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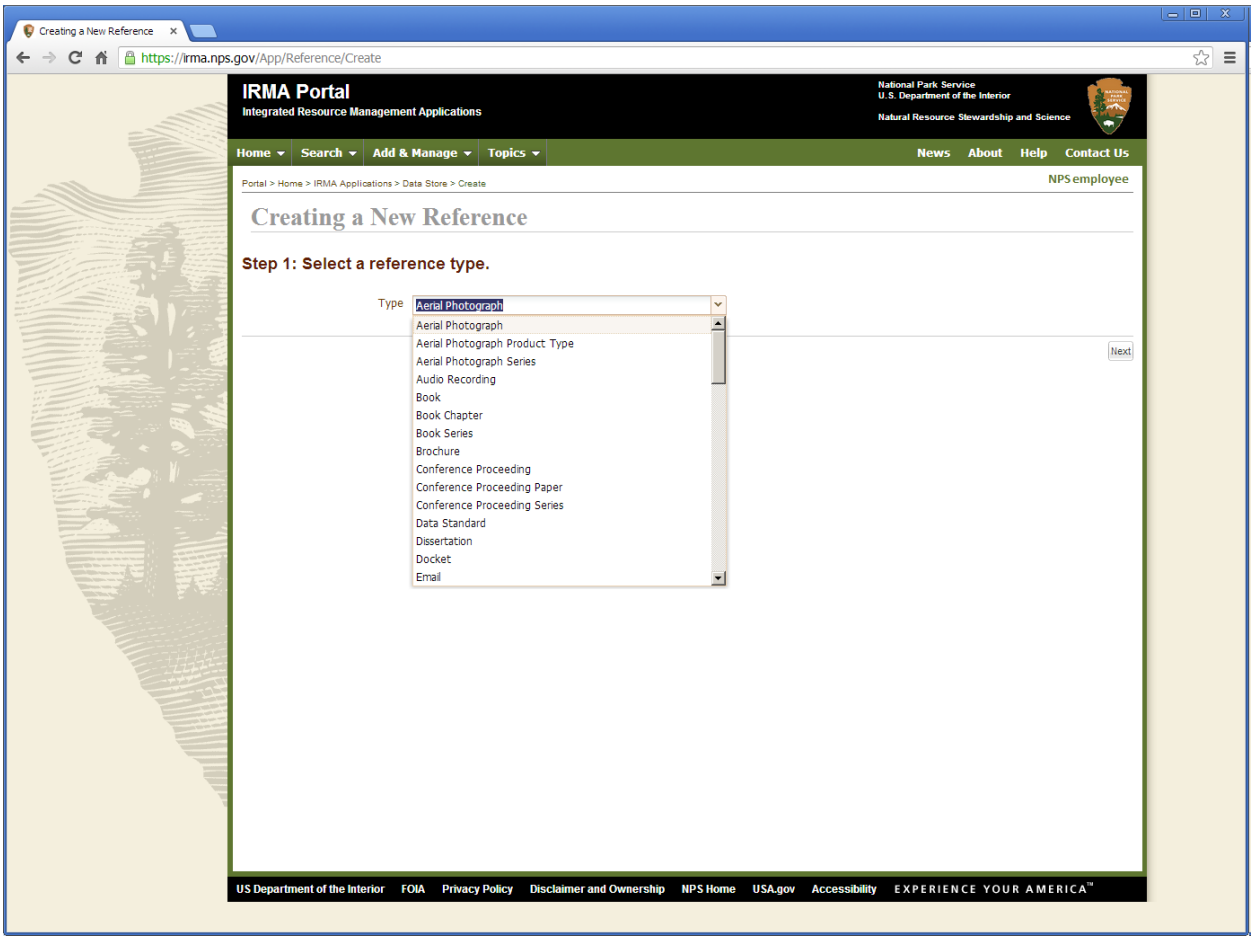
Natural Resource Stewardship and Science

Best Practices for Creating Bibliographic References in the Integrated Resource Management Applications Data Store

Developed for the Alaska National Park Service by the Alaska Resources Library and Information Services

Natural Resource Report NPS/AKR/NRR—2014/753



ON THIS PAGE
Initial data entry screen for creating a new reference in the Integrated Resource Management Applications (IRMA) Data Store https://irma.nps.gov, screen captured December 1, 2013.

ON THE COVER
Alaska Region Inventory and Monitoring Program bookshelf.

Best Practices for Creating Bibliographic References in the Integrated Resource Management Applications Data Store

Developed for the Alaska National Park Service by the Alaska Resources Library and Information Services

Natural Resource Report NPS/AKR/NRR—2014/753

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Abstract

In 2011, the National Park Service (NPS) began a two-year project with the Alaska Resources Library and Information Services (ARLIS) to remove duplicates and improve record quality for bibliographic records contained in the Alaska Data Store portion of NPS's national database, the Natural Resources Information System (NRInfo; later renamed the Integrated Resource Management Applications [IRMA] Data Store). Driving the project was the realization made by NPS during its preliminary preparations to share the Alaska records nationally, that the IRMA Alaska Data Store contained an unknown but unacceptable number of duplicate records. NPS was further concerned about poor record quality and lack of uniform entry across record fields. Working with NPS project and database managers in Alaska and Colorado, ARLIS librarians and editors analyzed and modified as necessary more than 30,000 records. They identified 4,110, or nearly 14 percent, of the records in the IRMA Alaska Data Store as duplicates. As time allowed, they corrected or amended the remaining 25,994 records, a large number of which contained inaccurate, incomplete, or incorrectly entered information.

The project confirmed that the most common error in entering records was record duplication. In addition, it identified other common difficulties encountered by NPS staff inputting data. The majority of these pointed to a need for enhanced definitions for reference types and bibliographic terms; more clear directions for uniform entry of data by field; and improved instruction in how to identify bibliographic elements and translate them into entries in data fields. Using their knowledge and experience from the project, ARLIS librarians created *Best Practices for Creating Bibliographic References in the Integrated Resource Management Applications Data Store*, an instructional manual for entering new bibliographic references and designed to complement and be used in conjunction with the *IRMA Data Store Help Manual.*

Introduction

Background

Best Practices for Creating Bibliographic References in the Integrated Resource Management Applications Data Store is the result of a 2011–2013 cooperative agreement between the National Park Service (NPS) and the University of Alaska Anchorage for a project for the Alaska Resources Library and Information Services (ARLIS) to improve bibliographic records in the Alaska portion of the NPS database. Project goals included identifying and removing duplicate records, as well as improving quality for the approximately 30,000 bibliographic records contained in the Alaska Data Store. This was to be accomplished before NPS made the records visible in its national database, the Integrated Resource Management Applications (IRMA) Data Store. During its preliminary preparations to share the Alaska records nationally, NPS had realized that the Alaska Data Store contained numerous duplicate records; while the agency was uncertain of the exact number, it appeared to be unacceptably high.

NPS had also recognized that many of the records were not as complete as they could be, that bibliographic data had sometimes been entered in the wrong reference form or field, and that data had not been entered, or formatted, in the same manner in the fields. As an example of the latter, it was apparent that confusion existed about what constituted a business author as opposed to a personal author, and that first and last author names had been entered in a variety of ways. In addition, for documents with multiple authors, not all names had been entered, or had not been entered in the order in which they appeared on the documents, or had been entered with a varying number of names followed by an 'et al.' or 'and others.' With the knowledge that that these inconsistences had implications for researchers and other database users in terms of high-quality and precise record retrieval, an additional project goal was for ARLIS to create a detailed set of instructions for accurate and uniform entry. The product would augment the *IRMA Data Store Help Manual.*

The ARLIS project focused on one of the six reference type groups that comprise the IRMA Data Store. This was the document reference type, which includes records for books, reports, journal articles, and other kinds of documents. Working with NPS project and database managers in Alaska and Colorado, ARLIS librarians and editors analyzed and modified as necessary the more than 30,000 records in the Alaska Data Store. They identified nearly 14 percent as duplicates, and as time allowed, they corrected or amended the remaining 26,000 records, a large number of which contained inaccurate, incomplete, or incorrectly entered information.

The project confirmed that the most common entry error was the creation of a new record for a document that already had a record in the database. In addition, ARLIS identified other common difficulties encountered by NPS staff inputting data. The majority of these pointed to a need for enhanced definitions for document reference types and bibliographic terms; more precise directions for uniform entry of data by field; and improved instruction in how to identify bibliographic elements and translate them into entries in data fields.

Purpose

Best Practices for Creating Bibliographic References in the Integrated Resource Management Applications Data Store augments and is intended to be used in conjunction with the *IRMA Data Store Help Manual*. It was created to help NPS personnel enter new references into the Alaska portion of the IRMA Data Store. It should be used only when entering new document references and not with those that are entered through NPS's three report series: the Natural Resource Technical Reports – NRTR, the Natural Resource Reports – NRR, and the Natural Resource Data Series – NRDS.

The *Best Practices* manual focuses on how to avoid duplicating references that already exist in the IRMA Alaska Data Store, as well as on how to enter bibliographic information uniformly into the record data fields. These may sound like small considerations—"Do not, do not, do not duplicate!" "Enter information in the same way in the data fields!" "Those commas are important!"— but high-quality data entry results in high-quality records, and high-quality records are absolutely vital to ensuring a database that yields the best possible search results for agency researchers and the public alike.

The IRMA Data Store divides information resources into six reference type groups: Datasets, Documents, Geospatial Data, Multimedia, Projects, and Web Resources. The *Best Practices* manual will help you identify and uniformly format the references for the Documents group. It will help answer such questions as:

- Is this an unpublished report?
- Should I abbreviate journal titles?
- Do I list all of the authors?
- Is a university considered to be a business author?
- What do I do with conference proceedings that are published as a journal issue?
- Should I enter a draft of a document that already exists in the database as a published document?
- What if there is no author or publisher?

NPS uses as its style guide the most current edition of the Council of Science Editors' *Scientific Style and Format: The CSE Manual for Authors, Editors, and Publishers.* The *Best Practices* manual is based largely upon the seventh edition of the *CSE,* as well as upon the sixteenth edition of the *Chicago Manual of Style*, the *IRMA Data Store Help Manual*, and the 2005 *Bibliographic References Standard* issued by the National Information Standards Organization.

Further Assistance

Parsing out bibliographic information to enter into database fields can be difficult, especially with more complicated documents, as may be the case with technical reports or documents belonging to a series. Sometimes even discerning what the title of a journal is can be challenging. Keep in mind a couple of things. NPS Alaska Region is one of the founding agencies of ARLIS, and this means that ARLIS librarians are always available to assist you. Please come to us when you are stuck rather than wasting much time figuring out how to enter a document. It is best to consult with us when you have the document in front of you. You are always welcome to come into the library, but it may be most convenient for you to reach ARLIS librarians by phone at 907-27-ARLIS (907-272-7547) or by email at reference@arlis.org during regular business hours (posted on the homepage at http://www.arlis.org).

From the ARLIS homepage, you can also search its online book catalog directly from your desktop to see whether any of the titles in it might be helpful to you in identifying bibliographic elements for your document. You can set the catalog to include collections from the University of Alaska Anchorage and the Alaska State Library, among others.

For detailed information and instructions concerning all of the reference types, consult the most current version of the *IRMA Data Store Help Manual*.

Document Reference Types

The IRMA Data Store divides documents into the reference types listed in alphabetical order below. Some of them are connected through relationships called an 'Is-Part-Of' reference link (shown in parentheses next to each reference type). The link shows how one work is connected to a larger or smaller entity in the database.

When you compose a record for a document, you will choose one of these reference types to use, sometimes 'linking' your record to a parent or a grandparent. It is essential to match your document to the correct form. Accurately identifying the correct reference type will substantially lower your risk of entering a duplicate record.

- Book (parent)
- Book Chapter (child)
- Book Series (grandparent)
- Brochure
- Conference Proceeding (parent)
- Conference Proceeding Paper (child)
- Conference Proceeding Series (grandparent)
- Dissertation
- Email
- Generic Document
- Journal (parent)
- Journal Article (child)
- Letter
- Map (child)
- Map Series (parent)
- Mapbook – Atlas
- Memorandum
- Newsletter (parent)
- Newsletter Article (child)
- Newspaper (parent)
- Newspaper Article (child)
- Notes
- Published Report (child)
- Report Series (parent)
- Thesis
- Unpublished Report

Common Errors

Most Common Error

The most common error ARLIS found in the IRMA Alaska Data Store consisted of duplicate records. This means that someone created a new record for a document that already had a record in the database. While this seems to have occurred due to a variety of reasons, nearly 14 percent—or just over 4,100—of the approximately 30,000 total records were duplicates. Duplicate records are not a problem for the three NPS report series, but they surely are for entry of other kinds of new document records. We cannot emphasize enough the importance of searching the database multiple times, in a variety of ways, to determine whether a record already exists for the document you want to enter. For more on this, see First Steps in the Best Practices section that follows.

Second Most Common Error

By a large margin, the second most common error ARLIS identified was that an incorrect reference type had been assigned to a document. Examples of this included using:

- Book chapter instead of proceeding paper for conference proceedings
- Book instead of report
- Generic document for newsletters
- Unpublished report for
    - Published reports
    - Progress notes
    - Species lists extracted from a larger document
    - Lists showing numbers of park visitors
    - Surveys

Progress notes, species lists, lists showing numbers of park visitors, and surveys are usually issued as published reports. In these cases the published report reference type should be used. Do not hesitate to contact ARLIS for assistance with these kinds of documents as they can be some of the most difficult to work with.

Although the purpose of the IRMA Data Store is not to classify references by reference type, reference type is important for several reasons. First, in the IRMA Data Store, author searches beyond the first author are possible only in searches specific to a reference type. This means that someone searching the database could easily miss the record if an incorrect reference has been assigned. Second, because the IRMA Data Store is publicly accessible on the World Wide Web, selection by reference type may be more important to public users than to location-oriented users within NPS.

Third Most Common Error

ARLIS found that several mistakes naturally grouped together to comprise the third most common error. Some of these mistakes were:

- Report series titles entered as journal titles
- Inconsistent entry of journal titles and report series titles, with a mix of acronyms, abbreviations, and completely spelled out titles

Users often limit searches by the journal or the report series in which an article was published. Inconsistently entered titles make such searches more difficult. Librarians prefer completely spelled out titles to avoid ambiguity.

Other errors involved references to dissertations and theses, and were:

- Master's thesis entered as doctoral dissertation
- Doctoral dissertation entered as master's thesis
- Book and other reference types, such as unpublished report, used for theses and dissertations

Because theses at both the master's and doctoral levels may be published and distributed as monographs or as reports or as special issues of journals, it can be difficult to assign the most appropriate reference type to a given work. These categories are not mutually exclusive.

Knowing that advanced searches are limited to a single reference type in the IRMA Data Store, it is extremely important to assign the correct one. By doing so, you will overwhelmingly reduce your odds of entering a duplicate record.

Other Common Errors

Other common errors included:

- Inconsistent entry of names of authors and editors. In works of all reference types having more than one author or editor, names were omitted, misspelled, or listed in the incorrect order. In addition,
    - First names were entered fully spelled out or with initials only even when the document gave full names.
    - Names of multiple authors and editors were entered inconsistently, sometimes with all authors listed or with using 'et al.' or 'and others' after the first, second, third, or fourth author, with no logical cutoff.
    - For edited works, names of editors were sometimes entered in the author field, and names of authors in the editor field.
- Words were often misspelled and omitted in titles of books, journals, and articles.
- Roman numerals (I, II, III) were often used instead of Arabic (1, 2, 3).
- Volume, issue, and page numbers for journal articles, book chapters, and conference proceeding papers, as appropriate within each category, were entered inconsistently or omitted entirely.

Causes of Errors

It appeared that many errors were caused because those entering the data:

- Did not understand the differences between document reference types
- Were not able to interpret the information presented by a document in hand
- Did not know how to enter the information

Best Practices

First Steps

Remember that the most common error was entering a duplicate record! Here is how to avoid both it and many other kinds of errors.

- Review the list of reference types and the list of common errors.
- Read through and study Appendix A. Definitions, which explains bibliographic terms and will give you the information needed to relate the bibliographic elements on a document to the appropriate record fields in the IRMA Data Store.
- Once you have a document in hand and are ready to proceed, follow this process:
    - Determine the correct reference type for your document.
    - Determine the correct author and title.
    - Perform a "Quick Search" in the IRMA Data Store to learn whether the document has already been entered. For search terms, use the last name of the first author and one or two of the most distinctive words from the title of your document.
        - If you retrieve a short list of items, review the list to see if there is already a record for your document. If your search retrieves too many items to review or to display, add another term to the search list.
        - If the item is already in the IRMA Data Store, you should add another holding for that item.
- When you do enter a reference, keep in mind that:
    - The record should include the elements that are present for the work and that help uniquely identify it.
    - The way information is entered into each record field needs to be consistent in order to prevent duplicate entries and ambiguous entries.
    - Most importantly, triple check everything—your initial searches to see whether a record already exists for your document, your spelling, whether you are entering the proper information in the right way into the correct form, whether you've added stray punctuation—all of these things make a difference in whether searchers will be able to successfully find the reference.

Using the Menus

Select a Reference Type

This section will help you identify and format appropriate bibliographic information into the record fields. For in-depth instructions on using the menus, consult the *IRMA Data Store Help Manual*. Generally speaking, entering a bibliographic reference into the database is a two- to four-step process, depending upon the reference type. The first step is to select a document reference type at the menu as shown in Figure 1.

Once you have chosen the correct reference type, you are ready either to begin entering the required information, or for some reference types, to find or create a ‘parent’ or ‘grandparent’ record.

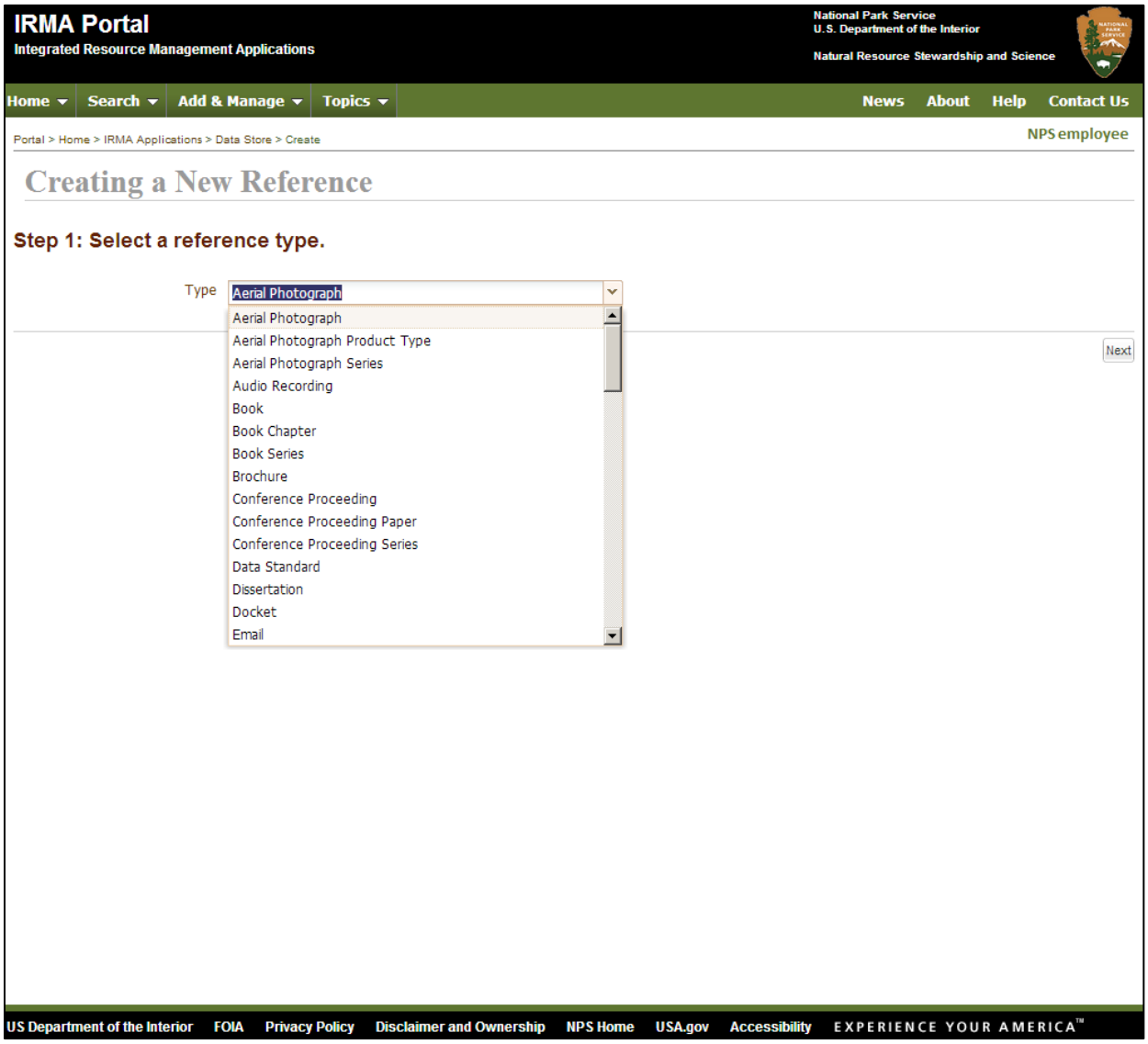

Figure 1. Creating a new reference.

Dissertations, Theses, Letters, Memoranda, Unpublished Reports, and Web Sites

For dissertations, theses, letters, memoranda, unpublished reports, and Web sites, the second and final step is to create the reference by filling in the blanks in order, starting at the top with the title field. Author information is entered farther down in the contacts section of the record. Figure 2 shows the screen for creating a dissertation reference type.

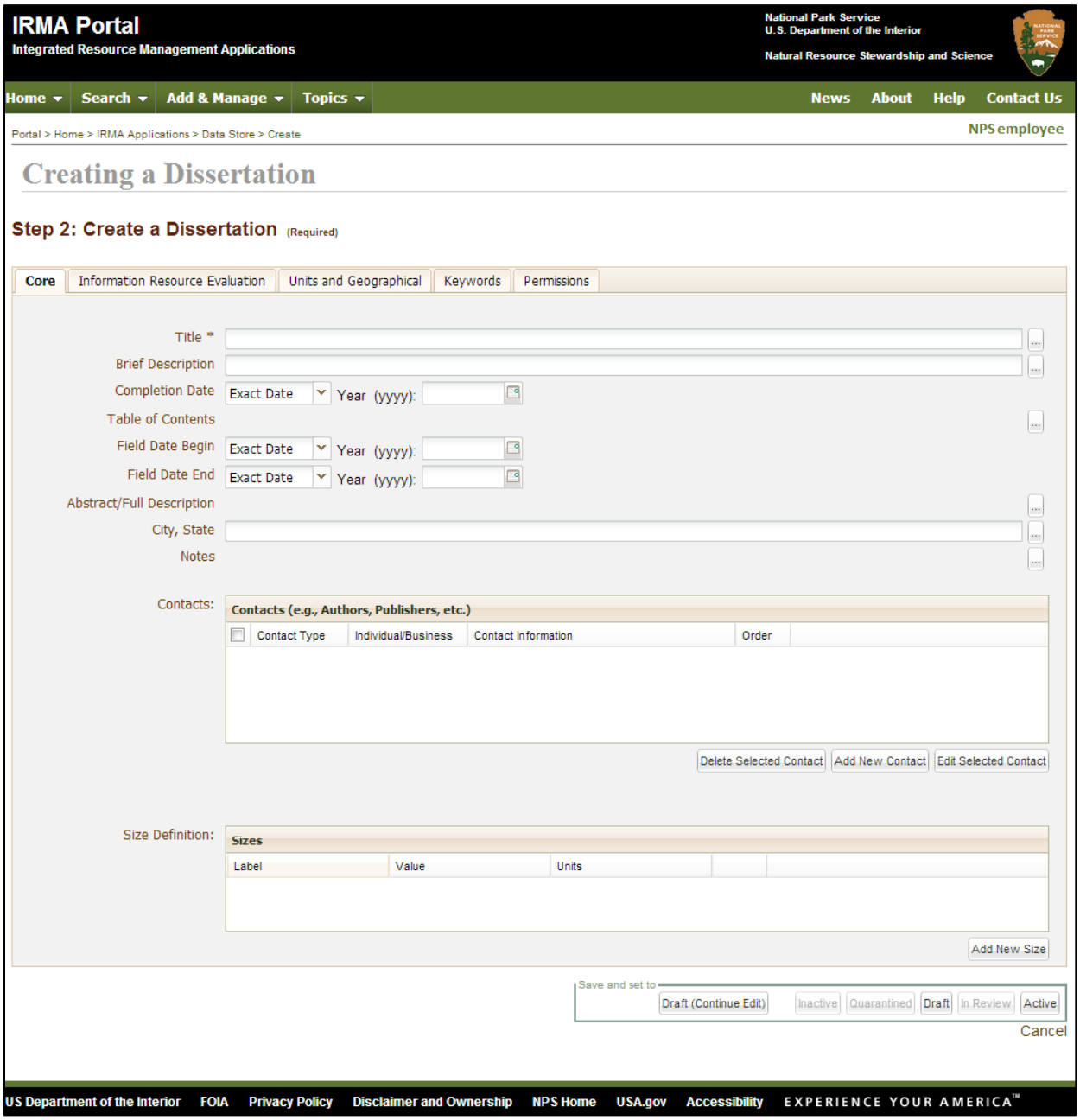

Figure 2. Creating a dissertation.

