Sample Citation and Introduction to Citing Maps

The general format for a reference to a map, including punctuation:

```
Authors
Giese GL, Mason RR Jr, cartographers. Low-flow characteristics of streams in North Carolina [map]. Raleigh (NC): Geological Survey (US); 1991. 2 sheets: 1:2,125,000; 73 x 106 cm.; color

Title

Map Type

Place of Publication

Publisher

Date of Publication

Physical Description
```

Examples of Citations to Maps

References to maps are very similar to books, with five major exceptions:

- Authors of maps are termed "cartographers".
- If the area covered by the map is not included in the title, it is added after the title in square brackets.
- The word map or the specific type of map is given after the title (and area if needed) in square brackets.
- Numbers of sheets, not pages, are given.
- Description of the map is usually provided, including its scale or projection, its physical size, and whether it is in color or black and white.

Maps in this section refer to those published as independent sheets. For citing maps appearing in books and atlases, see Chapter 2C Parts of Books.

Continue to Citation Rules with Examples for Maps.

Continue to Examples of Citations to Maps.
Citation Rules with Examples for Maps

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 (cartographer) (R) | Author Affiliation (O) | Title (R) | Map Type (R) | Type of Medium (R) | Edition (R) | Editor and other Secondary Authors (O) | Place of Publication (R) | Publisher (R) | Date of Publication (R) | Pagination (O) | Physical Description (O) | Series (O) | Language (R) | Notes (O)

Author (cartographer) for Maps (required)

General Rules for Author

- List names in the order they appear in the text
- 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. For example: Smith AB.
- 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
- See Editor and Other Secondary Authors below if there are authors and editors

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, Korean) or character-based languages (Chinese, Japanese)
- Organizations as author
- No author can be found
- Options for author names

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

- Keep hyphens in surnames

  Estelle Palmer-Canton  becomes  Palmer-Canton E

Box 1 continues on next page...
Box 1 continued from previous page.

Ahmed El-Assmy becomes El-Assmy A

- Keep particles, such as O’, D’, and L’
  
  Alan D. O’Brien becomes O’Brien AD
  James O. L’Esperance becomes L’Esperance JO
  U. S’adeh becomes S’adeh U

- Omit all other punctuation in surnames
  
  Charles A. St. becomes St James CA

Box 2. Other surname rules.

- Keep prefixes in surnames
  
  Lama Al Bassit becomes Al Bassit L
  Jiddeke M. van de 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 map whether a surname is compound or a combination of a middle name and a surname, look to any booklet or other material accompanying the map 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

Box 2 continues on next page...
Box 2 continued from previous page.

- Ł treated as L
- â treated as a
- ġ treated as g
- ņ 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
  
  Kristine 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. Jane Eberhard  becomes  Eberhard J
  
  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, Korean) or character-based languages (Chinese, 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.

- Romanize names in Cyrillic (Russian, Bulgarian, etc.), Greek, Arabic, Hebrew, Korean, 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

Box 6 continues on next page...
Box 6 continued from previous page.

- 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
    - ň 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
  
  University of Zimbabwe, Department of Geography
  
  United Nations, Afghanistan Information Management Service

- 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)
Box 7 continued from previous page.

National Geographic Society (US)
Royal Geographical Society (GB)
Department of Agriculture (US), Animal and Plant Health Inspection Service

- Separate two or more different organizations by a semicolon
  
  Photo Mosaic Aero Service Corporation; Geological Survey (US); Atomic Energy Commission (US)

  American Academy of Pediatrics, Committee on Pediatric Emergency Medicine; American College of Emergency Physicians, Pediatric Committee

- If both individuals and an organization or organizations appear on a map as cartographers, use the names of the individuals as the author: give the organization(s) at the end of the reference as a note, if desired


- 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
    Universitatsmedizin Berlin
    Geografiska Sallskapet i Finland [Geographical Society of Finland]
  - Romanize (write in the roman alphabet) or translate names of organizations in Cyrillic, Greek, Arabic, Hebrew, or Korean. 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]
Box 7 continued from previous page.

- Translate names of organizations in character-based languages such as Chinese and Japanese. Place all translations in square brackets.
  
  [Japanese Society for Geographical Sciences]

- 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
  ğ  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. No author can be found.

- If no person or organization can be found as the cartographer but editors or translators are present, begin the reference with the names of the editors or translators. Follow the same rules as used for author names, but end the list of names with a comma and the specific role, that is, editor or translator.

  Morrison CP, Court FG, editors.
  Walser E, translator.

Box 8 continues on next page...
Box 8 continued from previous page.

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


Box 9. Options for author names.

The following format is not NLM practice for citing authors, but is an acceptable option:

- 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 and a space.

  Meyers, Keith R.; Lee, Barry; Lee, Michael F., cartographers. Respiratory cancer death rates, 1950-1979 [Louisiana] [map]. Baton Rouge (LA): Louisiana State University, Department of Geography and Anthropology; 1984. 2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.

