

## Chapter 16: Journals in Audiovisual Formats

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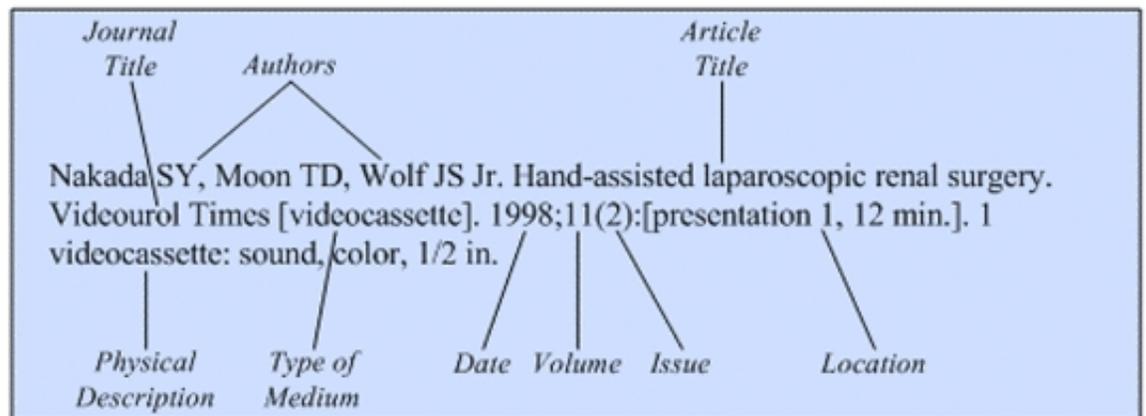
Chapter 19 Journals on CD-ROM, DVD, Disk

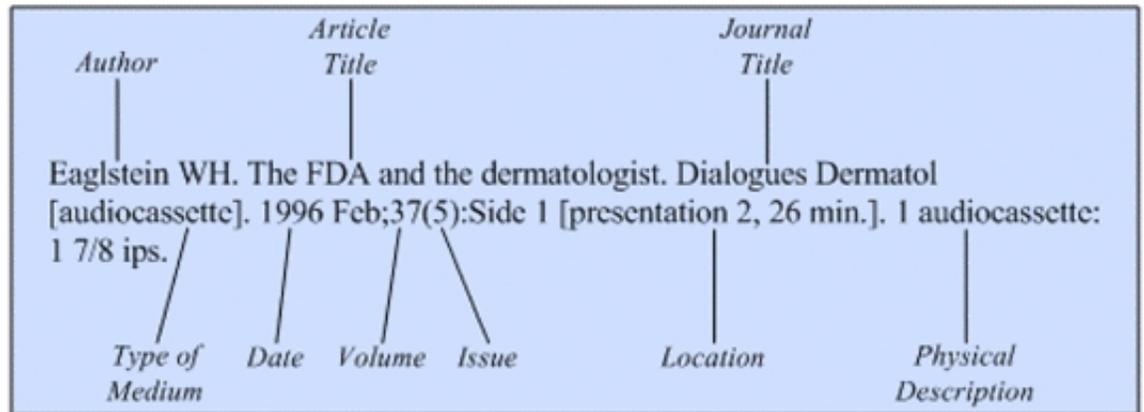
Chapter 23 Journals on the Internet

### A. Sample Citation and Introduction to Citing Journal Articles in Audiovisual Formats

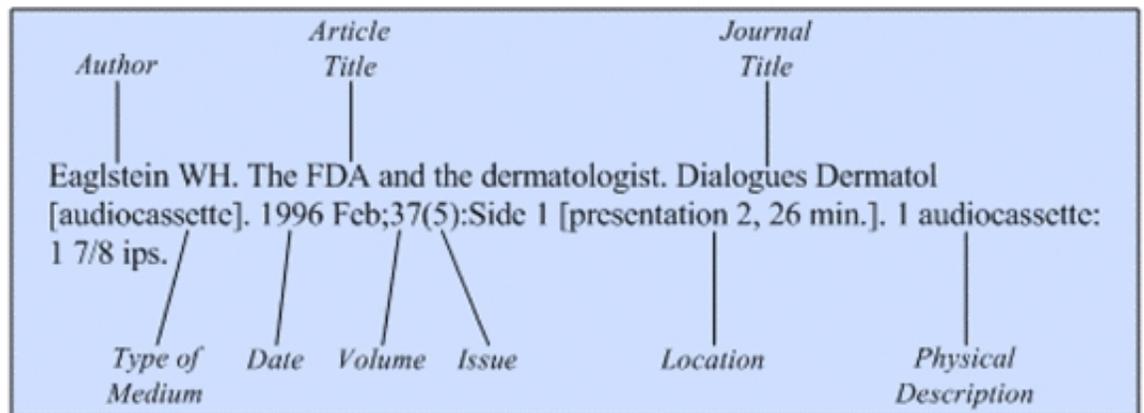
The general format for a reference to an article from a journal published as an audiovisual, including punctuation:

- on videocassette:





- on audiocassette:



#### Examples of Citations to Journal Articles in Audiovisual Formats

Journal articles in audiovisual formats are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased publication or migrated to the newer formats, but a few continue to be published and older articles continue to be cited.

Cite articles in audiovisual format using the standard format for journal articles (see Chapter 1), but add the type of medium, i.e., [videocassette] or [audiocassette], after the title to alert the user that special equipment is needed to view the article.

Videocassettes and audiocassettes do not use page numbers, so citations to journal articles in these formats require the addition of information on their placement within the cassette. Some publishers provide wording such as article 2 or segment 3, but if no wording is found, use "presentation." Citations to articles on audiocassette also require an indication of which side of the cassette contains the article being cited. See Location in the next section for further details.

Provide the extent or length of an article in terms of the run time, since page numbers are not present. Run time (also known as running-time) is the length of the film or program in minutes, such as 140 min. Further details of the physical description may also be provided to give additional information such as size, which can affect the equipment needed to view the item. See Physical Description (O) in the next section for details.

This chapter covers journal articles that are published as audiovisuals. See Chapter 19 for journals published in CD-ROM, DVD, or disk, and Chapter 23 for journals on the Internet. Because examples of journal articles published on videocassette or audiocassette are few in number compared to journal articles in print format, see also Chapter 1A Journals Articles for additional examples of specific parts of a citation.

The chief source for information about an audiovisual is the opening screens. If more information is needed, consult the case housing the audiovisual or any accompanying booklet or documentation.

Note that citations to journal articles published in videocassette or audiocassette format are not in PubMed.

Continue to [Citation Rules with Examples for Journal Articles in Audiovisual Formats](#).

Continue to [Examples of Citations to Journal Articles in Audiovisual Formats](#).

## Citation Rules with Examples for Journal Articles in Audiovisual Formats

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 \(O\)](#) | [Article Title \(R\)](#) | [Journal Title \(R\)](#) | [Edition \(R\)](#) | [Type of Medium \(R\)](#) | [Date of Publication \(R\)](#) | [Volume Number \(R\)](#) | [Issue Number \(R\)](#) | [Location \(Pagination\) \(R\)](#) | [Physical Description \(O\)](#) | [Language \(R\)](#) | [Notes \(O\)](#)

### Author for Journal Articles in Audiovisual Formats (required)

#### *General Rules for Author*

- List names in the order they appear on the opening screens or text, the carrying case, or in accompanying documentation
- Enter surname (family or last name) first for each author
- 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, regardless of the number
- Separate author names from each other by a comma and a space
- End author information with a period

#### *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)

- Organizations as author
- Editor instead of an author
- No author can be found
- Options for author names

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

- Keep hyphens within 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  
Jacques 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
- 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  
[If you cannot determine from the article whether a surname is a compound one or a combination of a middle name and a surname, look to the table of contents of the issue or an annual or other index for clarification. For example, Elizabeth Scott Parker may be interpreted to be Parker ES or Scott Parker E.]
- 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
    - ê *treated as* e

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 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
- Use only the first letter of given names and middle names when they contain a prefix, a preposition, or other 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
- 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 have been romanized (written in the roman alphabet), capitalize only the first letter when 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 that follow a personal name, such as M.D.  
James A. Reed, M.D., F.R.C.S. *becomes* Reed JA  
Katherine Schmidt, Ph.D. *becomes* Schmidt K  
Robert V. Lang, Major, US Army *becomes* Lang RV
- Omit rank and honors that precede a name, such as Colonel or Sir  
Sir Frances Hildebrand *becomes* Hildebrand F  
Dr. Helga Eberhard *becomes* Eberhard H  
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) 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 when 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 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****Organizations 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 other 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 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(s) appear on the title page of an article as authors, give both, in the order they appear in the article, and separate them by a semicolon  
Sugarman J, Getz K, Speckman JL, Byrne MM, Gerson J, Emanuel EJ; Consortium to Evaluate Clinical Research Ethics.  
Pinol V, Castells A, Andreu M, Castellvi-Bel S, Alenda C, Llor X, Xicola RM, Rodriguez-Moranta F, Paya A, Jover R, Bessa X; Spanish Gastroenterological Association, Gastrointestinal Oncology Group.  
Margulies EH; NISC Comparative Sequencing Program; Maduro VV, Thomas PJ, Tomkins JP, Amemiya CT, Luo M, Green ED.
- 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, 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].  
[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

#### Editor instead of an author

- If no person or organization can be found as the author but an editor is present, begin the reference with the name of the editor. Follow the same rules used for author names, but end the list of names with a comma and the word editor or editors.

Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

- If no person or organization can be identified as the author and no editors are given, begin the reference with the title of the article. Do not use anonymous.

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12): [presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

### Box 9

#### No author can be found

- If no person or organization can be found as the author but editors or translators are present, begin the reference with the names of the editors or translators. Follow the

same rules used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

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

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12): [presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

## Box 10

### Options for author names

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

- Full first names of authors 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. Mann, Frederick D.; Swartz, Mary N.; Little, R.T.

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

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

Adler DG, Baron TH, Davila RE, Egan J, Hirota WK, Leighton JA, and others.

### Examples for Author

1. Standard article in audiovisual format
2. Article in audiovisual format with optional full first names for authors
3. Article in audiovisual format with author having designation of family rank
4. Article in audiovisual format with author having prefix or particle
5. Article in audiovisual format with author having compound last name
6. Article in audiovisual format with editors instead of authors
7. Article in audiovisual format with no author found

### Author Affiliation for Journal Articles in Audiovisual Formats (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)

- Separate the affiliation from its author by a space
- Follow the affiliation with a comma placed outside the closing parenthesis, unless it is the affiliation of the last author, then use a period

#### *Specific Rules for Author Affiliation*

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

#### **Box 11**

##### **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, abbreviate the same word in all references.

#### **Box 12**

##### **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 publication
- Do not end an e-mail address with a period
- 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).

### Box 13

#### Organizational names not in English

- Give the affiliation of all authors or only the first author
- 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 two-letter ISO country code (see Appendix D) if non-US
- 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

- For non-English organizational names in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.), provide the name in the original language

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).

