

North Carolina Libraries

Working Manual of Style

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1. PURPOSE

The "NCL Working Manual of Style" summarizes the rules of style that most frequently apply to editing documents for publication in *North Carolina Libraries*.

The Manual is based on *The Chicago Manual of Style* (15th ed., 2003), [hereinafter *Chicago*] which is the authority for matters of style. The "NCL Working Manual of Style" regularly refers back to appropriate sections of *Chicago* with section numbers in parentheses.

Examples provided in the "NCL Working Style Manual" include library terms, phrases, and constructions likely to occur in manuscripts submitted to *North Carolina Libraries*.

2. PROOFING MANUSCRIPTS

Editorial board members proof manuscripts submitted to them individually for jurying or during editing sessions at board meetings. Jurying includes verifying all footnotes.

Corrections should be placed in the margin (preferably the outer-most margin) next to the line of type in which the correction is to be made.

A caret within that line at the point of correction will indicate where the correction needs to be made.

Editorial board members should use the Proofreaders' Marks shown on pages 100-101 in *Chicago*.

3. PUNCTUATION

Chicago, Chapter 6.

A. General

Punctuation should be used to make the author's meaning clear, to promote ease of reading, and contribute to the author's style. (6.1)

B. Periods

There should be one space after a period. (2.12)

Place a period after numerals or letters used to enumerate items in a vertical list:

1. reference books. 2. sound recordings.

Enclose the numerals or letters in parentheses (without a period) when the items are written within a paragraph. (6.126; 6.127)

We began to sort through all the (1) reference books, (2) sound recordings, and (3) storybooks.

C. Question Mark, Exclamation Point

Place the question mark or exclamation point inside quotation marks only when it is part of the quoted material. (6.75 Question mark; 6.79 Exclamation; also 6.9)

What do you mean the lunches are "not here?"

D. Comma

The use of the comma is a matter of good judgment. Ease of reading should be kept in mind. (6.18)

For general rules, see *Chicago* (6.18-6.82).

E. Series

If a series consists of three or more elements, separate them by commas. A comma should be used before any conjunction in such a series (6.19)

Every year we have to face the lack of space, money, and staff.

F. Semicolon

A semicolon may be used to mark a more important break in sentence flow than that of a comma. It should always be used between two parts of a compound sentence when they are not connected by a conjunction.(6.57)

The library director closed her briefcase; the staff knew the meeting was over.

Transitional adverbs (such as *then, however, thus, hence, indeed, accordingly, besides, and therefore*) used between clauses in a compound sentence are preceded by a semicolon and usually followed by a comma. (6.58)

We wish you the best in your employment search; indeed, we forwarded your application today.

G. Colon

There should be one space after a colon. (2.12)

A colon is commonly used to introduce a list or a series. (6.63)

Please paint these rooms: the reference room, the director's office, and the staff lounge.

A colon is *not* used if the series is introduced by such expressions as *namely, for instance for example, or that is--*unless the series consists of one or more complete grammatical clauses.(6.68)

A colon is *not* used to introduce a list that is a complement or the object of an element in the introductory statement. (6.128)

To receive a copy of your transcript, you need to (1) pay overdue fines, (2) get a receipt, and (3) turn in a request form.

The terms *as follows* or *the following* require a colon, if followed directly by the illustrating or enumerated items. (6.65)

The major physical enemies of library materials are as follows: moisture, humidity, and light.

The colon and semicolon should be placed outside quotation marks or parentheses. (6.9)

4. SPELLING

Chicago, Chapter 7.

A. Dictionaries

For general matters of spelling, use *Webster's Third New International Dictionary* and its chief abridgment, *Merriam Webster's Collegiate Dictionary*. (7.1)

If two or more spellings of a word are given, use the first listed. (7.1)

If a library-related term is not in either dictionary, use the spelling found in *Library Literature*.

Punctuation and spelling of new terms will vary according to the writer until the terms are set in print in authoritative reference works.