Examples for Author

1. Standard citation to a map

2. Map with designation of family rank for the author (cartographer)

3. Map with an organization as author (cartographer)

4. Map with no author (cartographer) provided

Author Affiliation for Maps (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 address
- Place the affiliation in parentheses. For example: (Department of Earth and Biological Sciences, Loma Linda University, Loma Linda, CA).
- 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
- Organizational names for affiliations not in English
- Names for cities and countries not in English
- E-mail address included

Box 10. 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 in a list of references, abbreviate the same word in all references.

Box 11. Organizational names for affiliations not in English.

Give the affiliation of all cartographers or only the first cartographer.

Box 11 continues on next page...
Box 11 continued from previous page.

- 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. Place the affiliation in parentheses.

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

  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), cartographers.

- Romanize (write in the roman alphabet) or translate organizational names in Cyrillic, Greek, Arabic, Hebrew, or Korean. 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, cartographers.

  Grudinina NA (Institute of Experimental Medicine, Russian Academy of Medical Sciences, St. Petersburg, Russia), Golubkov VI, Tikhomirova OS, Brezhneva TV, cartographers.

- Translate organizational names in character-based languages (Chinese, Japanese)

  Susaki K (First Department of Internal Medicine, Faculty of Medicine, Kagawa University, Takamatsu, Japan), Bandoh S, Fujita J, cartographers.

- 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

    Box 11 continues on next page...
Box 11 continued from previous page.

- ţ treated as g
- ň 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
- 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 12. 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

Box 13. 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 on the map
- Do not end an e-mail address with a period
- Place the e-mail address within the closing parenthesis for the author affiliation

Example:

Leitner M (Department of Geography and Anthropology, Louisiana State University, Baton Rouge, LA. leitner@lsu.edu), cartographer.
Examples for Author Affiliation

5. Map showing author (cartographer) affiliation

Title for Maps (required)

General Rules for Title

• Enter the title of a map as it appears in the original document, in the original language
• 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 an exclamation point is already present
• Follow non-English titles with a translation whenever possible; place the translation in square brackets
• End a title with a space

Specific Rules for Title

• Area of map not indicated in the title
• Titles not in English
• Titles in more than one language
• Titles containing a Greek letter, chemical formula, or another special character
• No title can be found

Box 14. Area of map not indicated in the title.

• If the title of the map does not tell the user the geographic area covered by the map, place the name for the area after the title, placed in square brackets.

Examples:

Respiratory cancer death rates, 1950-1979 [Louisiana] [map].
Adolescent fertility rates, ages 15 to 19, 1994 [World] [map].
District population per health facility [Kabul] [map].
Pink bollworm quarantine [Southwestern United States] [map].

Box 15. Titles not in English.

• Provide the title in the original language for non-English titles found in the roman alphabet (primarily European languages, such as French, German, Spanish, Italian, Swedish, etc.)

Box 15 continues on next page...
Box 15 continued from previous page.

- Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

- Romanize (write in the roman alphabet) titles if they are in Cyrillic, Greek, Arabic, Hebrew, or Korean. A good authority for romanization is the ALA-LC Romanization Tables.


- Romanize or translate titles in character-based languages (Chinese, Japanese). Place translated titles in square brackets.

  Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

  or

  [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

- 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
    ġ treated as g
    Ň treated as n
    ü treated as u

  Box 15 continues on next page...
Box 15 continued from previous page.

- 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

  Plano de los transportes publicos del area de salud 1 sur-este de Madrid
  [Public transportation plan of the first southeastern health area of Madrid]
  [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion
  General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color.
  Spanish.

  Beijing Shi ji ben yi liao bao xian ding dian yi ji gou ding dian ling shou
  yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing
  covered by basic medical insurance] [map]. Beijing: [China Map Publishers];
  2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.

  Vodacka mapa CSFR [Map of water sites of the Czechoslovak Federal
  Republic] [map]. Prague: Kartografie Praha; 1991. 1 map on 2 sheets:
  1:500,000; 79 x 157 cm.; color. Czech.

Box 16. Titles in more than one language.

- If a map title is written in several languages, give the title in the first language found
  on the map and indicate all languages of publication after the pagination. Separate
  the languages by commas and end the list with a period.

  Brugger EM, cartographer. Asien [map]. Frankfurt (Germany):
  Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97
  x 135 cm.; color. German, English, French.

- If a map title is presented in two or more equal languages, as often occurs in
  Canadian publications, give all titles in the order in which they are given in the text,
  and place an equals sign between them. Indicate the particular languages, separated
  by commas, after the pagination. End the list with a period.

  Schwerdt Graphic Arts Ltd., cartographer. Carte de Montreal: communaute
  urbaine de Montreal = Montreal city plan: urban community [map]. Whitby
  (ON): Peter Heiler Ltd.; 1990. 1 sheet: 1:25,000; 110 x 199 cm.; color. French,
  English.
Box 17. Titles containing a Greek letter, chemical formula, or another special character.