Pinet LM (Departamento de Servicios de Salud de Emergencia, Escuela de Posgrado, Universidad de Maryland, Condado de Baltimore, USA.  
lpinetl@umbc.edu).

- 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 M (Clinica Chirurgicala, Spitalul Clinic Coltea, Bucuresti), Burcos T, Ungureanu CD, Zodieru-Popa I.

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.

- Translate organizational names in character-based languages (Chinese, Japanese, Korean)  
Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, Kanaji N, Ishii T, Kubo A, Ishida T.
- 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

*Examples for Author Affiliation*

8. Article in audiovisual format with author affiliation included

**Article Title for Journal Articles in Audiovisual Formats (required)***General Rules for Article Title*

- Enter the title of an article as it appears on the opening screens or text, the carrying case, or in accompanying documentation
- 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 exclamation point) is already present
- Translate titles not in English into English; place the translation in square brackets
- End a title with a period unless a question mark or exclamation point already ends it (see Translated article titles ending in punctuation other than a period below)

**Box 17****Translated article titles ending in punctuation other than a period**

- Most article titles end in a period. When a translation of an article title is provided, place it in square brackets. Place the closing period outside the brackets.  
[A new, safe and simple breath test for the diagnosis of impaired digestion].  
*or*  
Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion].

- If a translated article title ends in another form of punctuation, keep that punctuation. Place it within the square brackets for the translation and end title information with a period outside the brackets.

[Quality criteria in medicine: which limits?].

*or*

Les criteres de qualite en medecine: jusqu' ou aller? [Quality criteria in medicine: which limits?].

#### *Specific Rules for Article Title*

- Article titles not in English
- Article titles in more than one language
- Translated article titles ending in punctuation other than a period
- Article titles containing a Greek letter, chemical formula, or other special character
- Article titles with headers
- No article title can be found

#### **Box 15**

##### **Article titles not in English**

- Translate article titles not in English. Place all translated titles in square brackets. Indicate the particular language after the pagination.

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. *Video Riv Ital Med Chir* [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

- Whenever possible, place the original language title or romanized title before the translation
  - Capitalize only the first word of the title, proper nouns, proper adjectives, acronyms, and initialisms unless the conventions of a particular language require other capitalization
 

Neue Nifedipin-Zubereitung ermöglicht tagliche Einmalgabe [New nifedipine preparation makes single daily dose possible].
  - 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 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

*Example:*

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion]. *Video Riv Ital Med Chir* [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

### Box 16

#### Article titles in more than one language

- If an article appears in English as well as other languages, give the English language version of the article title. Indicate all languages of publication after the location (pagination) and separate them by commas.
- If an article appears in more than one language and none of them is English, translate the title into English and place the translation in square brackets. Indicate all languages of publication after the location (pagination) and separate them by commas.
- As an option, if an article title is presented in two equal languages, as often occurs in Canadian publications, give both titles in the order in which they are presented, with an equals sign between them. Indicate all languages of publication after the location (pagination) and separate them by commas.

Prise en charge des thrombocytopenies induites par l'heparine = Management of heparin-induced thrombocytopenia.

### Box 18

#### Article titles containing a Greek letter, chemical formula, or another special character

- Capitalize the first word of an article title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized

von Willebrand disease.

p53 and its downstream proteins.

- 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,  $\Omega$  becomes omega.

Influence of seed extract of *Syzygium cumini* (Jamun) on mice exposed to different doses of  $\gamma$ -radiation.

*may become*

Influence of seed extract of *Syzygium cumini* (Jamun) on mice exposed to different doses of gamma-radiation.

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

Human Rhesus-associated glycoprotein mediates facilitated transport of NH<sub>3</sub> into red blood cells.

*may become*

Human Rhesus-associated glycoprotein mediates facilitated transport of NH (3) into red blood cells.

#### Box 19

##### Article titles with headers

- Journal articles sometimes contain a header at the top (such as news, case report, or clinical study) to indicate a section of the issue. Do not include a header as part of the article title unless the table of contents for the journal issue indicates that it is.

#### Box 20

##### No article title can be found

- Occasionally an article does not appear to have any title; the article 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.

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

#### Examples for Article Title

9. Article in audiovisual format with article title in a language other than English
10. Article in audiovisual format with article title constructed

#### Journal Title for Journal Articles in Audiovisual Formats (required)

##### General Rules for Journal Title

- Enter the journal title in the original language
- Abbreviate significant words in a journal title (see Abbreviation rules for journal titles below) and omit other words, such as articles, conjunctions, and prepositions
- Capitalize all remaining title words, including abbreviations
- Cite a journal name as it was published at the time. For example, VideoUrology officially changed title to VideoUrology Times in 1991. Cite articles from 1990 and earlier as Videourology, not as Videourol Times.
- End the journal title with a space

#### Box 21

##### Abbreviation rules for journal titles

- Abbreviate and capitalize significant words in a journal title and omit other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.

Practical Reviews in Dermatology *becomes* Pract Rev Dermatol [audiocassette].

Video Revista Italiana di Medicina e Chirurgia *becomes* Video Rev Ital Med Chir [videocassette].

Drugs & Devices *becomes* Drugs Devices [videocassette].

[A list of the abbreviations for common English words used in journal titles is in Appendix A. See Appendix B for other sources.]

- Do not abbreviate journal titles that consist of a single word or titles written in a character-based language such as Chinese, Japanese, and Korean
  - Gastroenterology *becomes* Gastroenterology [audiocassette].
  - Momaku Fukuijutsu *becomes* Momaku Fukuijutsu [videocassette].
- Do not include journal subtitles as part of the abbreviated title
  - Resource: a Monthly Audio Digest of Current Issues in Health Care *becomes* Resource [audiocassette].
- Omit any punctuation found in a title
  - Audio-digest Anesthesiology *becomes* Audio Dig Anesthesiol [audiocassette].
- Some bibliographies and online databases show a place of publication after a journal title, such as Emerg Med (Glendale, Calif). This practice is used to show that two or more journal titles with the same name reside in a library collection or database; the name of the city where the journal is published distinguishes the titles. The city or state/country is usually shown in abbreviated format following the same rules as for words in journal titles, as Calif for California in the example above. If you use a bibliography or database to verify your reference and a place name is included, you may keep it if you wish.
- See also *Construction of National Library of Medicine Title Abbreviations*

#### *Specific Rules for Journal Title*

- Abbreviation rules for journal titles
- Single word journal titles
- Non-English journal titles
- Multiple language journal titles
- Journals appearing in different editions
- Options for journal titles

#### **Box 22**

##### **Single word journal titles**

- Do not abbreviate journal titles consisting of a single word, regardless of language
  - Dermatology. *becomes* Dermatology [audiocassette].

**Box 23****Non-English journal titles**

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the location (pagination).

Baraldini M, Ventrucci M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. *Video Riv Ital Med Chir* [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. Italian.

- For a journal title in a non-roman alphabet:
  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, or Hebrew. Abbreviate it according to the Abbreviation rules for journal titles and capitalize all remaining title words, including abbreviations. Indicate the language of the article after the pagination.
 

Nervn Perevoz [audiocassette].
  - Romanize the title if in a character-based language (Chinese, Japanese, Korean). Do not abbreviate any of the words or omit any words; use the capitalization system of the particular language. Indicate the language of the article after the pagination.
 

Momaku Fukuijutsu [videocassette].

[It is not NLM practice, but you may translate journal titles in character-based languages. If you do, abbreviate the title according to the Abbreviation rules for journal titles and indicate the language of the article after the pagination.]

Retin Surg [videocassette].
  - A good authority for romanization is the *ALA-LC Romanization Tables*
- 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 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

ê *treated as* e

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****Multiple language journal titles**

- For a journal title appearing in more than one language, use the title in the first language found, in order of preference: on the title page of the issue, on the issue cover, or on the masthead

**Box 25****Journals appearing in different editions**

- If a journal is published in more than one edition, include the edition information after the title
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'.
- Omit any punctuation found
- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words by a period, but end all title information with a period

First Image. OB/GYN Edition *becomes* First Image (OB GYN Ed)  
[videocassette].

- See the Abbreviation rules for editions for more information

**Box 26****Options for journal titles**

The following forms are not NLM practice for citing journal titles, but are acceptable options:

- Periods may be placed after each abbreviated word in the title  
Video J Orthop [videocassette]. *may become* Video. J. Orthop.  
[videocassette].
- The title may be written out in full  
Video Journal of Orthopaedics [videocassette].

*Examples for Journal Title*

11. Article in audiovisual format with journal title having an edition

**Edition for Journal Articles in Audiovisual Formats (required)***General Rules for Edition*

- Indicate the edition/version being cited after the title if a journal is published in more than one edition or version
- Abbreviate each significant word (see Abbreviation rules for editions) and omit other words, such as articles, conjunctions, and prepositions

- Capitalize all remaining title words, including abbreviations
- Place the edition statement in parentheses, such as (Br Ed)
- End the edition statement with a space

**Box 27****Abbreviation rules for editions**

- Use the same rules for abbreviating the words in an edition statement as for the words in journal titles, because an edition is considered a part of the title in journal citations
- Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: of, the, at, in, and, L'. See Appendix A for a list of commonly abbreviated English words in journal titles. See Appendix B for other sources.
- Omit any punctuation found
- Separate the edition from the title by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all the title information with a period

*Example:*

First Image. OB/GYN Edition *becomes* First Image (OB GYN Ed)  
[videocassette].

**Specific Rules for Edition**

- Abbreviation rules for editions
- Non-English words for editions

**Box 28****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 and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, der, y, les, and, L'.
    - ◆ Sources for word abbreviations are:
      - *List of Journals Indexed for MEDLINE*
      - PubMed Journals Database
      - Appendix B for non-NLM sources
    - Ignore diacritics, accents, and special characters in words. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
      - ◆ Treat letters marked with a diacritic or accent 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

- Separate the edition from the title itself by a space and place it in parentheses
- Do not follow abbreviated words with a period, but end all the journal title information with a period
- For an edition statement written in Cyrillic, Greek, Arabic, or Hebrew
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  - Abbreviate and capitalize all significant words and omit the other words, such as articles, conjunctions, and prepositions. For example: de, la, por, der, and L'.
    - ◆ Sources for word abbreviations are:
      - *List of Journals Indexed for MEDLINE*
      - PubMed Journals Database
      - Appendix B for non-NLM sources
    - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.
 

*Example: ê or ç becomes c*
    - Separate the edition from the title proper by a space and place it in parentheses
    - Do not follow abbreviated words with a period, but end all journal title information with a period
  - For an edition statement written in a character-based language such as Chinese, Japanese, and Korean.
    - Transliterate the words for edition
    - Do not abbreviate any of the words or omit any words
    - Use the capitalization system of the particular language
    - Ignore diacritics, accents, and special characters in words. Treat letters marked with a diacritic or accent as if they are not marked. This rule ignores some conventions used in non-English languages to simplify rules for English-language publications.