Books, Book Chapters, Newspaper Articles, Maps, and Reports

Certain document reference types in the IRMA Data Store are connected through relationships called an 'Is-Part-Of' reference link. In practical terms, this means that you often 'link' bibliographic records together and do not have to re-enter all of the information every time. If you link a book in a series to its grandparent record (the series title) for example, you do not have to re-enter the series title, or worry about formatting the series title correctly into the record field.

Not all books belong to a series, nor do all maps or reports. But all book chapters (child) do belong to a book (parent), just as all journal articles (child) belong to a journal title (parent).

For books, book chapters, newspaper articles, maps, and reports, the second step is to determine whether your reference has a parent or grandparent. If so, as the third and fourth steps you will find or create the parent or grandparent record in the IRMA Data Store and link your reference to it. The parent and grandparent entry screens will walk you through the process to accomplish this.

Below are the relational links again, in hierarchical order by reference type. Note that some have three levels, while others have only two.

- Book Series (grandparent)
- Book (parent)
- Book Chapter (child)

- Conference Proceeding Series (grandparent)
- Conference Proceeding (parent)
- Conference Proceeding Paper (child)

- Journal (parent)
- Journal Article (child)

- Map Series (parent)
- Map (child)

- Newsletter (parent)
- Newsletter Article (child)

- Newspaper (parent)
- Newspaper Article (child)

- Report Series (parent)
- Published Report (child)

Entry Screen Examples

Once you are ready to enter the bibliographic information for your reference, you will work sequentially down the record, filling in the blanks, beginning with the title. Be sure to format the information you enter exactly as instructed in *Best Practices.*

Enter information on authors, editors, and publishers in the contacts section of the record. For authors, you will select either 'individual (personal)' or 'business (corporate)' as the author type.

The figures that follow will acquaint you with some of the entry screens.

Book Series

For a book that is part of a series, the grandparent record is the book series, as shown in Figure 3.

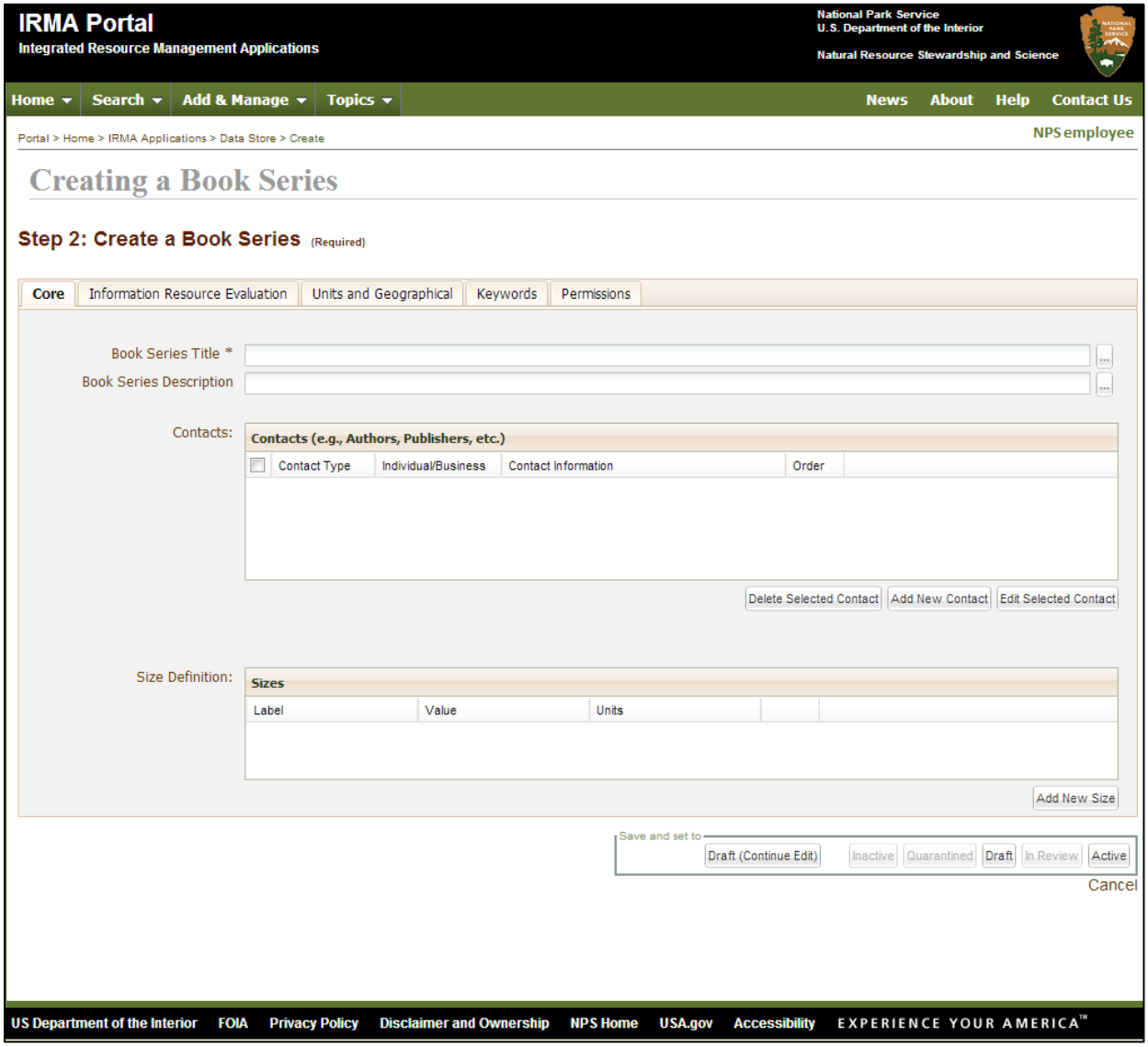

Figure 3. Creating a book series.

Book Chapter

For a book chapter, the parent record is the book, as shown in Figure 4.

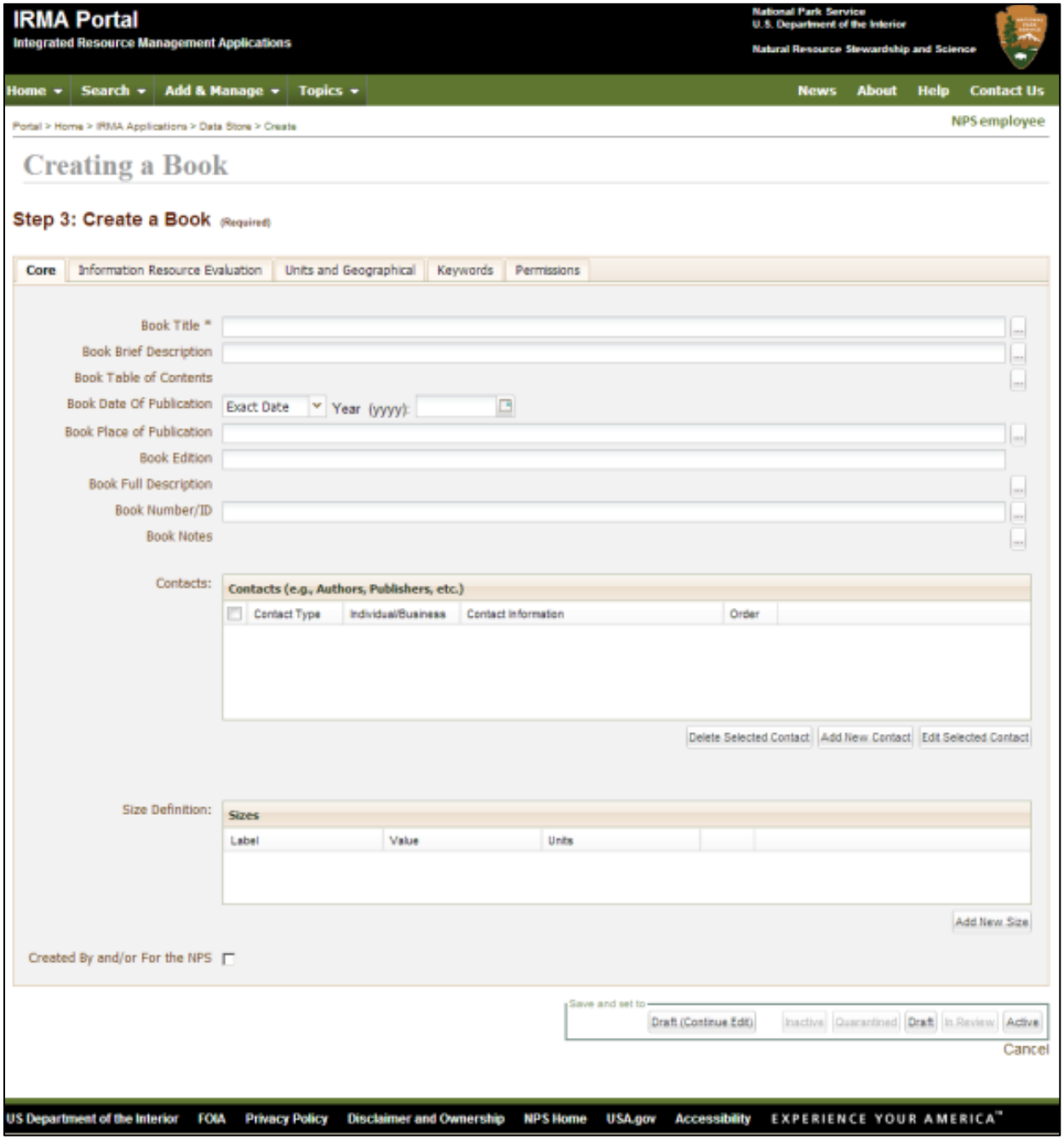

Figure 4. Creating a book.

Newspaper Article

For a newspaper article, the parent record is the newspaper, as shown in Figure 5.

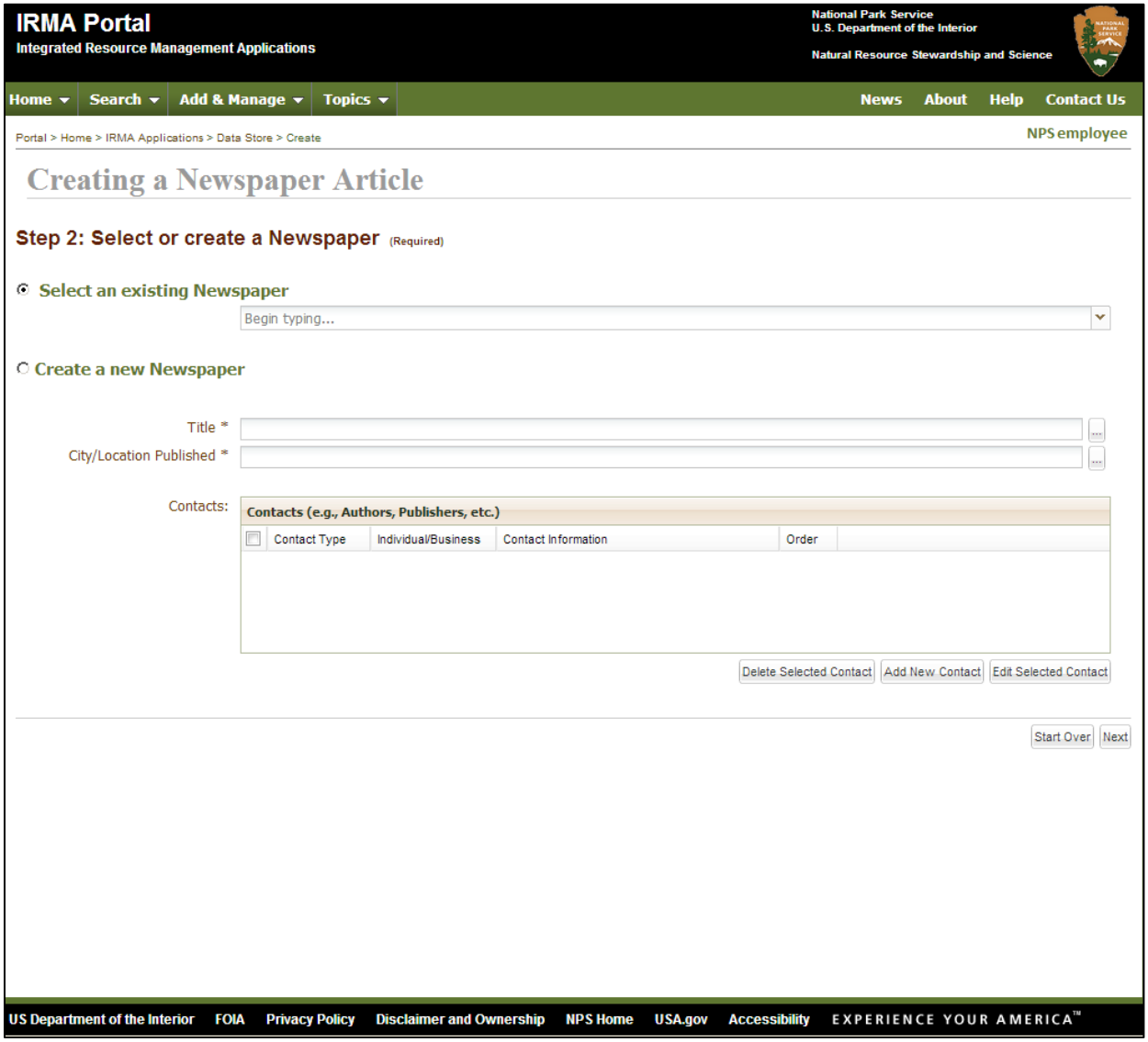

Figure 5. Creating a newspaper article.

Map Series

For a map that is part of a series, the parent record is the map series, shown in Figure 6.

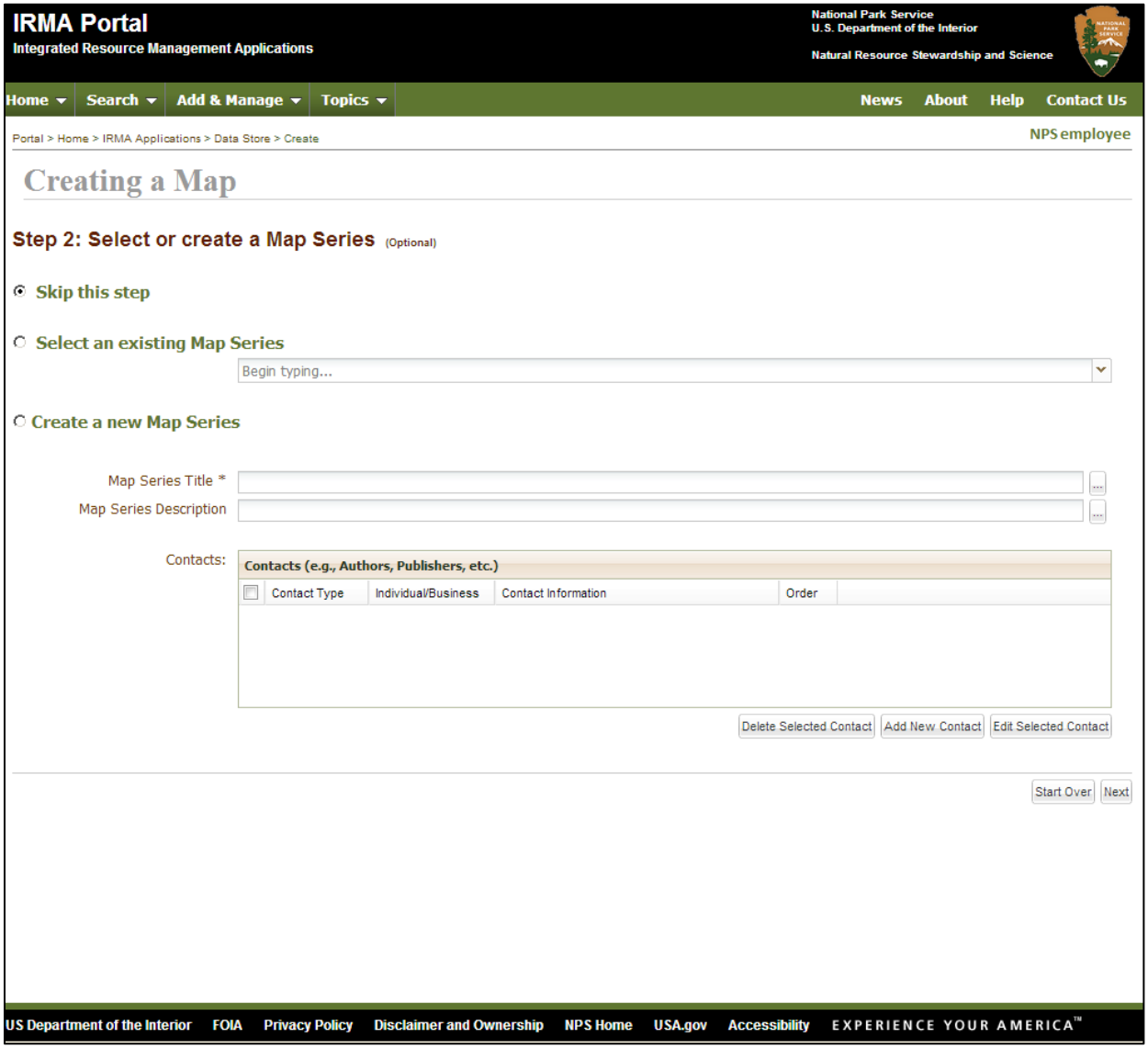

Figure 6. Creating a map.

Report Series

For a published report that is part of a series, the parent record is the report series, shown in Figure 7.

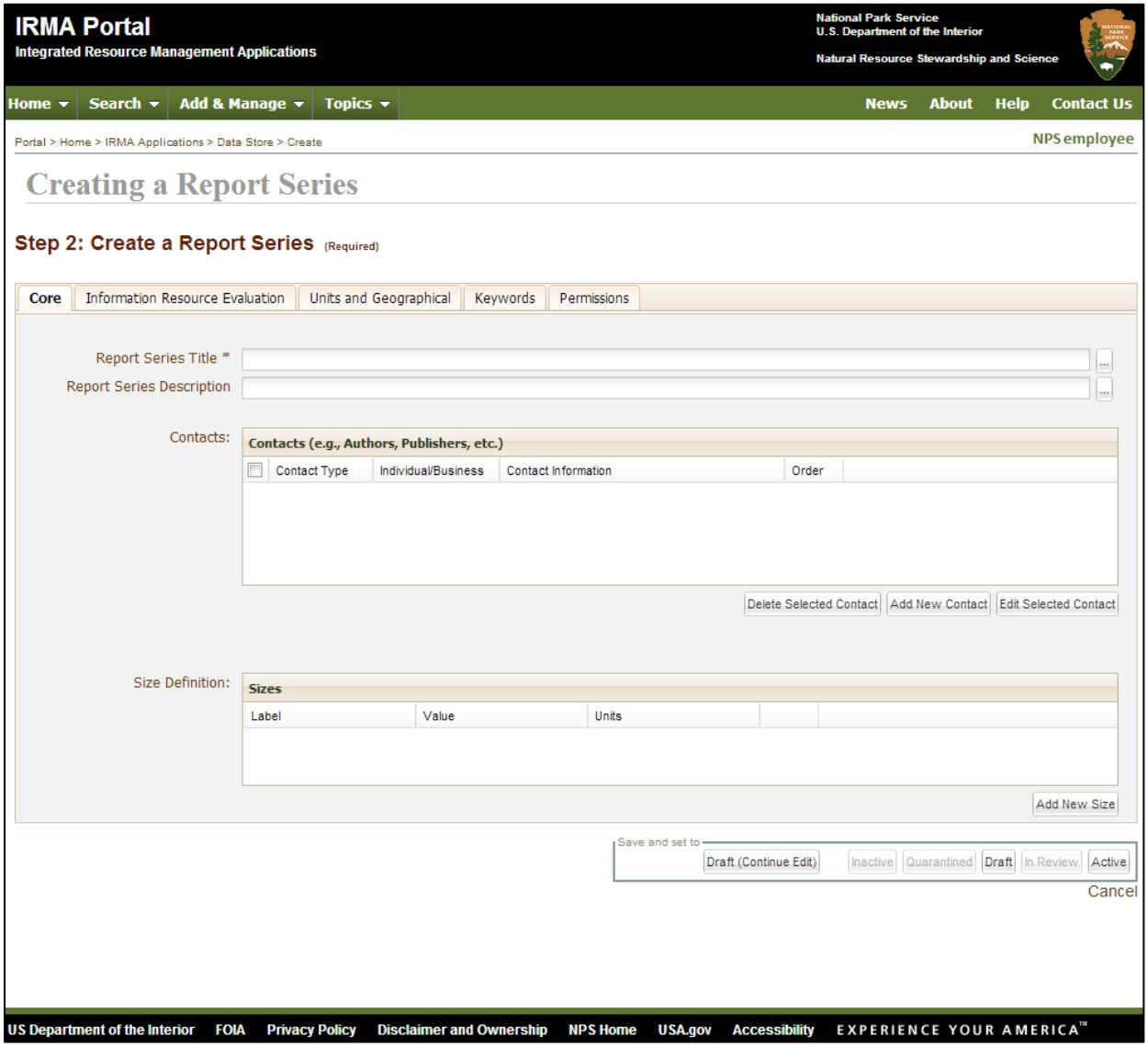

Figure 7. Creating a report series.

Book Table of Contents and Full Description Fields

Figure 8 shows a book record in the IRMA Data Store, with information entered for the table of contents and book full description fields. If you can, always enter this information because it can greatly improve search results for database users.

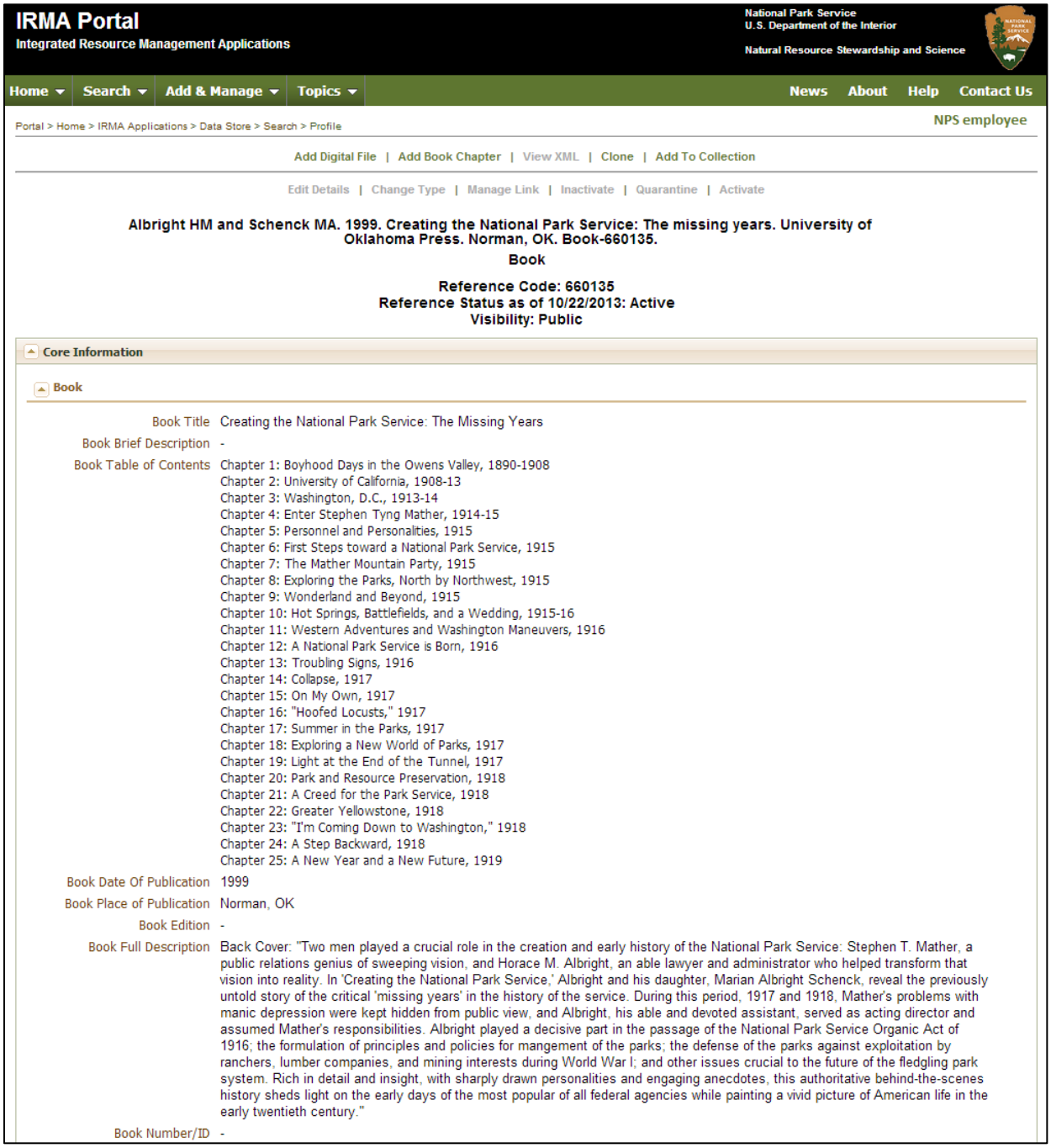

Figure 8. Table of contents and full description for a book record.