- Capitalize the first word of a map title unless the title begins with a Greek letter, chemical formula, or another special character that might lose its meaning if capitalized
  
  1,3-dichloro-5,5-dimethylhydantoin occupational exposure levels in the Netherlands [map].
  
  von Willebrand distribution [World] [map].

- 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, Ω becomes omega.
  
  Trends in γ-linolenic acid production in the United States [map].

  or

  Trends in gamma-linolenic acid production in the United States [map].

- If a title contains superscripts or subscripts that cannot be reproduced with the type fonts available, place the superscript or subscript in parentheses
  
  TiO\(^2\) in waste water in Japan [map].

  or

  TiO(2) in waste water in Japan [map].

Box 18. No title can be found.

- If a map has no formal title, construct a title using the name of the area covered by the map as the title

- Place the area name in square brackets

  Example:

  [World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Title

6. Map with subtitle

7. Map with a title not in English
8. Map with a title not in English with optional translation
9. Map in two equal languages
10. Map in multiple languages
11. Map with location added after title
12. Map with constructed title

Map Type (required)

General Rules for Map Type

- A map type alerts the user that the reference is not to a standard book but to a map
- Place the specific type of map, such as demographic map or topographical map, after the map title, in square brackets
- If the specific type is unknown, simply use the word map
- Follow the bracketed map type with a period unless the map is in a non-print medium (see Type of Medium)

Specific Rules for Map Type

- Specific type of map included

Box 19. Specific type of map included.

- As an option, include the specific type of map cited, if known. Place the type in square brackets following the title.

Examples:


Percent of population, 2000. One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.


- If the specific type is unknown, simply use the word map within the brackets
Examples for Map Type

13. Map with specific type indicated

Type of Medium for Maps (required)

General Rules for Type of Medium

• Indicate the specific type of medium (microfiche, ultramfiche, microfilm, microcard, etc.) when a map is published in a microform
• Insert the name of the medium within the square brackets for the map type, preceded by the word on. For example: [map on microfiche].
• Add information about the medium according to the instructions in Physical Description below
• See Chapter 18 and Chapter 22 for maps in electronic formats

Examples for Type of Medium

29. Map in a microform

Edition for Maps (required)

General Rules for Edition

• Indicate the edition/version being cited when a map is published in more than one edition or version
• Abbreviate common words if desired (see Abbreviation rules for editions)
• Capitalize only the first word of the edition statement, proper nouns, and proper adjectives
• Express numbers representing editions in arabic ordinals. For example: second becomes 2nd and III becomes 3rd.
• End the edition statement with a period

Box 20. Abbreviation rules for editions.

• Abbreviate common words found in edition statements, if desired:

<table>
<thead>
<tr>
<th>Word</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>abbreviated</td>
<td>abbr.</td>
</tr>
<tr>
<td>abridged</td>
<td>abr.</td>
</tr>
<tr>
<td>American</td>
<td>Am.</td>
</tr>
<tr>
<td>augmented</td>
<td>augm.</td>
</tr>
</tbody>
</table>

Box 20 continues on next page...
For additional abbreviations, see ISO 832:1994 - *Rules for the abbreviation of bibliographic terms*.

- Follow abbreviated words with a period and end all edition information with a period

  3rd rev. ed.
  1st Engl. ed.

**Specific Rules for Edition**

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

**Box 21. 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 common words used in edition statements if the language is a familiar one
Box 21 continued from previous page.

- Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words.

- 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

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title proper by a space.

- Retain the punctuation used in the edition statement.

- Follow abbreviated words by a period and end the edition information with a period.

    Examples:
    
    Ed. 1a.
    
    5. ed. interamente riv. e aggiornata.
Box 21 continued from previous page.

2. ed. veneta.

Nuova ed.

Seconda ed.

4a ed. rev. e ampliada.

2° ed. ampliada y actualizada.

* For an edition statement written in Cyrillic, Greek, Arabic, Hebrew, or Korean:
  
  - Romanize (write in the roman alphabet) the words for edition. A good authority for romanization is the *ALA-LC Romanization Tables*.
  
  - Abbreviate common words used in edition statements if the language is a familiar one
  
  - Capitalize only the first word and proper nouns unless the particular language requires capitalization of other words
  
  - 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: ĉ or ç becomes c
  
  - Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.
  
  - Separate the edition from the title proper by a space
  
  - Retain the punctuation used in the edition statement
  
  - Follow abbreviated words by a period and end all edition information with a period
    
    *Examples:*
    
    Izd. 3., perer. i dop.
    
    2. dopunjeno izd.
    
    2. ekd. epeux.
    
    3. ekd.
For an edition statement written in a character-based language such as Chinese and Japanese:

- Transliterate or translate 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:*
  
  ŏ becomes o
  
  ū becomes u

- Do not convert numbers or words for numbers to arabic ordinals as is the practice for English language publications. This assists those unfamiliar with a language and avoids awkward constructions.

- Separate the edition from the title by a space

- Retain the punctuation used in the edition statement.

- End all edition information with a period

  *Examples:*
  
  Shohan.
  
  Dai 1-han.
  
