STANDARD CATALOGUE ENTRY
FOR BOOKS IN LITERATURE CITATIONS

A NEELAMEGHAN
Hindustan Antibiotics, Pimpri

Enumerates the purposes of literature citation. Compares citation of periodical literature with citation for books and similar publications. Indicates the varying forms in use for citation of books. Examines the advantages and possibilities of adopting the same form of entry in literature citation and in library catalogue, and the type of variations in these forms.

0 INTRODUCTION

Librarians, with their specialised training, exploit the catalogue for a variety of purposes in library and related work so that readers consider the catalogue more as a librarian's tool. However, even as a means for the identification of publications, the library catalogue can be of value to authors, editors, publishers as well as readers. The greater the uniformity in the method of making entries for publications wherever they are quoted - in library catalogues, literature citations, publishers' catalogues, bibliographies, etc - the easier would be the identification of publications resulting in greater economy in library processes, and also in familiarisation of all those who may be concerned with making such entries and citations with a uniform system of entry. This would extend the value of the catalogue as a tool in literature search and in many a 'non-library' work. This paper examines the advantages and possibilities of adoption of a standard catalogue entry for books in literature citations.

1 LITERATURE CITATIONS

11 Purpose

The purposes of literature citation are:

a) To give authority (and due credit) for facts quoted or statements made;

b) to direct the reader of the article to other sources of information on the subject dealt with;

and

c) to adequately describe in clear and concise terms the source or document from which the statements or facts are quoted.

When an author cites literature he takes the responsibility to make sure that purposes (a) and (b) described in 11 are adequately served by selecting the relevant references. It is in relation to the third purpose, namely the adequate description of the source, where the editorial practices and the 'Instructions to contributors' of the periodical in which the article is published, influences the mode of citation. In the 'Instructions to contributors' there are usually two guiding notes on literature citation:

a) Specimen citation forms for books and for journal articles to indicate the various elements and their sequence in the entry, and...
b) the recommended standard, if any, for abbreviating titles of periodicals, the standard lists usually being World list of scientific periodicals and/or list of periodicals abstracted in Chemical abstracts, World medical periodicals, or Quarterly cumulative index medicus.

Although standards for abbreviations of titles of periodicals can be assured to some extent by following the prescribed lists, but many authors and even libraries have no access to these lists. The position is made even worse because periodicals adopt different lists and some follow no standards at all. In many instances, therefore, the responsibility devolves on the editorial offices of the periodical to check the lists and ensure uniformity and standards in citations. On the other hand, in respect of books and similar publications, unless the author of the article furnishes full details of title, edition, appropriate form of authorship, etc, the editorial offices of a periodical may not be in a position to check the references. It is also hard to think that an otherwise good article should be turned down just for want of these bibliographic details and form of entry in the literature citation. It would, therefore, seem that in making references to books, there is a greater responsibility on the part of the author to provide prescribed details of reference. Any help to the author in this direction is worthwhile.

2 CITATION OF BOOKS

Dutta and Rajagopalan\(^1\) analysed the divergent practices in the citation of articles in periodicals. The position is no better in the citation of books and similar publications, although references to non-periodical publications are much less frequent. In a check made on recent issues of 40 leading scientific periodicals, no less than 29 forms of reference to books were noted. These forms are given in Table I. In certain cases the differences will be clearer when the citation forms for books are considered in conjunction with the method of citing articles by the same periodical. There is also no clear distinction between series, serials other than periodicals, annual reviews and progress series, proceedings of congresses, etc. Some examples are: Organic syntheses (New York, Wiley), CIBA lectures in microbial biochemistry (New York, Wiley), Advances in chemistry series (American Chemical Society), Vitamins and hormones (Academic press), Current therapy (Philadelphia, Saunders).

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<tr>
<th>Sl. No.</th>
<th>Form of Reference to Books</th>
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<td>7</td>
<td>M. SIEGBAHN, Spektroskopie de Roentgenstralen, Verlag Springer, Berlin 1931, S. 43.</td>
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26 Guggenheim M., Die Biogenen Amine (S. Karger Verlag, Basle), 1951, 127

* In citing articles in periodicals, the title of the periodical is given in italics except in the examples marked with asterisk.