When Entering a Reference

In General

- Never enter a reference for a publication you have not seen.
- Always gather the information from the document itself.
- Enter only the version you have seen. If you have an Internet version, take the information that you enter from that version. If you have a paper copy of a published report, take the information that you enter from it.
- For monographs, use the front and back of the title page, if there is one. If there is no title page, use the information on the cover.
- For journal articles, use the first page of the article itself (or sometimes the last page of the article, or a running header or footer).
- For Internet sites, use the opening screen (occasionally the ending one).

Authors, Individual (Personal)

- One or more individuals or people can be authors. The IRMA Data Store calls these individual authors; librarians call them personal authors.
- List all authors in the order in which they appear on the title page. Spell out name(s) as they appear on the document. Capitalize names as they appear on the document.
- Treat particles, such as de, la, ten, van, van de, and von, as part of the last name.
- Enter Junior or Jr as Jr., with a period.
- Omit degrees, titles, and honors, such as MD, professor, investigator, sir.
- Convert roman numerals to Arabic ordinals: II becomes 2nd, III becomes 3rd, and so on.

Authors, Business (Corporate)

- Organizations, such as universities, government agencies, consulting firms and other businesses, associations, etc., can be authors. The IRMA Data Store calls these business authors; librarians call them corporate authors.
- When organizations serve as authors, drop the preceding 'The' in the organization's name. For example, enter American Institute of Biological Sciences, not The American Institute of Biological Sciences.

- When two or more organizations appear as authors, enter them in the order listed on the publication.
- When a component of an organization is an author, place the components in descending hierarchical order, with the largest part first, e.g., University of Alaska Anchorage, College of Arts and Sciences, Department of Geology.
    - Business (Corporate) Author → Highest to Lowest
- The highest hierarchy used should be the one most commonly known; e.g., use US Bureau of Land Management, not US Department of the Interior, Bureau of Land Management.
- When the author is an organization that also is a national body, such as a government agency, precede the agency name with the two-letter ISO country code, e.g., US, GB, CA. See Appendix C for the full list of codes. They are entered without periods and without spaces, e.g., US Forest Service, US Bureau of the Census, US Geological Survey.
- If a nationality is not part of the name of a national body, place the country in parentheses after the name, again using the ISO two-letter country code. Some examples are: National Fire Service (GB), National Science Foundation (US), and Cold Regions Research and Engineering Laboratory (US).
    - But note: Some organizations are known in their own right. For standardization in the IRMA Data Store, the US Department of Interior, National Park Service is entered as National Park Service rather than as US National Park Service or National Park Service (US).
- If an organizational name could refer to more than one entity, specify the city or state: National Park Service, Regional Office (Anchorage).
- If both an individual (personal) author and a business (corporate) author appear on the title page of a document, enter the individual (personal) author in the author field, and add the name of the business (corporate) author in the note field with an explanation, such as: Business (corporate) author: University of Washington, Fisheries Research Institute.

Authors, Secondary

- A secondary author includes editors, translators, compilers, illustrators, producers, etc.; this is the party responsible for adopting, interpreting, or in some way modifying the intellectual content of a pre-existing work.
- Enter the name(s) of secondary author(s) in the order in which they appear in the document.
- If a work has no individual (personal) or business (corporate) author, but does have an editor or translator, enter the name(s) in the appropriate field (e.g., editor) or as a note (e.g., translator). When a role is not available as a contact type, enter the information in the notes field.

Author Unknown

- If no individual (personal) author, business (corporate) author, or secondary author can be determined, enter 'Author unknown'.

Titles

- Enter the words of a title as they appear in the document.
- For titles of series, monographs (books, book chapters, dissertations, theses, published reports, unpublished reports, maps, map books – atlases), proceedings, and periodical articles, capitalize only the first word of the title, proper nouns, proper adjectives, and acronyms.
- For titles of journals, magazines, newspapers, and newsletters, capitalize every word (except for articles, conjunctions, and prepositions, such as 'a', 'the', 'and', 'of', etc.).
- If a title begins with a word that might lose its meaning if capitalized, keep the lowercase.
- If a title contains a Greek letter or a symbol that cannot be entered, enter the name for the symbol, e.g., omega for Ω.
- If a title is in two languages, as may be the case with Canadian publications, enter both titles in the order in which they appear, placing an equals sign (=) between them.
- If a title is in a non-Roman alphabet (such as Cyrillic), enter it using the Roman alphabet.
- Enter punctuation as it appears in the title, but capitalize after a colon. If there is no punctuation between a title and a subtitle, enter a colon followed by a space (:), and capitalize the word that follows.
- If a newspaper title does not indicate the place of publication, add the location in parentheses following the title, unless it is a national newspaper; e.g., Nome Nugget (AK), but New York Times and USA Today.

Edition

- For monographs and some newspapers and journals, edition refers to a different form or version of a work that has previously been published or is published simultaneously.
- Abbreviate edition as 'ed.'.
- Enter any number associated with the edition using Arabic ordinals (1st ed. for first edition, etc.). Spell out any words associated with the edition (Western ed., Eastern ed., or Final ed.), as may be the case for a newspaper or journal.

Place of Publication

- Enter the name of the city in which the publisher is located. Use the first city listed or the one in the largest or bold font if there is more than one.

- Enter the state, province, or country in parentheses after the city, using the codes in Appendices E and F.
- For newspaper titles, see Titles section above.

Publisher

- Enter the name of the entity responsible for making the work available. If divisions are listed on the work, enter the names in hierarchical order, from highest to lowest:

  University of Alaska Anchorage, Alaska Natural Heritage Program

- The hierarchy does not need to include all of the possible hierarchical elements, but only the ones most likely to be known by readers.
- See also Authors, Business (Corporate) section above.

Date of Publication

- If the date of publication is not listed on the document, use the copyright date, and enter 'Copyright date' in the note field.
- If there is both a publication and a copyright date, and if three or more years separate the dates, enter the publication date in the date field and the copyright date in the note field (c2001) to alert the reader that the information is older than the publication date implies.
- If no year can be found, leave the date field blank and enter 'Date unknown' in the note field.
- For Web sites and electronic publications, enter the date the document was posted on the Internet (published), the date of the last update or revision, and the date you viewed the document.

Journal Volumes and Issues

- Use Arabic numerals (1, 2, 3, and so on).
- Follow these abbreviations, and use upper case:
  - Vol. for volume
  - Suppl. for supplement
  - Pt. for part
  - Spec. No. for special number

Book and Other Monograph Volumes

- If a book is part of a multi-volume set, enter as an Arabic numeral (1, 2, 3, and so on) any volume number assigned to it.
- Abbreviate volume as Vol.
- Use English names for volume; for example, the German 'Band V' would be entered as Vol. 5.

Pagination

- For a journal article, separate the number of the first page and the number of the last page with an en dash if the paging is continuous. Indicate interruptions with commas and spaces, e.g., 285–288, 294.
- Enter any letters that occur before or after page numbers. Enter Roman numerals if they express location (do not change them to Arabic here). In both cases, keep them upper- or lower-case as they appear in the document.
- If a print monograph has no page numbers, count the physical pages and express the quantity as leaves, e.g., 12 leaves. If a print monograph is published in more than one volume, enter the total number of volumes instead of the number of pages, e.g., 3 Vols.

Notes

- Use this field to enhance information about a document. If a record field only accepts numerical data and the bibliographic information needs to be conveyed non-numerically, enter it into the note field. For example, use this field for ‘Date unknown’ and any other explanatory information that does not fit elsewhere in the record.

Examples of Reference Types and Further Information

This section presents examples of many of the possible kinds of entries for the document reference type in the IRMA Data Store. In each example, the elements used to construct a bibliographic reference are listed, followed by the reference itself. Next is shown the entry for the data fields in the IRMA Data Store.

Book (Parent), Book Chapter (Child), and Book Series (Grandparent)

Book (Parent)

Example 1

Bibliographic Reference

Individual (personal) author, date of publication, title, place of publication, publisher

Aadland, Dan. 1993. Treading lightly with pack animals. Missoula (MT): Mountain Press.

IRMA Data Store Entry

Book title: Treading lightly with pack animals
Book description (optional):
Book table of contents (optional):
Book date of publication: Year: 1993
Place of publication: Missoula (MT)
Book edition (optional if first):
Book full description (optional):
Book number/ID (ISBN, international standard book number, optional):
Book notes (optional):
Contacts, pick type (authors, editors, publishers, etc.):
    Author [entered as individual (personal) author]: Aadland, Dan
    Publisher: Mountain Press

Example 2 (More than One Individual [Personal] Author and Acronym in Title)

Capitalize only the first word of the title, proper nouns, proper adjectives, and acronyms. If a book title uses periods with an acronym, enter the acronym with periods.

Bibliographic Reference

More than one individual (personal) author, date, title, place of publication, publisher

Murfin, James V.; Curwen, William. 1980. National parks of the U.S.A. New York (NY): Mayflower Books.

IRMA Data Store Entry

Book title: National parks of the U.S.A.
Book date of publication: Year: 1980
Place of publication: New York (NY)
Contacts, pick type (authors, editors, publishers, etc.):
Author [entered as individual (personal) author]:
1: Murfin, James V.
2: Curwen, William
Publisher: Mayflower Books

Example 3 (Business [Corporate] Author and Series)

Bibliographic Reference

Business (corporate) author, date, title, place of publication, publisher, series title/number

Environmental Law Institute. 1989. NEPA deskbook: Environmental law reporter. Washington (DC): Environmental Law Institute. (ELI Deskbook).

IRMA Data Store Entry

(Most optional fields are not shown here or in the following examples.)

Book title: NEPA deskbook: Environmental law reporter
Book date of publication: Year: 1989
Place of publication: Washington (DC)
Contacts, pick type (authors, editors, publishers, etc.):
Author [entered as business (corporate) author]: Environmental Law Institute
Publisher: Environmental Law Institute

IRMA Data Store Entry for Series (Grandparent)

Book series: ELI Deskbook

Example 4 (Business [Corporate] Author Hierarchy and Edition)

Capitalize only the first word of the edition statement, unless it contains proper nouns. Use Arabic ordinals, entering ‘first’ as ‘1st’, and so on. Abbreviate edition as ‘ed.’ and revised as ‘rev’. Do not abbreviate ‘version’ or ‘update’.

Bibliographic Reference

Business (corporate) author in descending hierarchical order, date, title, edition, place of publication, publisher

National Park Service, Alaska Regional Office, Division of Cultural Resources, Curatorial Services. 1991. Flora of Alaska national parks. Rev. ed. Anchorage (AK): National Park Service.

IRMA Data Store Entry

Book title: Flora of Alaska national parks
Book date of publication: Year: 1991
Place of publication: Anchorage (AK)
Book edition (optional if first): Rev. ed.
Contacts, pick type (authors, editors, publishers, etc.):
Author [entered as business (corporate) author]: National Park Service, Alaska Regional Office, Division of Cultural Resources, Curatorial Services
Publisher: National Park Service

Example 5 (Reprint and Series)

The book's original publication date was 1944, and it was reissued with no changes in 1971. It is not a new or revised edition. For this kind of reference, when you are citing the reprint, enter the original publication date in the date field, and in the note field enter the reissue date, e.g., 'Reissued 1971'.

The title of the book series is entered in the book series (grandparent) reference type. The series number assigned to the book is entered in the record for the book reference type.

Bibliographic Reference

Individual (personal) author, original date/reprint date, title, place of publication, publisher, series title/number

Murie, Adolph. (1944) 1971. The wolves of Mount McKinley. Washington (DC): National Park Service. (Fauna of the National Parks of the United States Series; no. 5).

IRMA Data Store Entry

Book title: Wolves of Mount McKinley
Book date of publication: Year: 1944
Place of publication: Washington (DC)
Book number/ID: 5 [no. 5 in the series Fauna of the National Parks of the United States]
Book notes (optional): Reissued 1971
Contacts, pick type (authors, editors, publishers, etc.):
Author: [entered as individual (personal) author] Murie, Adolph

IRMA Data Store Entry for Series (Grandparent)

Book series: Fauna of the National Parks of the United States

Example 6 (Place of Publication)

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher

Riehle, Jim. 2002. The geology of Katmai National Park and Preserve, Alaska. Anchorage (AK): Publication Consultants.

IRMA Data Store Entry

Book title: Geology of Katmai National Park and Preserve, Alaska
Book date of publication: Year: 2002
Place of publication: Anchorage (AK)
Contacts, pick type (authors, editors, publishers, etc.):
Author [entered as individual (personal) author]: Riehle, Jim
Publisher: Publication Consultants

Example 7 (Publisher)

Enter the publisher name as found on the publication, including capitalization and punctuation, but omit an initial 'The'. When the publisher name includes a division or other part of an organization, enter the names in hierarchical order from highest to lowest. The hierarchy does not need to list every element; start with the one most known. Here, for example, US Department of the Interior, National Park Service, becomes National Park Service.

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher in descending hierarchical order

Johnson, Julie. 2003. A wild discouraging mess: The history of the White Pass Unit of the Klondike Gold Rush National Historical Park. Anchorage (AK): National Park Service, Alaska System Support Office, Klondike Gold Rush National Historical Park.

IRMA Data Store Entry

Book title: A wild discouraging mess: The history of the White Pass Unit of the Klondike Gold Rush National Historical Park
Book date of publication: Year: 2003
Place of publication: Anchorage (AK)
Contacts, pick type (authors, editors, publishers, etc.):
Author [entered as individual (personal) author]: Johnson, Julie
Publisher: National Park Service, Alaska System Support Office, Klondike Gold Rush National Historical Park

Book Chapter (Child)

Example (Is-Part-Of Links)

Pick the title of the book (parent) from an existing IRMA Data Store record. If there is not one, create the book record, and then create the book chapter record.

List the first and last page of the chapter, separated by an en dash. If no page numbers are found for the chapter, identify the location by entering into the note field any pages in the book that are numbered or titled, e.g., 'Following p. xx' or 'Following chapter 4'. If the publication has no page numbers or easily discernible sections, enter the total number of pages of the publication.

Bibliographic Reference

Individual (personal) author, date, title of contribution/chapter/section, 'In' author/editor of book, title of book, place of publication, publisher, series title/number, chapter/section/page numbers

Ackerman, Robert E. 1970. Archaeoethnology, ethnoarchaeology, and the problems of past cultural patterning. In Margaret Lantis, ed. Ethnohistory in Southwestern Alaska and the Southern Yukon. Lexington (KY): University Press of Kentucky. (Studies in Anthropology; no. 7). p. 11–47.

IRMA Data Store Entry for Book Chapter (Child)

Chapter title: Archaeoethnology, ethnoarchaeology, and the problems of past cultural patterning
Chapter page range: 11–47
Chapter number:
Chapter notes:
Contacts:
Author [entered as individual (personal) author]: Ackerman, Robert E.

IRMA Data Store Entry for Book (Parent)

Book title: Ethnohistory in Southwestern Alaska and the Southern Yukon
Book date of publication: Year: 1970
Place of publication: Lexington (KY)
Book number/ID: 7
Book notes (optional): No. 7 in the series Studies in Anthropology
Contacts, pick type (authors, editors, publishers, etc.):
Author: [entered as individual (personal) author] Lantis, Margaret
Publisher: University Press of Kentucky

IRMA Data Store Entry for Book Series (Grandparent)

Book series title: Studies in Anthropology

Book Series / Book Volume in a Series

When a book has a collective title as well as its own, it is part of a series. Pick the title of the book series from an existing IRMA Data Store record. If there is not one, create the record.

In the book series title field, enter the name of the issuing organization or entity (if there is one), followed by the series title. Capitalize every word in the title of a series (except for articles, conjunctions, and prepositions, such as 'a', 'and', 'by', etc.). If there is a series volume number, enter it in the number / ID field of the book form.

Example 1

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher, series title/number

Osgood, C. 1937. The Ethnography of the Tanaina. New Haven (CT): Yale University Press. (Yale University Publications in Anthropology, vol. 16).

IRMA Data Store Entry for Book Series (Grandparent)

Book series title: Yale University Publications in Anthropology

Example 2

In this example, what initially might appear to be a magazine (Alaska Geographic) is in fact a book, and the book series title is Alaska Geographic. The work has been issued as a monograph with an ISBN (International Standard *Book* Number) and not with an ISSN (International Standard *Serial* Number). Its series statement makes it look as though it is an issue of a magazine (Alaska Geographic, vol. 8, no. 4), but it is not.

Be certain that in its book record, the ISBN has been entered into the number / ID field and that 'Also issued as vol. 8, no. 4 of Alaska Geographic' has been entered in the notes field.

Bibliographic Reference

More than one individual (personal) author, date, title, place of publication, publisher, series/number

Hunter, Celia; Wood, Ginny. 1981. Alaska national interest lands, the D-2 lands. Anchorage (AK): Alaska Geographic Society. (Alaska Geographic, vol. 8, no. 4).

IRMA Data Store Entry

Book series title: Alaska Geographic

Brochure

Example 1 (No Publication Date, No Place of Publication)

The publication date is not known but is thought to be recent. Leave the date field empty. Enter in the note field: 'Date unknown but believed to be recent [2009–2010]'. Enter 'Place of publication unknown' in the note field.

Bibliographic Reference

More than one individual (personal) author, date, title of brochure, place of publication, publisher

Moore, Chad; Richman, Angie; Duriscoe, Dan. Night Sky Program: Dark skies for future generations. Place unknown: National Park Service.

IRMA Data Store Entry

Title: Night Sky Program: Dark skies for future generations
Date issued/published:
Notes: Date unknown but believed to be recent [2009–2010]; Place of publication unknown
Contacts, pick type (authors, editors, publishers, etc.)
Author [entered as individual (personal) authors]:

1. Moore, Chad
2. Richman, Angie
3. Duriscoe, Dan

Example 2 (Brief Description and Size)

The physical description of a brochure is described using the brief description and size fields. This example also shows the punctuation of a more complicated title.

Bibliographic Reference

Business (corporate) author, date, title of brochure, place of publication, publisher, brochure number/description

National Park Service, Alaska Region, Archaeological Assistance Program. Save Alaska's heritage: A disappearing treasure: Archaeological resource protection; artifacts, fossil ivory, and bone. Anchorage (AK): National Park Service. 1 folded sheet, 16 pp.

IRMA Data Store Entry

Title: Save Alaska's heritage: A disappearing treasure: Archaeological resource protection; artifacts, fossil ivory, and bone
Brief description: 1 folded sheet
Date issued/published:
Notes: Date unknown; Place of publication: Anchorage (AK); Publisher: National Park Service
Contacts, pick type (authors, editors, publishers, etc.)
Author [entered as business (corporate) author]: National Park Service, Alaska Region, Archaeological Assistance Program
Publisher: National Park Service
Size:
Label: pages
Value: 16

Conference Proceeding, Conference Proceeding Paper, and Conference Proceeding Series

Referring to a work as a conference proceeding or paper describes its content. Proceeding content can be and is published in a number of different formats, including as books, issues of journals, articles in journals, and published reports.

IRMA Data Store uses the proceeding reference type for any work published as a proceeding or as part of a proceeding, regardless of format. If it says proceeding, enter it as a proceeding.

If the title is not obvious to you from the document, be guided by the title page and relative prominence of font and type. The document itself may contain a suggested literature citation for the title that could help you. It can be useful to check online library catalogs, such as the one available through www.arlis.org.

It is possible that the title of the proceeding may differ from the name of the conference. If this is the case, in the title field first list the title of the proceeding and then list the name of the conference. For this title, 'Permafrost: Proceedings of the eighth international conference on…,' the title of the proceeding is 'Permafrost: Proceedings of the' and 'eighth international conference on…' is the name of the conference.

Do not be misled by titles when determining whether a document is a proceeding. There are a few magazines and even journals that have 'proceeding' in the title, but are not actually proceedings. One example is Proceedings Magazine (US Naval Institute), which contains articles submitted by readers, and does not contain the papers or abstracts from a conference.

Conference Proceeding

A conference proceeding is a work published as a record of papers and/or abstracts presented at a professional meeting, conference, symposium, etc. Proceedings can be called transactions, and are usually sponsored by an organizational entity.

Information for a conference proceeding will usually include: editor/chairperson; date of publication; title of proceedings, number/location of meeting (city/state), date of meeting (month/day/year); sponsoring agency; place of publication; publisher; series if any.

Example 1 (More than One Individual [Personal] Editor)

Bibliographic Reference

More than one editor, date, title of conference proceeding publication, place of publication, publisher

Ladd, Wilbur N.; Schempf, Philip F., eds. 1982. Proceedings of a symposium and workshop, raptor management and biology in Alaska and western Canada: held February 17–20, 1981, in Anchorage, Alaska. Anchorage (AK): US Fish and Wildlife Service, Alaska Regional Office.

IRMA Data Store Entry

Proceeding title: Proceedings of a symposium and workshop, raptor management and biology in Alaska and western Canada: held February 17–20, 1981, in Anchorage, Alaska
Proceeding meeting location: Anchorage, AK
Date of meeting: February 17–20, 1981
Place published: Anchorage (AK)
Proceeding publication date: 1982
Contacts, pick type (authors, editors, publishers, etc.)
Editors: 1. Ladd, Wilbur N.
2. Schempf, Philip F.
Publisher: US Fish and Wildlife Service, Alaska Regional Office

Example 2 (Business [Corporate] Author)

Bibliographic Reference

Business (corporate) author, date, title of conference proceeding publication, place of publication, publisher

Arctic Science Conference. 1992. American Association for the Advancement of Science 43rd Arctic Science Conference, program and proceedings: Environmental change—natural and man-made, September 8–12, 1992, Valdez, AK. Fairbanks (AK): University of Alaska Fairbanks, Geophysical Institute.

IRMA Data Store Entry

Proceeding title: American Association for the Advancement of Science 43rd Arctic Science Conference, program and proceedings: Environmental change— natural and man-made, September 8–12, 1992, Valdez, AK.
Proceeding meeting location: Valdez, AK
Date of meeting: September 8–12, 1992
Place published: Fairbanks (AK)
Proceeding publication date: 1992
Contacts;
Author [entered as business (corporate) author]: Arctic Science Conference
Publisher: University of Alaska Fairbanks, Geophysical Institute

Example 3 (Series)

If the conference proceeding is published as part of a series, enter the series title in the record of the reference type for conference proceeding series, and enter the series number in the proceeding number / ID field of the record for the conference proceeding.

Bibliographic Reference

Editor, date, title of the proceedings, name of the conference with date and place, place of publication, publisher, series/number

Kane, Douglas L., ed. 2000. Water resources in extreme environments: Proceedings of AWRA's 2000 spring specialty conference, May 1–3, 2000, Anchorage, Alaska. Middleburg (VA): American Water Resources Association. (American Water Resources Association Technical Publication Series; TPS-99-4).