1. Traditional Library Words and Phrases

Audiovisual chair (= chairman) compact disc cross-reference
 diskette filmstrip floppy disk interlibrary loan microcomputer
 photocopy (not Xerox copy) prepublication re-examination
 round table shelf list story time storytelling X-rated

2. Online and Internet Terms

Many computer terms are familiar English words or word combinations with specific new meanings. (7.76-7.81)

Capitalization: (7.77)

Basic alphabet keys
 Named keys: Ctrl, Home, Shift, Command
 Menu items: Save Print, Exit, etc.
 Icon names: Cut button, Italic button, etc.

These reflect common current spelling:

24/7 aggregator applet app backbone bandwidth bookmark
 Boolean CDs CD-ROMs COM port client/server cyberspace
 database desktop dial-up download downtime DVDs e-journal e-mail

e-text e-zine Ethernet FAQ firewall freeware FTP full-text
 gateway hard drive hardware home page HTML hyperlink
 imagemap the Internet intranet Java left click LISTSERV

login logout logon logoff mailing list Microsoft Word
 MP3 macro metadata multimedia NC LIVE the net netiquette
 newsgroups offline online password PCs plug-in QuickTime

real-time session right click setup SGML shareware sign-on
 sound card spam spell checker T-1 line task bar toolbar URL

upload uptime upload user-friendly virtual reality the Web
 Web browser WebCrawler Webmaster Web page Web site
 Web surfer Windows 98 workstation World Wide Web Yahoo! XML

B. Plurals

Names of persons and other capitalized names are made plural in the usual way, by adding s or es. (7.6)

five Deweys, four Cutters, keeping up with the Joneses

Letters used as words and numbers form the plural by adding s alone, unless this would cause confusion.

the three Rs, two NCLAs ago, the early 1920s

If adding s alone would create confusion or if the singular is an abbreviation with a period or a lowercase letter used as a noun, add an apostrophe and an s. (7.15-7.16)

PhD's, p's and q's

C. Possessives

Closely linked nouns are often considered a single unit in forming the possessive when the entity possessed is the same. (7.24)

my aunt and uncle's library

Most proper nouns, including names of any length ending in sibilants, s, x, or z, add 's to singular and ' to plural forms. (7.18)

Charles Dickens's novels were our favorites

However, names of more than one syllable with an unaccented ending pronounced -eez generally add only an apostrophe. (7.20)

Euripides' plays. Socrates' ideas.

D. Compound Words (7.82-7.90)

The following are certain types of compound words and the rules governing them. More detailed information is provided in *The Chicago*, following 7.90

NOUNS

one-half	Spelled-out fractions require a hyphen between numerator and denominator unless either already contains a hyphen (e.g., thirty-one hundredths)
Ex-president	Compounds with ex- meaning former are hyphenated
vice president	Temporary compounds with vice- are best hyphenated; however, the term vice president is not hyphenated.
self-consciousness	Hyphenate all self- compounds
decision making	Use open spelling for object + gerund temporary compounds

ADJECTIVES

highly developed	Adverb ending in -ly + participle or adjective is always open
long-lived	Adverb other than the -ly type + participle or adjective is usually hyphenated
decision-making	Object + present capabilities participle is hyphenated
ten-foot five-page 247-page	Cardinal number + unit of measurement is hyphenated
matter-of-fact black-and white photo	Phrase used as an adjective is hyphenated
all-inclusive	Compound with all- is hyphenated
tenfold	Adjectival compound with -fold is closed
statewide	Geographical, political, or social division + -wide is closed

E. North Carolina spelling conventions

barbecue

For University of North Carolina campuses, see 9.B below

5. NAMES**Chicago, Chapter 8.****A. Titles and Offices**

In text, titles following a personal name or used alone in place of a name are usually lowercased. (8.21, 8.30; for exceptions, see 8.22)

They asked the reference librarian for help with the catalog.
Maybe the state library will ask the governor's support for that project.

In formal usage, including the biographical listing in "About the Authors" in *North Carolina Libraries*, position titles are capitalized. (8.21-22)

Roy G. Barnes
Position: Reference Librarian, Griswald Library, Elizabethtown College

Our state library is The State Library of North Carolina

B. Academic Years

Terms designating academic years or classes are lowercased. (8.32)

sophomore, junior, senior

C. Academic Degrees

The names of academic degrees should be capitalized when following a personal name. (8.31-.33)

Hans Fledermaus, Doctor of Music

Periods are not used in abbreviations for academic degrees. (15.21: new in the 15th edition.)