*Examples:*

ō becomes o

ū becomes u

- Separate the edition from the title proper by a space and place it in parentheses
- End all title information with a period

It is not NLM practice, but you may translate such journal titles and their editions. If you do, abbreviate them according to the Abbreviation rules for journal titles.

- Below is a brief list of Non-English words for editions with their abbreviations, if any (n.a. = not abbreviated):

Language	Word	Abbreviation
Danish	oplag	n.a.
Dutch	uitgave	Uitg
	editie	Ed
Finnish	julkaisu	Julk
French	edition	Ed
German	Ausgabe	Ausg
Greek	ekdosis	Ekd
Italian	edizione	Ed
Norwegian	publikasjon	Publ
Portuguese	edicao	Ed
Russian	izdanie	Izd
Spanish	edicion	Ed
Swedish	upplaga	n.a

*Examples for Edition*

11. Article in audiovisual format with journal title having an edition

**Type of Medium for Journal Articles in Audiovisual Formats (required)***General Rules for Type of Medium*

- Indicate the type of medium (videocassette, audiocassette, etc.) following the journal title (and edition, if present)
- Place the name of the medium in square brackets and end with a period, such as "[videocassette]."
- Add information about the medium according to the instructions under Physical Description below

*Specific Rules for Type of Medium*

- Both an edition and a type of medium

**Box 29****Both an edition and a type of medium**

- If a journal has both an edition and a type of medium, follow the title with the edition, then the type of medium  
First Image (OB GYN Ed) [videocassette].

*Examples for Type of Medium*

1. Standard article in audiovisual format

**Date of Publication for Journal Articles in Audiovisual Formats (required)***General Rules for Date of Publication*

- Include the year, month, and day of publication in that order. For example: 2004 May 5.
- Convert roman numerals to arabic numbers, such as MM to 2000
- Use English names for months and abbreviate them using the first three letters, such as Jan
- End date information with a semicolon unless there is no volume or issue (see No volume or issue following the date below), then use a colon

**Box 34****No volume or issue following the date**

A volume number usually follows the date of publication. Occasionally a journal is published in a series of issues without volumes or is published with a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number, placed in parentheses. End with a colon.  
1995;(4):  
2003 Apr-Jun;(3-4):
- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:
  - Follow the date of publication with a semicolon
  - Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period  
Supplement = Suppl  
Part = Pt  
Special Number = Spec No
  - Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A
  - Place parts only in parentheses
  - End supplement, part, or special number information with a colon

*Examples:*

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

- If there are no volume numbers, issue numbers, supplements, parts, or special numbers, follow the date information with a colon and the location (pagination) and extent of the article

2000:Side A [program 2, 34 min.].

2004 Jan:[presentation 3, 12 min].

2005 Winter:[article 1, 22 min.].

### *Specific Rules for Date of Publication*

- Further divisions to a date other than volume or issue
- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- No volume or issue following the date
- Options for dates

#### **Box 30**

##### **Further divisions to a date other than volume or issue**

A journal may publish a supplement, part, or special number to a date of publication rather than to a specific volume or issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'

Language	Suppl	Spec No	Pt
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A
- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the date by a semicolon
- Place parts only in parentheses
- End with a colon

*Examples:*

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

### Box 31

#### Multiple years, months, or days 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 and days of the month 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 7-2003 Jan 9

- Separate multiple months of publication and multiple days of the month by a hyphen

2005 Jan-Feb

1999 Dec-2000 Jan

2005 Feb 1-7

2004 Jan 25-31

- Separate multiple seasons by a hyphen, such as Fall-Winter. Do not abbreviate names of seasons.

### Box 32

#### Non-English names for months

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

*For example:*

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

- Separate multiple seasons by a hyphen, such as Fall-Winter

### Box 35

#### Options for dates

It is not NLM practice, but 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
- Enter the year after the last named author
- Place the volume number immediately following the type of medium

*NLM citation:*

Wilson JH, Singhoffer JH. Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990;3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

*Name-year system citation:*

Wilson JH, Singhoffer JH. 1990. Paradoxical embolus in evolution: report of a case. *Dyn Cardiovasc Imaging [videocassette]*. 3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

#### *Examples for Date of Publication*

12. Article in audiovisual format with date showing month or other subdivision
13. Article in audiovisual format with date showing multiple months of publication
14. Article in audiovisual format with supplement to a date

### **Volume Number for Journal Articles in Audiovisual Formats (required)**

#### *General Rules for Volume Number*

- Omit "volume", "vol.", and similar wording preceding the number
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen, such as 5-6 or 42-43
- Do not follow volume number(s) with any punctuation unless there is no issue number or other subdivision to the volume, then follow with a colon

#### *Specific Rules for Volume Number*

- Further divisions to a volume other than an issue
- Non-English names for volume
- No volume number present

#### **Box 36**

##### **Further divisions to a volume other than an issue**

A journal may publish a supplement, part, or special number to a volume.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozhenie	specialnaja	cast'

Language	Suppl	Spec No	Pt
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A
- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the volume number by a space except for parts
- Place parts only in parentheses
- End with a colon

*Examples:*

2005;15 Suppl:	2004;16(Pt 2):	2003;6 Spec No:
2005;45 Suppl A:	2004;5(Pt A):	2003;2 Spec No 2:
2005 Mar;87 Suppl 1:	2004 Dec;24(Pt A):	2003 Jan;10 Spec No:
2005;3 Suppl Dementia:		

### Box 37

#### Non-English names for volume

- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:
 

aarg. aargang année anno año årg. årgang band bd. bind  
 évf. évfolyam g. god god. godina godišté jaarg. jaargan  
 g jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek  
 svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek
- Omit these names when creating a citation; use the number only

### Box 38

#### No volume number present

A volume number usually follows the date of publication. Occasionally a journal will publish a series of issues without volumes or will publish a supplement, part, or special number to a date of publication rather than to a volume or issue.

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number. Place the issue number in parentheses.

1995;(4):

- If a journal publishes a supplement, part, or special number to a date of publication rather than to a volume or issue:

- Follow the date of publication with a semicolon

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Follow the words with any accompanying letter or number found, as Suppl 1 and Pt A

- Place parts only in parentheses

- End supplement, part, or special number information with a colon

*Examples:*

2005;Suppl:	2005;(Pt 3):	2005;Spec No:
2005;Suppl A:	2005;(Pt B):	2005;Spec No 2:
2005;Suppl 1:	2005 Jan;(Pt 1):	2005 Jan;Spec No:
2005 Jan;Suppl:		
2005;Abstr Suppl:		

- If no volume numbers, issue numbers, supplements, parts, or special numbers are given, follow the date of publication with a colon and the location (pagination) and extent of the article

2000:Side A [program 2, 34 min.].

2004 Jan:[presentation 3, 12 min].

2005 Winter:[article 1, 22 min.].

#### *Examples for Volume Number*

15. Article in audiovisual format with standard volume and issue
16. Article in audiovisual format with volume only, no issue
17. Article in audiovisual format with no volume, only issue

### **Issue Number for Journal Articles in Audiovisual Formats (required)**

#### *General Rules for Issue Number*

- Omit "number", "no.", and other wording preceding the number
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such 2-3
- Place issue information in parentheses

- End issue information with a colon unless further divisions, such as a supplement or part, exist (see Further divisions to an issue below)

**Box 39****Further divisions to an issue**

A journal may publish a supplement, part, or special number to an issue.

- Capitalize and abbreviate the words used for such divisions, but do not end the abbreviated words with a period

Supplement = Suppl

Part = Pt

Special Number = Spec No

- Translate non-English words. See the following examples:

Language	Suppl	Spec No	Pt
French	supplement	nombre speciale	partie
	annexe		part
German	Beiblatt	spezielle Zahl	Teil
	Beilage		
	Erganzung		
	Zusatz		
Italian	supplemento	numero speciale	parte
Russian	prilozenie	specialnaja	cast'
	dopolnenie		
Spanish	adjunto	numero especial	parte
	suplemento		
	anejo		

- Follow words with any number or letter found, as Suppl 1 and Pt A
- If a supplement is given a name rather than the usual letter or number, abbreviate significant words and omit other words such as articles, conjunctions, and prepositions. Use the word abbreviations lists found in Appendix A and Appendix B.

Abstract Supplement *becomes* Abstr Suppl

Supplement: Dementia *becomes* Suppl Dementia

Supplement: AIDS in Children *becomes* Suppl AIDS Child

- Separate words with any accompanying number, letter, or name from the issue number by a space and place them in the parentheses used for the issue number
- End with a colon

*Examples:*

2005;15(2 Suppl):	2004;16(2 Pt 2):	2003;6(3 Spec No):
2005;45(3 Suppl A):	2004;5(4 Pt A):	2003;2(1 Spec No 2):

2005 Mar;87(4 Suppl 1):	2004 Dec;24(1 Pt A):	2003 Jan;10(2 Spec No):
2005;3(2 Suppl Dementia):		

### Specific Rules for Issue Number

- Further divisions to an issue
- Non-English names for issue
- No volume number present
- No issue number present

#### Box 40

##### Non-English names for issue

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:  
 čís. číslo fasc. fascicle fascicule fasciculus heft knižka  
 no. nommernr. numer número nummer sveska sz. szám  
 vypusk zes. zeszyt zošit
- Omit these names when creating a citation; use the number only

#### Box 41

##### No volume number present

- If there are issues only, no volume numbers, follow the date of publication with a semicolon and the issue number in parentheses  
 1995;(4):

#### Box 42

##### No issue number present

- If no issue number is found, follow the volume number with a colon and the location (pagination) and extent of the article  
 2003;61:[program 4, 45 min.].
- If no issue or volume is found, follow date information with a colon and the location (pagination) and extent of the article  
 2005 Jan:Side 3 [presentation 2; 14 min.].

### Examples for Issue Number

15. Article in audiovisual format with standard volume and issue
16. Article in audiovisual format with volume only, no issue
17. Article in audiovisual format with no volume, only issue

## Location (Pagination) for Journal Articles in Audiovisual Formats (required)

### General Rules for Location (Pagination)

#### For articles on videocassette

- Begin location for articles on videocassette with a word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 45 min.
- Place location information in square brackets
- End location information with a period placed outside the closing bracket

#### For articles on audiocassette

- Begin location for articles on audiocassette with an indication of which side of the cassette the article appears
- Use the word "Side" and follow it with the number or letter provided, such as Side 1 or Side A
- Use arabic numbers only. For example: convert II or Two to 2.
- Follow information on the side with a space and a beginning square bracket
- Give the word and accompanying number or letter indicating the location of the article on the cassette
- Use whatever wording is supplied, often "segment", "program" or "article", such as segment 5; if no wording is supplied, use "presentation"
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Follow the word and number or letter indicating the location with a comma, a space, and the total length of the article, usually expressed in minutes or hours, abbreviated to min. and hr., such as 10 min.
- End location information with a closing bracket and a period placed outside the closing bracket
- See Chapter 19 for articles on CD-ROM, DVD, or disk and Chapter 23 for articles on the Internet

### Specific Rules for Location (Pagination)

- Article comprises the entire issue/cassette
- Audiocassette article appears on more than one side

#### Box 43

##### Article comprises the entire issue/cassette

- Location in a citation to an article on videocassette usually begins with an indication of the placement of the article in the cassette, such as program 2 or segment 3
- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3

- Use arabic numbers only, so that Program One or Side I become Program 1 and Side 1
- If the entire issue of the journal is devoted to a single article, omit placement information and enclose in square brackets the total run time of the cassette in minutes or hours

*Examples:*

Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. *Issue Orthop* [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. *Video J Dent* [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.

Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. *Clin Adv Cardiorespir Care* [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

**Box 44**

**Audiocassette article appears on more than one side**

- Location in a citation to an article on audiocassette begins with an indication of the side or sides of the cassette on which the article resides, such as Side A or Side 1, followed by placement information, such as program 2 or segment 3
- When an article appears on more than one side of an audiocassette, give the letters or numbers of both sides, separated by a hyphen, such as Side A-B and Side 1-2. Use arabic numbers only, so that Side II or Side Two becomes Side 2.

*Examples:*

Olsen RC. Irritable bowel syndrome. *Audio Dig Fam Pract* [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips.

Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. *Clin Adv Cardiorespir Care* [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

*Examples Rules for Location (Pagination)*

18. Article in audiovisual format with standard location
19. Article in audiovisual format comprising the entire issue/cassette
20. Article in audiocassette format appearing on more than one side
21. Article in audiovisual format with run time omitted

**Physical Description for Journal Articles in Audiovisual Formats (optional)**

*General Rules for Physical Description*

- Give information on the physical characteristics of the cassette. For example: 1 videocassette: sound, color, 1/2 in.

### Specific Rules for Physical Description

- Language for describing physical characteristics

#### Box 45

#### Language for describing physical characteristics

When a journal volume or issue is published on videocassette or audiocassette, follow the location with information on the physical characteristics of the cassette. Physical description is optional in a reference, but it may be included to provide useful information. For example, the size of an audiovisual indicates what equipment is needed to view it. Note that the words used in description are taken from ISO 832:1994 - *Rules for the abbreviation of bibliographic terms* and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Describe videocassettes using terms for the number of cassettes, whether or not it has sound or is silent, is filmed in color or black and white, and its size in inches
- Describe audiocassettes in terms of the number of inches per second (ips). The standard audiocassette is 2 in. x 4 in. and 1 7/8 ips. While audiocassettes are produced in a number of sizes, the standard size is used for scientific journals. Thus size is usually omitted from description of audiocassettes unless it deviates from the standard.
- Follow the number and type of cassette with a colon and a space. Separate other types of information by commas. End with a period.

*Typical words used to describe videocassettes include:*

sound  
 silent  
 color  
 black & white  
 color with black & white  
 1/2 in. (standard videocassette size)  
 3/4 in. (non-standard videocassette size)

*Examples of complete physical description statements for videocassettes:*

1 videocassette: sound, color, 1/2 in.  
 1 videocassette: sound, color with black & white, 1/2 in.  
 2 videocassettes: sound, color, 1/2 in.  
 1 videocassette: silent, black & white, 3/4 in.

*Typical words used to describe audiocassettes include:*

1 7/8 ips. (standard audiocassette speed)  
 15/16 ips. (standard speed for microcassettes)

*Examples of complete physical description statements for audiocassettes:*

1 audiocassette: 1 7/8 ips.  
 2 audiocassettes: 1 7/8 ips.

### Examples for Physical Description

1. Standard article in audiovisual format

## Language for Journal Articles in Audiovisual Formats (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

- Articles appearing in more than one language

#### Box 46

#### Articles appearing in more than one language

- If an article is written in English as well as other languages:
  - Give the English language version of the article title
  - Indicate all languages of publication after the location (pagination), separated by commas
  - End the list of languages with a period

*Example:* English, French, Spanish.
- If an article is written in more than one language and none of them is English:
  - Translate into English the version of the title that appears first
  - Place the translation in square brackets
  - Indicate all languages of publication after the location (pagination), separated by commas
  - End the list of languages with a period

*Example:* Spanish, Italian.
- As an option, when an article title 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
  - Separate them with an equals sign with a space on either side
  - Indicate the languages after the location (pagination), separated by a comma
  - End the list of languages with a period

*Example:*

Prise en charge des thrombocytopenies induites par l'heparine =  
Management of heparin-induced thrombocytopenia.

### Examples for Language

9. Article in audiovisual format with article title in a language other than English

## Notes for Journal Articles in Audiovisual Formats (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*

- Article accompanied by a booklet or other type of material
- Other types of material to include in notes

#### **Box 47**

##### **Article accompanied by a booklet or other type of material**

- If an audiovisual journal article has supplemental material accompanying it in the form of a booklet, syllabus, pre- or post-test, or other material, begin by citing the article. Add the phrase "Accompanied by: " followed by a description of the material.

Reeder JD. MRI of osseous neoplasm. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5):[presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.

Olsen RC. Irritable bowel syndrome. Audio Dig Fam Pract [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

#### **Box 48**

##### **Other types of material to include in notes**

The notes element may be used to provide any information that the compiler of the reference feels is useful. For example:

- If the audiovisual article was sponsored by or prepared for a particular organization
 

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. ACCEL is published by the American College of Cardiology.
- If the journal being cited is not a common one, the name of a library or other archive where it may be found, including any finding number. Begin with the phrase "Located at" followed by a colon and a space
 

CAPOTEN: captopril. Drugs Devices [videocassette]. 1984 May;2(3): [presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.
- If the audiovisual article contains material of particular interest to the audience that may not be apparent from the title
 

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec;37(3):Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with learning objectives, quiz, and bibliography. Interviewed by Stewart M. Brown.

#### *Examples for Notes*

22. Article in audiovisual format accompanied by a booklet or other material
23. Article in audiovisual format with supplemental note

## Examples of Citations to Journal Articles in Audiovisual Formats

### 1. Standard article in audiovisual format

Vassar GJ, Harris JM, Teichman JM. Techniques in percutaneous nephrolithotomy using the Holmium:Yag laser. Videourol Times [videocassette]. 1998;11(2):[presentation 6, 10 min.]. 1 videocassette: sound, color, 1/2 in.

Kaloo AN. Nonsurgical management of gallstones. Johns Hopkins Med Grand Rounds [audiocassette]. 1993 Jun;19(5):Side E [presentation 4, 22 min.]. 1 audiocassette: 1 7/8 ips.

### 2. Article in audiovisual format with optional full first names for authors

Centurion, Virgilio; Caballero, Jean Carlos. Hyperopic shift after phacoemulsification in eyes with previous radial keratotomy. Video J Cataract Refract Surg [videocassette]. 2005;21(3): [presentation 3, 23 min.]. 1 videocassette: sound, color, 1/2 in.

Matsen, Frederick A. 3rd; Lazarus, Mark D. Pegged glenoid components in total shoulder arthroplasty. Video J Orthop [videocassette]. 2002 Sep;17(3):[presentation 1, 21 min.]. 1 videocassette: sound, color, 1/2 in.

### 3. Article in audiovisual format with author having designation of family rank

Ball WC Jr. Bronchiolitis obliterans organizing pneumonia. Johns Hopkins Med Grand Rounds [audiocassette]. 1990 May;16(5):Side G [presentation 5, 13 min.]. 1 audiocassette: 1 7/8 ips.

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. ACCEL [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips.

Parrish RK 2nd. Cataract and argon laser trabeculoplasty in glaucoma. Audio Dig Ophthalmol [audiocassette]. 1994 Mar 17;32(6):Side A-B [60 min.]. 1 audiocassette: 1 7/8 ips.

Slade SG, Chayet AS, Wachler BS, Soloway BD, Chotiner B, Milne HL 3rd, Tooma T, Vukich J. Update in refractive surgery: techniques and technologies. Video J Cataract Refract Surg [videocassette]. 2005;21(3):[presentation 1, 173 min.]. 1 videocassette: sound, color, 1/2 in.

### 4. Article in audiovisual format with author having prefix or particle

Van der Werf F. Cobalt. Eur Video J Cardiol [videocassette]. 1996;4(6):[presentation 1, 20 min.]. 1 videocassette: sound, color, 1/2 in.

Van Meter QL. Constitutional short stature: the diagnosis of exclusion. Audio Dig Pediatr [audiocassette]. 1995 Oct 24;41(20):Side A [presentation 1, 38 min.]. 1 audiocassette: 1 7/8 ips.

Schwarten DE, van Breda A. New intervention devices. RSNA Today [videocassette]. 1993;7(2):[presentation 3, 21 min.]. 1 videocassette: sound, color, 1/2 in.

McAninch JW, Dixon CM, Kaula NF. Free skin graft urethroplasty of complex stricture. Videourology [videocassette]. 1999;12(4):[presentation 5, 11:30 min.]. 1 videocassette: sound, color, 1/2 in.

DeSalvo J, Preston CA, Riopelle J, Heaton JF. Rapid-sequence intubation: case presentations/ panel discussion. Audio Dig Emerg Med [audiocassette]. 1995 Oct 16;12(20):Side B [presentation 2, 19 min.]. 1 audiocassette: 1 7/8 ips.

**5. Article in audiovisual format with author having compound last name**

South-Paul JE. Common gynecologic complaints. Audio Dig Fam Pract [audiocassette]. 1995 Dec 4;43(45):Side A [presentation 1, 28 min.]. 1 audiocassette: 1 7/8 ips.

de Vere White RW. Early detection of prostate cancer. Audio Dig Intern Med [audiocassette]. 1991 Oct 23;38(20):Side A-B [presentation 3, 10 min.]. 1 audiocassette: 1 7/8 ips.

**6. Article in audiovisual format with editors instead of authors**

Sanger JM, Sanger JW, editors. Cell motility and the cytoskeleton. Cell Motil Cytoskelet Video Suppl [videocassette]. 1998;(5):[60 min.]. 1 videocassette: sound, color with black & white, 1/2 in.

**7. Article in audiovisual format with no author found**

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

**8. Article in audiovisual format with author affiliation included**

Nakada SY (University of Wisconsin, Madison, WI), Moon TD (University of Wisconsin, Madison, WI), Wolf JS Jr (University of Michigan, Ann Arbor, MI). Hand-assisted laparoscopic renal surgery. Videourol Times [videocassette]. 1998;11(2):[presentation 1, 12 min.]. 1 videocassette: sound, color, 1/2 in.

Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

**9. Article in audiovisual format with article title in a language other than English**

Baraldini M, Ventrucchi M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec;6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. **Italian.**

*with original language added*

Baraldini M, Ventrucchi M, Cipolla A, Conci T, Calliv R, Roda A, Roda E. Un nuovo, sicuro e semplice breath test per la diagnosi di maldigestione [A new, safe and simple breath test for the diagnosis of impaired digestion]. Video Riv Ital Med Chir [videocassette]. 1993 Sep-Dec; 6(3):[article 2, 16 min.]. 1 videocassette: sound, color, 1/2 in. **Italian.**

**10. Article in audiovisual format with article title constructed**

Ruddle CJ, McKinley B, Taylor P, Schilder H, Morrison RS, Pederson DL. [Endodontics]. Dent Technol [videocassette]. 1993;1(2):[30 min.]. 1 videocassette: sound, color, 1/2 in.

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

**11. Article in audiovisual format with journal title having an edition**

Connell E, Tatum H, Grimes D. Contraceptive science: a status report. First Image (OB GYN Ed) [videocassette]. 1986 May-Jun;1(6):[presentation 2, 17 min.]. 1 videocassette: sound, color, 3/4 in.

**12. Article in audiovisual format with date showing month or other subdivision**

Kaloo AN. Nonsurgical management of gallstones. Johns Hopkins Med Grand Rounds [audiocassette]. 1993 Jun;19(5):Side E [presentation 4, 22 min.]. 1 audiocassette: 1 7/8 ips.

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

Ezekowitz MD (Hahnemann Medical College, Philadelphia, PA). Antithrombotic agents in cardiothoracic surgery. VJCTS [videocassette]. 2001 4th Quarter;16(4):[segment 2, 13 min.]. 1 videocassette: sound, color, 1/2 in.

**13. Article in audiovisual format with date showing multiple months of publication**

Connell E, Tatum H, Grimes D. Contraceptive science: a status report. First Image (OB GYN Ed) [videocassette]. 1986 May-Jun;1(6):[presentation 2, 17 min.]. 1 videocassette: sound, color, 3/4 in.

**14. Article in audiovisual format with supplement to a date**

[US transplant games]. Transpl Video J [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

**15. Article in audiovisual format with standard volume and issue**

Bradley WG Jr. MR of degenerative disc disease. MRI Updates Musculoskelet MRI [videocassette]. 2003;16(5):[presentation 1, 41 min.]. 1 videocassette: sound, color, 1/2 in.

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips.

**16. Article in audiovisual format with volume only, no issue**

Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. Issue Orthop [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

**17. Article in audiovisual format with no volume, only issue**

OPO certification. Transpl Video J [videocassette]. 2000 Fall;(12):[presentation 2, 8 min.]. 1 videocassette: sound, color, 1/2 in.

**18. Article in audiovisual format with standard location**

Pohost GM. NMR spectroscopy and imaging of the heart. Video J Cardiol [videocassette]. 1990;5(3):[article 1, 17 min.]. 1 videocassette: sound, color, 1/2 in.

Wilson JH, Singhoffer JH. Paradoxical embolus in evolution: report of a case. Dyn Cardiovasc Imaging [videocassette]. 1990;3(1):[presentation 2, 4 min.]. 1 videocassette: sound, color, 1/2 in.

Demeure MJ. Strategies for parathyroid reoperation. VJGS [videocassette]. 1996 4th Quarter; 5(4):[segment 3, 25 min.]. 1 videocassette: sound, color, 1/2 in.

Wolf JE Jr. Effect of low-fat diet on skin cancer. Dialogues Dermatol [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips.

Sachs MI. Allergy testing: a dying dinosaur? *Audio Dig Pediatr* [audiocassette]. 1995 Dec 5;41(23):Side B [presentation 2, 22 min.]. 1 audiocassette: 1 7/8 ips.

#### 19. Article in audiovisual format comprising the entire issue/cassette

Hawkins RJ, Fowler PJ, Steadman JR. Anterior cruciate ligament reconstruction: bone-tendon-bone or hamstring. *Issue Orthop* [videocassette]. 1999;9:[2 hrs.]. 2 videocassettes: sound, color, 1/2 in.

Belvedere PC. Cosmetic placement, indirect inlays, and resin reinforced bridges. *Video J Dent* [videocassette]. 1997;6(4):[90 min.]. 1 videocassette: sound, color, 1/2 in.

[US transplant games]. *Transpl Video J* [videocassette]. 2000;Suppl:[11 min.]. 1 videocassette: sound, color, 1/2 in.

Oleska JM. Lessons learned from the AIDs epidemic. *Audio Dig Pediatr* [audiocassette]. 1995 Sep 5;41(17):Side A-B [60 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with pre- and post-test questions.

Dunlevy C, Fix KN, Siegel AM, Hardin JC Jr, Kreisberg RE. Nicotine intervention in the hospital setting: reviews. *Clin Adv Cardiorespir Care* [audiocassette]:1994 Nov;6(2):Side 1-2 [42 min.].

#### 20. Article in audiocassette format appearing on more than one side

Olsen RC. Irritable bowel syndrome. *Audio Dig Fam Pract* [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

#### 21. Article in audiovisual format with run time omitted

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. *ACCEL* [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips.

#### 22. Article in audiovisual format accompanied by a booklet or other material

Reeder JD. MRI of osseous neoplasm. *MRI Updates Musculoskelet MRI* [videocassette]. 2003;16(5):[presentation 3, 35 min.]. 1 videocassette: sound, color, 1/2 in. Accompanied by: 1 syllabus.

Olsen RC. Irritable bowel syndrome. *Audio Dig Fam Pract* [audiocassette]. 1995 Oct 2;43(37):Side A-B [presentation 2, 34 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with post-test.

#### 23. Article in audiovisual format with supplemental note

Wolf JE Jr. Effect of low-fat diet on skin cancer. *Dialogues Dermatol* [audiocassette]. 1995 Dec ;37(3) :Side 2 [16 min.]. 1 audiocassette: 1 7/8 ips. Accompanied by: booklet with learning objectives, quiz, and bibliography. Interviewed by Stewart M. Brown.

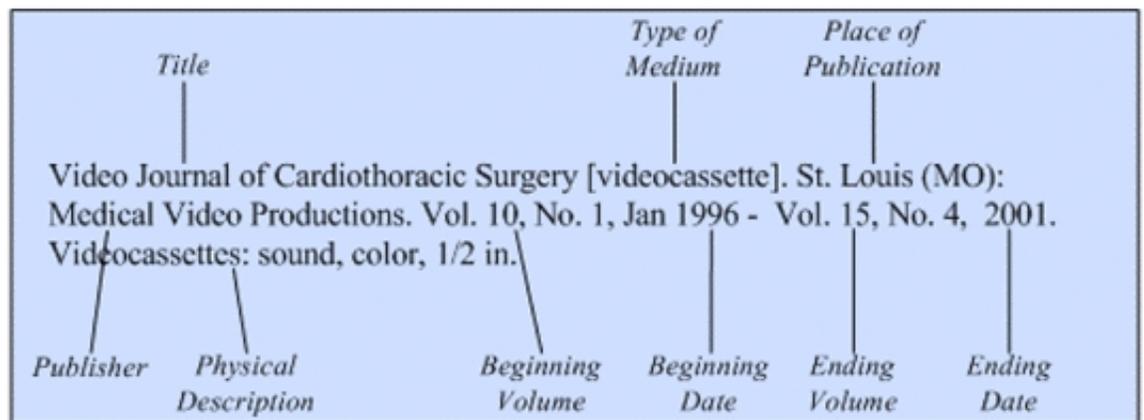
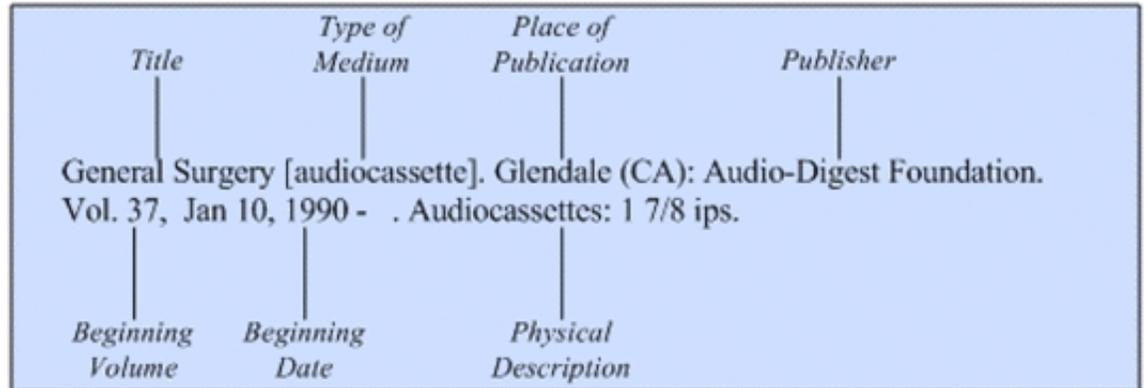
CAPOTEN: captopril. *Drugs Devices* [videocassette]. 1984 May;2(3):[presentation 4, 16 min.]. 1 videocassette: sound, color, 3/4 in. Located at: National Library of Medicine, Bethesda, MD; W1 DR892EG.

Baim DS, Sketch MH Sr. Four to six year outcome of Palmaz-Schatz stenting. *ACCEL* [audiocassette]. 1996 Jun;28(6):Side 3 [presentation 2]. 1 audiocassette: 1 7/8 ips. *ACCEL* is published by the American College of Cardiology.

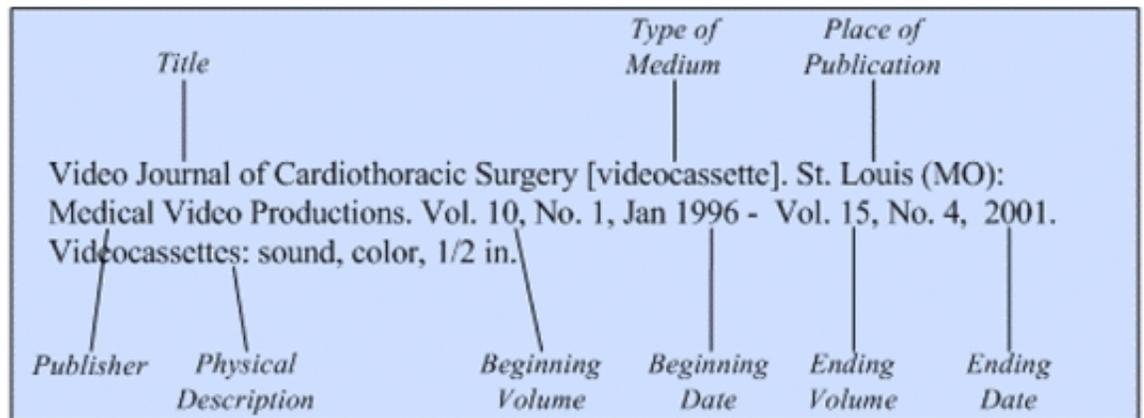
## B. Sample Citation and Introduction to Citing Journal Titles in Audiovisual Formats

Reference to an entire journal may be made in a reference list. The general format for a reference to a journal title in audiovisual format, including punctuation:

- for a title continuing to be published:



- for a title that ceased publication:



Examples of Citations to Journal Titles in Audiovisual Formats

If a journal is still being published, as shown in the first example, follow volume and date information with a hyphen and three spaces. If a journal has ceased publication, as in example two, separate the beginning and ending volume and date information with a hyphen with a space on either side. Because examples of journal titles published on videocassette or audiocassette are few in number compared to journal titles in print format, see also Chapter 1C Entire Journal Titles for additional examples of the specific parts of a citation.