IRMA Data Store Entry

Proceeding title: Water resources in extreme environments: Proceedings of AWRA's 2000 spring specialty conference, May 1–3, 2000, Anchorage, Alaska
Proceeding meeting location: Anchorage, AK
Date of meeting: May 1–3, 2000
Place published: Middleburg (VA)
Proceeding publication date: 2000
Proceeding number/ID: TPS-99-4
Proceeding notes:
Contacts;
Editor: Kane, Douglas L.
Publisher: American Water Resources Association

IRMA Data Store Entry for Conference Proceeding Series (Grandparent)

Series title: American Water Resources Association Technical Publication Series

Conference Proceeding Paper

Example

Also use this reference type to enter an abstract or poster from a conference. In this case, enter 'Abstract only' or 'Poster only' in the notes field.

Bibliographic Reference

Individual (personal) author, date, title of the conference proceeding paper, In editor, title of the conference proceeding (with date and place), place of publication, publisher, series title of the conference proceeding/number, pages of paper

Deschu, Nancy. 2000. Loon Lake breakout: Gates of the Arctic National Park, Alaska. In Douglas L. Kane, ed. Water resources in extreme environments: Proceedings of AWRA's 2000 spring specialty conference, May 1–3, 2000, Anchorage, Alaska. Middleburg (VA): American Water Resources Association. (American Water Resources Association Technical Publication Series; TPS-99-4). p. 49–53.

IRMA Data Store Entry

Paper title: Loon Lake breakout: Gates of the Arctic National Park, Alaska
Paper page range: 49–53
Contacts [entered as individual (personal) author]: Deschu, Nancy

Dissertation and Thesis

Copyright permission must be obtained from the author before the full-text of a dissertation or thesis can be posted in the IRMA Data Store. Make note of permissions or any restrictions in the note field. Some examples of possible notes: 1) copyrighted, permission granted by author to post full-text, 2) copyrighted; permission secured to distribute internally within NPS, and 3) copyrighted, do not distribute; contact author for full-text.

Dissertations and theses may be published and distributed as monographs or reports or special issues of journals. Always choose the dissertation reference type for a dissertation and the thesis reference type for a thesis.

The degree-granting institution is considered to be the publisher.

Dissertation

By checking the statement on one of the opening pages of the document, you can tell whether work has been submitted for a doctoral degree (PhD), in which case it is a dissertation. The statement will read something like: 'A dissertation submitted in partial fulfillment of the requirements for the degree of Doctor of Philosophy at the University of …'.

Example

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher

Allan, Timo Christopher. 2010. Locked up! A history of resistance to the creation of national parks in Alaska. Pullman (WA): Washington State University.

IRMA Data Store Entry

Title: Locked up! A history of resistance to the creation of national parks in Alaska
Completion date: Exact date: 2010
City, state: Pullman (WA)
Contacts:
Author [entered as individual (personal) author]: Allan, Timo Christopher
University (publisher): Washington State University

Thesis

Similarly, you can tell from the statement on one of the opening pages of the document whether work has been submitted for a master's degree and is thus a thesis. The statement will read something like: 'A thesis submitted in partial fulfillment of the requirements for the degree of Master of Science at the University of …'.

Example

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher

Hyslop, Kristine Elizabeth. 2007. Climate change impacts on visitation in national parks in the United States. Waterloo, Ontario (CA): University of Waterloo.

IRMA Data Store Entry

Title: Climate change impacts on visitation in national parks in the United States
Completion date: Exact date: 2007
City, state: Waterloo, Ontario (CA)
Contacts:
Author [entered as individual (personal) author]: Hyslop, Kristine Elizabeth
University (publisher): University of Waterloo

Email

Example

Bibliographic Reference

Individual (personal) author, date, title/subject line, recipient

Robus, Matt. 1996. Comments on KLGO Bear Response Plan. Klondike Gold Rush National Historic Park.

IRMA Data Store Entry

Title/subject: Comments on KLGO Bear Response Plan
Date emailed: July 30, 1996
Location emailed from:
Contact:
Author: Robus, Matt
Recipient: Klondike Gold Rush National Historic Park

Generic Document

Use this reference type sparingly, and choose it only after examining all of the other possible reference types. If you do choose it, the IRMA Data Store will walk you through the steps for data entry.

Journal and Journal Article

Include the subtitle of a journal unless the title is well known internationally. Enter the journal title as it appears on your document. If an edition statement is present, enter it in the note field.

Enter volume and issue numbers in Arabic numerals. Separate multiple volumes and multiple issues by an en dash (2–3). If an issue has a supplement, part, special number, etc., enter it as an abbreviation (Suppl., Pt., Spec. No.). Issue information can be found on the issue's title page, cover, header, or footer.

If a month or season is present (November 2010, Summer 2012), enter it.

If there is a Digital Object Identifier (DOI), enter it in the note or other appropriate field.

Use the journal article reference type to enter a magazine article. This means that you would follow the examples given here for publications such as the National Parks Magazine. Newspaper magazines, like We Alaskans (Anchorage Daily News) or the New York Times Magazine, are entered as newspapers even though they have 'magazine' in the title.

Journal

Pick the title of the journal from an existing IRMA Data Store record. If there is not one, create the record.

If prompted to enter the title of a journal, always spell it out in full. Do not abbreviate it.

Journal Article

If present, enter first names in full. Always enter authors in the order in which they occur on the document. List all of the authors, even if there are 20 of them. Do not use 'et al.' or 'and others'.

If both an individual (personal) author and a business (organizational) author appear on the article's title page, enter both in the contacts section.

If no author is listed, enter 'Author unknown'. Do not use 'Anonymous'.

If the header indicates that the journal article is part of a section, such as 'news' or 'case report,' enter that in the note field, along with such designations as 'editorial', 'letters to the editor', or 'abstract'.

Example 1 (Author Names with Initials Only, Title Punctuation)

Bibliographic Reference

Individual (personal) authors, date, title of article, title of journal, date, month if present, volume(issue):page numbers of article

Densmore, RV; Neiland, BJ; Zasada, JC; Masters, MA. 1987. Planting willow for moose habitat restoration on the North Slope of Alaska, U.S.A. Arctic and Alpine Research. 19(4):537–543.

IRMA Data Store Entry

Article title: Planting willow for moose habitat restoration on the North Slope of Alaska, U.S.A.
Article page range: 537–543
Contacts:
Author [entered as individual (personal) authors]:
1. Densmore, R.V.
2. Neiland, B.J.
3. Zasada, J.C.
4. Masters, M.A.

Example 2 (Author Names with Particles, More than One Author)

Bibliographic Reference

Individual (personal) authors, date, title of article, title of journal, date, month if present, volume(issue):page numbers of article

Dyck, Sarah; Tremblay, L. Bruno; de Vernal, Anne. 2010. Arctic sea-ice cover from the early Holocene: The role of atmospheric circulation patterns. Quaternary Science Reviews. December. 29(25–26):3457–3467.

IRMA Data Store Entry

Article title: Arctic sea-ice cover from the early Holocene: The role of atmospheric circulation patterns
Article page range: 3457–3467
Contacts:
Author [entered as individual (personal) authors]:
1. Dyck, Sarah
2. Tremblay, L. Bruno
3. de Vernal, Anne

Letter or Memorandum, and Notes

Enter as much information as you have from the document. Indicate the content or subject matter. If necessary construct a title, entering ‘Constructed title’ in the note field.

Example 1 (Letter or Memorandum)

Bibliographic Reference

Individual (personal) author, date of year, title or subject line if any, form of communication (letter, memorandum, note) to recipient or audience, place where document was written (if known and relevant), month and day, length

Andrews, Rupert E. 1971. Copies of work plan. Letter to Charles C. Schmid, January 25. 2 pp.

IRMA Data Store Entry

Title: Copies of work plan
Date produced/written: January 25, 1971
Location letter was written: Unknown
Notes: Constructed title
Contacts:
Author [entered as individual (personal) author]: Andrews, Rupert E.
Recipient: Schmid, Charles C.

Example 2 (Notes)

Bibliographic Reference

Individual (personal) author, date of year, title or subject if any, length

Haber, Gordon. 1983. Field notes re wolf counts Denali National Park, summer and fall. 25 pp.

IRMA Data Store Entry

Title: Field notes re wolf counts Denali National Park, summer and fall
Date created: 1983
Content begin: Summer 1983
Content end: Fall 1983
Contacts:
Author [entered as individual (personal) author]: Haber, Gordon

Map, Map Series, and Mapbook – Atlas

Example 1 (Map Series and Map)

Pick the title of the map series from an existing IRMA Data Store record. If there is not one, create a map series record. For the map reference type, enter the data as prompted.

Bibliographic Reference

Individual (personal) author, date, title of map, place of publication, publisher, series title, number

Albert, Nairn R.D. 1975. Interpretation of Earth Resources Technology Satellite imagery of the Nabesna quadrangle, Alaska. Reston (VA): US Geological Survey. (US Geological Survey Miscellaneous Field Study Map; MF-655J). 2 pp.

IRMA Data Store Entry for Map Series (Parent)

Map series title: US Geological Survey Miscellaneous Field Study Map
Contacts: Publisher: US Geological Survey

IRMA Data Store Entry for Map

Map title: Interpretation of Earth Resources Technology Satellite imagery of the Nabesna quadrangle, Alaska
Map date of issue: 1975
Map issue ID: MF-655J
Place produced: Reston (VA)
Contacts:
Author [entered as individual (personal) author]: Albert, Nairn R.D.
Size:
Label: Pages
Value: 2

Example 2 (Mapbook – Atlas with Editors, Business [Corporate] Author)

Bibliographic Reference

Individual (personal) authors, date, title, place of publication, publisher, series title, number

Jones, Arwyn; Stolboyoy, Vladimir; Tarnocai, Charles; Broll, Gabriele; Spaargaren, Otto; Montanarella, Luca, eds. European Commission, Joint Research Centre, Institute for Environment and Sustainability. 2010. Soil atlas of the northern circumpolar region. Luxembourg: Office for Official Publications of the European Communities.

IRMA Data Store Entry

Title: Soil atlas of the northern circumpolar region
Date published/issued: Year: 2010
Place of publication: Luxembourg
Contacts: Editors:
1. Jones, Arwyn
2. Stolboyoy, Vladimir
3. Tarnocai, Charles
4. Broll, Gabriele
5. Spaargaren, Otto
6. Montanarella, Luca

Business (corporate) author: European Commission, Joint Research Centre, Institute for Environment and Sustainability
Publisher: Office for Official Publications of the European Communities

Newsletter and Newsletter Article

Example 1 (Newsletter [Parent])

Pick the title of the newsletter from an existing IRMA Data Store record. If there is not one, create the record.

If prompted to enter the newsletter title, always spell it out in full. Do not abbreviate it.

Bibliographic Reference

Newsletter title, place of publication, publisher

Alaska Fish Tales and Game Trails. Juneau (AK): Alaska Department of Fish and Game.

IRMA Data Store Entry

Title: Alaska Fish Tales and Game Trails
City/location published: Juneau (AK)
Publisher: Alaska Department of Fish and Game

Example 2 (Newsletter [Parent] in Electronic Format)

Even though the serial in this example has the word ‘Magazine’ on its cover as an alternate title, it is a newsletter and not a magazine. Refer to Appendix A, Definitions, for the distinction between the two.

Bibliographic Reference

Newsletter title, date viewed, URL

The Sentinel: A Publication of the National Park Service. Accessed December 24, 2013, at http://www.nps.gov/mana/parknews/park-newsletter.htm.

IRMA Data Store Entry

Title: The Sentinel: A Publication of the National Park Service
City/location published: http://www.nps.gov/mana/parknews/park-newsletter.htm. Accessed December 24, 2013. From cover: National Park Service Magazine.

Example 3 (Newsletter Article [Child] in Electronic Format)

If you have an issue of a newsletter that is devoted to a single topic or subject, enter it using the newsletter article reference type.

Bibliographic Reference

Individual (personal) authors, date, title of article, title of newsletter, date, month if present, volume (issue):page numbers of article, or date viewed and URL

Woodford, Riley. 2013. Southeast Alaska moose: New research provides insights – and new questions. Alaska Fish and Wildlife News: An Online Newsletter from the Alaska Department of Fish and Game. May 2013 feature article viewed November 12, 2013, at http://www.adfg.alaska.gov/index.cfm?adfg=wildlifenews.view_article&articles_id=602

IRMA Data Store Entry

Article title: Southeast Alaska moose: New research provides insights – and new Questions
Date issued/published: May 2013
Article notes: Last viewed: November 12, 2013; URL: http://www.adfg.alaska.gov/index.cfm?adfg=wildlifenews.view_article&articles_id=602
Contacts:
Author [entered as individual (personal) author]: Woodford, Riley

Newspaper and Newspaper Article

Example 1 (Newspaper [Parent])

Pick the title of the newspaper from an existing IRMA Data Store record. If there is not one, create the record.

If prompted to enter the newspaper title, always spell it out in full. Do not abbreviate it.

Be sure to enter information for place of publication in the city / location published field of the record.

Bibliographic Reference

Newspaper title, place of publication, publisher

Nome Nugget. Nome (AK): Nancy McGuire.

IRMA Data Store Entry

Title: Nome Nugget
City/location published: Nome (AK)
Publisher: Nancy McGuire

Example 2 (Newspaper Article [Child])

Bibliographic Reference

Individual (personal) author, date of year, title of article, title of newspaper with location or edition statement if necessary, month, day, total length or page numbers

Author unknown. 1904. Along the Fairbanks Trail. Alaska Prospector (Valdez, AK). December 22.

IRMA Data Store Entry

Newspaper title: Alaska Prospector
Article title: Along the Fairbanks Trail
Date of publication: December 22, 1904
Contacts: Author: Author unknown

Example 3 (Newspaper Article Pagination, Edition)

Bibliographic Reference

Author, date of year, title of article, title of newspaper with location or edition statement if necessary, month, day, total length or page numbers

Author unknown. 2008. Discover the 50 states: Exploring the wonders in America's backyard. New York Times Magazine (US edition). May 18:107–8, 110, 112, 114, 116, 118, 120, 122, 124, 126.

IRMA Data Store Entry

Newspaper title: New York Times Magazine
Article title: Discover the 50 states: Exploring the wonders in America's backyard
Article brief description:
Date of publication: May 18, 2008
Page range: 107–8, 110, 112, 114, 116, 118, 120, 122, 124, 126
Notes: US edition
Contacts: Author: Author unknown

Published Report and Report Series

For the distinction between a published report and an unpublished report, see Appendix A. Definitions, Technical Report.

Example 1 (Published Report)

It is often helpful to researchers to be able to read previous drafts of a published report. Enter a draft of a published report as a separate document from the final if the draft differs substantially or significantly from the final published report. Enter a colon and 'Draft' in the report title field following the title. Use the same format for other report statements, such as the one shown below.

Bibliographic Reference

Individual (personal) author, date, title, edition, place of publication, publisher

Karle, KF. 2005. Water resources assessment of the Toklat Basin in the vicinity of the Stampede Trail alignment: Final Report. Denali Park (AK): US National Park Service, Denali National Park and Preserve.

IRMA Data Store Entry

Report title: Water resources assessment of the Toklat Basin in the vicinity of the Stampede Trail alignment: Final report
Date of issue: 2005
Place of issue: Denali Park (AK)
Contacts:
Authors [entered as individual (personal) author]: Karle, K.F.
Publisher: US National Park Service, Denali National Park and Preserve

Example 2 (Series [Parent], Published Report [Child])

When a published report has a collective title as well as its own, it is part of a series. In the field for the report series title, begin the entry with the name of the issuing organization or entity, followed by the series title. Capitalize every word in the title of a series (except for articles, conjunctions, and prepositions, such as 'a', 'and', 'by', etc.). Enter the series number in the report number / ID field of the published report form.

Bibliographic Reference

Individual (personal) author, date, title, place of publication, publisher, series title/number

Ringsmuth, Katherine Johnson. 2007. Beyond the moon crater myth: A new history of the Aniakchak landscape; a historic resource study for Aniakchak National Monument and Preserve. Anchorage (AK): National Park Service, Aniakchak National Monument and Preserve. (Research/Resources Management Report – Anchorage, AK; AR/CRR-2277-63).

IRMA Data Store Entry for Published Report Series (Parent)

Report series title: National Park Service Research/Resources Management Report – Anchorage, AK
Contacts: Publisher: National Park Service

IRMA Data Store Entry for Published Report (Child)

Report title: Beyond the moon crater myth: A new history of the Aniakchak landscape; a historic resource study for Aniakchak National Monument and Preserve
Date of issue: 2007
Place of issue: Anchorage (AK)
Report number/ID: AR/CRR-2277-63
Contacts:
Authors [entered as individual (personal) author]: Ringsmuth, Katherine Johnson
Publisher: National Park Service, Aniakchak National Monument and Preserve

Example 3 (Series [Parent])

Bibliographic Reference

Individual (personal) author(s), date, title, place of publication, publisher, report series/number

Frenzel, Steven A.; Dorava, Joseph M. 1999. Water-quality data for the Talkeetna River and four streams in National Parks, Cook Inlet basin, Alaska, 1998. Anchorage (AK): US Geological Survey. (US Geological Survey Open-File Report; 99-459).

IRMA Data Store Entry for Published Report Series

Report series title: US Geological Survey Open-File Report
Contacts: Publisher: US Geological Survey

Example 4 (Series [Parent])

Bibliographic Reference

Individual (personal) author(s), date, title, place of publication, publisher, report series/number

Handel, Colleen M.; Petersen, Margaret R.; Gill, Robert E. Jr.; Lensink, Calvin J. 1981. An annotated bibliography of literature on Alaska water birds. Anchorage (AK): US Fish and Wildlife Service, Biological Services Program – Coastal Ecosystems. (US Fish and Wildlife Service, Office of Biological Services; FWS/OBS – 81/12).

IRMA Data Store Entry for Published Report Series (Parent)

Report series title: US Fish and Wildlife Service Office of Biological Services
Contacts: Publisher: US Fish and Wildlife Service

Unpublished Report

For the distinction between an unpublished report and a published report, see Appendix A. Definitions, Technical Report. Use the unpublished report reference type sparingly.

Example

Bibliographic Reference

Individual (personal) author(s), date, title, place of creation if known

Adams, James; van Beek, Perry; Baker, Jim; Weaver, Pat; Hines, John. 1961. Red salmon investigation. Katmai National Park and Preserve, AK. 219 pp.

IRMA Data Store Entry

Title: Red salmon investigation
Date issued/produced: July 6, 1961
Location: Katmai National Park and Preserve, AK
Abstract/full description: A preliminary stream catalog of the Naknek River system, Bristol Bay, Alaska
Notes:
Contacts: Authors:
1. Adams, James
2. van Beek, Perry
3. Baker, Jim
4. Weaver, Pat
5. Hines, John

Size:
Label: Pages
Value: 219

Electronic Documents

Electronic documents can include works such as e-journals, e-newspapers, e-books, and e-reports. They can be accessed through freely accessible and subscription-based databases and can occur in HTML, PDF, and other formats.

When entering a document that is in electronic format, choose the appropriate IRMA Data Store reference type (e.g., book, published report, journal article, proceeding article, and so on), and enter the information as prompted for that reference type. Be sure to enter the date viewed and the URL and / or DOI where the record can be accessed. Enter this information in the appropriate field or, if none is labeled, enter it in the notes field of the record.

Literature Cited

Council of Science Editors, Style Manual Committee. 2006. Scientific style and format: The CSE manual for authors, editors, and publishers. 7th ed. Reston (VA): The Council.

Johnson, Steven P., and Julianna E. Braund-Allen. 2013. Improving bibliographic records for the Alaska Region in the Integrated Resource Management Applications Data Store: Final project report. Natural Resource Report NPS/AKR/NRR—2014/752. National Park Service, Fort Collins, Colorado.

National Information Standards Organization (US). 2005. Bibliographic references. ANSI/NISO Z39.29-2005. Bethesda (MD): NISO Press. Web site. http://www.niso.org/apps/group_public/download.php/6545/Bibliographic%20References.pdf. PDF accessed on April 23, 2011.

National Park Service, Natural Resource Publications Committee. 2013. The IRMA Data Store help manual. Website. https://irma.nps.gov/content/help/datastore/docs/ReferenceHelp.pdf. Accessed on May 1.

National Park Service, Natural Resource Stewardship and Science. 2013. IRMA Portal: Integrated Resource Management Applications. Web site. https://irma.nps.gov. Accessed on December 1.

University of Chicago Press Staff, eds. 2010. Chicago manual of style: The essential guide for authors, editors, and publishers. 16th ed. Chicago (IL): The Press.

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Appendix A: Definitions

Abstract – a short, accurate description or summary of a work's content. Abstracts are often published as part of a conference proceeding.

Article – a written composition in prose, generally non-fiction and usually short, forming an independent portion of a publication. See Journal; See Magazine; See Newspaper.

Atlas – see Mapbook –Atlas.

Audio Visual Materials – works in non-print and non-electronic formats, such as audio cassettes, video cassettes, compact discs, filmstrips, phonograph records, optical discs, DVDs, etc.

Author – a person, committee, organization, or other party responsible for creating a work's content.

Author Abstract – abstract written by the author of a work.

Author Affiliation – an organization, university, agency, etc., with which the author is associated.

Author, Business – a committee, organization, university, agency, or other party responsible for creating a work's content. Also known as Corporate Author.

Author, Personal – an individual responsible for creating a work's content.

Author Role – explains the contribution of a Secondary Author. Examples are editor, cartographer, compiler, translator, etc.

Author, Secondary – a person, committee, organization, or other party responsible for modifying a work's content. Examples are editor, compiler, translator, etc.

Bibliographic Element – a particular unit of information or data within a reference. An example is the author field.

Book – see Monograph. The IRMA Data Store calls this reference type the Parent in the Is-Part-Of Link.

Book Chapter – books are usually divided into main sections, each with its own title, heading, or number. The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link.

Book Series – see Series, Monographic. The IRMA Data Store calls this reference type the Grandparent in the Is-Part-Of Link.

Brochure – a small booklet, leaflet, or pamphlet, often containing summarized or introductory information; may be in any format (printed, electronic, etc.). It may consist of a single sheet or page, with information printed in columns.

Child – see Links.

Citation – see Reference.

Conference Proceedings – a work published as a record of papers and/or abstracts presented at a professional meeting, conference, symposium, congress, workshop, etc. Proceedings, sometimes called transactions, are usually issued under the auspices of a corporate body (Business Author) or other organizational entity. Use this reference type if citing all of the papers/abstracts from one conference.

Conference proceedings are published in a variety of formats. They can be published as an issue of a journal, a supplement to a journal, and as a book, report, or another type of monograph.

If you are entering any type of conference proceedings, chose one of the Conference Proceedings reference types. This means, for example, that if a special issue of a journal contains papers and/or abstracts presented at a conference, it should be entered as a Conference Proceedings reference type and not as a Journal.

The IRMA Data Store calls the Conference Proceedings reference type the Parent in the Is-Part-Of Link.

Conference Proceeding Paper – a paper presented at a professional meeting, conference, symposium, congress, workshop, etc.

If you have a paper or an abstract that was published as part of a conference proceedings, enter it as a Conference Proceeding Paper even if it was published in the format of a journal article or journal supplement, or as a book or report or another type of monograph.

The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link. See Conference Proceedings.

Conference Proceeding Series – see Series, Conference Proceedings. The IRMA Data Store calls this reference type the Grandparent in the Is-Part-Of Link.

Contract Number – assigned by a sponsoring entity to identify a contract or grant. It may be alphabetic, numeric, or both.

Copyright – the legal right granted under the United States Code title 17 to the author, publisher, or distributor of a work for exclusive publication, production, sale, and/or distribution. Materials do not have to be marked copyrighted in order to be copyright protected (although it is helpful when they are).

Formerly, all government publications (state and federal) were considered non-copyrighted. This is no longer the case. Some state agencies, such as the Alaska Department of Fish and Game, copyright their publications. "Fair Use" is a limited legal exception for purposes of research or criticism to the prohibition against copying protected works. Be aware that some state agencies prohibit republication of Web materials except for downloading a paper copy for subsequent reading.

Theses and dissertations, while also allowing for fair use, are considered copyrighted upon creation.

Articles from journals and newspapers are usually copyrighted, but a small and growing number of journals are published under open-access policies. Articles obtained through subscription databases are copyrighted.

The *IRMA Data Store Data Store Help Manual* contains evaluations regarding proprietary rankings that can be assigned to records within the IRMA Data Store.