Arnold Ziffel, EdD, Sredni Vashtar, MLS.

When referred to in general terms, academic degrees are not capitalized. (7.26)

doctorate, bachelor's

Academic titles (8.31)

the professor, Evelyn Daniel, professor of library science, Professor Daniel
the dean, Hal Stevens, dean of the College of Education, Dean Stevens

the professor emeritus (masc.); the professor emerita (fem.)
professors emeriti (masc. or masc. and fem.) professors emeritae (fem.)
Associate Professor Emerita Kester

D. Nationalities, Groups of People

The names of specific racial, religious, and other groups are capitalized. (8.41-42)

African American, Hispanic, Mormon

Color designations are currently more often capitalized. (8.43)

Black, White

Non-color terms are preferred: African American, Native American, etc.
(8.41, 8.43)

E. Geographical Terms (8.46-8.51)

For spelling, consult the latest edition of *Merriam-Webster's Geographical Dictionary*.

Coastal Plain, Deep South (U.S.), Old South
antebellum South, the Piedmont, Sun Belt
the Southeast (U.S.), southern, a Southerner (American Civil War context)

F. Socioeconomic Classes or Groups

Terms denoting socioeconomic classes or groups are generally lowercased.
Terms of more than one word are hyphenated when used as adjectives before nouns. (8.44)

the homeless
middle class, middle-class values

G. Institutions

Full titles of institutions and the names of their departments and divisions are capitalized, but library and other generic terms are lowercased when used alone. (8.73-74; 8.75)

the Forsyth County Public Library; the library
NCLA; the association
the U.S. Supreme Court; the Court

H. Awards

Names of awards and prizes are capitalized. (8.89)

the Ray N. Moore Award, the Isadora Gilbert Mudge Citation

I. Seasons

Unless personified, or used to identify a periodical issue, seasons of the year are lowercased. (8.94, 17.164)

Work began in the fall term.
The article appeared in the Fall 1996 issue of *North Carolina Libraries*.

In a bibliography entry, the capitalized season may be listed in lieu of the issue number; but consistency of such usage is necessary.

Flowers, Janet. "Developing Excellence in Leadership and Followership:
 A Bibliographic Essay." *North Carolina Libraries* 54 (Fall 1996): 68-73.

J. Titles of Works

A title which is cited in full in a note or list of references need not be complete when used in an expository sentence. Commonly, the initial article (*A, An, The*) is omitted following a possessive noun or pronoun, an adjective, or another article. (8.179-180)

She read Poe's "Masque of the Red Death."
We ordered Poe's short story, "The Masque of the Red Death."

6. NUMBERS**Chicago, Chapter 9.**

9.3: Chicago's general rule: the following are spelled out whole numbers from one through one hundred, and round numbers.

A. First Word in Sentence

Spell out a number at the beginning of a sentence, regardless of any inconsistency this may create, or recast the sentence so that it does not begin with a number. (9.5)

One hundred twelve professional and 117 paraprofessional staff members signed the petition.

Thirty-five percent of the public school classrooms in North Carolina have access to the World Wide Web.

B. Special Cases

North Carolina Libraries follows scientific usage, and expresses physical quantities in figures; this includes percentages and decimal numbers.

Unless used with a number spelled out at the beginning of a sentence, the symbol % for percent will be used. (9.17, 9.19-21, 9.18)

Neutral pH is 7.0%.

Five percent of those polled agreed with the amendment.

C. Abbreviations and Symbols

If an abbreviation or a symbol is used for a unit of measure, express the quantity by a figure. (8.15, 8.16)

We have an antique 16mm film projector.

D. Money

If the number is spelled out, so is the unit of currency, and if numerals are used, the symbol \$ or ¢ are used. (9.24)

The fine is now 10¢ per day.

The Friends of the Library raised \$4,325 this year.

Sums of money that are cumbersome to express in figures or to spell out may be expressed in units of millions or billions with figures and a dollar sign. (9.24, 9.28)

The final cost of the renovation was \$8.2 million.

