the e-mail address as it appears in the letter

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

Example:

Karen Patrias (Public Services Division, National Library of Medicine, Bethesda MD. patrias@nlm.nih.gov).

Box 27

Title in affiliations

- If the recipient's title is given, place it at the beginning of the affiliation

  Letter to: Rupert Blue (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC).
- If the recipient's title is given in place of a name, put the title in the recipient position. If the actual name is located elsewhere, add it in square brackets following the title.

Examples:

Letter to: Secretary of War (Washington, DC).

or

Letter to: Secretary of War [William Endicott] (Washington, DC).

Letter to: Dr. Morton ([Boston, MA]).

or

Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]).

Box 28

Organizational names for affiliations not in English

- Begin with the department and name of the organization, followed by the city, the two-letter abbreviation for the US state or Canadian province (see Appendix E), and the country name or ISO country code (see Appendix D) if non-US. Place the affiliation in parentheses.
- Provide the name in the original language for non-English organization names found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

  Letter to: Antoine F. Carpentier (Service de Neurologie, Hopital de la Salpetriere, Paris, France).

  Letter to: Ettore Marubini (Istituto di Statistica Medica e Biometria, Universita degli Studi di Milano, Milan, Italy).
- Romanize (write in the roman alphabet) or translate organizational names if they are in Cyrillic, Greek, Arabic, or Hebrew. A good authority for romanization is the *ALA-LC Romanization Tables*.

  Letter to: Mihai Barbulescu (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucarest, Romania).
- Translate organizational names in character-based languages (Chinese, Japanese, Korean)

Letter to: Kanako Susaki (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan).

- 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 a letter marked with diacritics or accents as if it were 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 were two letters

    æ *treated as* ae

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

Box 29

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

Box 30

No affiliation found

- If no affiliation is found or the affiliation is incomplete but it can be determined from elsewhere in the letter or from knowledge of the recipient, put the place name in square brackets

  Examples:

  Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

  Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection,

History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

Examples for Recipient Affiliation

1. Standard citation to a letter
2. Letter with optional initials for author and recipient
3. Letter providing only initials for author and recipient
4. Letter with a title for the recipient rather than a name
7. Letter with place inferred

Date for Personal Communication (required)

General Rules for Date

- Begin with the year
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month after the year, such as 2004 Mar
- Use English names for months and abbreviate them to the first three letters
- Include the day after the month, such as 2004 Mar 3
- End date information with a period

Specific Rules for Date

- Non-US forms for dates
- Non-English names for months
- Seasons instead of months
- No date can be found
- Options for date

Box 31

Non-US forms for dates

- Dates in US letters usually appear in the format month day, year. For example: August 23, 2005.
- Dates in other countries may appear in a variety of formats

  2004/12/02

  30.07.2004

  2004-10-02

  14 June 2004

  15/06/2005
- Enter the year first, then the month and the day, regardless of the format found

  2004/12/02 *becomes* 2004 Dec 2

  30.07.2004 *becomes* 2004 Jul 30

  2004-10-02 *becomes* 2004 Oct 2

  14 June 2004 *becomes* 2004 Jun 14

15/06/2005 *becomes* 2005 Jun 15

- Translate names of months into English and abbreviate them using the first three letters

  mayo = May

  luty = Feb

  brezen = Mar

  Example:

  22 Marz 2002 *becomes* 2002 Mar 22

Box 32

Non-English names for months

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

Examples:

mayo = May

luty = Feb

brezen = Mar

Box 33

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 34

No date can be found

- If a date cannot be found, but a date can be estimated from the content of the letter or in accompanying material, place a question mark after the estimated date and place date information in square brackets

  Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?]. 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

- If a date cannot be found or estimated, use [date unknown]

Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.1575.

Box 34a

Options for date

It is not NLM policy, but the following is an acceptable option:

The date for the personal communication may follow the author names in the list of references when the name-year system of in-text references is used.

- Use the complete date of the communication
- Place the date after the author and any author affiliation, followed by a period

NLM citation:

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Name-year system of citation:

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). 1991 Apr 23. Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Examples for Date

8. Letter with standard date
9. Letter with date estimated

Pagination for Personal Communication (optional)

General Rules for Pagination

- If the pages of a letter are numbered, provide the total number of pages
- Follow the page total with a space and the letter p
- If the pages of a letter are not numbered, provide the total number of sheets of paper on which the letter appears
- Follow the page total with the word leaf or leaves
- End pagination information in both cases with a period

Specific Rules for Pagination

- Roman numerals used as page numbers

Box 35

Roman numerals used as page numbers

If the pages of a letter have roman numerals instead of the usual arabic numbers:

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

Example: [20 p.].

Examples for Pagination

10. Letter with unnumbered pages
11. Letter with numbered pages

Language for Personal Communication (required)

General Rules for Language

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

Examples for Language

12. Letter in a language other than English

Notes for Personal Communication (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

- Name and location of a public archive
- Restrictions on use
- Other types of material to include in notes

Box 36

Name and location of a public archive

Information on a library or other public archive where the letter may be seen is helpful to the reader.

- Enter the phrase "Located at" followed by a colon and a space
- Give the name of the library or archive, preceded by any subsidiary division(s), and followed by a comma and a space. For example: Manuscripts Division, Library of Congress.
- Follow the library or archive name with the city, a comma, and the two-letter abbreviation for the US state or Canadian province (see Appendix E); add the country if not the US or Canada, either written out or as two-letter ISO country code (see Appendix D)

- Enter a semicolon and any identifying number for the manuscript
- End library or archive information with a period

Example:

Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

Box 37

Restrictions on use

- A library or other archive may place a variety of types of restrictions on the use of letters. For example, letters may only be available with an appointment or to scholars at the doctorate level. This information may be provided as a note at the end of the citation. Complete sentences are not required.