For more information about copyright and fair use, see the US Copyright Office's Web site at http://www.copyright.gov/ .

Date of Issue – see Publication Date.

Digital Object Identifier – a persistent name (characters and/or digits) assigned to a physical or digital work, such as an electronic journal or book, that gives current information about where the work can be found on the Internet.

Dissertation – a monograph presenting an in-depth treatment of a subject that embodies the results of original research and substantiates a specific view or hypothesis. It is usually prepared by a graduate student in fulfillment of the requirements towards a Ph.D. degree.

E-book – an online version of a monograph.

Edition – a particular version, size, style, or form in which a work is made available subsequent to its original publication. This includes all impressions, issues, and reprints. Examples include 2nd edition, version 2.0, and reprint. For the Data Store, do not use this element for versions in the sense of different physical formats (e.g., the PDF of a printed work). See also Format.

Editor – a person, committee, organization, or other party responsible for adapting, interpreting, or otherwise modifying a work's content in preparation publication. This might be a person who gathers material for a book, such as a collection of essays by different authors, or one who oversees text written by others for a particular publication.

Electronic Document – a work existing in electronic format, such a PDF or HTML file.

Email – an electronic message sent through an electronic server system from one person to one or more recipients. It consists of a message header (to/from information, date sent, subject line) and the message body (content).

Enumeration – a method using a numeric/alphabetic designation to identify the parts of a multipart or Serial work and to show their relationship to the work as a whole. Examples include the Volumes and Issues assigned to Journals, and the Volumes of an encyclopedia set.

Field – A defined subdivision of an electronic record that contains a specific data element or category of data. Examples of fields in a bibliographic record are author, title, and publication fields.

Format – the manner in which a work is physically manifested. An information resource may be produced in a number of different ways, e.g., printed, electronically, or on film.

Front Matter – the pages preceding the text of a book.

Generic Document – do not use. (This category was originally for documents which could not be more specifically defined.)

Government Document – any publication originating in, issued with the imprint of, or at the expense and by the authority of, any office of a legally organized government or international organization. Sometimes called public documents, most federal documents are not bound by copyright. In many states, including Alaska, state documents may be copyrighted.

Grandparent – See Links.

Granting Institution – for a thesis or dissertation, this is the university or other body that awards the degree recognizing successful completion of work and study at the master's or doctoral level. Enter the name of the granting institution as Publisher.

Holding Location – information on where to obtain the item (information resource).

Holdings – see Holding Location.

International Standard Book Number – see ISBN.

International Standard Serial Number – see ISSN.

International Standard Technical Report Number – see ISRN.

ISBN – a code that uniquely and permanently identifies a specific non-serial work issued by a particular publisher. An example might look like: ISBN XX-XXXX-XXX-C.

ISRN – a code that uniquely identifies a single technical report. It contains a maximum of 36 characters.

ISSN – a code that uniquely and permanently identifies a serial publication. An example might look like ISSN XXXX-XXXC.

Issue – a designation by the publisher used in dividing a larger unit (such as the yearly volume of a journal) into subunits (such as monthly or quarterly issues). Issues usually are assigned the word "number" or its equivalent: "no.," "num.," or "nr."

Journal – an ongoing publication, usually intended for scholars, researchers, and academics in a particular field, that appears regularly and usually more frequently than annually. Often published by a society or institution, each issue of a journal normally contains separate articles or papers. Journals belong to a larger body of publications that include magazines, newspapers, and newsletters; they are collectively known as Periodicals.

Volumes/Issues
Journals are divided into numbered volumes that represent no more than one full calendar year. Each volume is divided into issues, whose frequency may be weekly, monthly, quarterly, etc. The first year a journal is published is volume 1. If the journal is published monthly, there would be 12 issues per year; if quarterly, there would be 4 issues. Issues are sometimes designated as Spring, Summer, Fall, and Winter.

Supplements/Special Issues
Journals may publish supplements or special issues. These are usually a collection of articles on a particular topic. They can also be papers or abstracts presented at a conference or workshop; if so, the reference type is Conference Proceedings and not Journal.

A journal can appear simultaneously in more than one format (e.g., both print and electronic). Electronic journals with print counterparts usually have the same pagination. Internet-only journals often have no page numbers.

Cite the specific version of the journal that is seen and used. For example, do not cite the print version if the Internet version is used.

A Scholarly Journal contains articles of interest to experts, researchers, and academicians in a particular subject or interdisciplinary field. Articles are almost always peer-reviewed. Examples of scholarly journals include the *Bulletin of the Mount Desert Island Biological Laboratory, Journal of Range Management, Ecology, American Fern Journal, American Anthropologist,* and *Natural History*.

A Trade Journal contains news and information written for professionals within a particular discipline or business. The authors of articles in this type of journal are frequently professionals writing for each other. The journal will typically include product or service reviews, job listings, and advertisements but not original research.

Enter Magazine as a Journal.

Journal Article – a piece of writing, complete in itself, from a Journal. There are several kinds, with the most common being:

Peer-Reviewed Articles contain descriptions of current, original research findings. They are usually 5 to 25 pages in length, but may be much longer.

Review/Literature Reviews present a systematic overview of the research results of many different articles about a particular topic; they also provide references to the original research.

Letters/Communications have short descriptions of important research findings that have been fast-tracked for immediate publication because they are considered urgent.

Research Notes are short accounts of current research findings that are considered less urgent or important than Letters.

Supplemental Articles contain a large volume of tabular data resulting from current research and may be quite lengthy. Some journals now only publish this data electronically.

This reference type also includes articles from a journal's News section, Editorials, and Letters to the Editor. These last three usually are not regarded as scientific articles because they have not been peer-reviewed.

The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link.

See Article; see Journal.

Journal Issue – the IRMA Data Store calls this reference type the Parent in the Is-Part-Of Link. See Journal.

Journal Title – the IRMA Data Store calls this reference type the Grandparent in the Is-Part-Of Link. See Journal.

Keyword – a word or words assigned to a work to convey its main subject content. A keyword can also be the significant word or words in the title, abstract, or text of a work.

Letter – a message, handwritten or typed on paper or composed electronically, sent from one person to a recipient; also known as Personal Communication. An article from the Letters to the Editor section of a journal or newspaper should be entered as a Journal Article.

Links – the IRMA Data Store uses a kind of reference link, Is-Part-Of, to describe relationships between a part of a work and its larger entity. The purpose includes helping to prevent duplication and to speed data entry. Is-Part-Of Links are divided into two categories, 1) Child-Parent Links and 2) Child-Parent-Grandparent Links, as shown below.

Child-Parent Links
Journal Article — Journal Title
Map (Child Reference) — Map Series (Parent Reference)
Newsletter Article — Newsletter Title
Newspaper Article — Newspaper Title
Published Report — Report Series

Child-Parent-Grandparent Links
Book Chapter — Book — Book Series
Conference Proceeding Paper — Conference Proceedings — Conference Series

Magazine – a type of periodical aimed at a general reading audience, with articles of popular interest that often may be written for readers knowledgeable about the subjects presented. Examples of magazines include the *National Parks Magazine, National Geographic Magazine, Scientific American,* and *Nature Magazine.*

Use the Journal reference type for all Magazine articles.

Map – a visual representation of the surface of an object, usually the earth or other celestial bodies. Maps can show countries, cities, streets, geologic features, demographic or meteorological data, botanical and biological data, astronomical features/data, etc. The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link.

Map Series – see Series, Map. IRMA calls this reference type the Parent in the Is-Part-Of Link.

Mapbook, Atlas – a digital file or book or other bound collection of maps; any work of tables, charts, or plates that systematically illustrates a subject.

Master's Thesis – a monograph giving an in-depth treatment of a subject that embodies the results of original research and substantiates a specific view or hypothesis. It is usually prepared by a graduate student in fulfillment of the requirements towards a Master's degree.

Memorandum – a short message or record used for internal communication, usually in a business, organization, or agency. The information is usually directive, advisory, or informative.

Microform – a highly reduced photographic copy of a written or printed document, produced on translucent material (microfiche, microfilm) and read with a device that projects the image on a screen.

Monograph – a publication complete in a single volume or in a limited number of volumes; may be published by a commercial or scholarly press, or by an organization or agency. Examples of monographs include books, textbooks, technical reports, conference proceedings, Master's theses, Ph.D. dissertations, bibliographies, and scholarly treatises on a specific subject. A monograph can be in printed or electronic format. Periodicals (journals, newspapers, etc.) are not monographs.

Newsletter – a periodical that may be formatted electronically or as a printed sheet, pamphlet, or small newspaper and whose individual issues contain news articles and/or information of interest chiefly to a special group.

Newsletter Article – a piece of writing, complete in itself, from a Newsletter. The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link. See Article; See Newsletter.

Newsletter Issue – the IRMA Data Store calls this reference type the Parent in the Is-Part-Of Link. See Volumes/Issues section under Journals.

Newsletter Title – the IRMA Data Store calls this reference type the Grandparent in the Is-Part-Of Link. See Newsletter.

Newspaper – a periodical, often appearing daily or weekly, that may be formatted electronically or in print. Its individual issues are comprised mostly of articles with factual reports of current or recent news, opinions, advertisements, and other items of interest written for a general audience.

Use this reference type for any newspaper, as well as its weekly supplement; for example, the *New York Times* and its *New York Times Magazine* are both entered as newspapers.

The IRMA Data Store calls this reference type (Newspaper Title) the Parent in the Is-Part-Of Link.

Newspaper Article – a piece of writing, complete in itself, from a Newspaper. The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link. See Article; see Newspaper.

Notes – a brief record of something written down to assist the memory or for future reference. Do not confuse this reference type with that of Research Notes, which are a type of article published in a Journal. See Journal Article.

Parent – see Links.

Peer Review – a widely accepted indicator of quality scholarship in a discipline or field. It involves obtaining impartial opinions from the research and academic community to determine whether papers submitted for publication in journals or at conferences are of a suitable standard. The opinions are usually sought by publishers, editors, and conference organizers, and are requested from those whose expertise and stature are similar to that of the authors. Peer-reviewed journals only publish articles that have passed through this review process. See also Refereed.

Periodical – a publication that appears at regular intervals (periodically), such as daily, monthly or annually, usually over the course of several or many years. The term periodical includes journals, magazines, newspapers, and newsletters. Periodicals belong to a larger group called Serials.

Physical Format – the physical form in which a work appears or is packaged. Pages, leaves, microfilm, microfiche, electronic, videocassettes, audiocassettes, albums, film reels, frames, magnetic tape, disks, bytes, and boxes are all examples of format.

Place of Meeting – the name of the city in which a conference, congress, symposium, workshop, or other meeting was held.

Place of Publication – the name of the city and country where the publisher is located.

Proceedings – the published record of a meeting of a society, association, institution, or other organization, often accompanied by abstracts or reports of papers presented. Sometimes synonymous with Transactions.

Publication Date – the date of creation or issue of a work as designated by its publisher or creator.

Publication – the reproduction of a work in tangible form and offering it for sale or distribution. It includes any general distribution to the public of works in print and of non-print works, including visual, audiovisual, and electronic. See also Work.

Published – prepared and printed (also includes electronically), and distributed or made available for purchase. See Technical Report.

Published Report – see Technical Report. The IRMA Data Store calls this reference type the Child in the Is-Part-Of Link.

Published Report Section – a section within a published report. See Technical Report.

Publisher Name – the person, firm, or corporate (business) body responsible for making a work available to the public. The publisher, distributor, and/or printer of a work may be one and the same.

Reference – a set of bibliographic elements that refers to a work and is complete enough to uniquely identify it. For example, a basic reference to a book would include the author(s), title, place of publication, publisher, and date of publication; a basic reference to an article in a journal would include the author(s), title of article, title of journal, volume and issue numbers, date, and page numbers.

Reference Code – a unique code assigned to each reference in the Data Store.

Reference Links – See Links.

Reference Type – the different kinds of bibliographic resources. These include books, journal articles, conference proceedings, etc.

Refereed – said of a journal or other periodical whose manuscripts are evaluated by at least one subject specialist, in addition to the editor, before being accepted for publication. See Peer Review.

Reprint – a publication in its second or subsequent printing. The text is generally unchanged. If changes are made, such as the addition of new material, it may be considered a new edition of the publication. A single journal article may also be issued as a reprint.

Report Series – the IRMA Data Store calls this reference type the Parent in the Is-Part-Of Link. See Series; see Technical Report.

Serial – a publication in any medium that 1) is issued in successive parts that often have numerical or chronological designations, 2) usually appears at regular intervals, and 3) is usually intended to be continued indefinitely. The term includes periodicals, newspapers, annuals, numbered monographic series, and the proceedings, transactions, or memoirs of societies or other organizations.

Series – a group of individually titled publications that is part of and composes a larger body of work (the series), which itself has a collective title. The individual publications may or may not be numbered, and are usually issued in sequence, related to each other by subject, and similar in format.

Series, Conference Proceedings – organizations often hold professional conferences every year or every two years, and publish the conference proceedings each time. These individual proceedings will be issued as part of an overall grouping, with each proceeding also standing on its own, with its own title. An example of a conference proceedings series is the Transactions and Proceedings Series – National Park Service. Within this series are a number of titles, one example of which is the 1976 *Proceedings of the First Conference on Scientific Research in the National Parks*. See Conference Proceedings; see Series.

Series, Map – a succession of maps published with related subjects or authors, usually with similar format and/or continuous numbering. See Series.

Series, Monographic – a book that is published in a series, with each book standing on its own but also comprising a part of a larger subject. A series is often published by a specific organization. An example is *Climate dynamics: why does climate vary?* published as volume 189 in the American Geophysical Union's Geophysical Monograph Series. See Series.

Series, Technical Report – see Series.

Size – number of pages; physical size of the document.

Source – in a bibliographic record in a database or index, this is the field which identifies the primary, larger work that contains the selected article, book chapter, conference paper, etc.

Sponsoring Body – the name of the organization or body (other than the publisher) that supported or funded the research for the work.

Supplement – an item, usually issued separately, that complements a previously published work by bringing it up-to-date or adding information.

Table of Contents – a list, usually near the front of a work, detailing the contents (chapters, appendices, references, etc.).

Technical Report – a document written by one or more researchers that details the results of a project and is submitted to the sponsor of that project. Technical reports, crucial to the literature of the sciences, are usually produced non-commercially (e.g., by a government agency, institution, society, special contractor, or grantee) and are frequently not widely distributed or widely published. They often have unique report numbers, contract or grant numbers, and series numbers. They may contain individual chapters, sections, or appendices.

A Published Report and an Unpublished Report are both Technical Reports. Use the reference type Published Report for reports that have been prepared, printed (this also includes electronically), and distributed or made available for purchase. If a Technical Report is marked Draft and has been distributed beyond a few readers or beyond an in-house group (and especially if it has been made available through a library), it is considered a Published Report.

Additionally, a report may be considered published if it has been disseminated

- in multiple copies
- in multiple copies after formal editorial review, which might include peer review
- through an organized publication series, despite not having undergone normal editorial review

An Unpublished Report is a report-like document that has not gone through editorial or other review processes historically associated with the preparation of published reports.

Unpublished reports have limited availability because they are not distributed; they may be shared only in-house and only with one or a small number of readers; they do not appear in libraries, catalogs, or databases.

Any of the following might be considered unpublished:

- a typewritten report, never circulated 'beyond the file cabinet' but which has subsequently been scanned and made available on a document server or Web site

- a report circulated in order to solicit comment from peers of the writer or other reviewers. Such reports may be marked 'not for publication', 'do not cite', or 'do not cite without author's permission'

Because items produced outside historical processes of publication are increasingly found in Web sites and libraries, 'unpublished report' has a less precise meaning today than in the past.

Use the Unpublished Report reference type sparingly.

Thesis – see Master's Thesis.

Title – an identifying name given to a work, or to a part of a work.

Title, Analytic – the title for a contribution that is included within a monographic-level or collective-level work, and that is handled, processed, or referenced as an individual item. Examples include the title of an article in a journal and a chapter in a multi-authored report.

Title, Collective – a common title shared by a number of separate works, each of which has its own individual title. May also be known as a Group Title or Series Title.

Title, Monographic – the chief distinguishing title for a single-volume non-serial work; the title unique to each single volume in a multivolume set.

Title Page – the page, near the front, that lists the title and subtitle of a work, its authors, editors, and/or contributors, publisher or printer, and sometimes place and date of publication. Some technical reports list all or part of this information only on the front cover. Whenever possible, use the title page for this information.

Transactions – the proceedings of a convention, conference, workshop, meeting, etc.

Unpaginated – pages that are not numbered.

Unpublished Report – see Technical Report.

Volume – the primary level of enumeration supplied by the publisher to identify the units of a work. Designation may be alphabetic, numeric, or alphanumeric. For journals, each year's worth of issues is usually considered a volume, with volume 1 corresponding to the first year a journal was published. See also Enumeration, Issue, Journal, and Serial.

Web Page – the visible display of a single act of http access or the results of accessing a URL that starts with "http:". This would include all the images, etc., that are loaded when that URL is accessed.

Web Site – a unified and linked collection of Web pages; a site is usually well defined by the person or organization administering it, and frequently entered from a single homepage. An example is the Alaska Resources Library and Information Services Web site*:* www.arlis.org.

Wire Service – enter as Publisher.

Work – any recorded information, published or unpublished, regardless of its physical form or characteristics. This includes: written material, whether handwritten, printed, typed, or in electronic form; painted, drawn, or engraved matter; sound recordings; printed photographs and exposed or printed film; and reproduction of the foregoing by whatever process.

Appendix B: Business (Corporate) Authors Standardized

In general, enter author names as found on the document's title page, the back of the title page, or sometimes the cover. Because some author names change over time, there can be valid variations. Aside from a few conventions listed in this Appendix, always enter author names as found on the document you are viewing. The arrow sign '→' is used to mean 'enter this way'. The examples in this listing were derived from the Alaska portion of the IRMA Data Store.

- If no author is listed, enter Author unknown
- When an author's name begins with 'A', 'An', or 'The', do not include the article, e.g., The Nature Conservancy → Nature Conservancy
- State of Alaska → Alaska. Drop 'State of' and enter the words that follow, e.g.,
    - State of Alaska Department of Environmental Conservation → Alaska Department of Environmental Conservation
- Enter author names in this order: highest or largest entity most commonly known to the intended audience → lowest or smallest component listed
    - Wrangell-Saint Elias National Park and Preserve → National Park Service, Wrangell-St Elias National Park and Preserve
    - Energy, US Congress. Senate. Committee on → US Congress. Senate Committee on Energy
- In general, the highest hierarchy used should be the one most commonly known to the intended audience, e.g.,
    - US Department of the Interior, National Park Service → National Park Service
    - US Department of the Interior, Bureau of Land Management → Bureau of Land Management
    - US Department of Agriculture, Forest Service → US Forest Service
- If a nationality is not part of the name of a national body, or if the national body might be confused with an organization by the same or a similar name in more than one country, usually enter the two-digit ISO country code in parentheses after the name, e.g.,
    - Bureau of Indian Affairs (CA)
    - Bureau of Indian Affairs (US)
    - National Energy Board (CA)
    - National Science Foundation (US)
- United States → US (no periods, no space) when at beginning of author name
- U. S. → US (no periods, no space) when at beginning of author name
- U.S. → US (no periods, no space) when at beginning of author name
- Corp. → Corporation
- Dept. → Department
- Div. → Division
- Incorporated → Inc. when it occurs at the end of the name, e.g.,
    - Ahtna Incorporated → Ahtna, Inc.
    - Precede Inc. with a comma
- Limited → Ltd. when it occurs at the end of the name, e.g.,
    - L.G.L. Limited → LGL, Ltd.
        - But: LGL Limited Environmental Research Associates
    - Precede Ltd. with a comma
- & → and

A

ABR Inc. → Alaska Biological Research, Inc.
ADEC → Alaska Department of Environmental Conservation
ADF&G → Alaska Department of Fish and Game
ADNR → Alaska Department of Natural Resources
Ahtna, Inc.
Ahtna Incorporated → Ahtna, Inc.
Alaska Biological Research, Inc.
Alaska Bird Observatory
Alaska Boreal Forest Council
Alaska Coastal Management Program
Alaska Community Action on Toxics
Alaska Cooperative Fish and Wildlife Research Unit
Alaska Cooperative Park Studies Unit
Alaska Department of Commerce
Alaska Department of Community and Regional Affairs, Municipal Regional Assistance Division
Alaska Department of Environmental Conservation
Alaska Department of Environmental Conservation, Division of Environmental Quality, Air Quality Management Section
Alaska Department of Environmental Conservation, Division of Environmental Quality, Water Quality Management Section
Alaska Department of Environmental Conservation, Division of Water Programs
Alaska Department of Fish and Game
Alaska Department of Fish and Game, Division of Commercial Fisheries
Alaska Department of Fish and Game, Division of Commercial Fisheries, Central Region
Alaska Department of Fish and Game, Division of Commercial Fisheries Management and Development
Alaska Department of Fish and Game, Division of Fisheries Rehabilitation, Enhancement and Development
Alaska Department of Fish and Game, Division of Game
Alaska Department of Fish and Game, Division of Habitat
Alaska Department of Fish and Game, Division of Habitat and Restoration
Alaska Department of Fish and Game, Division of Sport Fish
Alaska Department of Fish and Game, Division of Subsistence
Alaska Department of Fish and Game, Division of Wildlife Conservation
Alaska Department of Fish and Game, Division of Wildlife Management
Alaska Department of Fish and Game, Furbearer Program
Alaska Department of Fish and Game, Moose Research Center
Alaska Department of Fish and Game, Paint River/McNeil River State Game Refuge and Sanctuary
Alaska Department of Health and Social Services, Division of Public Health
Alaska Department of Highways
Alaska Department of Highways, Materials Section
Alaska Department of Highways, South Central District
Alaska Department of Natural Resources
Alaska Department of Natural Resources, Division of Agriculture
Alaska Department of Natural Resources, Division of Forestry
Alaska Department of Natural Resources, Division of Land and Water Management
Alaska Department of Natural Resources, Division of Land, Land Resources Section
Alaska Department of Natural Resources, Division of Lands

Alaska Department of Natural Resources, Division of Mines and Minerals
Alaska Department of Natural Resources, Division of Oil and Gas
Alaska Department of Natural Resources, Division of Parks and Outdoor Recreation
Alaska Department of Natural Resources, Division of Parks, Office of History and Archaeology
Alaska Department of Natural Resources, Division of Research Development, Land Resource Planning Section
Alaska Department of Natural Resources, Division of State Parks
Alaska Department of Natural Resources, Office of Habitat Management and Permitting
Alaska Department of Transportation
Alaska Department of Transportation and Public Facilities
Alaska Department of Transportation and Public Facilities Southeast Region
Alaska Dept. of Fish & Game → Alaska Department of Fish and Game
Alaska Dept. of Natural Resources → Alaska Department of Natural Resources
Alaska Dept. of Transportation → Alaska Department of Transportation
Alaska Dept. of Transportation & Public Facilities → Alaska Department of Transportation and Public Facilities
Alaska Division of Agriculture → Alaska Department of Natural Resources, Division of Agriculture
Alaska Division of Geological and Geophysical Surveys
Alaska Earthquake Information Center
Alaska Energy Authority
Alaska Fish and Game Commission
Alaska Geographic Society
Alaska Geological Consultants, Inc.
Alaska Geological Society
Alaska Geological Society, Stratigraphic Committee
Alaska Governor's Agency Advisory Committee on Leasing
Alaska Interagency Fire Management Council
Alaska Land Managers Cooperative Task Force Fire Subcommittee
Alaska Land Use Council
Alaska Land Use Council, Fire Management Group, Tanana/Minchumina Fire Planning Team
Alaska Loon Working Group
Alaska Miners Association
Alaska National Parks and Monuments Association
Alaska Native Claims Appeal Board
Alaska Natural Heritage Program
Alaska Natural History Association
Alaska Office of Management and Budget, Division of Governmental Coordination
Alaska Office of the Governor
Alaska Oil and Gas Commission
Alaska Partners in Flight
Alaska Photogrammetric Consultants Group
Alaska Planning Group → National Park Service, Alaska Planning Group
Alaska Power and Telephone Company
Alaska Power Authority
Alaska Sea Grant College Program → University of Alaska, Alaska Sea Grant College Program
Alaska State Housing Authority
Alaska Transportation Consultants, Inc.
Alaska Travel Publications
Alaska Video Postcards