  Dai 3-pan.
  
  Di 3 ban.
  
  Cai se ban, Xianggang di 1 ban.
  
  Che 6-p’an.

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):
Box 21 continued from previous page

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Edition</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Danish</td>
<td>oplag</td>
<td>n.a.</td>
</tr>
<tr>
<td></td>
<td>udgave</td>
<td></td>
</tr>
<tr>
<td>Dutch</td>
<td>uitgave</td>
<td>uitg.</td>
</tr>
<tr>
<td></td>
<td>editie</td>
<td>ed.</td>
</tr>
<tr>
<td>Finnish</td>
<td>julkaisu</td>
<td>julk.</td>
</tr>
<tr>
<td>French</td>
<td>edition</td>
<td>ed.</td>
</tr>
<tr>
<td>German</td>
<td>Ausgabe</td>
<td>Ausg.</td>
</tr>
<tr>
<td></td>
<td>Auflage</td>
<td>Aufl.</td>
</tr>
<tr>
<td>Greek</td>
<td>ekdosis</td>
<td>ekd.</td>
</tr>
<tr>
<td>Italian</td>
<td>edizione</td>
<td>ed.</td>
</tr>
<tr>
<td>Norwegian</td>
<td>publikasjon</td>
<td>publ.</td>
</tr>
<tr>
<td></td>
<td>utgave</td>
<td>utg.</td>
</tr>
<tr>
<td>Portuguese</td>
<td>edicao</td>
<td>ed.</td>
</tr>
<tr>
<td>Russian</td>
<td>izdanie</td>
<td>izd.</td>
</tr>
<tr>
<td></td>
<td>publikacija</td>
<td>publ.</td>
</tr>
<tr>
<td>Spanish</td>
<td>edicion</td>
<td>ed.</td>
</tr>
<tr>
<td></td>
<td>publicacion</td>
<td>publ.</td>
</tr>
<tr>
<td>Swedish</td>
<td>upplaga</td>
<td>n.a.</td>
</tr>
</tbody>
</table>

Box 22. First editions.

- If a map does not carry any statement of edition, assume it is the first or only edition
- Use 1st ed. only when you know that subsequent editions have been published and you wish to cite the earlier one

Examples for Edition


Editor and other Secondary Authors for Maps (optional)

General Rules for Editor and other Secondary Authors

- A secondary author modifies the work of the author. Examples include editors and translators.
- Place the names of secondary authors after the map type and any edition statement
• Use the same rules for the format of names presented in Author (cartographer) above
• Follow the last named editor with a comma and the word editor or editors; the last named translator with a comma and the word translator or translators, etc.
• End secondary author information with a period
• If there is no author, move secondary authors such as editors and translators to the author position in the reference

Specific Rules for Editor and other Secondary Authors

• More than one type of secondary author
• Secondary author performing more than one role
• Non-English names for secondary authors
• Organization as editor

**Box 23. More than one type of secondary author.**

A map may occasionally have several types of secondary author

• List all of them in the order they are given in the publication
• Separate each type of author and the accompanying role by a semicolon
• End secondary author information with a period

*Examples:*

Smith BC, editor; Carson HT, translator.

Graber AF, Longstreet RG, translators; Johnson CT, editor.

**Box 24. Secondary author performing more than one role.**

If the same secondary author performs more than one role:

• List all of them in the order they are given in the publication
• Separate the roles by "and"
• End secondary author information with a period

*Example:*

Jones AB, editor and translator.
Box 25. Non-English names for secondary authors.

- Translate the word found for editor, translator, or other secondary author into English if possible to assist the reader. However, the wording found on the publication may always be used.

- 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 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
    ň 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
  
- To assist in identifying secondary authors, below is a brief list of non-English words for them:

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>French</td>
<td>redacteur</td>
<td>traducteur</td>
</tr>
<tr>
<td></td>
<td>editeur</td>
<td></td>
</tr>
<tr>
<td>German</td>
<td>redakteur</td>
<td>übersetzer</td>
</tr>
<tr>
<td></td>
<td>herausgeber</td>
<td>dolmetscher</td>
</tr>
<tr>
<td>Italian</td>
<td>redattore</td>
<td>traduttorre</td>
</tr>
<tr>
<td></td>
<td>curatore</td>
<td></td>
</tr>
<tr>
<td></td>
<td>editore</td>
<td></td>
</tr>
</tbody>
</table>

Box 25 continues on next page...
Box 25 continued from previous page.

<table>
<thead>
<tr>
<th>Language</th>
<th>Word for Editor</th>
<th>Word for Translator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Russian</td>
<td>redaktor</td>
<td>perevodchik</td>
</tr>
<tr>
<td></td>
<td>izdatel</td>
<td></td>
</tr>
<tr>
<td>Spanish</td>
<td>redactor</td>
<td>traductor</td>
</tr>
<tr>
<td></td>
<td>editor</td>
<td></td>
</tr>
</tbody>
</table>

Box 26. Organization as editor.

On rare occasions an organization will be listed as the editor.