Journal titles in audiovisual format are usually found in videocassette or audiocassette form. With the advent of CD-ROM and the Internet, many of these titles either ceased to exist or migrated to the newer formats, but a few continue to be published and older titles continue to be cited. Cite titles in audiovisual format using the standard format for print journal titles (see Chapter 1C), but because special equipment is needed to view these materials, add the appropriate type of medium, i.e., [videocassette] or [audiocassette], after the title.

The physical description of an audiovisual is optional in a reference but may be included to provide useful information. For example, a journal on videocassette may be provided in either 1/2 in. or 3/4 in. formats, and different equipment is needed to view them. Other information that also may be provided in the physical description is whether or not the journal is displayed in color or black and white, or has sound. See [Physical Description](#) in the next section for details.

Journals frequently change titles and publishers over time. When citing a journal, always provide information on the latest title and publisher unless you are citing an earlier version. If you wish to cite all volumes for a journal that has changed title, provide a separate citation for each title. For example:

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 - . Audiocassettes: 1 7/8 ips. Continues: Audio-digest. Surgery.

Audio-digest. Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Jan 29, 1954 - Vol. 36, Dec 20, 1989. Audiocassettes: 1 7/8 ips. Continued by: General Surgery.

It is not correct to cite this title as:

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Jan 29, 1954 - . Audiocassette: 1 7/8 ips.

Authoritative information on a journal in an audiovisual format, in order of preference, may be found on: (1) the opening screens or wording, (2) the case containing the audiovisual, and (3) any accompanying printed material.

Note that the rules for creating references to journal titles are not the same as the rules for cataloging them. Therefore records found in the NLM LocatorPlus and the NLM Catalog databases will not always agree with the instructions presented here.

Continue to [Citation Rules with Examples for Journal Titles in Audiovisual Formats](#).

Continue to [Examples of Citations to Journal Titles in Audiovisual Formats](#).

## Citation Rules with Examples for Journal Titles in Audiovisual Formats

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.

Title (R) | Edition (R) | Type of Medium (R) | Editor (O) | Place of Publication (R) | Publisher (R) | Volume Number (R) | Issue Number (R) | Date of Publication (R) | Physical Description (O) | Language (R) | Notes (O)

### Title for Journal Titles in Audiovisual Formats (required)

#### General Rules for Title

- Enter a journal title in the original language
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found within the title
- Follow the title with a colon and any subtitle that appears
- Follow a non-English title with a translation whenever possible; place the translation in square brackets
- End the journal title with a space

#### Specific Rules for Title

- Journal titles not in English
- Journals appearing in more than one language
- Journals appearing in different editions

#### Box 49

##### Journal titles not in English

- For non-English journal titles appearing in the roman alphabet (French, German, Spanish, Italian, etc.), provide the name in the original language  
Video-Revista de Cirugia [videocassette].
- For a journal title in a non-roman alphabet:
  - Romanize (write in the roman alphabet) the title if it is in Cyrillic, Greek, Arabic, or Hebrew or in a character-based language (Chinese, Japanese, Korean)  
Nervnaia Perevozka [videocassette].  
Momaku Fukuijutsu [videocassette].  
[It is not NLM practice, but you may translate journal titles in character-based languages.]  
Retinal Surgery [videocassette].
  - A good authority for romanization is the *ALA-LC Romanization Tables*
- For a journal appearing in two equal languages, as often occurs with Canadian journals:
  - Begin with the title in the language appearing first in the publication
  - Include an equals sign with a space on either side
  - End with the title in the second language
- 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 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

ê treated as e

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

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

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva)  
[Italian Video Review of Gastroenterology (Digestive Endoscopy Edition)]  
[videocassette].

#### Box 50

##### Journals appearing in more than one language

- For a journal appearing in two equal languages, as often occurs with Canadian journals:
  - Begin with the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - Include an equals sign with a space on either side
  - End with the title in the second language followed by a space and the type of medium, placed in square brackets
  - List all languages after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.

*Example:*

Canadian Family Physician = Medecin de Famille Canadien  
[videocassette].

- For a journal title appearing in multiple languages:
  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying printed material
  - List all languages of publication after the date of publication (and Physical Description, if found). Separate the languages by commas; end the list with a period.

*Example:*

Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 - . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

**Box 51****Journals appearing in different editions**

If a journal is published in more than one edition:

- Capitalize all significant words in edition information
- Separate the edition from the title proper by a space and place it in parentheses
- End all title information with the medium of the journal, placed in square brackets, followed by a period

*Examples:*

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].

First Image: the Video Journal of Medicine (OB/GYN Edition) [videocassette].

*Examples for Title*

1. Standard audiovisual journal title that is still being published
2. Standard audiovisual journal title that has ceased publication
4. Audiovisual journal title with edition
5. Audiovisual journal title not in English
6. Audiovisual journal title not in English, with optional translation
7. Audiovisual journal title published in multiple languages

**Edition for Journal Titles in Audiovisual Formats (required)***General Rules for Edition*

- Indicate the edition/version being cited after the title, if a journal is published in more than one edition or version
- Do not abbreviate any words or omit any words
- Use whatever capitalization and punctuation are found in the edition statement
- Place the edition statement in parentheses, such as (British Edition)
- End the edition statement with a space

*Specific Rules for Edition*

- Non-English words for editions

**Box 52****Non-English words for editions**

- For non-English edition statements written in the roman alphabet (French, German, Spanish, Italian, etc.):
  - Give the name in the original language

- Separate the edition from the title proper by a space and place it in parentheses
- End all the title information with the medium of the journal, placed in square brackets, followed by a period

*Example:*

Video Rivista Italiana di Gastroenterologia. Edizione Endoscopia Digestiva.

*becomes*

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette].

- For an edition statement written in Cyrillic, Greek, Arabic, or Hebrew or in a character-based language such as Chinese, Japanese, and Korean:
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*
  - Separate the edition from the title proper by a space and place it in parentheses
  - End all title information with the medium of the journal, placed in square brackets, followed by a period
  - It is not NLM practice, but you may translate journal titles and their editions in a character-based language
- 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 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

ê *treated as* e

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

- 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	Abbreviation
Danish	Oplag	n.a.
Dutch	Uitgave	Uitg

Language	Word	Abbreviation
	Editie	Ed
Finnish	Julkaisu	Julk
French	Edition	Ed
German	Ausgabe	Ausg
Greek	Ekdosis	Ekd
Italian	Edizione	Ed
Norwegian	Publikasjon	Pub
Portuguese	Edicao	Ed
Russian	Izdanie	Izd
Spanish	Edicion	Ed
Swedish	Upplaga	n.a.

### *Examples for Edition*

#### 4. Audiovisual journal title with edition

### **Type of Medium for Journal Titles in Audiovisual Formats (required)**

#### *General Rules for Type of Medium*

- Indicate the type of medium (audiocassette, videocassette, etc.) following the title (and edition, if present)
- Place the name of the medium in square brackets, such as "[videocassette]"
- End medium information with a period, placed outside the closing bracket
- See Chapter 19B for journal titles on CD-ROM, DVD, or disk; see Chapter 23B for journals on the Internet

#### *Examples for Type of Medium*

1. Standard audiovisual journal title that is still being published
2. Standard audiovisual journal title that has ceased publication

### **Editor for Journal Titles in Audiovisual Formats (optional)**

#### *General Rules for Editor*

- Give the name of the current (or last) editor
- Enter the name of the editor in natural order. For example: John A. Jones.
- Follow the name with a comma and the word "editor"
- End editor information with a period

#### *Specific Rules for Editor*

- Names not in English

**Box 53****Names not in 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
- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, or character-based languages, such as Chinese and 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*.
- Capitalize only the first letter of romanized names when the original initial is represented by more than one letter

Iu. A. Iakontov

G. 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

- 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
Russian	redaktor

Language	Word for Editor
	izdatel
Spanish	redactor
	editor

## Place of Publication for Journal Titles in Audiovisual Formats (required)

### General Rules for Place of Publication

- Place is defined as the city where the journal 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)
- End place information with a colon

### Specific Rules for Place of Publication

- Non-US cities
- Multiple places of publication
- No place of publication can be found

#### Box 54

##### Non-US cities

- Use the anglicized form for the name of a city, e.g., Rome for Roma and Moscow for Moskva
- Follow Canadian cities with the two-letter abbreviation for the name of the province  
Montreal (QC):  
Ottawa (ON):
- If the city is not well known or could be confused with another city of the same name, follow the city with name of the country, either written out or as the two-letter ISO country code (see Appendix D). Use the anglicized form of the name, e.g., Spain for Espana. 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 after all cities not in the US or Canada

**Box 55****Multiple places of publication**

- If a journal has changed publishers over the years or if the publisher has changed its location, give the place of publication of the current (or last) publisher
- 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 others are not, use the US one

**Box 56****No place of publication can be found**

- If no place can be found but one can be reasonably inferred, such as Chicago as the place of publication for a journal of the American Medical Association, put the place name in square brackets
- If no place of publication can be found or inferred, use the words "place unknown" in square brackets

Drugs & Devices [videocassette]. [place unknown]: International Therapeutics Update Ltd. Vol. 1, No. 1, 1983 - Vol. 2, No. 4, 1984. Videocassettes: sound, color, 3/4 in.

*Examples for Place of Publication*

8. Audiovisual journal title with well-known place of publication
9. Audiovisual journal title with lesser-known place of publication
10. Audiovisual journal title with unknown place of publication

**Publisher for Journal Titles in Audiovisual Formats (required)***General Rules for Publisher*

- Record the name of the publisher as it appears in the journal, using whatever capitalization and punctuation are found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- End publisher information with a period

*Specific Rules for Publisher*

- Abbreviated words in publisher names
- Non-English publishers
- Government agencies and other national and international bodies as publisher
- Multiple publishers
- Joint publication
- No publisher can be found

**Box 57a****Abbreviated words in publisher names**

- Abbreviate commonly used words in publisher 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 57****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 presented in Cyrillic, Greek, Arabic, Hebrew, and character-based languages (Chinese, Japanese, Korean)
  - Sofia (Bulgaria): Sofia Medizina i Fizkultura.
- If the name of a division or other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  - Valencia (Spain): Universidad de Valencia, Instituto de Historia de la Ciencia y Documentacion Lopez Pinero.
- 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

- 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].
- As an option, you may translate all publisher names not in English  
Aarhus (Denmark): Aarhus University Press.