Alaska Volcano Observatory
Alaska Water Laboratory
Alaskan Arctic Gas Study Company
American Adventure Productions
American Association for the Advancement of Science
American Geographical Society
American Geographical Society of New York → American Geographical Society
American Geophysical Union
American Historical Association
American Institute of Biological Sciences
American Public Health Association
American Red Cross
American Video Distributors
Arco Alaska, Inc.
Arctic Environmental Information and Data Center → University of Alaska, Arctic Environmental Information and Data Center
Arctic Geo-Terrain Consulting
Arctic Institute of North America
Arctic National Wildlife Refuge → US Fish and Wildlife Service, Arctic National Wildlife Refuge
Arctic Network Inventory and Monitoring Program → National Park Service, Arctic Network Inventory and Monitoring Program
Arctic Productions
Arctic Research Consortium of the United States
Arthur D. Little, Inc.
Associated Pipe Line Contractors, Inc.
Author unknown

B
Bassett and Morrison Law Firm
Boone and Crockett Club
BP Exploration
BP Exploration (Alaska), Inc.
BP Exploration, Inc.
Bristol Bay Coastal Resource Service Area Board
Bristol Bay Regional Planning Team
Bristol Environmental Service Corporation
British Schools Exploring Society
Bureau of Indian Affairs (US)
Bureau of Indian Affairs (US), Planning Support Group
Bureau of Land Management, Alaska Outer Continental Shelf Office
Bureau of Land Management, Alaska State Office
Bureau of Land Management, Anchorage District Office
Bureau of Land Management, Bureau of Outdoor Recreation
Bureau of Land Management, Kobuk District, Fairbanks, Alaska
Bureau of Land Management, Tanacross Youth Conservation Corps
Bureau of Reclamation, Technical Service Center
Bureau of Sport Fisheries and Wildlife (US)
Bureau of Sport Fisheries and Wildlife (US), Alaska Native Claims Settlement Act Task Force

C
C.C. Hawley and Associates
Cambior
Camera One
Canadian Arctic Gas Study, Ltd.
Canadian Committee for the International Biological Programme
Canadian Wildlife Service
Cave Research Foundation
Center for Biological Diversity
Center for Environmental Research Information
Center for Northern Studies (VT)
Centre Productions
Chugach National Forest → US Forest Service, Chugach National Forest
Circumpolar Seabird Working Group
CIRI → Cook Inlet Region, Inc.
City of Seward
City of Skagway
Cold Regions Research and Engineering Laboratory (US)
Colorado State University
Conservation Association
Conservation of Arctic Flora and Fauna
Cook Inlet Region, Inc.
Cooperative Extension Service → University of Alaska Fairbanks, Cooperative Extension Service [name the university as appropriate]
Copper Valley Electric Association
CRREL → Cold Regions Research and Engineering Laboratory (US)

D
Dames and Moore, Inc.
Defense Environmental Restoration Program
Denali Borough
Dickinson-Oswald-Walch-Lee Engineers
Douglas Island Pink and Chum, Inc.
Ducks Unlimited

E
Echo Bay Mines, Ltd.
Ecological Society of America
Economic Research Associates
Edzeno Native Council
Energy Engineering Research Laboratory
Energy, US Congress. Senate. Committee on → US Congress. Senate Committee on Energy
ENSR Consulting and Engineering
Entomological Society of Canada
Environment Canada, Yukon Renewable Resources
Environmental Research Associates
Environmental Services Limited (LGL) → Environmental Services, Ltd.
Envirosphere Company
EPA → US Environmental Protection Agency

Exxon Valdez Oil Spill Restoration Team
Exxon Valdez Oil Spill Trustee Council
Exxon Valdez Oil Spill Trustee Council, Habitat Protection Work Group
Exxon Valdez Trustee Council → Exxon Valdez Oil Spill Trustee Council

F
Federal Energy Regulatory Commission, Office of Hydropower Licensing (US)
Federal Law Enforcement Training Center (US)
Federal Subsistence Board (US)
Federal Water Quality Administration (US)
Film Forum
Fisheries and Environment Canada, Inland Waters Directorate, Glaciology Division, Fisheries Branch
Fisheries Research Institute → University of Washington, Fisheries Research Institute
Flora of North America Editorial Committee

G
George Wright Society
Gustavus Electric Company

H
HARZA-EBASCO Susitna Joint Venture
Hazardous Materials Technical Center
High Desert Research Collective
HKS Associates
Humpback Whale Recovery Team
Hydro-Quebec

I
Icy Strait Environmental Services
Idaho Cooperative Park Studies Unit
Institute of Arctic and Alpine Research (University of Colorado)
INSTAAR → Institute of Arctic and Alpine Research (University of Colorado)
Interagency Advisory Committee on Water Data
Intergovernmental Task Force on Monitoring Water Quality
International Boreal Forest Research Association
International Video Network
Interrain Pacific
Intersea Research Corporation

J
JACA Corporation
Joint Federal-State Land Use Planning Commission for Alaska
Joint Federal-State Land Use Planning Commission for Alaska, Resource Planning Team

K
Kantishna Hills Dunkle Mine Study Group
Katmai National Park → National Park Service, Katmai National Park and Preserve
Kenai Peninsula Borough

Kenai Peninsula Borough, Planning Department
Kinnetic Laboratories, Inc.
Klondike Gold Rush National Historical Park → National Park Service, Klondike Gold Rush National Historical Park
Kodiak Historical Society

L
Lake and Peninsula Borough
Lake Clark National Park & Preserve → National Park Service, Lake Clark National Park and Preserve
Land Design North
L.G.L. Limited → LGL, Ltd.
LGL Alaska Research Associates, Inc.
LGL Limited Environmental Research Associates
LGL, Ltd.
LGL Research Associates
Lombard North Group
Los Alamos National Laboratory

M
Mangi Environmental Group
Matanuska-Susitna Borough
Matanuska-Susitna Borough, Planning Department
MJM Research
Mount McKinley National Park → National Park Service, Mount McKinley National Park

N
National Academy of Sciences (US)
National Audubon Society (US)
National Cartographic Information Center (US)
National Environmental Research Center → US Environmental Protection Agency, National Environmental Research Center
National Geographic Society
National Marine Fisheries Service → US National Marine Fisheries Service
National Mine Health and Safety Academy
National Ocean Service → US National Ocean Service
National Oceanic and Atmospheric Administration (US)
National Oceanic and Atmospheric Administration (US), Environmental Research Laboratories
National Oceanic and Atmospheric Administration (US), Ocean Assessments Division, Alaska Office
National Oceanic and Atmospheric Administration (US), Outer Continental Shelf Environmental Assessment Program
National Park Service
National Park Service, Air Resources Division
National Park Service, Alaska Area Office
National Park Service, Alaska Planning Group
National Park Service, Alaska Region
National Park Service, Alaska Regional Office
National Park Service, Alaska Regional Office, Chief Environmental Compliance Division

National Park Service, Alaska Regional Office, Cultural Resource Division
National Park Service, Alaska Regional Office, Minerals Management Division
National Park Service, Alaska Support Office
National Park Service, Anchorage Support Office
National Park Service, Anthropology Division
National Park Service, Arctic Network Inventory and Monitoring Program
National Park Service, Denali National Park and Preserve
National Park Service, Denali National Park and Preserve, Denali Access Task Force
National Park Service, Denali National Park and Preserve, Fire Management
National Park Service, Denali National Park and Preserve, Research and Resource Preservation Division
National Park Service, Denver Service Center
National Park Service, Division of Audiovisual Arts
National Park Service, Division of Interpretation
National Park Service, Division of Publications
National Park Service, Energy, Mining and Minerals Division
National Park Service, Glacier Bay National Park and Preserve
National Park Service, Harpers Ferry Center, Division of Interpretive Planning
National Park Service, History Division
National Park Service, International Park Program
National Park Service, Katmai National Park and Preserve
National Park Service, Kenai Fjords National Park
National Park Service, Kenai Fjords National Park, Resource Management Division
National Park Service, Kenai Fjords National Park, Resource Management Team
National Park Service, Klondike Gold Rush National Historical Park
National Park Service, Lake Clark National Park and Preserve
National Park Service, Minerals Management Division
National Park Service, Mining, Land Resources Division
National Park Service, Mining and Minerals Division
National Park Service, Mining, Minerals Management Division
National Park Service, Mining and Minerals Branch
National Park Service, Mount McKinley National Park
National Park Service, Mount McKinley National Park, West District Ranger
National Park Service, Natural Resource Advisory Council
National Park Service, Natural Resource Division
National Park Service, Natural Resource Information Division
National Park Service, Natural Resource Program Center
National Park Service, Natural Resource Programs
National Park Service, Natural Resource Stewardship and Science
National Park Service, Office of Resource Planning, San Francisco Planning Service Center
National Park Service, Office of the Chief Scientist
National Park Service, Pacific Northwest Region
National Park Service, Socio-Economic Studies Division
National Park Service, Southwest Alaska Network
National Park Service, Southwest Region
National Park Service, Spanish Colonial Research Center
National Park Service, Yukon-Charley Rivers National Preserve
National Park Service, Yukon-Charley Rivers National Preserve, Resource Management Division
National Park Service, Water Resources Division

National Park Service, Wonder Lake Sub-District Staff
National Research Council Canada
National Research Council (US)
National Research Council (US), Committee on Management of Wolf and Bear Populations in Alaska
National Science Foundation (US)
National Science Foundation (US), Interagency Arctic Research Policy Committee
National Wildlife Federation
National Weather Service → National Weather Service (US)
National Weather Service (US), Observing Systems Branch
National Weather Service (US), Office of Hydrology, Hydrometeorological Branch
Nature Conservancy
NMFS → US National Marine Fisheries Service
NOAA → National Oceanic and Atmospheric Administration (US)
North Dakota Soil Conservation Service
North Pacific Fishery Management Council
North Pacific Fishery Management Council, Plan Team for the Groundfish Fisheries of the Gulf of Alaska
Northern Lights Productions
Northwest Economic Associates

O
Outer Continental Shelf Environmental Assessment Program → National Oceanic and Atmospheric Administration (US), Outer Continental Shelf Environmental Assessment Program
Oxford University Exploration Club

P
Pacific Rim Research
Pacific States Marine Fisheries Commission
Pan American Union
Parks Canada
Porcupine Caribou Management Board
Province of British Columbia

R
Reindeer Herders Association
Renewable Resources Consulting Services, Ltd.
RWJ Consulting

S
Scientific Working Group for the Delegations from United States and Canada Concerning Yukon River Salmon
Sealaska Corporation
Seward Chamber of Commerce
Smithsonian Institution
Smithsonian Institution, National Air and Space Museum
State of Alaska → Alaska (drop ‘State of’ and begin entry with the words that follow, e.g., State of Alaska Department of Environmental Conservation → Alaska Department of Environmental Conservation)

Steller Sea Lion Recovery Team
Stone and Webster Engineering

T
Tanana Chiefs Conference
Tanana Tribal Council
Telida Tribal Council
Troy Ecological Research Associates
Trustees for Alaska

U
UNESCO MAB Northern Sciences Network Secretariat
Union Carbide Corporation
Union Carbide Corporation, Nuclear Division, Oak Ridge Gaseous Diffusion Plant
United States → US (if at beginning of business/corporate author name)
University of Alaska
University of Alaska, Arctic Environmental Information and Data Center
University of Alaska, Agricultural Experiment Station
University of Alaska, Alaska Cooperative Park Studies Unit → Alaska Cooperative Park Studies Unit
University of Alaska, Cooperative Extension Service
University of Alaska, Alaska Sea Grant College Program
University of Alaska Fairbanks
University of Alaska Fairbanks, Alaska Sea Grant College Program
University of Alaska Fairbanks, Cooperative Extension Service
University of Alaska Fairbanks, Center for Global Change and Arctic System Research
University of Alaska Fairbanks, Geophysical Institute
University of Alaska Fairbanks, School of Agriculture and Land Resources Management
University of Alaska, Geophysical Institute
University of Alaska, Institute of Marine Science
University of Alaska, Institute of Water Resources
University of Alaska Museum
University of Alaska Museum, Northern Plant Documentation Center
University of Alaska, Palmer Research Center
University of British Columbia
University of British Columbia, Fisheries Centre
University of California Davis, Air Quality Group
University of Idaho, Cooperative Park Studies Unit → Idaho Cooperative Park Studies Unit
University of Washington, Fisheries Research Institute
University of Waterloo
University of Wisconsin, Department of Geology and Geophysics
University of Wisconsin-Madison, Department of Botany
Unknown → Author unknown
US Air Force
US Air Force, Command Phillips Laboratory
US Army, Corps of Engineers
US Army, Corps of Engineers, Alaska District
US Army, Cold Regions Research and Engineering Laboratory → Cold Regions Research and Engineering Laboratory (US)

US Army, Corps of Engineers, Cold Regions Research and Engineering Laboratory → Cold Regions Research and Engineering Laboratory (US)
US Army, Corps of Engineers, Engineer Intelligence Division
US Army, Corps of Engineers, Office of Research and Development
US Army, Research Office
US Atomic Energy Commission
US Atomic Energy Commission, Nuclear Division, Oak Ridge Gaseous Diffusion Plant
USBCF → US Bureau of Commercial Fisheries
US Bureau of Commercial Fisheries
US Bureau of Indian Affairs → Bureau of Indian Affairs (US)
US Bureau of Land Management → Bureau of Land Management
US Bureau of Mines
US Bureau of Mines, Alaska Field Operations Center
US Bureau of Outdoor Recreation, Alaska Field Office
US Bureau of Reclamation, Technical Service Center → Bureau of Reclamation (US), Technical Service Center
US Bureau of Sport Fisheries and Wildlife → Bureau of Sport Fisheries and Wildlife (US)
US Bureau of the Census
US Canada Yukon River Joint Technical Committee
US Coast and Geodetic Survey
US Coast Guard
US Cold Regions Research and Engineering Laboratory → Cold Regions Research and Engineering Laboratory (US)
US Congress
US Congress. 104th. 1st Session. House Committee on Resources
US Congress. House Committee on Interior and Insular Affairs
US Congress. House Committee on Interior and Insular Affairs, Subcommittee on General Oversight and Alaska Lands
US Congress. House Committee on Public Lands
US Congress. Senate Committee on Energy
US Congress. Senate Committee on Energy and Natural Resources
US Congress. Senate Committee on Interior and Insular Affairs, Subcommittee on Parks
US Congress. Senate Committee on Territories
USDA → US Department of Agriculture
USDA Forest Service → US Forest Service
US Defense Mapping Agency
US Defense Mapping Agency, Hydrographic Topographic Center
US Department of Agriculture
US Department of Agriculture, Forest Service → US Forest Service
US Department of Agriculture, Water Conservation District
US Department of Commerce, Bureau of the Census → US Bureau of the Census
US Department of Commerce, Environmental Science Services Administration → US Environmental Science Services Administration
US Department of Commerce, US Environmental Data Service → US Environmental Data Service
US Department of Energy
US Department of the Air Force → US Air Force
US Department of the Interior
US Department of the Interior, Alaska Task Force
US Department of the Interior, Bureau of Land Management → Bureau of Land Management

US Department of the Interior, Bureau of Mines → US Bureau of Mines
US Department of the Interior, National Park Service → National Park Service
US Department of the Interior, Office of Aircraft Services
US Department of Transportation
US Department of Transportation, Federal Aviation Administration
US Environmental Data Service
US Environmental Protection Agency
US Environmental Protection Agency, National Environmental Research Center
US Environmental Protection Agency, Office of Environmental Project Review
US Environmental Protection Agency, Office of Pesticides and Toxic Substances
US Environmental Science Services Administration
US Federal Highway Administration
US Federal Highway Administration, Western Federal Lands Highway Division
US Fish and Wildlife Service
US Fish and Wildlife Service, Ad Hoc Fisheries Task Force
US Fish and Wildlife Service, Alaska Peninsula Becharof National Wildlife Refuge
US Fish and Wildlife Service, Arctic National Wildlife Refuge
US Fish and Wildlife Service, Division of Technical Support
US Fish and Wildlife Service, Federal Subsistence Board
US Fish and Wildlife Service, Fishery Assistance Office
US Fish and Wildlife Service, Kenai National Wildlife Refuge
US Fish and Wildlife Service, King Salmon Fishery Assistance Office
US Fish and Wildlife Service, Migratory Bird Management
US Fish and Wildlife Service, Region 7 → US Fish and Wildlife Service, Region 7 (AK) (name of the region in parentheses)
US Fish and Wildlife Service, Regional Office → US Fish and Wildlife Service, Regional Office (AK) (name of the region in parentheses)
US Fish and Wildlife Service, Tetlin National Wildlife Refuge
US Forest Service
US Forest Service, Alaska Planning Team
US Forest Service, Chugach National Forest
US Forest Service, Forest Health Protection
US Forest Service, Institute of Northern Forestry
US Forest Service, Intermountain Forest and Range Experiment Station
US Forest Service, Pacific Northwest Forest and Range Experiment Station
US Forest Service, Pacific Northwest Research Station
US Forest Service, Rocky Mountain Forest and Range Experiment Station
US Forest Service, Rocky Mountain Regional Coordinating Committee
US Forest Service, Roads/Riparian Restoration Team
US Forest Service, Soil Conservation Service → US Soil Conservation Service
US Forest Service, Tongass National Forest
US General Services Administration
US Geological Survey
US Geological Survey, Alaska Biological Science Center
US Geological Survey, Alaska Science Center
US Geological Survey, Biological Resources Division
US Geological Survey, Military Geology Branch
US Geological Survey, National Uranium Resource Evaluation Program
US Geological Survey, Water Information Coordination Program

US Geological Survey, Water Resources Division
USGS → US Geological Survey
US Minerals Management Service
US Minerals Management Service, Alaska OCS Region → US Minerals Management Service, Alaska Outer Continental Shelf Region
US Minerals Management Service, Branch of Environmental Evaluation
US National Academy of Sciences → National Academy of Sciences (US)
US National Marine Fisheries Service
US National Marine Fisheries Service, Office of Protected Resources
US National Marine Fisheries Service, Technical Team for Essential Fish Habitat for the Salmon Fisheries off the Coast of Alaska
US National Marine Fisheries Service, Technical Team for Essential Fish Habitat for the Scallop Fisheries off the Coast of Alaska
US National Marine Fisheries Service, Technical Team for Essential Fish Habitat of Groundfish in the Gulf of Alaska
US National Ocean Service
US National Oceanic and Atmospheric Administration → National Oceanic and Atmospheric Administration (US)
US National Park Service → National Park Service
US National Research Council → National Research Council (US)
US National Weather Service → National Weather Service (US)
US Rural Electrification Administration
US Soil Conservation Service

W
Wildlife Management Institute
World Conservation Union
Wrangell-Saint Elias National Park and Preserve → National Park Service, Wrangell-St Elias National Park and Preserve
Wrangell-St. Elias National Park & Preserve → National Park Service, Wrangell-St Elias National Park and Preserve

Y
Yukon-Charley Rivers National Preserve → National Park Service, Yukon-Charley Rivers National Preserve
Yukon Pacific Corporation
Yukon River Basin Committee

Appendix C: Serial Titles Standardized: Journals, Magazines, Newspapers, Newsletters, and Proceedings

This Appendix provides examples of journal, magazine, newspaper, and newsletter titles, as well as titles of proceedings published in journal format. The list is not comprehensive, but does give guidance in uniformly entering many titles that can be confusing.

If the title is a newspaper, newsletter, or proceeding, the entry will prompt you with the appropriate reference type. All of the other titles in the list should be entered using the Journal Reference Type.

Many titles that appear in this list in non-English have not been translated into English. If a translation is included on the journal itself, best practice is to enter the words of the titles in the order in which they appear in the journal, separating each title with an equals sign.

The arrow sign '→' is used to mean 'enter this way.' The equals sign '=' is read to mean 'translated as,' rather than 'enter this way.'

The example below means that you should enter 'Annals of Geomorphology' as 'Zeischrift fur Geomorphologie = Annals of Geomorphology'.

Annals of Geomorphology → Zeischrift fur Geomorphologie = Annals of Geomorphology

Titles often change over time; it is important to enter the title as it appears on the document in hand (do not enter what the title used to be or what it turned into; enter what you see on the document).

Many newspapers publish weekly magazines, such as Parade and New York Times Magazine, or special sections, such as We Alaskans. These are considered newspapers too. Enter them using the newspaper reference type. Do not use the journal type even though they may have 'magazine' in their titles.

- Spell correctly; double check your entry—by far the most common error is misspelling
- Enter all words in the journal title, omitting the initial 'A' or 'The'
- Enter the title of the journal as it appears on the document
    - Do not abbreviate
    - Do not spell out acronyms
    - Except: & → and
- Punctuate the title of the journal as it appears on the document, but capitalize after a colon. If there is no punctuation between a title and a subtitle, enter a colon followed by a space (:), and capitalize the word that follows.
    - U.S. → U.S.
    - US → US
    - U.S.A. → U.S.A.
    - USA → USA

- Because many titles are so generic or use unfamiliar acronyms, it is useful to enter an affiliation or location in parentheses in the title field ---or in the note field, as in these examples:
    - Mines and Geology Bulletin (Alaska Department of Natural Resources)
    - Wildlife (London)
    - ISACF Information Series (International Society of Arctic Char Fanatics)
- If a newspaper title does not indicate the place of publication, add the location in parentheses following the title, unless it is a national newspaper; for example, Nome Nugget (AK), but New York Times and USA Today.