- Follow the instructions for entering the organizational name found under Organizations as author
- Place a comma and the word editor after the organizational name

Example:

Advisory Committee on Existing Chemicals of Environmental Relevance, editor.

Examples for Editor and other Secondary Authors

15. Map with editor(s)

Place of Publication for Maps (required)

General Rules for Place of Publication

- Place is defined as the city where the map 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)
- Use the anglicized form for a non-US city, such as Vienna for Wein
- End place information with a colon and a space

Specific Rules for Place of Publication

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

**Box 27. Non-US cities.**

• Use the anglicized form of a city name, such as Rome for Roma and Moscow for Moskva, whenever possible. However, the name as found on the publication may always be used.

• 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 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
    ţ treated as g
    ň 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
  
  • Follow Canadian cities with the two-letter abbreviation for the name of the province (see Appendix E), placed in parentheses:
    
    Montreal (QC):
    Ottawa (ON):
    Vancouver (BC):

  • If the city is not well known or could be confused with another city of the same name, follow the city with the country name, either written in full or as the two-
Box 27 continued from previous page.

letter ISO country code (see Appendix D). 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 or country code after all cities not in the US or Canada

Box 28. Joint publication.

• Two organizations may co-publish a map. Use the city of the first organization found on the map as the place of publication.

• Place the name of the second organization as a note at the end of the citation, if desired

  1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

• Do not give multiple places as place of publication or include multiple publishers

Box 29. Multiple places of publication.

• 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 other(s) are not, use the US city
Box 30. No place of publication can be found.

- If no place of publication can be found on the map, but one can be found in a booklet or other publication accompanying the map or can be reasonably inferred (e.g., New York as the place for a publication of the American Geographical Society), place the city in square brackets, such as [New York]

  Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If no place of publication can be found, use [place unknown]

  Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

Examples for Place of Publication

16. Map with geographic qualifier added to place of publication

17. Map with place of publication inferred

18. Map with unknown place of publication

Publisher for Maps (required)

General Rules for Publisher

- Record the name of the publisher as it appears in the map, using whatever capitalization and punctuation is found there
- Abbreviate well-known publisher names with caution to avoid confusion. For example, "John Wiley & Sons, Ltd." may become simply "Wiley".
- When a division or other subsidiary part of a publisher appears in the publication, enter the publisher name first. For example: Louisiana State University, Department of Geography and Anthropology.
- End publisher information with a semicolon and a space

Specific Rules for Publisher

- Abbreviated words in publisher names
- Non-English names for publishers
- Government agencies and other national and international bodies as publisher
- Joint publication
- Multiple publishers
- No publisher can be found
Box 31. **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 32. **Non-English names for publishers.**

- Give publisher names appearing in the roman alphabet (French, Spanish, Italian, etc.) in their original language


- Romanize names given in Cyrillic, Greek, Arabic, Hebrew, Korean


- Romanize names or translate names presented in and character-based languages (Chinese, Japanese). Place all translated publisher names in square brackets unless the translation is given in the publication.

Box 32 continues on next page...
Box 32 continued from previous page.

Beijing: Zhongguo di tu chu ban she; 2003.

[Note that the concept of capitalization does not exist in Chinese. Therefore in transliterating Chinese publisher names only the first word and proper nouns are capitalized.].

or


• 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 diacritics or accents as if they are not marked
    - Å treated as A
    - Ø treated as O
    - Č treated as C
    - Ł treated as L
    - à treated as a
    - ģ treated as g
    - ř 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];

• If the name of a division of other part of an organization is included in the publisher information, give the names in hierarchical order from highest to lowest
  Valencia (Spain): Universidade de Valencia, Instituto de Ciencia y Documentacion Lopez Pinero;

Box 32 continues on next page...
Box 32 continued from previous page.

- As an option, translate all publisher names not in English. Place all translated publisher names in square brackets unless the translation has been given in the publication.

  Aarhus (Denmark): [Aarhus University Press];

Box 33. 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 Geographical Society (GB)

  Royal College of Physicians (AU), Paediatrics & Child Health Division

- Do not confuse the publisher with the distributor who disseminates documents for the publisher. For example, the most common distributors of US government agency publications are the US Government Printing Office (GPO) and the National Technical Information Service (NTIS). Designate the agency that issued the map as the publisher and include distributor information as a note, preceded by "Available from:"


Box 34. Joint publication.

- Two organizations may co-publish a map. Use the first organization appearing on the map as the publisher.

- Place the name of the second organization as a note at the end of the citation, if desired.

- Do not give more than one name as publisher

Box 34 continues on next page...
Box 34 continued from previous page.

Example:

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 35. Multiple publishers.

- If more than one publisher is found on a map, use the first one given or the one set in the largest type or bold type

- An alternative is to use the publisher likely to be most familiar to the audience of the reference list. For example, use an American publisher for a US audience and a London publisher for a British one.

- Do not list multiple publishers. For those maps with joint or co-publishers, use the name given first as the publisher and include the name of the second as a note if desired. For example, use "Jointly published by the Royal Geographical Society".