21 Treatment in Periodicals

Some periodicals treat some of these as periodicals while others refer to them just as in the case of books. Also, in spite of all the 'instructions to contributors', periodicals do not stick to the prescribed form of entry. In one and the same issue of a periodical there are variations as to the position and number of elements included in the entries. This is probably due to the fact that authors do not provide all the details called for in the 'Instructions', and we have already noted the authors' responsibility in this respect.

3 RELATION BETWEEN LITERATURE REFERENCES AND CATALOGUE ENTRIES

Literature references and library catalogue entries for books are connected in more than one way and have much in common.

31 Purpose

The functions of a catalogue entry for a book covers to a large extent the purposes of citation of the book in an article. In other words, the entries have certain common though not identical functions.

32 Uniformity

Uniformity of entry form and standardization depend in both cases on the adoption of a definite catalogue code. Ranganathan has enumerated the conflicts, disagreements, and possible variations in catalogue entries for a book. Such variations and multiplicity of choice of entry are possible in literature reference forms also.

33 Reader's Approach

A reader may like to examine a book referred to in an article (second purpose of lit-
erature citation). He would check the library catalogue under the author(s) as given in the citation. Unless the choice of authorship in the literature reference had been on the same code as adopted for the catalogue entry there are many chances of variations and the reader may miss the catalogue entry for the book. As a corollary of taking into account compound names, corporate entries and other complicated authorship entry forms, and that literature citations are made by those who may not be familiar with cataloguing rules, conflicting entries are quite possible.

34 Failure to Locate

The reader, not finding the book in the library catalogue according to his approach, may do one of the following if he is keen on referring to the publication: (a) request the book on inter-library loan through his library, or (b) recommend purchase of it. In either case he would normally give details of the book as given in the literature citation he had checked. The library staff would again verify the entry details, fully identify the book, and ensure that the publication is not available in the library. In such processes the library staff would also run into the same difficulties like the reader if the citation form is different from the catalogue entry, or if the details are not complete. In spite of standard forms of inter-library loan request, in a U.S. study it was noted that 5 to 10 percent of the time of the assistant handling such requests was spent in identifying the publications requested for and filling up the details.

35 Process of Identification

In a large library with a big turnover of inter-library loans, readership, book suggestions, purchases, etc, the mere process of identifying publications in the various forms of entries they reach the assistant takes a good deal of time. In some instances the divergent practices of citations and entries may make all the difference between getting and missing a most needed reference material. Further, citation is not merely a problem of local importance; it has international significance. Books published in one country are cited according to practices and codes of cataloguing of different countries. Cataloguing codes differ from editorial practices in periodicals. These differences lead to unnecessary waste of time, effort and money in many library processes. On the other hand, adoption of a standard cataloguing code applicable to catalogue entries as well as to literature citation forms for books would facilitate a number of library as well as library-related items of work. As for readers, authors and editors, they can straightaway use the catalogue entry form for a book to be quoted, with necessary general modifications, if any, without any necessity for them to derive new rules and adopt different forms of citations.

36 Similarities

Another factor which should facilitate adoption of cataloguing entry for literature citation is that there are already a great deal of similarities between the two. Most of the variations in citation forms are mainly due to (a) the conflicts in cataloguing codes themselves, and (b) variations in the sequence and number of elements, and punctuation in the entry as prescribed according to editorial practices of various journals.

4 COMPARISON OF CATALOGUE ENTRY AND LITERATURE CITATION FORM FOR A BOOK

In comparing the two forms, element for element, it is necessary to bear in mind that while the catalogue entry more or less covers the functions of a literature citation, it has, obviously, some additional and somewhat different functions. These differences in their functions affect, to a certain extent, the form and comprehensiveness of the entries.

41 Author

411 Choice of Authorship

Variations as to choice of the entry arise both in the catalogue as well as citations as there is no single agreed code for such choice. Also, provision has to be made for local variation.
**412 Sequence of Elements**

In the catalogue, surname(s) almost invariably precedes forename(s). This also facilitates alphabetical filing. In citations, this practice is not universal as may be seen from the examples in the table. The catalogue form is preferable both for single author as well as in the case of multiple authorship.