E. Dates

The preferred style is month-day-year. Commas should be used before and after the year. (6.46).

The events of June 23, 1947, were of major significance.

When only month and year are given, no comma is used. (6.46)

The pay raise was effective in June 2006.

F. Centuries and Decades

Spell out (in lowercase) references to centuries. For decades, use figures. (9.36-37)

the twenty-first century, the '80s and '90s, the 1880s

G. Time of Day

The abbreviations a.m. and p.m. have no space between the letters. (9.42, 15.44) Noon is designated noon and midnight as midnight.

Time zones are given in parentheses: 4:45 p.m. (EST) (15.44)

H. Personal Names: Namesakes

Do not use a comma between a name and the abbreviation or the Roman numeral used to distinguish namesakes. (9.47, 6.49)

James V. Carmichael Jr.
Adlai Stevenson III

I. Use of the Comma in Numbers

In most numbers of one thousand or more, commas should be used between groups of three digits. (9.59)

Over 2,400 librarians belong to NCLA; 23,000 librarians belong to ALA.

7. QUOTATIONS

Chicago, Chapter 11.

A. Permissible Changes to Quoted Text

Effective writing makes a quoted passage fit smoothly into the syntax and typography of the work in which it is quoted. *North Carolina Libraries* does not publish legal works or textual criticism, and may therefore alter quoted material in the following, limited, ways:

The initial letter may be changed to a capital or lowercase letter, depending on the needs of the sentence incorporating the quoted materials. (11.16-18)

"Without merit" may be your assessment of our complaints, but we still find them valid.

The final period may be omitted or changed to a comma as required, and the punctuation mark may be omitted where ellipsis points are used. (11.51, 11.55-58, 11.60-61, 11.64-65)

In a passage quoted from a modern publication, an obvious typographical error may be silently corrected. (11.8)

Such introductory phrases as Dr. Jones writes: She said (stated, observed, etc): are often awkward and redundant, and should be rewritten. (11.20)

B. Run In or Set Off

In general, quoted matter that runs to ten or more typed lines is set off from the text; shorter quotations are run into the text. (11.12)

Set off (that is, block) quotations that begin with words that naturally complete the sentence incorporating the quotation do not require a colon after the last word in the sentence. (11.34)

Block quotations are not enclosed in quotation marks and always start a new line. (11.11)

Quotations within quotations, including those within block quotations, are placed within single quotation marks.

"He indicated that he had attended classes sporadically during the years of his father's 'ambassadorships' to Italy, and Japan."

C. Ellipses

For ellipsis points, use three spaced dots for any omission, regardless of whether it comes in the middle of a sentence or between sentences. (11.55)

Do not use ellipsis points:

-before or after an obviously incomplete sentence separately quoted:

She said they "must be submitted in triplicate" and he said that was "typical bureaucracy."

-before or after a quotation of a complete sentence or several sentences;

-before a block quotation beginning with a complete sentence or an

incomplete sentence that completes a sentence in the text;

after a block quotation ending with a grammatically complete sentence.

(11.54)

8. ILLUSTRATIONS AND CAPTIONS

Chicago, Chapter 12.

A. Illustrations

Illustrations and photographs often need some sort of explanatory material.

Captions are titles or headlines placed below the illustration, in bold type and centered..

Legends identify the symbols used on a map or chart and appear within the illustration itself. (12.8)

Symbols can also be identified in a sentence following the caption.
(12.38)

Fig. 10. School district enrollment. Urban schools are followed by an asterisk *.

Captions may be a word or two, an incomplete or complete sentence, several sentences or a combination of these. (12.32)

North Carolina Libraries uses captions. (12.8) and includes copyright notice on photographs.

B. Tables and Figures

References in the text to a figure or table use lower case.

fig. 10; table 4

When used to identify or label the actual figure or table itself, the term is capitalized and, when used without a caption, not abbreviated.

Fig. 10. School district enrollment.
Figure 13.

Use Arabic numerals to identify each figure or table. (13.10, 13.16)

9. ABBREVIATIONS

Chicago, Chapter 15.

A. Academic Degrees

Abbreviations for academic degrees do not include periods. (15.21)

His education includes a doctorate from Columbia, an MLS from Simmons, and an AB from Davidson.

