AQUATIC COMMONS INITIATIVE

Entering Series and Serial Titles

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Guidelines for Entering Series Name

Aquatic Commons is not using and will not be creating an Authority List for series titles. However these guidelines may assist depositors with questions regarding form of entry for series names.

Please note: Records added to Aquatic Commons prior to the creation of these guidelines and revisions may not be edited.

SERIES STATEMENTS FOR MONOGRAPHS

Enter series title as it appears on the item.
If it is "generic series", i.e., titles that are common to multiple series of documents (Working Papers, Monthly Reports, Research Reports, etc.), qualify the title with the authorised name of the issuing body. Always enter the Series Title in the same format.

Example:

Fact sheet. Harry Oppenheimer Okavango Research Centre

Sometimes a Series name is created or known to the Organization, but not clearly indicated on the item. Enter a name that will consistently describe the series, and always use the same format including punctuation.

Example:

Poster Series. Florida Geological Survey

Use the cover and title page information to make decisions about form of entry. Sometimes it may not be clear. A good example is Florida Marine Research Institute Technical Reports (see sample below). At the top of the page Technical Reports is in larger font which could lead to the decision to make that the title followed by agency name; however, at the bottom of the page you see FMRI Technical Report, thus the series title Florida Marine Research Institute Technical Report.
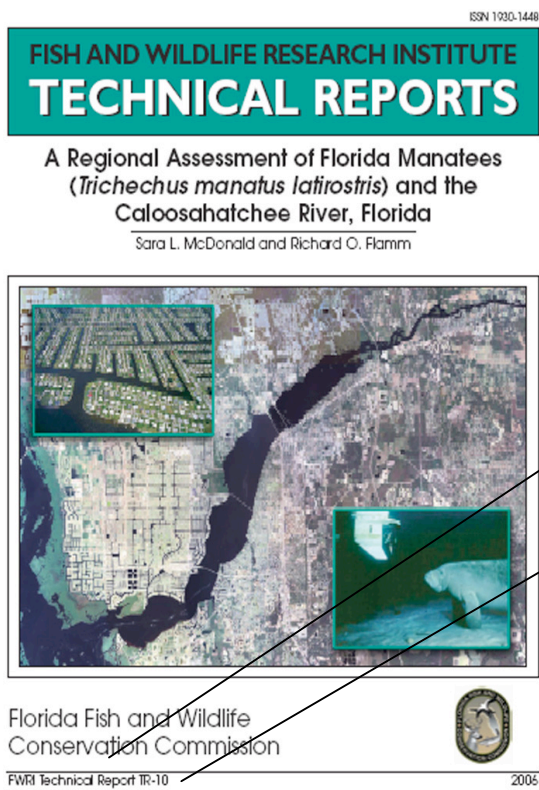
Often series titles change, particularly if an organization changes its name. When inputting a large collection issued over a number of years, check that the series title (Organization or title) has not changed – and even changed back!

SERIES STATEMENTS FOR TECHNICAL REPORTS

Enter series statement information for technical reports in the Details section of the Monograph type.

Following are examples of title pages, followed by the suggested form of entry. In the example below, the Series title is abbreviated: FWRI Technical Report; wherever possible give the full name of the organization Fish and Wildlife Research Institute to aid searchers.
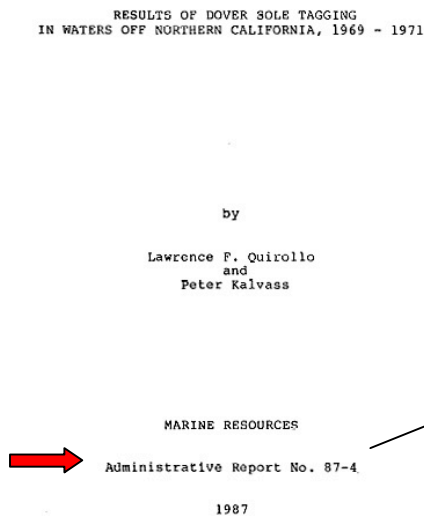
Example 1

ISSN 1930-1448

FISH AND WILDLIFE RESEARCH INSTITUTE
TECHNICAL REPORTS

A Regional Assessment of Florida Manatees
(*Trichechus manatus latirostris*) and the
Caloosahatchee River, Florida

Sara L. McDonald and Richard O. Flamm

Florida Fish and Wildlife
Conservation Commission

FWRI Technical Report TR-10   2005

Publication Details

Institution:	
Department:	
Place of Publication:	St. Petersburg, FL
Publisher:	Florida Fish and Wildlife Conservation Commission, Fish and Wil
Series Name:	Fish and Wildlife Research Institute Technical Report
Volume:	
Number:	TR-10
Identification Number:	
Date:	Year: 2006 Month: Unspecified Day: ?
Official URL:	http://research.myfwc.com/publications/publication_info.asp?id=5
Related URLs:	URL URL Type UNSPECIFIED

Series name entered in full; number entered; use any prefix given, e.g., TR-10

Example 2

RESULTS OF DOVER SOLE TAGGING
IN WATERS OFF NORTHERN CALIFORNIA, 1969 – 1971

by

Lawrence F. Quirollo
and
Peter Kalvass

MARINE RESOURCES

Administrative Report No. 87-4

1987

Publication Details

Institution:	California Department of Fish and Game
Department:	Marine Resources Region
Place of Publication:	
Publisher:	
Series Name:	Marine Resources Administrative Report
Volume:	
Number:	87-4
Identification Number:	
Date:	Year: 1987 Month: Unspecified Day: ?

This series title is Marine Resources Administrative Report. The number is 87-4.
Enter each element into the appropriate metadata field

PUBLISHERS' SERIES FOR BOOKS

Often Publishers issue books with a series title and number, e.g., Elsevier Oceanography Series, 192 .
Geological Society of America Special Paper, 22
Enter as given in the book with Volume or Number in the appropriate fields.
If the Series has no Volume or Number and is in fact just a publishers 'device'
e.g., Blackwell Science Series, do not enter.

ENTRIES FOR JOURNAL ARTICLES AND JOURNAL ISSUES

JOURNAL ARTICLES

For **single articles**, select **Item type: Article**.

In the Publication Details section, fill in as much information as you can. Again,
please spell out words in the journal title unless for example the Organization abbreviation is part of the title
eg. ICES Journal of Marine Science. You must fill out starred fields.

JOURNAL ISSUES

To enter a complete journal issue, select **Item Type: Monograph or Serial Issue.**
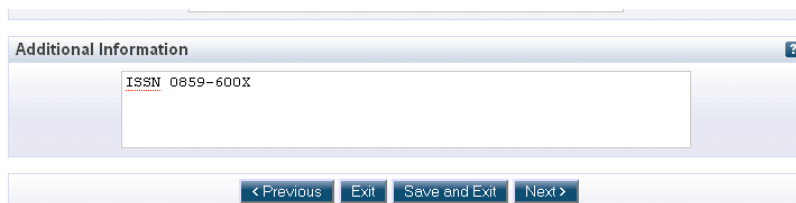
In the Publications Details, enter as much information as you can, including the Official URL. If Volume and Number are available, enter those in the Title field, eg. Aquaculture Asia, Vol.11, No. 2, April/June 2006. ; if not, please specify as much about the date as possible.

If there is an ISSN (or ISBN) it should be entered into the Additional Information field.