A

AAPG Bulletin
Abstracts of the Biennial Meeting. American Quaternary Association → American Quaternary Association. Abstracts of the Biennial Meeting (enter as Proceeding Reference Type)
Abstracts with Programs. Geological Society of America → Geological Society of America. Abstracts with Programs (enter as Proceeding Reference Type)
Acad Sci Comptes Rendus → Comptes rendus de l'Academie des sciences
Acad Sci, C R, Ser D → Comptes rendus de l'Academie des sciences, Series D
Acta Arctica
Acta Parasitologica
Acta Theriologica
Acta Veterinaria Scandinavica
Acta Zoologica Fennica
Advances in Ethology
Advances in Water Resources
Agricultural and Forest Meteorology
Agroborealis
Agronomy Journal
Air, Water, and Soil Pollution
Alascom Spectrum
Alaska
Alaska Airlines Magazine
Alaska Business Monthly
Alaskan Caver
Alaska Conservation Review
Alaska DNR, Division of Geological and Geophysical Surveys, Mines and Geology Bulletin → Mines and Geology Bulletin (Alaska Division of Geological and Geophysical Surveys)
Alaska Fish & Game → Alaska Fish and Game
Alaska Fish and Game
Alaska Fish Tales and Game Trails Magazine
Alaska Fisherman's Journal
Alaska Fishery Research Bulletin
Alaska Geographic
Alaska History
Alaska in Perspective
Alaska Journal
Alaska Journal of Anthropology
Alaska Life

Alaska Magazine
Alaska Medicine
Alaska Miner
Alaska Monthly
Alaska Outdoors Magazine
Alaska Park Science
Alaska Ruralite
Alaska Sportsman
Alaska Sportsman Magazine → Alaska Sportsman
Alaska Tidelines
Alaska Tidelines: A University of Alaska Sea Grant Publication for Alaska Schools
Alaska Today
Alaska Trapper
Alaskan Transportation
Alaska-Yukon Magazine
Alces
Alpine Journal
Ambio
American Alpine Journal
American Anthropology
American Antiquity
American Association of Petroleum Geologists Bulletin. Always reference the title as it presents itself on the document, so this title is accurate for older material (the title changed in 1967 to AAPG Bulletin)
American Birds
American Butterflies
American Ethnologist
American Fern Journal
American Forests
American Geographical Society Bulletin → Bulletin of the American Geographical Society
American Geologist
American Geophysical Union EOS Transactions → EOS: Transactions of the American Geophysical Union (enter as Proceeding Reference Type)
American Geophysical Union Transactions → EOS: Transactions of the American Geophysical Union (enter as Proceeding Reference Type)
American Heritage
American Journal of Botany
American Journal of Physiology
American Journal of Science
American Journal of Sociology
American Meteorological Society Bulletin
American Midland Naturalist
American Mineralogist
American Naturalist
American Philosophical Society. Proceedings → enter as Proceeding Reference Type
American Scientist
American Zoologist
Americas
Anatomical Record

Anchorage Daily News (AK) → enter as Newspaper Reference Type
Anchorage Daily News, We Alaskans → We Alaskans. Anchorage Daily News Magazine (AK) (enter as Newspaper Reference Type)
Anchorage Daily Times (AK) → enter as Newspaper Reference Type
Anchorage Times (AK) → enter as Newspaper Reference Type
Animal Behaviour
Animal Conservation
Animal Ecology
Animal Genetics
Annales Botanici Fennici
Annales Zoologici Fennici
Annals of Botany
Annals of Forest Science
Annals of Geomorphology → Zeischrift fur Geomorphologie = Annals of Geomorphology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Annals of Glaciology → Zeitschrift fur Gletscherkunde und Glazialgeologie = Annals of Glaciology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Annals of Internal Medicine
Annals of the Association of American Geographers
Annals of the Entomological Society of America
Annals of the Missouri Botanical Garden
Annals of the New York Academy of Science
Annual Review of Anthropology
Annual Review of Ecology and Systematics
Annual Review of Entomology
Appalachia
Appalachian Mountain Club Bulletin
Appalachian State University Research News
Applied and Environmental Microbiology
Applied Animal Behaviour Science
Applied Earth Sciences
Applied Geochemistry
Applied Soil Ecology
Aquacultural Engineering
Aquaculture and Fisheries Management
Aquatic Botany
Aquatic Ecology
Aquatic Mammals
Aquatic Microbial Ecology
Aquilo
Archiv fur Hydrobiologie
Archiv fur Meteorologie Geophysik und Bioklimatologie Serie B
Archives of Environmental Contamination and Toxicology
Archives of Hydrobiology
Arctic
Arctic and Alpine Research
Arctic Anthropology

Arctic Bulletin
Arctic News
Arctic Policy Review
Arctic Research of the United States
Arctic Studies Center Newsletter → enter as Newsletter Reference Type
Arctic, Antarctic, and Alpine Research
Arkiv for Botanik
Atlantic Monthly
Atmosphere-Ocean
Atmospheric Environment
Audubon
Auk
Aurora
Australian Journal of Soil Research
Avian Diseases

B
Backpacker
Bartonia: Journal of the Philadelphia Botanical Club
Behavioral Ecology
Behavioral Ecology and Sociobiology
Behaviour
Beringian Notes
Beringian Seabird Bulletin
Bild der Wissenschaft
Biofouling
Biogeochemistry
Biological Bulletin
Biological Conservation
Biological Journal of the Linnean Society
Biological Reviews
Biologist
Biology and Fertility of Soils
BioScience
Biosphere Conservation
Bird-Banding
Bird Populations
Bird Trends
Birding
Bird-Lore
Biuletyn Peryglacjalny
Blue Water Paddler: The Arctic Ocean Kayaking Digest
Boreas
Bot Notis → Botaniska Notiser
Botanica Acta
Botanical Gazette
Botanical Review
Botanichsekii Zhurnal
Botaniska Notiser

Brigham Young University Science Bulletin
Brittonia
Bryologist
Bulletin de la Societe Geologique de France
Bulletin New Mexico Bureau of Mines and Mineral Resources → New Mexico Bureau of Mines and Mineral Resources Bulletin
Bulletin of American Paleontology
Bulletin of Environmental Contamination and Toxicology
Bulletin of Glaciological Research
Bulletin of Marine Science
Bulletin of the Alaska Ornithological Society
Bulletin of the American Association of Petroleum Geologists → American Association of Petroleum Geologists Bulletin
Bulletin of the American Geographical Society
Bulletin of the American Institute of Mining Engineers
Bulletin of the American Meteorological Society
Bulletin of the American Museum of Natural History
Bulletin of the Brooklyn Entomological Society
Bulletin of the Ecological Society of America
Bulletin of the Faculty of Fisheries, Hokkaido University
Bulletin of the Geographical Society of Philadelphia
Bulletin of the Geological Society of America
Bulletin of the Geological Society of Finland
Bulletin of the National Speleological Society
Bulletin of the Nuttall Ornithological Club
Bulletin of the Ocean Research Institute
Bulletin of the Pan American Union
Bulletin of the School of Fisheries and Ocean Sciences (University of Alaska Fairbanks)
Bulletin of the Seismological Society of America
Bulletin of the Society of Economic Geologists
Bulletin of the Southern California Academy of Science
Bulletin of the Torrey Botanical Club
Bulletin of the U.S. Bureau of Fisheries
Bulletin of the United States Fish Commission
Bulletin of Volcanology
Bulletin Volcanologique
Byulleten Komissii po Izucheniyu Chetvertichnogo Perioda
Byulleten Moskovskogo Obshchestva Ispytatelei Prirody Otdel Biologicheskii

C
California Fish and Game
Canada Fisheries Research Board Journal
Canadian Entomologist
Canadian Field-Naturalist
Canadian Journal of Anthropology
Canadian Journal of Archaeology
Canadian Journal of Botany
Canadian Journal of Earth Sciences
Canadian Journal of Economics and Political Science

Canadian Journal of Fisheries and Aquatic Sciences
Canadian Journal of Forest Research
Canadian Journal of Microbiology
Canadian Journal of Physiology and Pharmacology
Canadian Journal of Plant Science
Canadian Journal of Psychiatry
Canadian Journal of Remote Sensing
Canadian Journal of Soil Science
Canadian Journal of Zoology
Canadian Mining and Metallurgical Bulletin
Carnegie Institute Bulletin
Catena
Century Magazine
Cetology
Cetus
Charles Scribner's Monthly Magazine
Chemosphere
Chest
Civil Engineering
Climate Dynamics
Climatic Change
Climatological Bulletin
Cold Regions Science and Technology
Coleopterists Bulletin
Collier's
Colonial Waterbird Society Newsletter → enter as Newsletter Reference Type
Colonial Waterbirds
Commentationes Biologicae / Societas Scientiarum Fennica
Commercial Fisheries Review
Communications in Soil Science and Plant Analysis
Comparative Biochemistry and Physiology
Comparative Biochemistry and Physiology. Part A, Molecular and Integrative Physiology
Comparative Parasitology
Compass
Comptes rendus de l'Academie des sciences
Comptes rendus de l'Academie des sciences, Serie D
Computers and Electronics in Agriculture
Condor
Conservation Biology
Conservation Ecology
Conservation Genetics
Continental Birdlife
Continental Shelf Research
Contributions from the Dudley Herbarium
Contributions from the Gray Herbarium of Harvard University
Contributions from the U.S. National Herbarium
Contributions to Mineralogy and Petrology
Contributions to Stratigraphy Bulletin
Copeia

Country Journal
Courier
Cretaceous Research
CRM → CRM: Cultural Resource Management
CRM: Cultural Resource Management
Crustaceana
Cultural Resource Management → CRM: Cultural Resource Management
Current Anthropology
Current Research in the Pleistocene
Current Topics in Wetland Biogeochemistry

D

Data of Glaciological Studies → Materialy Glyatsiologicheskikh Issledovaniy = Data of Glaciological Studies (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Deep Sea Research Part I: Oceanographic Research Papers
Deep Sea Research Part II: Topical Studies in Oceanography
Defenders Magazine
Denver Post → enter as Newspaper Reference Type
Det Kongelige Norske Videnskabers Selskabs Forhandlinger
Developments in Hydrobiology
Diseases of Aquatic Organisms
Doklady Akademii Nauk SSSR
Doklady. Earth Science Sections
Dutch Birding

E

Earth
Earth and Planetary Science Letters
Earth Science
Earth Surface Processes and Landforms
Earthquake Notes
Ecography
Ecological Applications
Ecological Bulletin
Ecological Engineering
Ecological Entomology
Ecological Modelling
Ecological Research
Ecological Society of America Bulletin → Bulletin of the Ecological Society of America
Ecology
Ecology Letters
Ecology of Freshwater Fish
Economic Botany
Economic Geology
Economic Geology and the Bulletin of the Society of Economic Geologists
Ecoscience
Ecosystems
Ecotoxicology

Ecotoxicology and Environmental Safety
EERI Newsletter → enter as Newsletter Reference Type
EM: Air and Waste Management Association's Magazine for Environmental Managers
Engineering and Science
Engineering and Mining Journal
Engineering Field Notes
Entomologica Scandinavica
Entomological News
Environmental and Ecological Statistics
Environmental Biology of Fishes
Environmental Conservation
Environmental Contamination and Toxicology
Environmental Entomology
Environmental Geology
Environmental Health Perspectives
Environmental History
Environmental Law
Environmental Management
Environmental Monitoring and Assessment
Environmental Pollution
Environmental Pollution Series A, Ecological and Biological
Environmental Science and Technology
Environmental Toxicology
Environmental Toxicology and Chemistry
EOSAT Landsat Data User Notes
EOS → EOS: Transactions of the American Geophysical Union (enter as Proceeding Reference Type)
EOS: Transactions of the American Geophysical Union → enter as Proceeding Reference Type
EPA Journal
Episodes
Erosion Control
Estuaries
Estuarine and Coastal Marine Science
Estuarine, Coastal and Shelf Science
Ethnobiology
Ethnohistory
European Journal of Forest Pathology
Evolution
Evolutionary Ecology Research
Experientia

F
Falconry News and Notes
FASEB Journal
Farthest North Collegian (Fairbanks, AK) → enter as Newspaper Reference Type
Fauna och Flora
Federal Archeology
Federal Archeology Report
Federation of American Societies for Experimental Biology Journal → FASEB Journal

Federation Proceedings → enter as Proceeding Reference Type
Field and Stream
Finnish Fish Research
Finnish Game Research
Fish and Fisheries
Fisheries
Fisheries Oceanography
Fisheries Research
Fisheries Science
Fishery Bulletin
Flora
Folia Geobotanica and Phytotaxonomica
Forest Ecology and Management
Forest Products Journal
Forest Science
Forestry
Forestry Chronicle
Freshwater Biology
Frontiers in Ecology and the Environment
Frost i Jord
Functional Ecology

G
General and Comparative Endocrinology
Genome
Geo
Geochemical Journal
Geochemistry International
Geochimica et Cosmochimica Acta
Geoderma
Geografiska Annaler
Geografiska Annaler, Series A, Physical Geography
Geographical Journal
Geographical Magazine
Geographical Review
Geographie Physique et Quaternaire
Geological Association of Canada. Program with Abstracts
Geological Magazine
Geological Society of America Bulletin
Geological Society of America. Abstracts with Programs → enter as Proceeding Reference Type
Geologie en Mijnbouw
Geologische Rundschau
Geology
Geology (Boulder)
Geo-Marine Letters
Geomorphologie: Relief, Processus, Environnement
Geomorphology
Geophysical Institute Quarterly (University of Alaska Fairbanks)
Geophysical Research Letters

Geophysics
George Wright Forum
Geoscience and Man
Geotimes
Glass Industry
Global and Planetary Change
Global Biogeochemical Cycles
Global Change Biology
Global Ecology and Biogeography
Global Ecology and Biogeography Letters
Gorny Zhurnal
Gottinger Geographische Abhandlungen
Grana Palynologica
Great Basin Naturalist
Grist
Groundwater

H
Harper's Monthly
Harper's Monthly Magazine
Harvard Mountaineering
Health Physics
Heredity
Herpetological Review
Herzogia
Hilgardia
Historical Archaeology
Historical Messenger of the Milwaukee County Historical Society
Holarctic Ecology
Holocene
Home Geographic Monthly
Hormones and Behavior
Human and Ecological Risk Assessment
Human Organization
Hydrobiologia
Hydrological Processes

I
Ibis
Ice → Ice: News Bulletin of the Glaciological Society
Ice: News Bulletin of the Glaciological Society
ICES → ICES: Journal of Marine Science
ICES: Journal of Marine Science
IEEE Transactions on Geoscience and Remote Sensing → enter as Proceeding Reference Type
Illustrated World
Information North
International Glaciospeleological Survey Bulletin
Integrative and Comparative Biology
Intermountain Journal of Sciences

International Association of Scientific Hydrology Bulletin
International Biodeterioration and Biodegradation
International Conference on Bear Research and Management → Ursus (enter as Proceeding Reference Type)
International Geology Review
International Journal of Biometeorology
International Journal of Limnology
International Journal of Plant Sciences
International Journal of Remote Sensing
International Journal of Sediment Research
International Journal of Sustainable Development and World Ecology
International Journal of Wildland Fire
International Wolf
Internationale Revue der Gesamten Hydrobiologie
InterNord
Iowa State Journal of Science
ISACF Information Series (International Society of Arctic Char Fanatics)
Izvestiya Akademii Nauk Seriya Biologischeskaya
Izvestiya Tikhookeanskogo Nauchno-issledovatel'skogo Rybokhozyaystvennogo Tsentra

J
Japanese Journal of Ichthyology
Journal of Agricultural, Biological, and Environmental Statistics
Journal of Animal and Feed Sciences
Journal of Animal Ecology
Journal of Anthropology
Journal of Applied and Environmental Microbiology
Journal of Applied Ecology
Journal of Applied Entomology → Zeitschrift fur Angewandte Entomologie = Journal of Applied Entomology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Journal of Applied Meteorology
Journal of Applied Physiology
Journal of Applied Statistics
Journal of Aquatic Animal Health
Journal of Arid Environments
Journal of Atmospheric Chemistry
Journal of Avian Biology
Journal of Biogeography
Journal of Cellular and Comparative Physiology
Journal of Chemical Ecology
Journal of Climate
Journal of Coastal Research
Journal of Cold Regions Engineering
Journal of Comparative Ethology → Zeitschrift fur Tierpsychologie = Journal of Comparative Ethology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Journal of Comparative Physiology B
Journal of Contaminant Hydrology

Journal of Contemporary History
Journal of Crustacean Biology
Journal of Ecology
Journal of Economic Entomology
Journal of Energy Law and Policy
Journal of Environmental Engineering
Journal of Environmental Management
Journal of Environmental Quality
Journal of Environmental Radioactivity
Journal of Ethnobiology
Journal of Evolutionary Biology
Journal of Experimental Biology
Journal of Experimental Marine Biology and Ecology
Journal of Experimental Zoology
Journal of Field Archaeology
Journal of Field Ornithology
Journal of Fish Biology
Journal of Forestry
Journal of Freshwater Ecology
Journal of Geochemical Exploration
Journal of Geology
Journal of Geomorphology
Journal of Geophysical Research
Journal of Geophysical Research. B. Solid Earth and Planets
Journal of Geophysical Research. C. Oceans and Atmospheres
Journal of Geophysical Research. D. Atmospheres
Journal of Glaciology
Journal of Glaciology and Geocryology
Journal of Heredity
Journal of Hydrologic Engineering
Journal of Hydrology
Journal of Hydrometeorology
Journal of Ichthyology
Journal of Insect Physiology
Journal of Leisure Research
Journal of Mammalogy
Journal of Marine Systems
Journal of Maritime Biological Association
Journal of Medical Entomology
Journal of Metamorphic Geology
Journal of Meteorology
Journal of Molecular and Cellular Cardiology
Journal of Morphology
Journal of Northwest Atlantic Fishery Science
Journal of Paleolimnology
Journal of Paleontology
Journal of Parasitology
Journal of Petroleum Technology
Journal of Petrology

Journal of Plankton Research
Journal of Political Economy
Journal of Pressure Vessel Technology
Journal of Quaternary Science
Journal of Range Management
Journal of Raptor Research
Journal of Reproduction and Fertility
Journal of Research (US Geological Survey) → Journal of Research of the U.S. Geological Survey
Journal of Research of the U.S. Geological Survey
Journal of Sea Research
Journal of Sedimentary Petrology
Journal of Shellfish Research
Journal of Soil and Water Conservation
Journal of Soil Contamination
Journal of Soil Science
Journal of Structural Geology
Journal of Terramechanics
Journal of the Acoustical Society of America
Journal of the Alaska Geological Society
Journal of the American Geographical Society of New York
Journal of the American Veterinary Medical Association
Journal of the American Water Resources Association
Journal of the Arizona Academy of Science
Journal of the Coast and Geodetic Survey
Journal of the Colorado-Wyoming Academy of Science
Journal of the Czech Geological Society
Journal of the Fauna Preservation Society
Journal of the Fisheries Research Board of Canada
Journal of the Franklin Institute
Journal of the Hattori Botanical Laboratory
Journal of the Helminthological Society of Washington
Journal of the New York Entomological Society
Journal of the North American Benthological Society
Journal of the Sanitary Engineering Division
Journal of the Scottish Rock Garden Club
Journal of the University of Sheffield Geological Society
Journal of the Washington Academy of Sciences
Journal of the West
Journal of Theoretical Biology
Journal of Thermal Biology
Journal of Toxicology and Environmental Health
Journal of Vegetation Science
Journal of Veterinary Diagnostic Investigation
Journal of Volcanology and Geothermal Research
Journal of Wildlife Diseases
Journal of Wildlife Management
Journal of Wildlife Research
Journal of Zoo and Wildlife Medicine
Journal of Zoology

Juneau Empire (AK) → enter as Newspaper Reference Type

K
Kachemak Bay Bird Watch
Kent Collector
Kozan Chishitsu = Mining Geology

L
Lake and Reservoir Management
Landscape
Landscape and Urban Planning
Landscape Ecology
l'Association Internationale d'Hydrologie → Association Internationale d'Hydrologie
Le Naturaliste Canadien → Naturaliste Canadien
Leisure Sciences
Lichenologist
Life Magazine
Limnology and Oceanography
Lindbergia
Lithos
Living Bird
Living Wilderness
Lloydia
Loon

M
Maine Geologist
Mammal Review
Mammalia
Mammalian Species
Marine and Freshwater Research
Marine Biology
Marine Chemistry
Marine Ecology Progress Series
Marine Environmental Research
Marine Fisheries Review
Marine Geology
Marine Geotechnology
Marine Mammal Science
Marine Ornithology
Marine Policy
Marine Pollution Bulletin
Marine Science Communications
Maritime Sediments
Materialy Glyatsiologicheskikh Issledovaniy = Data of Glaciological Studies
Meteoritics
Meteorologie (Paris)
Michigan Archaeologist
Microbial Ecology

Micropaleontology
Mineralogical Magazine
Mines and Geology Bulletin (Alaska Division of Geological and Geophysical Surveys)
Mining Engineering
Mining Geology
Mitigation and Adaptation Strategies for Global Change
Molecular Biology
Molecular Ecology
Molecular Ecology Notes
Molecular Phylogenetics and Evolution
Monthly Weather Review
Mosquito News
Mosquito Systematics
Mountaineers
Mountain Research and Development
Murrelet
Mycologia
Mycorrhiza

N
National Geographic
National Geographic Magazine
National Geographic Research
National Institute of Polar Research. Proceedings → enter as Proceeding Reference Type
National Parks
National Parks and Conservation Magazine
National Wetlands Newsletter → enter as Newsletter Reference Type
National Wildlife
Natural Areas Journal
Natural History
Natural History Magazine
Naturaliste Canadien
Nature
Nature Magazine
Naturwissenschaften
Nautilus
Netherlands Journal of Sea Research
Neues Jahrbuch fur Mineralogie Monatshefte
Neuroscience Letters
New Mexico Bureau of Mines and Mineral Resources Bulletin
New Phytologist
New Scientist
New York Academy of Sciences Transactions → Transactions of the New York Academy of Sciences (enter as Proceeding Reference Type)
New York Times → enter as Newspaper Reference Type
New York Times (Late New York Edition) → enter as Newspaper Reference Type
New York Times Magazine → enter as Newspaper Reference Type
Newsletter Earthquake Engineering Research Institute → EERI Newsletter
Newsweek

Nidologist
Nippon Suisan Gakkaishi = Bulletin of the Japanese Society of Scientific Fisheries
Nordic Hydrology
North American Fauna
North American Fungi
North American Journal of Fisheries Management
North American Swans – Bulletin of the Trumpeter Swan Society
North Pacific Fishery Management Council Newsletter → enter as Newsletter Reference Type
Northeast by East
Northern Engineer
Northern Journal of Applied Forestry
Northern Review
Northwest Anthropological Research Notes
Northwest Environmental Journal
Northwest Science
Northwestern Naturalist
Norwegian Journal of Botany
Not Man Apart
Nova Hedwigia
Novon: A Journal of Botanical Nomenclature
Now in the North
Nutrient Cycling in Agroecosystems

O
Oceanology
Oceans
Oecologia
Ohio Journal of Science
OIKOS
Oil and Chemical Pollution
Oil and Gas Journal
Ophelia
Opuscula Entomologica
Oregon Birds
Organohalogen Compounds
Orion
Ornis Fennica
Ornis Scandinavica
Osprey
Outdoor Life
Outing
Outside

P
Pacific Discovery
Pacific Fishing
Pacific Geology
Pacific Insects
Pacific Monthly

Pacific Northwest
Pacific Northwest Fungi
Pacific Northwest Quarterly
Pacific Science
Pacific Seabird Group Bulletin
Pacific Seabirds
Palaeogeography, Palaeoclimatology, Palaeoecology
Palaeontographica
Palaios
Paleotimes
Palynology
Pan-Pacific Entomologist
Parasitology
Parazitologiya
Park Science
Passenger Pigeon
Pedobiologia
Permafrost and Periglacial Processes
Pesticides Monitoring Journal
Philosophical Transactions of the Royal Society (London) → enter as Proceeding Reference Type
Photogrammetric Engineering
Photogrammetric Engineering and Remote Sensing
Physical Geography
Physiological and Biochemical Zoology
Physiological Zoology
Physiologist
Phytocoenologia: Journal of the International Society of Vegetation Science
Phyton: Annales Rei Botanicae
Plankton Research
Plant and Cell Physiology
Plant and Soil
Plant Biology
Plant Disease
Plant Ecology
Plant Pathology
Plant World
PNAS: Proceedings of the National Academy of Sciences → enter as Proceeding Reference Type
Polar Biology
Polar Geography
Polar Record
Polar Research
Polarforschung
Polish Geographical Review → Przeglad Geograficzny = Polish Geographical Review (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Political Science Quarterly
Pollen et Spores
Popular Science Monthly
Population Ecology
Preservation News

Priroda
Proceedings Magazine (US Naval Institute)
Proceedings National Shellfisheries Association → National Shellfisheries Association. Proceedings (enter as Proceeding Reference Type)
Proceedings of the American Philosophical Society → American Philosophical Society. Proceedings (enter as Proceeding Reference Type)
Proceedings of the Biological Society of Washington → enter as Proceeding Reference Type
Proceedings of the California Academy of Sciences → enter as Proceeding Reference Type
Proceedings of the Entomological Society of Washington → enter as Proceeding Reference Type
Proceedings of the Indiana Academy of Science → enter as Proceeding Reference Type
Proceedings of the Internationale Vereinigung fur Theoretische und Angewandte Limnologie → enter as Proceeding Reference Type
Proceedings of the National Institute of Polar Research → National Institute of Polar Research. Proceedings (enter as Proceeding Reference Type)
Proceedings of the North American Moose Conference and Workshop → Alces (enter as Proceeding Reference Type)
Proceedings of the Rochester Academy of Science → enter as Proceeding Reference Type
Proceedings of the Royal Geographical Society of London → enter as Proceeding Reference Type
Proceedings of the Royal Geographical Society and Monthly Record of Geography → enter as Proceeding Reference Type
Proceedings of the Washington Academy of Sciences → enter as Proceeding Reference Type
Proceedings of the Zoological Society of London → enter as Proceeding Reference Type
Proceedings – Soil Science Society of America → enter as Proceeding Reference Type
Program with Abstracts: Geological Association of Canada → Geological Association of Canada. Program with Abstracts (enter as Proceeding Reference Type)
Program with Abstracts. Geological Society of America → Geological Society of America. Abstracts with Programs (enter as Proceeding Reference Type)
Progress in Oceanography
Progress in Physical Geography
Progressive Fish-Culturist
Przeglad Geograficzny = Polish Geographical Review (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Psyche: A Journal of Entomology
Psychological Science
Ptarmigan Tracks Newsletter (Camp Denali, AK) → enter as Newsletter Reference Type
Publications in Zoology
Pure and Applied Geophysics

Q
Quaestiones Entomologicae
Quarterly Journal of Economics
Quarterly Review of Archaeology
Quarterly Review of Biology
Quaternary International
Quaternary Research
Quaternary Science Reviews

R
Radiation Data and Reports

Radiocarbon
Railroad History
Rangelands
Rangifer
Raptor Research
Remote Sensing of Environment
Renewable Resources Journal
Restoration and Management Notes
Restoration Ecology
Review of Palaeobotany and Palynology
Reviews in Aquatic Sciences
Reviews in Engineering Geology
Reviews in Fishery Science
Revista Chilena de Historia Natural
Revue d'Ecologie et de Biologie du Sol = Review of Soil Ecology and Biology
Revue de Geographie de Montreal
Revue Scientifique et Technique (International Office of Epizootics)
Rhodora
River Research and Applications
Rock and Gem Magazine
Rock and Ice Magazine
Rocks and Minerals Magazine
Royal Geographical Society. Proceedings → Proceedings of the Royal Geographical Society of London (enter as Proceeding Reference Type)
Russian Conservation News
Russian Journal of Ecology
Russian Journal of Zoology → Zoologicheskii Zhurnal = Russian Journal of Zoology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')

