



## ICP Titling Rules

If a cataloger has multiple titles for an object, one should use the following guidelines to determine the order in which titles are displayed in TMS:

1. Assigned by artist (typically used for contemporary prints)
2. Title on object
  - a. Quotation marks are not used (except in the case of Weegee titles), even if they appear as part of a title on object
3. Title on duplicate or variant print
4. Published title or published captions from an authoritative source (this does not include auction house catalogs)
  - a. A citation for the title's source, in Chicago Manual of Style note form, should be included in the Remarks field of each Published title
5. Caption
6. ICP exhibition title
7. Descriptive title
  - a. Follow sentence capitalization rather than headline capitalization (i.e. [Leon Trotsky lecturing Danish students on the history of the Russian Revolution, Copenhagen])
  - b. Do not include a period at the end of the description
  - c. Do not use taxonomic adjectives such as unidentified
8. Title from other institution (this includes auction houses and galleries)
9. Title on deed
10. Series title (this title is always displayed in TMS)

In each case, the language of the title must be identified in the language field of the title menu.

General rules for assigning titles for works that are neither vernacular nor studio portraits:

1. Titles assigned by the cataloguer are bracketed
2. Follow sentence capitalization rather than headline capitalization (i.e. [Leon Trotsky lecturing Danish students on the history of the Russian Revolution, Copenhagen])
3. Do not include a period at the end of the description
4. Describe main action of image
5. Use gerunds to describe image (i.e. walking, talking, lying, etc.)
6. Do not use the taxonomic adjectives used in ICP's portraiture titling conventions (use man rather than Unidentified Man)
7. Identify subjects by gender (i.e. woman, man, boy, girl, child NOT female, male, etc.)
8. Identify subjects by profession if relevant (i.e. soldiers, clergymen, etc.)
9. Do not identify subjects by race or ethnicity



When a cataloger is entering a title in TMS, the following rules apply:

1. Any title that is devised by the cataloger is put in brackets
2. If there is no title given on the deed or other documentation for a contemporary print, use [Untitled]. Also use [Untitled] if the work comes from an auction house with Untitled as its title. If, however, an artist assigns the title as Untitled, this title remains without brackets.
3. Titles for vernacular or studio photographs are always bracketed; see section below on Daniel Cowin Collection titling rules for information that pertains to ALL studio portraits and vernacular works

Translations of titles go directly beneath the foreign language title.

These specific rules pertain to subsets of the collection:

### **Weegee**

1. Title on object (in italics for label copy)
2. Published title from newspaper or Weegee's own books in quotation marks
3. Published title from *Weegee's World*
4. Descriptive title assigned by ICP in brackets
  - a. Follow sentence capitalization
  - b. Do not use taxonomic adjectives such as unidentified
5. Published title from other books (Coplans, etc.)

### **Vishniac**

1. Published title from the following publications:
  - a. *A Vanished World*
  - b. *To Give Them Light*
  - c. *Polish Jews*
2. Title on object

Confirm titles with Curator of Vishniac Archive before making public.

(All images taken in Eastern Europe should be dated ca. 1935–38, regardless of published date)

### **Munkácsi negatives**

1. Descriptive titles in brackets
  - a. Short description following sentence capitalization ending with comma
  - b. City (state or country included only if location is ambiguous or not well known)  
[Tennis courts at Hearst Castle, San Simeon, California]
2. Story title
  - a. Do not use quotation marks
  - b. Enter title in both Title Assistant field and Portfolio/Series field; title type should be identified as story  
Hearst Ranch is story title for the above example
3. Published title



### **Daniel Cowin Collection**

### **THESE RULES ALSO APPLY TO ALL STUDIO PORTRAITS AND VERNACULAR IMAGES**

1. Title on object
  - a. Title in brackets if identity of sitter is unconfirmed
  - b. Title without brackets if printed on object (i.e. stereograph)
2. Published title from ICP publication
3. Descriptive title assigned by ICP in brackets
  - a. For portraits, use taxonomic adjectives (i.e. [Unidentified Woman])
  - b. For portraits, do not use sentence capitalization; use initial capitalization
  - c. For nonportrait works, follow sentence capitalization
  - d. For nonportrait works, do not use taxonomic adjectives such as unidentified

### **Photojournalism**

#### Descriptive titles in brackets

- c. Short description following sentence capitalization ending with comma
- d. City (state or country included only if location is ambiguous or not well known)  
[Republican soldiers firing from behind a barricade, University City, Madrid]

#### General rules:

1. Titles assigned by the cataloguer are bracketed
2. Follow sentence capitalization rather than headline capitalization (i.e. [Leon Trotsky lecturing Danish students on the history of the Russian Revolution, Copenhagen])
3. Do not include a period at the end of the description
4. Describe main action of image
5. Use gerunds to describe image (i.e. walking, talking, lying, etc.)
6. Do not use the taxonomic adjectives used in ICP's portraiture titling conventions (use man rather than Unidentified Man)
7. Identify subjects by gender (i.e. woman, man, boy, girl, child NOT female, male, etc.)
8. Identify subjects by profession if relevant (i.e. soldiers, clergymen, etc.)
9. Do not identify subjects by race or ethnicity