

Aquatic Commons: Entering Series and Serial Titles

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Guidelines for Entering Series Names

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 in 2011 may not be edited.

Series Statements for Monographs

Enter **Series Name** 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 authorized name of the issuing body. Always enter the series name 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 Fish and Wildlife Research Institute Technical Reports (see example 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 FWRI Technical Report, thus the **Series Name** “Fish and Wildlife Research Institute. Technical Report”.

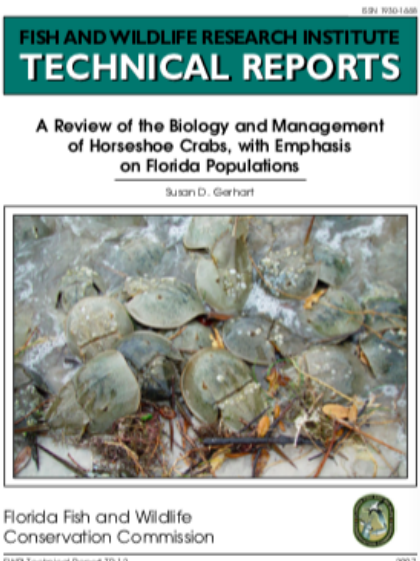
Often series titles change, particularly if an organization changes its name. When inputting a large collection issued over a number of years, check that the series title (organization or title) has not changed – and even changed back!

Series Statements for Technical Reports

Enter series statement information for technical reports in the **Publication Details** section of the Monograph type. Following are two examples of title pages with the suggested form of entry.

Example 1

The **Series Name** is abbreviated as FWRI Technical Report; wherever possible give the full name of the organization Fish and Wildlife Research Institute to aid searchers. The **Number** is TR-12 (include prefix).

	<table border="1"><thead><tr><th colspan="2">Publication Details</th></tr></thead><tbody><tr><td>Place of Publication:</td><td>St. Petersburg, FL</td></tr><tr><td>Publisher:</td><td>Florida Fish and Wildlife Conservation Commission, Fish and Wildlife Research Ins</td></tr><tr><td>Number of Pages:</td><td>33</td></tr><tr><td>Series Name:</td><td>Fish and Wildlife Research Institute. Technical Report</td></tr><tr><td>Volume:</td><td></td></tr><tr><td>Number:</td><td>TR-12</td></tr><tr><td>ISBN:</td><td></td></tr><tr><td>ISSN:</td><td>1930-1448</td></tr><tr><td>Identification Number:</td><td></td></tr><tr><td>Date:</td><td>Year: 2007 Month: Unspecified Day: ?</td></tr><tr><td>Official URL:</td><td></td></tr></tbody></table>	Publication Details		Place of Publication:	St. Petersburg, FL	Publisher:	Florida Fish and Wildlife Conservation Commission, Fish and Wildlife Research Ins	Number of Pages:	33	Series Name:	Fish and Wildlife Research Institute. Technical Report	Volume:		Number:	TR-12	ISBN:		ISSN:	1930-1448	Identification Number:		Date:	Year: 2007 Month: Unspecified Day: ?	Official URL:	
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Example 2

This **Series Name** is Marine Resources Administrative Report. The **Number** is 87-4.

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

by

Lawrence F. Quirolo
and
Peter Kalvass

MARINE RESOURCES

Administrative Report No. 87-4

1987

Publication Details	
Place of Publication:	Eureka, CA
Publisher:	California Department of Fish and Game, Marine Resources Region
Number of Pages:	84
Series Name:	Marine Resources Administrative Report
Volume:	
Number:	87-4
ISBN:	
ISSN:	
Identification Number:	
Date:	Year: 1987 Month: Unspecified Day: ?

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.

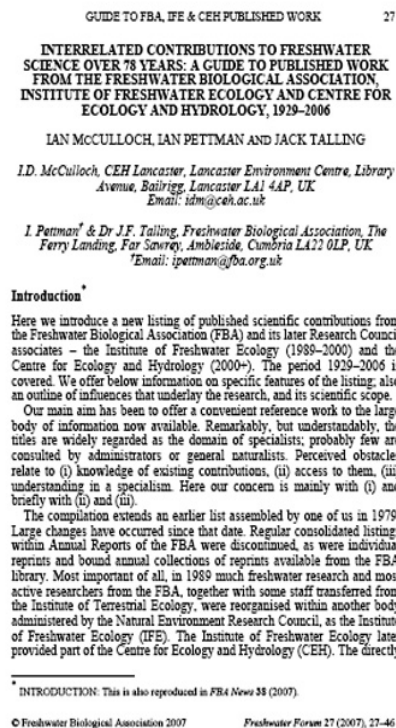
Do not enter if the Series has no Volume or Number and is in fact just a publisher's 'device' (e.g. Blackwell Science Series).

Guidelines for Entering Journal Articles and Journal Issues

Journal Articles

For individual articles, select **Item Type: Article**.

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



★ Publication Details	
Refereed:	<input checked="" type="radio"/> Yes, this version has been refereed. <input type="radio"/> No, this version has not been refereed. <input type="radio"/>
★ Journal or Publication Title:	Freshwater Forum
Article Number:	
ISSN:	0961-4664
Official URL:	
Volume:	27
Number:	
Page Range:	27 to 46
Date:	Year: 2007 Month: Unspecified Day: ?
Identification Number:	
Related URLs:	URL <input type="text"/>
<input type="button" value="More input rows"/>	

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, e.g. Aquaculture Asia, Vol. 11, No. 2, April/June 2006. If not, please specify as much about the date as possible.



★ Title	
<input type="text" value="Aquaculture Asia, Vol. 11, No. 2, pp. 1-38, April-June 2006"/>	
Publication Details	
Place of Publication:	<input type="text" value="Bangkok, Thailand"/>
Publisher:	<input type="text" value="Network of Aquaculture Centres in Asia-Pacific"/>
Number of Pages:	<input type="text"/>
Series Name:	<input type="text"/>
Volume:	<input type="text"/>
Number:	<input type="text"/>
ISBN:	<input type="text"/>
ISSN:	<input type="text"/>
Identification Number:	<input type="text"/>
Date:	Year: <input type="text" value="2006"/> Month: <input type="text" value="Unspecified"/> Day: <input type="text" value="?"/>
Official URL:	<input type="text" value="https://enaca.org/?id=6"/>

Additional Support

If you have questions or concerns about entering series or serial titles, please contact:

AquaticCommons@gmail.com