- End publisher information with a semicolon

Example:

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

Box 36. No publisher can be found.

- If no publisher can be found, use [publisher unknown].


Examples for Publisher

19. Map with subsidiary division of the publisher

20. Map published by governmental or other national/international organization

21. Map with joint or co-publisher
22. Map with unknown publisher

**Date of Publication for Maps (required)**

**General Rules for Date of Publication**

- Always give the year of publication
- Convert roman numerals to arabic numbers. For example: MM to 2000.
- Include the month of publication, if desired, after the year, such as 2004 May
- Use English names for months and abbreviate them to the first three letters, such as Jan
- End date information with a period

**Specific Rules for Date of Publication**

- Multiple years of publication
- Non-English names for months
- Date of publication and date of copyright
- No date of publication, but a date of copyright
- No date of publication or copyright can be found
- Options for date of publication

**Box 37. Multiple years 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 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-2003 Jan

- Separate multiple months of publication by a hyphen
  
  2005 Jan-Feb
  1999 Dec-2000 Jan

- Separate multiple seasons by a hyphen; for example, Fall-Winter. Do not abbreviate names of seasons.
Box 38. 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 39. Date of publication and date of copyright.

Some maps have both a date of publication and a date of copyright. A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date.

- Use only the date of publication unless three or more years separates the two dates
- In this situation, use both dates, beginning with the year of publication
- Precede the date of copyright by the letter "c"
- Separate the dates by a comma and a space. For example, "2002, c1997".

This convention alerts a user that the information in the publication is older than the date of publication implies.

Box 40. No date of publication, but a date of copyright.

- A copyright date is identified by the symbol ©, the letter "c", or the word copyright preceding the date. If no date of publication can be found, but the publication contains a date of copyright, use the date of copyright preceded by the letter "c"; for example c2005.

  Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 inch = 1 mile; 123 x 183 cm.; color.

Box 41. No date of publication or copyright can be found.

- If neither a date of publication nor a date of copyright can be found, but a date can be estimated because of material contained in the map itself or on accompanying material, place a question mark after the estimated date and place date information in square brackets

  Box 41 continues on next page...
Box 41 continued from previous page.

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

- If neither a date of publication nor a date of copyright can be found nor can the date be estimated, use [date unknown]

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

Box 41a. Options for date of publication.

It is not NLM policy, but the following is an acceptable option:

The date of information 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
- Place the year after the last named author, followed by a period
- End publisher information with a period

**NLM citation:**


**Name-year system of citation:**


Examples for Date of Publication

23. Map with month included in date of publication
24. Map with date of copyright instead of publication
25. Map with date of publication estimated
26. Map with unknown date of publication
Pagination for Maps (optional)

General Rules for Pagination

- Provide the total number of sheets on which the map appears
- Follow the sheet total with a space and the word sheet or sheets
- End pagination information with a colon and a space, unless no Physical Description is provided, then use a period

Specific Rules for Pagination

- More than one map on a sheet or more than one sheet per map

Box 42. More than one map on a sheet or more than one sheet per map.

- If more than one map appears on a sheet, include this information with the pagination. Place the number of maps before the number of sheets.
  
  2 maps on 1 sheet: 1:2,500,000; 17 x 20 cm.; black & white.
  
  10 maps on 1 sheet: 23 x 17 cm. and 10 x 7 cm.; color.
  
  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

- If a map appears on more than one sheet, include this information with the pagination

  2 sheets: 1:4,500,000; sheets 92 x 62 cm.; color.
  
  8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

Examples for Pagination

27. Map pagination and physical description

Physical Description for Maps (optional)

General Rules for Physical Description

- Begin with the scale of the map, followed by a semicolon and a space. For example: 1:250,000;
- Enter the size of the map in centimeters, followed by a semicolon and a space. For example: 80 x 44 cm.;
- Indicate if the map is in color or black & white
- End the map description with a period
- Give information on the physical characteristics if a map is published in a microform (microfilm, microfiche, etc.). For example: 1 microfiche: black & white, negative, 2 x 4 in.
Specific Rules for Physical Description

- Language for describing map characteristics
- Language for describing microform characteristics

Box 43. Language for describing map characteristics.

- Describe map characteristics using the features listed below
  - Give each feature as it is found on the map
  - Abbreviate measures used if desired
    - centimeters = cm.
    - inches = in.
    - miles = mi.
    - kilometers = km.
  - Separate one feature from another by a semicolon and a space
  - End the last of the features with a period

- Scale
  Examples:
  - 1:45,000
  - 1:2,125,000
  - 2 1/4 in. = 1 mi.
  - 1 cm. = 80 km.