**413 Full Forenames**

In the catalogue full forenames are usually sought after for purposes of individualization and identification of authors and their publications. In the catalogue, there are likely to be many authors with the same surname and forename initials. In citations, however, to save space, initials of forenames alone are normally given. This should suffice in most instances as the chances of citing in an article several authors with the same surnames and forename initials are practically negligible. Further, in citations which adopt all capitals for author(s) there is less likelihood of forenames being mistaken for part of the surname even when the punctuation separating the two are omitted.

**414 All Authors**

Some cataloguing codes prescribe all authors when there are only two, and first author followed by 'and others' or 'et al' when there are more than two authors. Certain periodicals require that all authors of an article be mentioned in the citation, the same practice being followed in the case of multiple authorship of books. Multiple authorship is more common in the case of articles. Usually where there are several authors for a book, there is a general editor under whose name the publication may be conveniently cited, and which readers also recognize and remember better. At times, when there are several authors for a publication it is not always the first author mentioned on the title page which the readers remember; they call for it by the better known author even if he is not the first one on the title page.

**415 Titles and Puffs**

Citations are more uniform in regard to omission of puffs and titles of authors for reasons of saving space, and there is less likelihood of conflict between similar names. Catalogue codes vary on this point. Titles and puffs are sometimes given for purposes of distinction and identification of authors, and not necessarily of books.

**42 Title of Publication**

In the citation as well as in the catalogue entry, the title of the publication is faithfully quoted to help individualization and identification of publications. The catalogue entry is more comprehensive; quotes subtitles and/or provides notes to indicate the subject matter of the publication. In citations these details would be omitted; the citing of a publication in a certain context is in itself some indication of the topic dealt within it.

Translation and/or transliteration of the title to the favoured language (?) is not very necessary in citations, but may be helpful in catalogue entries.

**43 Edition**

About the need for mention of the edition, other than the first, there should be no two opinions. But in citations it is sometimes overlooked, and when the page number given is looked up in a different edition the reference is misleading.

**44 Place of Publication and Publisher**

Some catalogue codes allow omission of the first two to save time, and the details, when needed, may be traced in other records such as the accession register, book lists, etc. Where printed unit cards are obtained from a single source (e.g. Library of Congress), the question may not arise to any great extent. In citations mention of publisher is a great help especially when the reader recommends purchase of books cited.
441 Year of Publication

As in the case of the edition, there need be no controversy regarding mention of the year of publication; this is absolutely necessary. But it needs to be emphasized that as far as possible the copyright date of the edition should be mentioned rather than any other year. This direction is not always followed in citations, and many a time the reader as well as library staff have to check publishers' lists, bibliographies, etc, to ensure that the particular edition of the publication is available in the library.

45 Bibliographical Details

Mention of a number of portraits, tables, etc, would be necessary only under special circumstances.

46 Series

Mention of the series to which a book belongs is useful both in the catalogue entry and in citation. Readers often recognize a publication by the series, and some are better known by the series. We have already noted that in citations sometimes clear distinction is not made between serials and the series to which a book may belong.

47 Reference to Specific Page, Chapter, Etc.

This arises in literature citations. It may also arise in subject analyticals in the catalogue.

48 Form and Featuring

One might prefer the paragraph form of entry used in catalogue, in literature citation also.

But in the latter it is a question of saving space (and money). Hence, the various elements run one after another. However, by proper punctuation and capitalization of letters, the different elements should be made distinct. This does not necessarily mean use of different types.

491 Sequence of the Elements

As could be seen from the table given earlier in this paper, the sequence of the elements in citations vary according to editorial practice. It would be helpful to follow uniformly the catalogue entry sequence, viz. Author(s), Title, Edition, Editor, Translator, Place of publication, Publisher, Copyright date, Series title and number, specific volume and page number, where necessary.

5 CONCLUSION

In general, therefore, use of the catalogue entry form for books in literature citations would facilitate many library and related processes. There are already a good deal of similarities between the two entries. The functions of the entries, not being identical, though overlapping, permit some "physical" modifications of the citation form. A standard cataloguing code would go a long way in evolving uniformity in the mode of entry of publications wherever they are quoted, and facilitate the identification of the publications.

REFERENCES

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2 RANGANATHAN (S R), An lib sc, 1959, 6 No 1, 13-20.