These designations are set off by commas when they follow a personal name. (15.21)

Juanita Hernandez, PhD, was appointed to chair the committee.

B. Agencies and Organizations

Abbreviations for the names of government agencies, associations, and other groups require no periods. (15.25)

He taught at UCLA and UNCG and was a member of ALA.

Local Note: University of North Carolina campuses at Asheville, Charlotte, Greensboro, Pembroke, and Wilmington, abbreviate the institutional name without a hyphen. The campus at Chapel Hill uses a hyphen.

He transferred from UNCW to NC State, and from there to UNC-CH.

C. Geographic Names

The names of countries and prefixes of most geographic names are not abbreviated in text. (15.32-33)

When state names are abbreviated, use postal abbreviations. (15.29).

10. ENDNOTES (REFERENCES)

Chicago, Chapter 17.

A. Placement

Endnotes should appear at the end of the article, in a section entitled "References," after any appendix but before a bibliography. (16.59)

Notes should be numbered consecutively, beginning with 1. (16.26)

B. Endnote Numbers

Endnote numbers in the text follow any punctuation marks except a dash--the number precedes the dash. (16.30)

The local paper ran a probing story entitled "Blue Movie Being Shown at Library,"¹¹ an inaccuracy in itself.

This was obvious in the Cherry article⁵--and most readers agreed.

C. Summary of Endnote Details:

Author: First name first.

Book titles in italics.

Periodical article titles in quotes.

Edited book chapter titles in quotes.

URL's in regular font

Facts of Publication: Place, Publisher, Date, in parenthesis.
Elements are separated by a comma.

D. Books

Items to be included in a full endnote reference for books: (17.17)

Author's full name (first name first)

Complete title, in italics

Editor, compiler, or translator, if any

Edition, if not the first

Number of volumes

Title of individual volume, if applicable

Series title, if applicable, and volume number within series

Facts of publication: city, publisher, date (in parenthesis)

Page number(s); or volume and page number(s), if applicable (17.17)

E. Periodical articles

Items to be included in a full endnote reference for articles in periodicals are:

Author's name (first name first)

Title of article, in quotes

Title of periodical, in italics

Issue information (volume, issue number, date) (17.149)

F. Full and shortened references

A source should be given a full reference the first time it is cited. Subsequent references may be shortened by omitting the title of the work and giving only the last name of the author followed by a comma and the page number. (16.42)

Chicago style has changed with 15th edition: Basic short form contains author's last name, main title of the work (shorten title if is more than four words) and the page number. ((16.41-16.46)

F. Ibid.

Ibid. *ibidem*, ("in the same place") refers to a single work cited in the note immediately preceding. (16.47)

SAMPLE REFERENCES

¹Lewis E. Lloyd, "Origins and Objectives of Organizations," in *Organization Theory in Industrial Practice*, ed. by Mason Haire, 28-55. (New York: John Wiley and Sons, 1962).

²Jesse H. Shera, *Foundations of the Public Library*, (Chicago: University of Chicago Press, 1949), 206-28.

³Lloyd, 28.

⁴Ibid.

⁵Ibid., 29.

⁶Victor W. Shapiro, "The Castleman Letter: A Classroom Exercise in Critical Thinking," *Social Education* 45 (January 1981): 40-44.

⁷Margaretta J. Yarborough, "Library Service to the Strands: North Carolina's Lighthouse Libraries," *North Carolina Libraries* 50 (Spring 1992): 27-30.

⁸Jimmy Carter, interview by Robert MacNeil, *MacNeil/Lehrer News Hour*, Public Broadcasting System, December 9, 1990.

⁹C. J. Ludwig's letter to George R. Putnam, June 11, 1931, Records of the United States Coast Guard (Record Group 26), National Archives, Records of the Bureau of Lighthouses and Its Predecessors, 1789-1939, File 1509.

¹⁰Joan Sherif, "A Time to Laugh" (paper presented at the North Carolina Library Association Biennial Conference, Winston-Salem, NC, September 21, 1999).