### Box 58

#### 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 of documents for the publisher. The most common distributors of US government publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency making the publication available as the publisher and include distributor information as a note.  
European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. Distributed by Kluwer Academic Publishers, Hingham, MA.

### Box 59

#### Multiple publishers

- If a journal has changed publishers over the years, give the name of the current (or last) publisher
- If more than one publisher is found in a document, use the first one given or the one set in the largest type or set in bold
- An alternative is to use the publisher likely to be most familiar to the audience of the reference list, e.g., an American publisher for a US audience and a London publisher for a British one

- Do not list multiple publishers. For publications with joint or co-publishers, use the name provided first as the publisher and include the name of the second as a note, if desired, such as "Jointly published by the Canadian Pharmacists Association".
- End publisher information with a period

**Box 60****Joint publication**

- For publications with joint or co-publishers, use the name provided first as the publisher
- Include the name of the second publisher as a note, if desired
- Do not list multiple publishers
- End publisher information with a period

**Box 61****No publisher can be found**

- If no publisher can be determined, use the words "publisher unknown" placed in square brackets

*Examples for Publisher*

11. Audiovisual journal title with well-known publisher
12. Audiovisual journal title with publisher having subsidiary part

**Volume Number for Journal Titles in Audiovisual Formats (required)***General Rules for Volume Number*

- Precede the number with "Vol.", regardless of the particular word for volume used by the journal
- Use arabic numbers only. For example: convert LX or Sixtieth to 60.
- Separate multiple volumes by a hyphen. For example: 5-6 or 42-43.
- Follow volume number(s) with a comma

*Specific Rules for Volume Number*

- Non-English names for volume
- No volume number present

**Box 62****Non-English names for volume**

- Use only the English word for volume and abbreviate it to "Vol."
- To help locate volumes, see the following list for the words and abbreviations used for volume in a variety of languages:

aarg. aargang année anno año årg. årgang band bd. bind  
 évf. évfolyam g. god god. godina godišće jaarg. jaargan

g jahrg. jahrgang köt. kötet r. ročník rocznik rok sv. svazek  
svezak t. tom tom. tome tomo tomus vol. volumen zv. zväzok zvezek

**Box 63****No volume number present**

- If no volume number is present, follow the publisher with the issue number  
Perspectives: the Joint Commission Television Journal [videocassette].  
Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes:  
sound, color, 1/2 in.
- If no volume number or issue number is present, follow the publisher with the  
beginning year of publication. Precede the year with the name and day of the month  
or season, if provided.  
Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other  
Issues for Attorneys, Administrators, Insurers, and Consultants  
[videocassette]. Philadelphia: American Law Institute-American Bar  
Association Committee on Continuing Professional Education. 1998 - .  
Videocassettes: sound, color, 1/2 in.  
AMT video digest [videocassette]. Chicago: American Medical Association.  
Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

*Examples for Volume Number*

13. Audiovisual journal title with volume and issue number
14. Audiovisual journal title with issue number, but no volume
15. Audiovisual journal title without volume or issue numbers

**Issue Number for Journal Titles in Audiovisual Formats (required)***General Rules for Issue Number*

- Precede the issue number with "No.", regardless of the particular word for issue used  
by the journal
- Use arabic numbers only. For example: convert IV or Fourth to 4.
- Separate multiple issues by a hyphen, such as 2-3
- Follow issue information with a comma

*Specific Rules for Issue Number*

- Non-English names for issue
- No volume number present
- No issue number present
- Options for issues

**Box 64****Non-English names for issue**

- Use only "number", the English word for issue, and abbreviate it to "No."

- To help locate issues in languages other than English, see the following list of words and abbreviations used for issue (usually variations on the word number) in a variety of languages:

čís. číslo fasc. fascicle fascicule fasciculus heft knižka  
 no. nommernr. numer número nummer sveska sz. szám  
 vypusk zesz. zeszyt zošit

**Box 65****No volume number present**

- If no volume number is present, follow the publisher with the issue number:  
 Perspectives: the Joint Commission Television Journal [videocassette].  
 Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes:  
 sound, color, 1/2 in.
- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.  
 Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 - . Videocassettes: sound, color, 1/2 in.  
 AMT video digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.  
 Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 - . Videocassettes: sound, color, 1/2 in.

**Box 66****No issue number present**

- If no issue number is present but a volume number can be found, follow the publisher with the volume number and beginning date  
 Waltham forum video for small animal practitioners [videocassette].  
 Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 - . Videocassettes: sound, color, 1/2 in.
- If no volume number or issue number is present, follow the publisher with the beginning year of publication. Precede the year with the name and day of the month or season, if provided.  
 Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 - . Videocassettes: sound, color, 1/2 in.  
 AMT video digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 - . Videocassettes: sound, color, 1/2 in.

**Box 67****Options for issues**

- If a journal began publishing with volume one, number one, you may omit the issue number:

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 - . Audiocassettes: 1 7/8 ips.

*or*

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, Apr 30, 1987 - . Audiocassettes: 1 7/8 ips.

*Examples for Issue Number*

13. Audiovisual journal title with volume and issue number
14. Audiovisual journal title with issue number, but no volume
15. Audiovisual journal title without volume or issue numbers

**Date of Publication for Journal Titles in Audiovisual Formats (required)***General Rules for Date of Publication*

- Include the month and year the journal began to be published, in that order, such as May 2004
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End beginning date information with a hyphen, three spaces, and a period if the journal is still being published
- End beginning date information with a hyphen with a space on either side, if the journal ceased publication. Enter closing volume and issue information followed by a comma and the closing month and year. End closing date information with a period.

*Specific Rules for Date of Publication*

- Multiple years, months, or days of publication
- Non-English names for months
- Seasons instead of months
- Options for dates

**Box 68****Multiple years, months, or days 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 and days of the month are given, place them before the year. Use English names for months and abbreviate them using the first three letters.

Oct 1999-Mar 2000

Dec 7, 2002-Jan 9, 2003

- Separate multiple months of publication and multiple days of the month by a hyphen

Mar-Apr 2005

Dec 1999-Jan 2000

Feb 1-7, 2005

Jan 25-31, 2001

- Separate multiple seasons by a hyphen, as Spring-Summer. Capitalize names of seasons; do not abbreviate them.

Spring-Summer 1994 - Fall-Winter 1995.

Spring 1987 - Fall-Winter 1990.

#### Box 69

##### 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 70

##### Seasons instead of months

- Translate names of seasons into English
- Capitalize them
- Do not abbreviate them

*Examples:*

balvan = Summer

outomno = Fall

hiver = Winter

pomlad = Spring

- Separate multiple seasons by a hyphen, such as Fall-Winter

Spring-Summer 1994 - Fall-Winter 1995.

**Box 71****Options for dates**

- If both volume and issue numbers are present, you may omit the name of the months or seasons:

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips.

*or*

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, 1989 - Vol. 7, No. 6, 1995. Audiocassettes: 1 7/8 ips.

*Examples for Date of Publication*

16. Audiovisual journal title with multiple month(s) in date
17. Audiovisual journal title with days of the month included in date
18. Audiovisual journal title with season in date

**Physical Description for Journal Titles in Audiovisual Formats (optional)***General Rules for Physical Description*

- Enter the medium on which the audiovisual title is issued, in plural form, followed by a colon and a space. Example: Videocassettes:
- Give information on the physical characteristics of an audiovisual, such as color and size

*Specific Rules for Physical Description*

- Language for describing physical characteristics

**Box 72****Language for describing physical characteristics**

Physical description of a journal in audiovisual format is optional in a reference but may be included to provide useful information to the reader. For example, the size of an audiovisual indicates what equipment is needed to view it.

Note that the words used in description are taken from ISO 832 and reflect standard library practice. See Appendix C for a list of commonly used English words and their abbreviations.

- Give the type of medium on which the audiovisual journal appears, in plural form, followed by a colon and a space. Examples: "Videocassettes:" and "Audiocassettes:"
- Include physical characteristics, such as color and size. For example, videocassettes are usually either 1/2 in. or 3/4 in. in size. The standard audiocassette is 2 in. x 4 in. Audiocassettes are produced in a number of other sizes, but the standard size is used for scientific journals. Size is usually omitted from the description of audiocassettes unless it deviates from the standard. The speed of the audiocassette, provided in terms of inches per second, is used in the description instead.

- Abbreviate common words for measurement, such as in. for inches and ips. for inches per second
- Separate types of information by commas

*Typical words used include:*

sound  
 silent  
 color  
 black & white  
 color with black & white  
 1/2 in. (standard videocassette size)  
 3/4 in. (non-standard videocassette size)  
 1 7/8 ips. (standard speed for compact audiocassettes)  
 2 x 2 in. (standard slide size)  
 2 3/4 x 4 in. (non-standard slide size)

*Examples of complete physical description statements:*

Videocassettes: sound, color, 1/2 in.  
 Videocassettes: sound, color with black & white, 1/2 in.  
 Videocassettes: sound, color, 3/4 in.  
 Audiocassettes: 1 7/8 ips.  
 Slides: color, 2 x 2 in.

#### *Examples for Physical Description*

1. Standard audiovisual journal title that is still being published
2. Standard audiovisual journal title that has ceased publication

### **Language for Journal Titles in Audiovisual Formats (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*

- Journals appearing in more than one language

#### **Box 73**

#### **Journals appearing in more than one language**

- If a journal is published in multiple languages:
  - Give the title in the first language found, in order of preference: on the opening screens of the issue, on the carrying case, or on accompanying print material
  - Indicate all languages of publication after the date(s) of publication (and Physical Description if provided)

- Separate the languages by commas
- End the list with a period

*Example:*

Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 - . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

- If a journal is published in two equal languages, as often occurs with Canadian journals:
  - Begin with the title in the language appearing first in the publication
  - Include an equals sign with a space on either side
  - Enter the title in the second language
  - End all title information with the medium of the journal, placed in square brackets, and a period
  - Give all languages of publication after the date(s) of publication (and Physical Description if provided), separated by commas. End language information with a period.

*Examples for Language*

5. Audiovisual journal title not in English
6. Audiovisual journal title not in English, with optional translation
7. Audiovisual journal title published in multiple languages

**Notes for Journal Titles in Audiovisual Formats (optional)***General Rules for Notes*

- Notes is a collective term for any useful information about the journal itself
- If the journal was published under another title, provide the name preceded by "Continues: ". For example, Continues: Audio-digest. Surgery.
- If the journal continues under another title, provide the name preceded by "Continued by: ". For example, Continued by: General Surgery.

*Specific Rules for Notes*

- Other types of material to include in notes

**Box 74****Other types of material to include in notes**

- The name under which a journal was previously published, preceded by "Continues: "
 

Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips. Continues: In Service Reviews in Respiratory Therapy.

VideoUrology Times [videocassette]. New York: VideoUrology Times. Vol. 4, No. 1, 1991 - Vol. 12, No. 4, 1999. Videocassettes: sound, color with black & white, 1/2 in. Continues: VideoUrology.

