

TMS Bibliographic Module Justification of Standards

- It is important before creating a new reference entry to verify that one does not already exist for the publication.

- **Reference Numbers**
 - When creating a new entry be sure that the Ref. number is the call number, if the item is owned by the Hirsch Library. (This is displayed in the upper right hand corner of the title bar)
 - Call Number Instructions:
 - Space between the first letter(s) and number(s)
 - Space between first set of numbers and decimal point
 - No space within the alpha-numeric group following the decimal point
 - Space between alpha-numeric group and date (if date exists)

 - Examples:
 - N 5 .M326
 - ND 210 .E97 2004

 - Some call numbers have 2 sets of alpha-numeric groups
 - Space between the sets of alpha-numeric groups
 - The decimal point only precedes the first alpha-numeric group

 - Example:
 - N 6923 .B43 A4 2011
 - If it is an article and there is no call number for the periodical, then list the title of the periodical as the Ref. number, e.g.:
 - Master Drawings
 - The specific volume number of the periodical would be described in the entry. This makes it easier to search by Ref. number without having to know what volume is being specifically referenced.
 - If it is an auction catalog and there is no call number, then list the title of the auction catalogue, a space, and then the sales code in SCIPPIO format as the Ref. number, e.g.:
 - Sotheby's LO2111 JUDITH
 - **New standard for Bibliographic Module

- **Book/Article/Auction Catalogue Title Fields:**
 - Type the entire title in the "Title" field. Do not use the "Sub-Title" field. This allows for all References to be located within a single search, rather than conducting a search in two fields.
 - Include initial articles in the title such as, "a," "an," "the," etc.
 - **New standard for Bibliographic Module

- **Capitalization of book titles:**
 - English-language book titles and subtitles are capitalized headline-style. In headline style, the first and last words of title and subtitle and all other major words are capitalized.
 - Examples:
A Permanent Legacy: 150 Works from the Collection of the Museum of Fine Arts, Houston
Rienzi: European Decorative Arts and Paintings
 - These same rules should be adopted for articles and auction catalogs.
 - Examples:
Old Master Paintings: Part One
“Voyages to the East”

- **Non-English titles:**
 - Sentence-style capitalization is strongly recommended for non-English titles. Capitalize the first word of a title or subtitle and any word that would be capitalized in the original language (e.g., Wahrheit, Sowjetunion, and Inquisición). Writers or editors unfamiliar with the usage of the language concerned, however, should not attempt to alter capitalization without expert help.
 - Example:
L'iconografia della Madonna col bambino: Nella pittura italiana del dugento
Nexo: Un ensayo forográfico

- **Space after colon:**
 - In typeset matter, no more than one space should follow a colon.
 - Example:
London: Scala Publishers Ltd.

- **Pagination and Dates:**
 - For consistency we will be using full pagination and dating.
 - For instance: Pages 117 through 119
Example: 117-119
 - For instance: Dates 2000 through 2002
Example: 2000-2002

**Augmentation of *Chicago Manual of Style*
**New standard for Bibliographic Module

- **Diacritics**
 - If a diacritic exists in a word we will incorporate it.
 - Example: Albrecht Dürer

**New standard for Bibliographic Module

- **En Dashes:**

- We will not be using en dashes for consistency and ease of data input.

**** New standard for the Bibliographic Module**

- **Abbreviations:**

- If the field's name matches what is being placed in the field then it is only necessary to place the other information into the field, e.g.:

If the field name is "Figure Number" all that is necessary is to place the actual number of the figure rather than, fig., figure, etc. before the number.

The same would be applicable to "Page Number," "Volume," "Edition," etc.

- For example the page number is 4.

In the "Page Number" field you would enter 4 **NOT** p. 4 **NOT** pp. 4 **NOT** page 4 **NOT** pg. 4

- This would be done to simplify the information entered, reduce redundancies.

****New standard for the Bibliographic Module**

- **Journal Field**

- Book: N/A
- Article: The title of the periodical
 - Examples:
Canvas
Master Drawings
The J. Paul Getty Museum Journal
- Auction Catalog: The title of the catalog
 - Example:
Sotheby's
Christie's

**** New standard for the Bibliographic Module**

- **Series, Volume, Edition Fields:**

- Book: Do not include abbreviations before the key information. (See abbreviations above)
- Article:
 - When entering anything other than series or volume number you must follow how it would be cited.
 - “Issue” will always be referred to as “no.” to follow citation standards.
 - If the volume or issue number is in Roman numerals use Arabic numerals instead.
 - If there is a quarter after the volume and issue number DO NOT include it. The volume and issue number should suffice.

- Citation Examples and TMS Bibliographic Module Examples:
Talwar, Deepak. “The Great Indian Art Bazaar.” *ArtAsiaPacific* no. 83 (May/June 2013): 63.

What to enter under “Volume” in TMS:
no. 83

Sharma, Kamayani. “Suspended Animation.” *Art India: The Art News Magazine of India* 17, no. 3 (2013): 80-81.

What to enter under “Volume” in TMS:
17, no. 3

Crager, Jack. “Ends of the Earth.” *American Photo* (July/August 2013): 18.