¹¹Barbara Miller Marson, "The Adoption and Implementation of Online Public Access Catalogs in the North Carolina Community College System." (dissertation, University of North Carolina, Chapel Hill, 2001), 155-167.

11. BIBLIOGRAPHY	Chicago, Chapter 17
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A. Placement

Unless published as a separate article, a bibliography should appear at the end of the manuscript, in a section entitled "Selected Bibliography," after any endnotes. (16.74, 16.76)

B. Arrangement

A bibliography should be arranged in a single alphabetical list, arranged by the last names of the authors. (16.72)

Works by the same author may be arranged either chronologically by date of publication or alphabetically by title.

For successive works by the same author, a 3-em dash followed by a period is used in place of the author's name after the first appearance. (16.84, 16.85)

———. (In word processing software, em dashes are listed under symbols.)

C. Summary of Bibliography Details:

Author: Last name first.

Book titles in italics.

Periodical article titles in quotes.

Edited book chapter titles in quotes.

URL's in regular type

Facts of Publication: Place, Publisher, Date, are NOT in parenthesis.

Elements are separated by a period.

D. Books

For books, items to be included in a bibliographic entry are the same as for a full endnote reference, except that the author is listed last name first and the page number(s) of the citation are dropped if the full work is cited. (17.17)

E. Periodical articles

For periodical articles, items to be included in a bibliographic entry are the same as for a full footnote reference, except that the author is listed last name first, and the page range of the article is listed. (17.149)

SAMPLE SELECTED BIBLIOGRAPHY

Carter, Jimmy. Interview by Robert MacNeil. *MacNeil/Lehrer News Hour*. Public Broadcasting System, December 9, 1990.

Lloyd, Lewis E. "Origins and Objectives of Organizations." Chap. 2 in *Organization Theory in Industrial Practice*. New York: John Wiley and Sons, 1962.

McKeon, Richard. *The Philosophy of Spinoza: The Unity of His Thought*. New York: Longmans, Green, 1928.

——— "Aristotle's Conception of the Development and the Nature of Scientific Method," *Journal of the History of Ideas* 8 (1947):3-44.

Marson, Barbara Miller, "The Adoption and Implementation of Online Public Access Catalogs in the North Carolina Community College System." PhD diss. University of North Carolina, 2001.

Metcalf, Fay D., and Matthew T. Downey. *Using Local History in the Classroom*. 3rd. ed. Nashville: American Association for State and Local History, 1982.

National Archives. Records of the United States Coast Guard. RG 26. "Records of the Bureau of Lighthouses and Its Predecessors, 1789-1939. File 1509.

Shapiro, Victor W. "The Castleman Letter: A Classroom Exercise in Critical Thinking." *Social Education* 45 (January 1981): 40-44.

Shera, Jesse H. *Foundation of the Public Library*. Chicago: University of Chicago Press, 1949.

Sherif, Joan. "A Time to Laugh." Paper presented at the North Carolina Library Association Biennial Conference, Winston-Salem, NC, September 21, 1999.

Yarborough, Margaretta J. "Library Service to the Strands: North Carolina's Lighthouse Libraries." *North Carolina Libraries* 50 (Spring 1992): 27-30.

12. CYBERCITATIONS

Chicago, Chapter 17

A. General

Information on citations to electronic sources is in various sections of *Chicago*:

17.4-17.15:	General information, URL's
17.47, 17.142-47:	Books
17.180-181:	Electronic Journals
17.187:	Magazines.
17.198:	Newspapers
17.211, 17-234-37:	Informally published materials.
17.239:	Reference Works
17.270:	Multimedia
17.271:	CD-ROMs and DVD-ROMs
17.356:	Public Documents
17.357-58:	Databases.

In citing electronically-accessed sources, *North Carolina Libraries* also consults Janice R. Walker, and Todd Taylor. *The Columbia Guide to Online Style*, 2nd. Ed. 2006. <http://www.columbia.edu/cu/cup/cgos2006/basic.html>

B. Basic Format

Author: First name, last name. (if known)
 Title of Document. (in parenthesis)
 Title of Complete Work [if applicable].
 Version or File Number [if applicable].
 Document date or date of last revision [if different from access date].
 Protocol and address, access path or directories
 Access data, in parenthesis.

