

BACKGROUND: Demographic group term authority records include citations of sources in which information was found and citations of sources in which it was not found. The sources should be cited in a style that is brief, but clear and understandable to users of the authority records. This instruction sheet describes a suggested method of citing sources. As long as the appropriate data elements are present, however, the exact style of citation is optional.

Examples of full MARC 21 authority records, including source citations, may be found in L 405.

1. General rule for citing sources. Provide the main entry, title, and date of publication, which may be either copied-and-pasted from a bibliographic record or abbreviated to the extent that this can be done without sacrificing clarity. Generally use the following order and style for those elements that are included.

[author]. [title], [date]: [volume, page, etc.] ([data found])

Example:

Labels for locals, 2006: p. 86 (Flanders, Belgium: Flemish, also an adjective)

2. When to omit volume and page numbers. As a general rule, omit the volume and page number on which information relevant to the proposal was found, if (a) the source being cited is alphabetically arranged, *and* (b) the term being proposed, or a reference to it, is found in its normal alphabetical location in the source. *Example:*

Physicians is being proposed and the *American Heritage Dictionary* is cited as a source. The page number in the dictionary may be omitted because it is arranged alphabetically and the word *physicians* is found in the expected location under the letter **P**.

Also omit volume and page numbers when citing a source as a publication that has the proposed term within its title.

Note: When citing a resource such as this in order to justify a variant term that is found in the text that has been provided as a UF, or in order to provide other information about the term, cite the page number(s) where the variant and/or information was found.

3. When to include volume and page numbers. As a general rule, include the volume and page number where relevant information was found if either (a) the source is not an alphabetically arranged work, and it is necessary to browse or use the table of contents and/or index to locate information that supports the proposal *or* (b) the source is alphabetically arranged, but the information that supports the proposal appears in a place other than the alphabetical position of the proposed term.

When including the volume and/or page number, place it following the date in the source citation.

4. Citing serial publications. When citing any serial as a source, provide the volume number (and/or chronological designation) of the issue(s) consulted, in addition to the other information specified above.

5. Citing websites. Give the name of the website and the date on which it was consulted. Give the specific location at which the information was found, if appropriate, and the information that was found there. *Examples:*

BLS Occupational outlook handbook online, Aug. 10, 2015: postal service workers (sell postal products and collect, sort, and deliver mail; clerks and mail sorters, processors, processing machine operators, mail carriers)

National Association of the Deaf WWW site, Oct. 8, 2015: American Sign Language page (We encourage people to become fluent and skilled users, teachers, and interpreters of ASL. Moreover, we welcome everyone to experience learning and using ASL.)

6. Parenthetical information. Provide terminology, any variant terms, and definitions or descriptions found in the cited source. Put this information in parentheses as the final element in the citation. *Example:*

Language Portal of Canada, viewed 28 Apr. 2015 (Answers--Demonyms 8: Quebeckers; a resident of Quebec is known as a Quebecker or Quebecer. Though sources differ on the use of an accented é in Quebecker and Quebecer, it is recommended that these demonyms be written without any accents. A French-speaking Quebecker is often referred to as a Québécois (masculine) or Québécoise (feminine) written with two accented é's, although some editorial styles prefer none)

6. Parenthetical information. (Continued)

If information is taken from various locations in a source, provide separate sets of parentheses for each piece, and precede each by the location at which the information was found. *Examples:*

Merriam Webster online, Aug. 10, 2015: mail carrier (a person who delivers mail) letter carrier (a person who delivers mail) mailman (a man who delivers mail; also called postman)

Joshua Project WWW site, Sept. 16, 2015: Basque in Spain (Eurasian people; alternate names: Eskualdunak, Euzkadi) Basque in France (alternate names: Eskualdunak, Euzkadi)

7. Citing sources that are not publications.

a. The Library of Congress and other bibliographic databases. Use the phrase **LC database** or the name of another bibliographic database as a standard way of indicating that the word or phrase being proposed as a term or reference was found in titles in bibliographic records in the database. Provide the word(s) or phrase(s) found there in parentheses. *Example:*

LC database, Aug. 7, 2015: (in titles: Art students)

b. Telephone calls and email correspondence. Use one of the following citation forms: **Phone call to [name of person]; Email from [name of person]**. Include the date of the contact and also include, when pertinent and available, the person's title and the organization with which the person is affiliated. Provide in parentheses a brief summary of the relevant information provided by the person.

8. Citing sources in which the term was not found. Cite sources that were consulted but do not use the term or any variation of it. The same style as that used for citing sources that support the proposal may be used.