What to enter under “Volume” in TMS:
N/A

- Auction Catalog: N/A

**** New standard for the Bibliographic Module**

- **Place Published Field:**

- Formatted the way the end *Chicago Manual of Style* citation would look like.
- Book/ Auction Catalog: City: Publisher
 - **Examples:**
New York: Penguin
Chicago: University of Chicago Press
London: Sotheby’s
- If the city is not well known in the United States type, in the state two letter abbreviation. If the city is not well known internationally, type out the country’s name.
 - **Examples:**
Kearney, NE: Morris Publishing
Leuven, Belgium: Peeters Publishers

- Article: N/A

**** New standard for the Bibliographic Module**

- **# of Pages Field:**
 - Book: Leave this field blank. Not used in end citation.
 - Article: Leave this field blank. Not used in end citation.
 - Auction Catalog: Leave this field blank. Not used in end citation.

- **Date Field:**
 - The date is where the relevant citation information should be kept NOT in the year published field with the EXCEPTION of auction catalogs which utilizes both.
 - Book: Should have the year published in the date field. Use the latest copyright date.
 - Example: 2000
 - Article: Should have the year published, month and year, or month range and year listed in the date field.
 - Examples: 1982
January/February 2012
January-March 2013
 - Auction Catalog: The date field should list the date of the auction in dd/month/yyyy format. The “Year Published” field should be included as well for the end citation. If the auction was spread over multiple days only use the earliest date.
 - Example: 10 July 2002

** New standard for the Bibliographic Module

- **Copyright Field:**
 - No data in this field. This information is never used in a citation format.

** New standard for the Bibliographic Module

- **Citation Field:**
 - Using this field for future export of citations.
 - Manually enter in the full citation using *Chicago Manual of Style* standards. At the end of the citation place the “Alternate Number” field information in brackets.
 - First enter into Microsoft Word and change the font and font size (Need to determine the font standard). Then paste the citation into the field
 - Example: The Museum of Fine Arts, Houston. *A Permanent Legacy: 150 Works from the Collection of the Museum of Fine Arts, Houston*. Edited by Celeste Marie Adams. New York: Hudson Hills Press, 1989. [N 576 .H7 A63 1989]

** New standard for the Bibliographic Module

- **Published Title of Object:**

- Under Remarks for each specific artwork that is linked with the publication we plan to always include “Published title: _____” even if it is the same as the title in TMS because if that title is ever altered we would be able to still track the history of the name in remarks.

****New standard for Bibliographic Module**

- **Punctuation and Capitalization of Object Titles:**

- **For English Titles:**

- Use title capitalization, also known as headline style, which means that the first and last words and **all** nouns, pronouns, adjectives, verbs, adverbs, and subordinating conjunctions (if, because, as, that, etc.) are capitalized. Articles (a, an, the), coordinating conjunctions (and, but, or, for, nor), and prepositions, regardless of length, are lowercased **unless** they are the first or last word of the title or subtitle. This rule applies for given titles and object names used as titles (“functional titles”), e.g.:

Ceremonial Feast Bowl NOT Ceremonial feast bowl

- **Non-English Titles:**

- When titles do not appear in English they do not need to follow English language conventions (headline style) for capitalization. French and Spanish follow some form of sentence style capitalization:

Une galerie au Gymnase

- **Hyphenated or Compound Words:**

- Capitalize both words in hyphenated or compound words:

Fan-Shaped Dish NOT Fan-shaped Dish

Tilt-Top Table NOT Tilt-top Table

****From the MFAH TMS Style Guide**

- **Object Specific Page Number Field:**

- Book: List the page numbers of the relevant information and any illustrations (if applicable)
- Article: Leave blank, already referenced in the “citation” field.
- Auction Catalog: List the page numbers of the relevant information and any illustrations (if applicable)

MFA *The Museum of Fine Arts, Houston*

- **Alternate Numbers Field:**

- This field, under the “General Info” tab of the reference, will allow us to create a link directly to the Hirsch Library Catalog. Here is a list of what will be included in each field:

Alternate Number: Book: Specific call number

Article: If it is a serial that has no call number then denote that with “Periodical”

Auction Catalogs type: Auction catalog- SCIPIO sales code format or call number

Description: “MFAH Library Call Number”

Remarks: Link to the Library Catalog

Begin Date: Date the information is entered

**** New standard for the Bibliographic Module**

- **Auction Catalogs**

- Since there is no specific *Chicago Manual of Style* citation style for auction catalogs that lists the relevant information and denotes the published material as an auction catalog, we will be utilizing J. Paul Getty Trust citation record. We will also be using SCIPIO's standard for sale codes format unless it is cataloged with a call number.
 - Example with SCIPIO standard sales code:
Christie's South Kensington, *Old Masters and 19th Century Art*, 26 October 2011. London: Christie's, 2011. [Auction catalog- FREDDIE-2591]
 - Example with call number:
Sotheby's, *Old Master Paintings: Part One*, 10 July 2002. London: Sotheby's, 2002. [auction catalogue- ND 653 .R4 S67 2002]
- The fields utilized are as follows:
Journal, Title, Date. Place Published, Year Published. [alternate number (auction catalog- SCIPIO sales code format or call number)]
**J. Paul Getty Trust and SCIPIO standards

**Unless otherwise denoted the standard comes from *The Chicago Manual of Style Online* (16th Edition).