The examples provided below are for Reference citations.

1. The World Wide Web (WWW)
 Author: First name, last name. (if known)
 Full title of the work, in quotation marks
 Title of the complete work (if applicable), in italics
 Any version or file numbers; and the date of the document
 or last revision (if available).
 List the full URL.
 Date of access, in parentheses.

Dorothy Hodder, "Reviews-R-Us." History of Library Publications.
<http://www.nhanoverpl.org/hodder/ncbooks/rvrus.html> (August 27, 2001).

2. E-mail, Discussion Lists, and Newsgroups

Author's name (if known) or the author's email or login name (the part of the email address before the @ sign),

Subject line of the posting, enclosed in quotation marks

Date of the message if different from the date accessed

Name of the discussion list (if applicable), in italics.

Address of the list or the protocol and address of the newsgroup in regular font.

Date accessed, in parentheses.

Page Life, "Re: Preserving Manuscripts." *North Carolina Library Association* Listserv. ncla-l@ruby.ils.unc.edu (March 31, 2004).

3. File Transfer Protocols (FTP)

Author: First name, last name. (if known)

Full title (of a shorter work in quotation marks; of a larger work, in italics)

Document date (if available).

Protocol (i.e., "ftp") and the full FTP address, including the full path needed to access the file. Date of access, in parentheses.

Fred Simmons, "Shakespeare's Library." December 3, 1994.
ftp://ftp.guten.net/gproject/texts/english/bard/research/shlib.txt (March 1, 2005).

4. Telnet Protocols

Author's name or alias, first name first (if known)

Title of the work (if applicable), in quotation marks

Title of the full work or telnet site (if applicable), in italics

Date of publication or creation (if known)

The protocol (i.e., "telnet") and complete telnet address, any directions necessary to access the publication

Date of the visit, enclosed in parentheses.

Separate commands from the address with a single blank space.

Mulder, Megan. "The Department of Redundancy Department--In Black and White." *Copier Tales*, May 17, 1992. telnet:// lambda.parc.xerox.com:6666@go #50827, press 13 (February 18, 2004).

5. Synchronous Communication Sites

Include the name or alias of the author or speaker (if known); the type of communication i.e., "Personal interview") or, for synchronous conferences, the session title (if applicable), enclosed in quotation marks; the site title (if applicable), in italics; the protocol and address, including any paths or directories, the command sequence (if applicable), and, in parentheses, the date of the conversation.

Jackhammer. "Personal Interview." telnet://world.sensemedia.net:1234 (March 8, 2003). "WorldMoo Christmas Party." telnet://world.sensemedia.net:1234 (December 24, 2003).

6. Online Reference Sources

Author: First name, last name. (if known)

Title of the article, in quotation marks

Title of the complete work, in italics

Any print publication information, including the date; information concerning the online edition (if applicable)

Name of the online service or the protocol and address and the path or directories followed

Date of access, in parentheses.

"Fine Arts." *Dictionary of Cultural Literacy*. 2nd ed. Ed. E. D. Hirsch Jr., Joseph F. Kett, and James Trefil. Boston: Houghton Mifflin. 1993. INSO Corp. America Online. Reference Desk/Dictionaries/Dictionary of Cultural Literacy (May 20, 1996).

7. Electronic Publications and Online Databases

Author's name, first name first (if known)

Title of the article, in quotation marks

Title of the software publication, in italics

List any version or edition numbers or other identifying information

Series name

Date of publication

Name of the database (if applicable)

Name of the online service or the Internet protocol and address, any other publication information, the directory path followed (if applicable)

Date accessed, in parentheses.

Julie Hatch Maxfield. "Jobs in 2005: How do they compare with their March 2001 counterparts?" *Monthly Labor Review Online*, 129:6, July 2006. <http://www.bls.gov/opub/mlr/2006/07/contents.htm>. (February 7, 2007)

8. Software Programs and Video Games

Name of the author or corporate author (if available)

Title of the software program, in italics; the version number (if applicable and if not included in the software title)

Publication information: Place, publisher, and Date (if known).

ID Software. *The Ultimate Doom*. New York: GT Interactive Software, 1995.