Examples:

Materials stored offsite; 24 hour prior notice required for delivery.

Written permission required to quote, cite, paraphrase, or publish any of Dr. Henle's unpublished material during her lifetime.

Box 38

Other types of material to include in notes

Notes is a collective term for any type of useful information given after the citation itself. Examples include:

- information on any material accompanying the letter

  Blue, Rupert (Surgeon General, US Public Health Service, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211. Accompanied by: Blue's "Memorandum Relative to the Development of National and International Programs of Public Health."

- explanatory information on the content of the letter

  Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Examples for Notes

13. Letter with an accompaniment

14. Letter with note

Examples of Citations to Letters and Other Personal Communication

1. Standard citation to a letter

Anfinsen, Christian B. (Department of Biology, Johns Hopkins University, Baltimore, MD). Letter to: Cyril Ponnamperuma (University of Maryland, College Park, MD). 1991 Apr 23. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 496, Box 8, Folder 3.

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

2. Letter with optional initials for author and recipient

Reed W. (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200.

3. Letter providing only initials for author and recipient

Colt, P. (Rome, NY). Letter to: M. Goshall (Hartford, CT). 1809 Mar 4. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 312.

4. Letter with a title for the recipient rather than a name

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

with name added as title

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War [William Endicott] (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176.

5. Letter with organization as author

Mason Chemical Company (Philadelphia, PA). Letter to: Abram Claude (Annapolis, MD). 1897 Dec 24. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 283.

Joseph Eastman Sanitorium (Indianapolis, IN). Letter to: Wm. E. Lybrook (Young America, IN). 1904 Nov 17. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 358.

6. Letter with author's title included in affiliation

Blue, Rupert (Surgeon General, Bureau of the Public Health Service, Treasury Department, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211.

Loper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.

7. Letter with place inferred

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

8. Letter with standard date

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

9. Letter with date estimated

Bell, John ([Edinburgh, Scotland]). Letter to: Cadell and Davies, Book Sellers ([London, England]). [1793?]. 8 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 291.

Loper, Richard L. (General Manager, Guarantors Liability Indemnity Company of Pennsylvania, Philadelphia, PA). Letter to: Dear Sirs. 1 leaf. [1895?]. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 274.

10. Letter with unnumbered pages

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293.

11. Letter with numbered pages

Kerr, J. Auston (Chevy Chase, MD). Letter to: Ramon Cordoba Palacio (Medellin, Colombia). 1974 Nov 11. 11 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 456.

12. Letter in a language other than English

de Lucretiis, Gaetano (San Severo, Italy). Letter to: D. Biagio Michetelli (Puglia, Italy). 1807 Nov 13. 9 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 214. Italian.

Pina, Luciano (Santiago, Chile). Letter to: D.M. Arroyo de Veracruz ([Mexico]). 1845 Jun 26. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 196. Spanish.

13. Letter with an accompaniment

Blue, Rupert (Surgeon General, US Public Health Service, Washington, DC). Letter to: Wm. H. Welch (American Red Cross, Paris, FR). 1919 Mar 18. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 211. Accompanied by: Blue's "Memorandum Relative to the Development of National and International Programs of Public Health."

Mayard, T.F. (Department of State, Washington, DC). Letter to: Secretary of War [William Endicott] (Washington, DC). 1888 Feb 16. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 269. Accompanied by: *El Comerrio* newsclipping written by Dr. David Matto.

14. Letter with note

Reed, Walter (Army Medical Museum, Washington, DC). Letter to: W.S. Halstead (Johns Hopkins Hospital, Baltimore, MD). 1985 Apr 10. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 200. Letter asking if Halsted could perform a hernia operation on the carpenter of the Army Medical Museum.

Wheaton, Levi (Providence, RI). Letter to: Moses Younglove (Cornwall, CT). 1800 Dec 18. 3 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 293. Wheaton thanks Younglove for a cowpox sample and describes his experiments with smallpox.

Kerr, J. Auston (Chevy Chase, MD). Letter to: Ramon Cordoba Palacio (Medellin, Colombia). 1974 Nov 11. 11 p. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS C 456. Contains reminiscences of Kerr's experiences in Colombia studying yellow fever for the Rockefeller Foundation in its laboratories from 1932 to 1938.

Nightingale, Florence (115 Park Street, W, [London, GB]). Letter to: Marquis Townshend. 1864 Jul 27. 4 leaves. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 179. Nightingale responds to Townshend's request on behalf of a Mrs. Montague for funds to support old nurses.

Wells, Horace (Hartford, CT). Letter to: Dr. Morton [William Thomas Morton] ([Boston, MA]). 1846 Oct 20. 1 leaf. Located at: Modern Manuscripts Collection, History of Medicine Division, National Library of Medicine, Bethesda, MD; MS F 176. Comments on the first use of Morton's anesthesia device.

Hennen, John (Edinburgh, Scotland). Letter to: Dr. Duncan. [date unknown]. 9 p. Located at: History of Medicine Division, National Library of Medicine, Bethesda, MD; W6 P3 v.1575. Observations on the cure of syphilis without mercury.