- Size in centimeters
  Examples:
  - 33 x 44 cm.
  - 123 x 183 cm.
  - If more than one map is found on a sheet and they differ in size, include all sizes:
    - 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color

- Color or black & white
  Examples:

Box 43 continues on next page...
• Projection is also sometimes found on a map
  ○ Use whatever wording is found on the map
  ○ Abbreviate projection to proj. if desired
  ○ Place projection information following the scale (or following the number of sheets if no scale is provided)

  **Examples:**
  1 sheet: 1:24,000; Lambert conformal conic proj.; 68 x 56 cm.; color.
  1 sheet: 1:54,109,440; Winkel tripel proj.; 46 x 74 cm.; color.
  8 maps on 1 sheet: 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.

**Box 44. Language for describing microform characteristics.**

If a map is published on microfiche, microfilm, or microcards:

• Begin with information on the number and type of physical pieces, followed by a colon and a space
  2 microfiche:
  3 microcards:
  1 reel: [of microfilm]

• Enter information on the physical characteristics, such as color and size. Abbreviate common words for measurement, such as in. for inches and mm. for millimeters. Separate types of information by commas.

Typical words used include:

- color
- black & white
- positive
- negative

Box 44 continues on next page...
4 x 6 in. (standard microfiche size)
3 x 5 in. (standard microcard size)
35 mm. (a standard microfilm size)
16 mm. (a standard microfilm size)

*Examples of complete physical description statements:*

3 microfiche: color, positive, 4 x 6 in.
5 microcards: black & white, 3 x 5 in.
1 reel: black& white, negative, 35 mm.

- Place any microform description after the map characteristics

**Examples for Physical Description**

27. Map pagination and physical description
28. Map physical description showing projection
29. Map in a microform

**Series for Maps (optional)**

**General Rules for Series**

- Begin with the name of the series
- Capitalize only the first word and proper nouns
- Follow the name with any numbers provided. For example, vol. 3 for a volume or no. 12 for an issue number.
- Separate the title and the number by a semicolon and a space
- Place series information in parentheses
- End series information with a period, placed outside the closing parenthesis

**Examples for Series**

30. Map in a series

**Language for Maps (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

- Maps appearing in more than one language

Box 45. Maps appearing in more than one language.

- If the text of a map is written in several languages, give the title in the first language found on the map and indicate all languages of publication after the pagination. Separate the languages by commas.


- If a map appears in two or more equal languages, as often occurs in Canadian publications, give all titles in the order in which they are presented on the map, with an equals sign between them. Indicate the particular languages, separated by a comma, after the pagination and description.


- If none of the languages is English, follow the title with a translation whenever possible. Place the translation in square brackets.

  Brugger EM, cartographer. Asien [Asia] [map]. Frankfurt (Germany): Kartographischer Verlag Reinhard Ryborsch; 1992. 1 sheet: 1 cm. = 80 km.; 97 x 135 cm.; color. German, English, French.

Examples for Language

7. Map with a title not in English

8. Map with a title not in English with optional translation

9. Map in two equal languages

10. Map in multiple languages

Notes for Maps (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

- Map accompanied by written or other material
- Other types of material to include in notes

Box 46. Map accompanied by written or other material.

- If a booklet or other supplemental material accompanies a map, begin by citing the map.
- Add the phrase "Accompanied by:" followed by a space and the number and type of material.
  
  Examples:

  Accompanied by: 1 booklet.

  Accompanied by: World's most populous cities, lesson plan, 16 p.

Box 47. Other types of material to include in notes.

- If a map contains material of particular interest to the audience that may not be apparent from the title, describe it.

  Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

  AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.


- If the map is a US government publication and may be obtained from the US Government Printing Office or the National Technical Information Service, provide the name and location of the service and the acquisition number. Begin with the phrase "Available from" followed by a colon and a space.


Box 47 continues on next page...
Box 47 continued from previous page.


- Give the name of a library or other archive where the map may be found. Begin with the phrase "Located at" followed by a colon and a space.


Examples for Notes

31. Map with note

Examples of Citations to Maps

1. Standard citation to a map

Buchholz D, cartographer. Street map, San Diego, southern area [map]. Oceanside (CA): Global Graphics; 2000. 1 sheet: 1:45,000; 89 x 68.5 cm.; color.


2. Map with designation of family rank for the author (cartographer)

Giese GL, Mason RR Jr, cartographers. Low-flow characteristics of streams in North Carolina [map]. Raleigh (NC): Geological Survey (US); 1991. 2 sheets: 1:2,125,000; 73 x 106 cm.; color.

3. Map with an organization as author (cartographer)

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown]. 1 sheet: 1:1,600,000; 26 x 31 cm.; color.

4. Map with no author (cartographer) provided

Sample PSUs for the health interview survey (HIS), 1980 redesign [United States] [map]. Washington: Bureau of the Census (US), Geography Division; 1986. 1 sheet: 1:5,000,000; 66 x 97 cm.; color.


5. Map showing author (cartographer) affiliation


6. Map with subtitle


7. Map with a title not in English

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.


8. Map with a title not in English with optional translation

Plano de los transportes publicos del area de salud 1 sur-este de Madrid [Public transportation plan of the first southeastern health area of Madrid] [map]. Madrid: Comunidad de Madrid, Consejeria de Sanidad, Direccion General Planificacion Sanitaria; 2000. 2 maps on 1 sheet: 38 x 65 cm.; color. Spanish.