- The name under which a journal continues to be published, preceded with "Continued by: "
  - Dynamic Cardiovascular Imaging [videocassette]. Silver Spring (MD): Dynamedia, Inc. Vol. 1, No. 1, Spring 1987 - Vol. 3, No. 4, Oct 1990. Videocassettes: sound, color, 1/2 in. Continued by: Video Journal of Echocardiography.
  - VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, No. 1, 1988 - Vol. 3, No. 4, 1990. Videocassettes: sound, color, 1/2 in. Continued by: VideoUrology Times.
- If a journal is also available in another format:
  - General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, 1990 - . Audiocassettes: 1 7/8 ips. Continues: Audio-digest. Surgery. Also available on CD-ROM.
- The sponsorship of the journal if the sponsor is not also the publisher:
  - Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips. Sponsored by the Albert Einstein College of Medicine and Montefiore Medical Center.
- Frequency of publication of the journal:
  - Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, Jan 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. Bimonthly.
- The International Standard Serial Number (ISSN) of the journal:
  - Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. ISSN: 1086-6841.
- If the journal is an unusual one, the name of a library or other archive where it may be found, preceded by the words "Located at: "
  - Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in. Located at: National Library of Medicine, Bethesda, MD; W1 LE11M.
- If the journal is usually accompanied by printed or other material, provide this information preceded by the words "Accompanied by: "
  - Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 - . Videocassettes: sound, color, 1/2 in. Accompanied by: Training objective/instructors guide.
  - Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 - . Audiocassettes: 1 7/8 ips. Accompanied by: Study guide and post test.
- Any other information that would be useful:
  - European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. ESC is the European Society of Cardiology.

### Examples for Notes

19. Audiovisual journal title previously published under another name
20. Audiovisual journal title continuing to be published under another name
21. Audiovisual journal title with sponsorship note
22. Audiovisual journal title with frequency of publication note
23. Audiovisual journal title with ISSN note
24. Audiovisual journal title with note on a library where it may be located
25. Audiovisual journal title with distributor note
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## Examples of Citations to Journal Titles in Audiovisual Formats

### 1. Standard audiovisual journal title that is still being published

Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 - . Videocassettes: sound, color, 1/2 in.

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 - . Audiocassettes: 1 7/8 ips.

### 2. Standard audiovisual journal title that has ceased publication

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in.

Reflections on Cardiac Surgery [audiocassette]. Rancho Mirage (CA): Desert Heart Institute Foundation. Vol. 1, No. 1, 1989 - Vol. 6, No. 5, 1989. Audiocassettes: 1 7/8 ips.

Illustrated Case Reports in Gastroenterology [slide]. London: Chapman & Hall. Vol. 1, No. 1, Nov 1994 - Vol. 4, No. 3-4, Sep-Dec 1997. Slides: color, 2 x 2 in.

### 3. Audiovisual journal title with subtitle

RSNA Today: the Video Digest of Imaging Science, Technology and News [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1987 - Vol. 7, 1993. Videocassettes: sound, color, 1/2 in.

### 4. Audiovisual journal title with edition

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

First Image: the Video Journal of Medicine (OB/GYN Edition) [videocassette]. Englewood (CO): First Image Corp. Vol. 1, No. 1, Jun 1984 - Vol. 1, No. 7, May 1987. Videocassettes: sound, color, 3/4 in.

### 5. Audiovisual journal title not in English

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

## 6. Audiovisual journal title not in English, with optional translation

Video Rivista Italiana di Gastroenterologia (Edizione Endoscopia Digestiva) [Italian Video Review of Gastroenterology (Digestive Endoscopy Edition)] [videocassette]. Rome: Video Intermedical Book. Vol. 1, 1988 - Vol. 7, 1994. Videocassettes: sound, color, 1/2 in. Italian.

## 7. Audiovisual journal title published in multiple languages

Video-Revista de Cirugia [videocassette]. Barcelona: Asociacion Europea de Video-Cirugia. Vol. 1, 1984 - . Videocassettes: sound, color, 1/2 in. Spanish, English, French, Italian.

## 8. Audiovisual journal title with well-known place of publication

Audio Journal of Oncology [audiocassette]. London: Audio Medica. Vol. 1, No. 1, 1993 - Vol. 3, No. 4, 1995. Audiocassettes: 1 7/8 ips.

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in.

## 9. Audiovisual journal title with lesser-known place of publication

Medical Outlook for Infertility Specialists [audiocassette]. Ossining (NY): Cortlandt Group Inc. Vol. 1, No. 1, 1989 - . Audiocassettes: 1 7/8 ips.

Waltham Forum Video for Small Animal Practitioners [videocassette]. Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 - . Videocassettes: sound, color, 1/2 in.

## 10. Audiovisual journal title with unknown place of publication

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in.

Drugs & Devices [videocassette]. [place unknown]: International Therapeutics Update Ltd. Vol. 1, No. 1, 1983 - Vol. 2, No. 4, 1984. Videocassettes: sound, color, 3/4 in.

## 11. Audiovisual journal title with well-known publisher

Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 - . Videocassettes: sound, color, 1/2 in.

## 12. Audiovisual journal title with publisher having subsidiary part

Resource: a Monthly Audio Digest of Current Issues in Health Care Risk Management [audiocassette]. Cambridge (MA): Harvard Medical Institutions Inc., Risk Management Foundation. Aug 1985-Feb 1994. Audiocassettes: 1 7/8 ips.

## 13. Audiovisual journal title with volume and issue number

Video Journal of General Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 1, No. 1, 1992 - Vol. 5, No. 4, 1996. Videocassettes: sound, color, 1/2 in.

Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips.

## 14. Audiovisual journal title with issue number, but no volume

Perspectives: the Joint Commission Television Journal [videocassette]. Chicago: New Year Productions. No. 1, 1987 - No. 4, 1988. Videocassettes: sound, color, 1/2 in.

**15. Audiovisual journal title without volume or issue numbers**

Health Plans, HIPAA, and COBRA Update: Current ERISA, Tax, and Other Issues for Attorneys, Administrators, Insurers, and Consultants [videocassette]. Philadelphia: American Law Institute-American Bar Association Committee on Continuing Professional Education. 1998 - . Videocassettes: sound, color, 1/2 in.

AMT Video Digest [videocassette]. Chicago: American Medical Association. Aug 1991-Sep 1992. Videocassettes: sound, color, 1/2 in.

**16. Audiovisual journal title with multiple month(s) in date**

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips.

**17. Audiovisual journal title with days of the month included in date**

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 - . Audiocassettes: 1 7/8 ips.

**18. Audiovisual journal title with season in date**

Equine Video Journal [videocassette]. Rahway (NJ): Merck. Vol. 1, No. 1, Summer 1988 - . Videocassettes: sound, color, 1/2 in.

**19. Audiovisual journal title previously published under another name**

Clinical Advances in Cardio-respiratory Care [audiocassette]. Birmingham (AL): Educational Reviews. Vol. 5, No. 5, 1994 - Vol. 6, No. 3, 1994. Audiocassettes: 1 7/8 ips. Continues: In Service Reviews in Respiratory Therapy.

VideoUrology Times [videocassette]. New York: VideoUrology Times. Vol. 4, No. 1, 1991 - Vol. 12, No. 4, 1999. Videocassettes: sound, color with black & white, 1/2 in. Continues: VideoUrology.

**20. Audiovisual journal title continuing to be published under another name**

Dynamic Cardiovascular Imaging [videocassette]. Silver Spring (MD): Dynamedia, Inc. Vol. 1, No. 1, Spring 1987 - Vol. 3, No. 4, Oct 1990. Videocassettes: sound, color, 1/2 in. Continued by: Video Journal of Echocardiography.

VideoUrology [videocassette]. New York: P.C. Communications, Inc. Vol. 1, No. 1, 1988 - Vol. 3, No. 4, 1990. Videocassettes: sound, color, 1/2 in. Continued by: VideoUrology Times.

**21. Audiovisual journal title with sponsorship note**

Audio Journal of Oncology [audiocassette]. London: Audio Medica. Vol. 1, No. 1, 1993 - Vol. 3, No. 4, 1995. Audiocassettes: 1 7/8 ips. Sponsored by the British Oncological Association.

Practical Reviews in Dermatology [audiocassette]. Birmingham (AL): Educational Reviews, Inc. Vol. 1, No. 1, Jan-Feb 1989 - Vol. 7, No. 6, Nov-Dec 1995. Audiocassettes: 1 7/8 ips. Sponsored by the Albert Einstein College of Medicine and Montefiore Medical Center.

**22. Audiovisual journal title with frequency of publication note**

Waltham Forum Video for Small Animal Practitioners [videocassette]. Lawrenceville (NJ): Veterinary Learning Systems Co. Vol. 1, 1991 - . Videocassettes: sound, color, 1/2 in. Quarterly.

Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. **Bimonthly.**

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, No. 1, Jan 10, 1990 - . Audiocassettes: 1 7/8 ips. **24 issues per year.** Continues: Audio-digest. Surgery.

Medical Outlook for Infertility Specialists [audiocassette]. Ossining (NY): Cortlandt Group Inc. Vol. 1, No. 1, 1989 - . Audiocassettes: 1 7/8 ips. **Irregular.**

### 23. Audiovisual journal title with ISSN note

Video Journal of Cardiothoracic Surgery [videocassette]. St. Louis (MO): Medical Video Productions. Vol. 10, No. 1, 1996 - Vol. 15, No. 4, 2001. Videocassettes: sound, color, 1/2 in. **ISSN: 1086-6841.**

### 24. Audiovisual journal title with note on a library where it may be located

Leadership in Hospital Governance [videocassette]. Chicago: American Hospital Association. Vol. 1, No. 1, 1992 - Vol. 1, No. 6, 1992. Videocassettes: sound, color, 1/2 in. **Located at: National Library of Medicine, Bethesda, MD; W1 LE11M.**

### 25. Audiovisual journal title with distributor note

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. **Distributed by Kluwer Academic Publishers, Hingham, MA.**

### 26. Audiovisual journal title accompanied by other types of material

Pulse: Emergency Medical Update [videocassette]. Easton (PA): Radiological Society of North America. Vol. 1, 1996 - . Videocassettes: sound, color, 1/2 in. **Accompanied by: Training objective/instructors guide.**

Gastroenterology [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 1, No. 1, Apr 30, 1987 - . Audiocassettes: 1 7/8 ips. **Accompanied by: Study guide and post test.**

### 27. Audiovisual journal title with examples of other notes

European Video Journal of Cardiology [videocassette]. [place unknown]: ESC. Vol. 1, No. 1, 1992 - Vol. 4, No. 6, 1996. Videocassettes: sound, color, 1/2 in. **ESC is the European Society of Cardiology.**

General Surgery [audiocassette]. Glendale (CA): Audio-Digest Foundation. Vol. 37, 1990 - . Audiocassettes: 1 7/8 ips. Continues: Audio-digest. Surgery. **Also available on CD-ROM.**