Beijing Shi ji ben yi liao bao xian ding dian yi liao ji gou ding dian ling shou yao dian zhi nan tu [Local medical facilities and retail pharmacies in Beijing covered by basic medical insurance] [map]. Beijing: Zhongguo di tu chu ban she; 2003. 2 maps on 1 sheet: 52 x 76 cm. and 38 x 38 cm.; color. Chinese.
9. Map in two equal languages


10. Map in multiple languages


11. Map with location added after title


Distribution of helminthiases [World] [map]. New York: American Geographical Society; c1952. 15 maps on 1 sheet: 38 x 67 cm.; color.

12. Map with constructed title

[World] [demographic map]. Washington: Bureau of the Census (US), Center for International Research; 1994. 8 maps on 4 sheets: 1:90,000,000; 20 x 39 cm.; color.

13. Map with specific type indicated


One or more races including Asian [United States] [demographic map]. Washington: Census Bureau (US), Population Division; 2001. 1 sheet: 1:20,000,000; 14 x 24 cm.; color.


Richmond Virginia: includes downtown enlargement, indexed streets, place names, shopping centers, schools, airports, hospitals, places of worship, parks & recreation, and much more [map]. 2nd ed. Alexandria (VA): ADC of Alexandria; c1994. 1 sheet: 1:36,000; 66 x 97 cm.; color.


15. Map with editor(s)


16. Map with geographic qualifier added to place of publication

Hagstrom map of Ulster County, New York: fully street-indexed, U.S., state, interstate highways, Catskill Park, golf courses and country clubs, schools, hospitals, points of interest, zip codes, rr routes [map]. Maspeth (NY): Hagstrom Map Co.; c1997. 1 sheet: 1:42,000; 143 x 133 cm.; color.

17. Map with place of publication inferred

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

18. Map with unknown place of publication

Dent BD, cartographer. Arkansas population distribution, with shaded relief features of the physical landscape [map]. [place unknown]: B.D. Dent; c1984. 1 sheet: 1:1,000,000; 50 x 57 cm.; color.

19. Map with subsidiary division of the publisher

Ghana, maternal malnutrition by region: percent mothers with children under 3 years who are malnourished [map]. Legon (Ghana): University of Ghana, Centre for Social Policy Studies; 1998. 1 sheet: 59 x 41 cm.; color.

20. Map published by governmental or other national/international organization

U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets: 1:4,500,000; 92 x 62 cm.; color.


21. Map with joint or co-publisher

1985 national shellfish register of classified estuarine waters: regional maps of shellfish growing waters [United States] [map]. Washington: National Oceanic and Atmospheric Administration (US); 1985. 4 sheets: 1:2,500,000; 76 x 76 cm.; color. Co-published by the US Food and Drug Administration.

22. Map with unknown publisher


23. Map with month included in date of publication


24. Map with date of copyright instead of publication

Cincinnati and vicinity [map]. Lake Monroe (FL): Universal Map; c2002. 1 sheet: 2 1/4 in. = 1 mi.; 123 x 183 cm.; color.

25. Map with date of publication estimated

Percentage of persons not covered by health insurance compared with the national average, by state: 1992 [United States] [map]. [Washington]: Census Bureau (US): [1993?]. 1 sheet: 22 x 28 cm.; color.

26. Map with unknown date of publication

Aces Products, cartographer. Navajo Nation, U.S.A., P.H.S., Indian Health Service [Southwestern United States] [map]. Window Rock (AZ): Indian Health Service (US), Navajo Area; [date unknown], 1 sheet: 1:1,600,000; 26 x 31 cm.; color.
27. Map pagination and physical description

Mathes MV, Waldron MC, cartographers. Distribution of fluoride in ground water of West Virginia [map]. Charleston (WV): Geological Survey (US); 1993. 1 sheet: 1:2,125,000; 32 x 36 cm.; black & white.


U.S. Navy and Marine Corps guide to Native American groups [United States] [map]. Washington: Navy Department (US), Office of the Assistant Secretary; 1996. 2 sheets: 1:4,500,000; 92 x 62 cm.; color.


28. Map physical description showing projection


Natural hazards of North America [map]. Washington: National Geographic Society (US); c1998. 8 maps on 1 sheet: 1:15,600,000; Azimuthal equidistant proj.; 26 x 20 cm. and 60 x 50 cm.; color.


29. Map in a microform


30. Map in a series


31. Map with note


Veterans Health Services and Research Administration [United States] [map]. Rev. ed. Washington: Department of Veterans Affairs (US); 1991. 1 sheet: 28 x 43 cm.; color. Shows VA regional offices, medical centers, and outpatient clinics.

AIDS and HIV in Latin America and the Caribbean [map]. Washington: Central Intelligence Agency (US); 1993. 2 maps on 1 sheet: 40 x 75 cm.; color. Information taken from reports to World Health Organization, Pan American Health Organization, USAID, and from official estimates in various countries.