S
Saturday Evening Post → enter as Newspaper Reference Type
School of Mines Quarterly
Science
Science Digest
Science Journal
Science News
Science Newsletter → enter as Newsletter Reference Type
Science of the Total Environment
Science of Tsunami Hazards
Science Teacher
Scientific American
Scientific Drilling
Scientific Monthly
Scientific Reports of the Whales Research Institute
Scottish Geographic Magazine
Scribner's Magazine
Sea Chest: Journal of the Puget Sound Maritime Historical Society
Sea Frontiers
Sea Grant Abstracts → enter as Proceeding Reference Type

Seattle Times → enter as Newspaper Reference Type
Sedimentary Geology
Sedimentology
Seed Science and Technology
Seismological Research Letters
Shore and Beach
Sialia: The Quarterly Journal of the North American Bluebird Society
Sierra
Sierra Club Bulletin
Smithsonian
Soc Geol France Bulletin → Bulletin de la Societe Geologique de France
Soil and Sediment Contamination
Soil Biology and Biochemistry
Soil Science
Soil Science and Plant Nutrition
Soil Science Society of America Journal
Soil Science Society of America Proceedings → Proceedings – Soil Science Society of America (enter as Proceeding Reference Type)
Southwestern Lore
Southwestern Naturalist
Sovetskaia Etnografiia = Soviet Ethnography
Sports Afield Magazine
Striae
Studies in Avian Biology
Summit
Surveying and Mapping
Swedish Wildlife Research
Syesis
Systematic Botany
Systematic Zoology

T
Taxon
Tectonics
Tectonophysics
Tellus
Thorax
Tideline → Alaska Tidelines
Tides
Time
Today's Health
Tohoku Geophysical Journal
Torrey Botany Club Bulletin → Bulletin of the Torrey Botanical Club
Trains
Transactions, American Geophysical Union → EOS: Transactions of the American Geophysical Union (enter as Proceeding Reference Type)
Transactions and Papers (Institute of British Geographers) → enter as Proceeding Reference Type
Transactions and Proceedings of the Geographical Society of the Pacific: Series 2 → enter as Proceeding Reference Type

Transactions of the American Entomological Society → enter as Proceeding Reference Type
Transactions of the American Fisheries Society → enter as Proceeding Reference Type
Transactions of the American Geophysical Union → EOS: Transactions of the American Geophysical Union (enter as Proceeding Reference Type)
Transactions of the American Microscopical Society → enter as Proceeding Reference Type
Transactions of the Institution of Mining and Metallurgy. Section B: Applied Earth Sciences → enter as Proceeding Reference Type
Transactions of the New York Academy of Sciences → enter as Proceeding Reference Type
Transactions of the North American Wildlife and Natural Resources Conference → enter as Proceeding Reference Type
Transactions of the North American Wildlife Conference → enter as Proceeding Reference Type
Transactions of the American Entomological Society → enter as Proceeding Reference Type
Travel and Leisure
Tree Physiology
Tree Ring Bulletin
Trends
Trends in Ecology and Evolution
Tsuchi To Kiso JSSMFE = Soil Mechanics and Foundation Engineering
Tundra Times: Alaska's Oldest Statewide Newspaper → enter as Newspaper Reference Type

U
Underwater Naturalist
University of Alaska Institute of Marine Science Notes
Ursus → enter as Proceeding Reference Type
US Fishery Bulletin → Fishery Bulletin
U.S. Geological Survey Journal of Research → Journal of Research of the U.S. Geological Survey
USGS Journal of Research → Journal of Research of the U.S. Geological Survey
US News and World Report → enter as Newspaper Reference Type
Utah Natural History

V
Vaccine
Vegetatio
Verhandlungen der Internationale Vereinigung fur theoretische und angewandte Limnologie → Proceedings of the International Association of Theoretical and Applied Limnology (enter as Proceeding Reference Type)
Vermont Botanical and Bird Clubs
Veterinary Record
Volcanism and Climate Journal of Volcanology and Geothermal Research
Volcano Letter
Vulkanological Review → Zeitschrift fur Vulkanologie = Vulkanological Review (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')

W
Wader Study Group Bulletin
Washington Academy of Sciences Journal → Journal of the Washington Academy of Sciences
Wasmann Journal of Biology
Water Research
Water Resources Bulletin

Water Resources Research
Water, Air, and Soil Pollution
Waterbirds
We Alaskans. Anchorage Daily News Magazine (AK) → enter as Newspaper Reference Type
Weed Science
Western Birds
Western Canadian Journal of Anthropology
Western Collector
Western Journal of Applied Forestry
Western Wildlands
Wetlands
Wildbird
Wilderness
Wilderness Magazine
Wildfowl
Wildlife (London)
Wildlife Biology
Wildlife Collectables Journal
Wildlife Conservation
Wildlife Diseases
Wildlife Journal
Wildlife Society Bulletin
Wildlife Watchers Newsletter → enter as Newsletter Reference Type
Wilson Bulletin
Witness the Arctic
World Petroleum
World Resource Review
World Watch

Y
Yale Review
Yearbook of the American Philosophical Society
Ymer

Z
Z. Geomorph → Zeischrift fur Geomorphologie = Annals of Geomorphology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Z. Tierpsychol → Zeitschrift fur Tierpsychologie = Journal of Comparative Ethology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zeischrift fur Geomorphologie = Annals of Geomorphology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zeitschr Vulkanologie → Zeitschrift fur Vulkanologie = Vulkanological Review (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zeitschrift fur Angewandte Entomologie = Journal of Applied Entomology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zeitschrift fur Gletscherkunde und Glazialgeologie = Annals of Glaciology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zeitschrift fur Tierpsychologie = Journal of Comparative Ethology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')

Zeitschrift fur Vulkanologie = Vulkanological Review (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zool. Bidrag Uppsala → Zoologiska bidrag fran Uppsala
Zoologica
Zoologicheskii Zhurnal = Russian Journal of Zoology (enter both titles in the order in which they appear on the journal, separated by an equals sign, '=')
Zoologische Jahrbucher
Zoologiska bidrag fran Uppsala
Zoology

Appendix D: Common Series Titles

Many books, reports, maps, and other kinds of documents published with their own individual titles may also be numbered and published as part of a larger series. When this is the case, the series title and numbering information is entered into the records in the IRMA Data Store.

A series is usually published by a specific organization or entity. Always enter the full name of the series title, including and beginning with the name of the organization or entity, e.g., National Geographic Society Contributed Technical Papers Katmai Series. Many organizations have special reports, technical series, scientific reports, etc., so it is essential to know the name of the issuing entity.

The arrow sign '→' is used to mean 'enter this way'.

- Capitalize every word in the title of a series (except for articles, conjunctions, and prepositions, such as 'a', 'and', 'by', etc.)
- & → and
- Spell out names of agencies or organizations in the series title
    - ADF&G → Alaska Department of Fish and Game
    - USGS → US Geological Survey
- Enter the name of the agency or organization, followed by the rest of the series title
    - Annual Report → US Geological Survey Annual Report
    - Alaska Forest Research Center Technical Bulletin → US Fish and Wildlife Service, Alaska Forest Research Center Technical Bulletin
- If the series title begins with an acronym, spell it out
    - EVOS Restoration Project Final Reports → Exxon Valdez Oil Spill Restoration Project Final Reports
    - CRREL Research Report → Army Cold Regions Research and Engineering Laboratory (US) Research Report

A

Alaska Cooperative Fisheries Research Unit
    Research Report

Alaska Cooperative Park Studies Unit
    Anthropology and Historic Preservation
        Occasional Paper

Alaska Cooperative Wildlife Research Unit
    Quarterly Report
    Progress Report

Alaska Department of Fish and Game
    Annual Report of Survey-Inventory Activities
        Bison, Beaver, Furbearer, Wolf, Wolverine, Seal, Walrus
        Black Bear, Brown Bear, Polar Bear, Caribou

Deer, Sheep, Small Game, Mountain Goat, Elk
Moose
Division of Subsistence
Technical Paper
Fisheries Rehabilitation, Enhancement and Development (FRED) Report
Fishery Data Series
Fishery Management Report
Fishery Manuscript Report
Habitat and Restoration Division Technical Report
Habitat Technical Reports
Management and Harvest Reports
Professional Publications
Sport Fish External Scientific Paper Series
Subsistence Technical Report
Technical Data Report
Technical Paper
Terrestrial Mammal Study
Wildlife Booklet Series
Wildlife Information Leaflet
Wildlife Notebook Series
Wildlife Research Publication
Wildlife Research Study Plan
Wildlife Technical Bulletin

Alaska Division of Geological and Geophysical Surveys
Administrative Report
Fixed-wing Aeromagnetic Survey
Annual Report
Geochemical Report
Digital Data Series
Geologic Materials Center Data Report
Geophysical Report
Geologic Report
Information Circular
Itinerary Report
Laboratory Report
Mineral Investigation
Open File Report
Public Data File
Prospect Evaluation
Preliminary Interpretive Report
Professional Report
Raw Data File
Report of Investigation
Special Report

Alaska Historical Commission
Studies in History

Alaska Office of History
History and Archaeology Series Miscellaneous Publications

Alaska Oil and Gas Association
Report

Alaska Outer Continental Shelf → Bureau of Land Management Alaska Outer Continental Shelf
Could also be → US Minerals Management Service Alaska Outer Continental Shelf

Alaska-Siberia Research Center
Publication

Alaska State Library
Historical Monograph

Alaska Territorial Department of Mines
Documents
Itinerary Reports
Mineral Investigations
Miscellaneous Report
Report

American Geophysical Union
Geophysical Monograph Series

American Society of Mammalogists
Special Publications

Arctic Institute of North America
High Mountain Environment Project
Technical Report
Research Paper
Technical Paper

B

British Columbia Ministry of Energy, Mines and Petroleum Resources
Open File Report

BP Exploration (Alaska)
Northern Alaska Research Studies

British Schools Exploring Society
Annual Report

Bureau of Land Management
Alaska Open-File Report
Alaska Outer Continental Shelf

Socioeconomic Studies Program
Technical Report
Alaska Technical Report
Habitat Management Series for Endangered Species
Resource Management Note
Technical Bulletin

C

Canada Ministry of Environment, Lands and Parks
Wildlife Branch
Wildlife Working Report

Canadian Ethnography Service
Paper

Canadian Wildlife Service
Occasional Paper
Report Series

Center for Northern Studies (VT)
Contributions

Centre National de Volcanologie (Belgique)
Publication

Cold Regions Research and Engineering Laboratory (US)
Monograph
Research Report
Special Report

E

Ecological Monographs

Exxon Valdez Oil Spill Trustee Council
Exxon Valdez Oil Spill (EVOS)
Gulf Ecosystem Monitoring and Research Project
Final Reports
Restoration Notebook Series
Restoration Project
Final Reports
State/Federal Natural Resource Damage Assessment
Annual Reports
Bird Study
Final Reports
Marine Mammal Study
Restoration Update

F

Fisheries and Oceans Canada
- Canadian Data Reports of Fisheries and Aquatic Sciences
- Canadian Special Publications in Fisheries and Aquatic Sciences
- Canadian Technical Reports of Fisheries and Aquatic Sciences

G

Geological Society of America
- Special Papers

Geological Society of London
- Special Publication

Geological Studies in Alaska by the US Geological Survey → US Geological Survey
- Bulletin

Goodyear
- Regional Anthropology Series

H

Hubbs-Sea World Research Institute
- Technical Report

I

International Pacific Halibut Commission
- Report
- Scientific Report

International Whaling Commission
- Annual Report

J

Joint State/Federal Fish and Wildlife Advisory Team
- Special Report

L

LGL
- Northwest Project Wildlife Studies

Los Alamos Scientific Laboratory
- Informal Report
- Report

Louisiana State University
- Coastal Studies Institute
  - Bulletin
  - Technical Report

M

Memoirs of the Society for American Archaeology

Michigan Technical University
- Great Lakes Area Resource Studies Unit
  - Report
  - Technical Report

N

National Geographic Society
- Contributed Technical Papers: Katmai Series
- Research Report

National Museum of Canada Bulletin

National Oceanic and Atmospheric Administration (US)

- Coastal Ocean Program Decision Analysis Series
- Contract Report
- Fisheries
  - Alaska Fisheries Science Center Auke Bay Fisheries Laboratory
    - Circular
    - Manuscript Report
- Technical Memorandum
- Technical Report

National Park Service
- Fauna of the National Parks of the United States
- Fauna Series
- National Park Handbook Series
- Natural Resource
  - Data Series
  - Management Technical Report
  - Report
  - Technical Report
- Natural Resource Preservation Program
  - Annual Progress Report
- Natural Resources
  - Final Report
  - Miscellaneous Report
  - Progress Report
  - Publication
  - Report

Natural Resources and Inventory
Progress Report
Report
Report Alaska Region
Research/Resources Management Report
Research and Resource Management Report
Water Resources Field Support Laboratory Report

Newberry Library Center for the History of the American Indian
Bibliographical Series

Northern Forest Research Centre Canada
Information Report

O

Ohio State University
Byrd Research Center
Miscellaneous Publication
Institute of Polar Studies
Report

Old Dominion University
Department of Oceanography
Technical Report

R

Research Note, USDA Forest Service Pacific Northwest Station → US Forest Service Pacific Northwest Research Station Research Note

S

Smithsonian Institution
Miscellaneous Collections
Annual Report

U

University of Alaska
Anthropological Papers
Biological Papers
Geophysical Institute
Report
Institute of Arctic Biology
Occasional Publications on Northern Life
Institute of Social and Economic Research
Report
Marine Advisory

Bulletin
Mineral Industry Research Laboratory
Report

University of Alaska Fairbanks
Agricultural Experiment Station
Circular
Miscellaneous Publication
Alaska Sea Grant
College Marine Advisory Bulletin
College Program Report
Report
Institute of Marine Science
Report
Institute of Social Economic and Government Research
Report
Institute of Water Resources
Completion Report
Report
Museum
Northern Plant Documentation Center Report
Studies
Rasmuson Library
Historical Translation Series

University of British Columbia
Fisheries Centre Research Reports

University of California
Department of Geology Bulletin
Publications in Zoology

University of Kansas Natural History Museum
Miscellaneous Publications

University of Michigan Museum of Zoology
Occasional Papers

University of Washington
Fisheries Research Institute Circular
Publications in Fisheries New Series

US Army → Cold Regions Research and Engineering Laboratory (US)

US Army Corps of Engineers
National Hydroelectric Power Resources Study

US Atomic Energy Commission
Report

US Bureau of Mines
- Information Circular
- Open File Report
- Report of Investigations
- War Minerals Report

US Coast and Geodetic Survey
- Special Publications

US Congress
- House Document
- House Miscellaneous Document
- House Report

US Department of Agriculture
- Handbooks

USDA Forest Service → US Forest Service

US Department of Energy
- PGJ/F
- Report

US Environmental Protection Agency
- Ecological Research Series
- Report

US Fish and Wildlife Service
- Administrative Report
- Alaska Fish and Wildlife Research Center
  - Report
- Alaska Fisheries
  - Data Series Report
  - Progress Report
  - Technical Report
- Alaska Fisheries Science Center
  - Processed Report
- Alaska Forest Research Center
  - Paper
  - Technical Bulletin
- Federal Aid in Fish and Wildlife Restoration (Alaska)
- Federal Aid in Fish Restoration
  - Annual Report of Progress
  - Studies
- Federal Aid in Fish Restoration and Anadromous Fish Studies

- Federal Aid in Wildlife Restoration
  - Annual Performance Report
  - Annual Project Segment Report

- Annual Report
- Big Game Investigations
- Final Report
- Final Research Report
- Progress Report
- Project Progress Report
- Project Report
- Quarterly Progress Report
- Report

Federal Aid in Wildlife Restoration Research

- Final Performance Report
- Final Report
- Performance Report
- Progress Report

Instream Flow Information Paper
Northern Alaska Ecological Services Technical Report
Fairbanks Fishery Resources Progress Report Annual
Resource Publication
Special Scientific Report – Fisheries
Special Scientific Report -- Wildlife
Technical Bulletin
Technical Report
Wildlife and Fisheries Habitat Management Notes

US Forest Service

Agricultural and Forestry and Experiment Station Circular
Agricultural and Forestry Experiment Station Miscellaneous Publication
Alaska Region Report
Biological Evaluation
General Technical Report
Forest Pest Management Report
Pacific Northwest Research Station

- Research Note
- Research Paper

Research Paper
Resource Bulletin
Technical Publication

US Geological Survey

Annual Report
Antarctic Map
Bulletin
Circular
Circum-Pacific Map
Coal Map
Data Series
Fact Sheet
Folios of the Geologic Atlas
General Information Product

Geologic Quadrangle
Geophysical Investigation Map
Information and Technology Report
Miscellaneous Field Studies Map
Miscellaneous Investigations
Monograph
Oil and Gas Investigation Map
Open-File Report
Permafrost Program Report
Professional Paper
Report
Resource Publication
Scientific Investigations Map
Scientific Investigations Report
Special Paper
Trace Elements Investigations Report
Trace Elements Memorandum Report
Water Data Report
Water-Resources Investigations Report
Water Supply Paper

US Marine Mammal Commission Report

US Minerals Management Service
- Report
- Alaska Outer Continental Shelf
  - Environmental Assessment Program
    - Annual Report
    - Final Report
    - Quarterly Report
  - Socioeconomic Studies Program
    - Technical Report

US National Museum
- Annual Report

US National Marine Fisheries Service
- Northwest and Alaska Fisheries Center
  - Processed Report
- Northwest Fisheries Center
  - Processed Report
- Report

US National Park Service → National Park Service

US National Oceanic and Atmospheric Administration → National Oceanic and Atmospheric Administration (US)

US Office of Hydrology
    Hydrometeorological Report

US Tundra Biome
    Data Report
    Report

Y
Yale University Publications in Anthropology

Yale Western Americana Series

Appendix E: State / Possession Postal Codes

State / Possession	US Postal Code
Alabama	AL
Alaska	AK
American Samoa	AS
Arizona	AZ
Arkansas	AR
California	CA
Colorado	CO
Connecticut	CT
Delaware	DE
District of Columbia	DC
Federated States of Micronesia	FM
Florida	FL
Georgia	GA
Guam	GU
Hawaii	HI
Idaho	ID
Illinois	IL
Indiana	IN
Iowa	IA
Kansas	KS
Kentucky	KY
Louisiana	LA
Maine	ME
Marshall Islands	MH
Maryland	MD
Massachusetts	MA
Michigan	MI
Minnesota	MN
Mississippi	MS
Missouri	MO
Montana	MT
Nebraska	NE
Nevada	NV
New Hampshire	NH
New Jersey	NJ
New Mexico	NM
New York	NY
North Carolina	NC
North Dakota	ND
Northern Mariana Islands	MP
Ohio	OH
Oklahoma	OK
Oregon	OR

State / Possession	US Postal Code
Palau	PW
Pennsylvania	PA
Puerto Rico	PR
Rhode Island	RI
South Carolina	SC
South Dakota	SD
Tennessee	TN
Texas	TX
Utah	UT
Vermont	VT
Virgin Islands	VI
Virginia	VA
Washington	WA
West Virginia	WV
Wisconsin	WI

Appendix F: ISO Country Codes

Use the country codes below when entering publisher information. This list was created by the International Organization for Standardization (ISO), the world's largest developer of voluntary international standards. Based on United Nations sources, ISO 3166 is the International Standard for codes for countries, territories, and their subdivisions.

Country	ISO 3166-1 Code
Afghanistan	AF
Åland Islands	AX
Albania	AL
Algeria	DZ
American Samoa	AS
Andorra	AD
Angola	AO
Anguilla	AI
Antarctica	AQ
Antigua and Barbuda	AG
Argentina	AR
Armenia	AM
Aruba	AW
Australia	AU
Austria	AT
Azerbaijan	AZ
Bahamas	BS
Bahrain	BH
Bangladesh	BD
Barbados	BB
Belarus	BY
Belgium	BE
Belize	BZ
Benin	BJ
Bermuda	BM
Bhutan	BT
Bolivia, Plurinational State of	BO
Bonaire, Sint Eustatius and Saba	BQ
Bosnia and Herzegovina	BA
Botswana	BW
Bouvet Island	BV
Brazil	BR
British Indian Ocean Territory	IO
Brunei Darussalam	BN
Bulgaria	BG
Burkina Faso	BF
Burundi	BI
Cambodia	KH

Country	ISO 3166-1 Code
Cameroon	CM
Canada	CA
Cape Verde	CV
Cayman Islands	KY
Central African Republic	CF
Chad	TD
Chile	CL
China	CN
Christmas Island	CX
Cocos (Keeling) Islands	CC
Colombia	CO
Comoros	KM
Congo	CG
Congo, Democratic Republic of the	CD
Cook Islands	CK
Costa Rica	CR
Côte D'ivoire	CI
Croatia	HR
Cuba	CU
Curaçao	CW
Cyprus	CY
Czech Republic	CZ
Denmark	DK
Djibouti	DJ
Dominica	DM
Dominican Republic	DO
Ecuador	EC
Egypt	EG
El Salvador	SV
Equatorial Guinea	GQ
Eritrea	ER
Estonia	EE
Ethiopia	ET
Falkland Islands (Malvinas)	FK
Faroe Islands	FO
Fiji	FJ
Finland	FI
France	FR
French Guiana	GF
French Polynesia	PF
French Southern Territories	TF
Gabon	GA
Gambia	GM
Georgia	GE
Germany	DE
Ghana	GH
Gibraltar	GI

Country	ISO 3166-1 Code
Greece	GR
Greenland	GL
Grenada	GD
Guadeloupe	GP
Guam	GU
Guatemala	GT
Guernsey	GG
Guinea	GN
Guinea-Bissau	GW
Guyana	GY
Haiti	HT
Heard Island and Mcdonald Islands	HM
Holy See (Vatican City State)	VA
Honduras	HN
Hong Kong	HK
Hungary	HU
Iceland	IS
India	IN
Indonesia	ID
Iran, Islamic Republic of	IR
Iraq	IQ
Ireland	IE
Isle of Man	IM
Israel	IL
Italy	IT
Jamaica	JM
Japan	JP
Jersey	JE
Jordan	JO
Kazakhstan	KZ
Kenya	KE
Kiribati	KI
Korea, Democratic People's Republic of	KP
Korea, Republic of	KR
Kuwait	KW
Kyrgyzstan	KG
Lao People's Democratic Republic	LA
Latvia	LV
Lebanon	LB
Lesotho	LS
Liberia	LR
Libya	LY
Liechtenstein	LI
Lithuania	LT
Luxembourg	LU
Macao	MO
Macedonia, Former Yugoslav Republic of	MK

Country	ISO 3166-1 Code
Madagascar	MG
Malawi	MW
Malaysia	MY
Maldives	MV
Mali	ML
Malta	MT
Marshall Islands	MH
Martinique	MQ
Mauritania	MR
Mauritius	MU
Mayotte	YT
Mexico	MX
Micronesia, Federated States of	FM
Moldova, Republic of	MD
Monaco	MC
Mongolia	MN
Montenegro	ME
Montserrat	MS
Morocco	MA
Mozambique	MZ
Myanmar	MM
Namibia	NA
Nauru	NR
Nepal	NP
Netherlands	NL
New Caledonia	NC
New Zealand	NZ
Nicaragua	NI
Niger	NE
Nigeria	NG
Niue	NU
Norfolk Island	NF
Northern Mariana Islands	MP
Norway	NO
Oman	OM
Pakistan	PK
Palau	PW
Palestine, State of	PS
Panama	PA
Papua New Guinea	PG
Paraguay	PY
Peru	PE
Philippines	PH
Pitcairn	PN
Poland	PL
Portugal	PT
Puerto Rico	PR

Country	ISO 3166-1 Code
Qatar	QA
Réunion	RE
Romania	RO
Russian Federation	RU
Rwanda	RW
Saint Barthélemy	BL
Saint Helena, Ascension and Tristan Da Cunha	SH
Saint Kitts and Nevis	KN
Saint Lucia	LC
Saint Martin (French Part)	MF
Saint Pierre and Miquelon	PM
Saint Vincent and the Grenadines	VC
Samoa	WS
San Marino	SM
Sao Tome and Principe	ST
Saudi Arabia	SA
Senegal	SN
Serbia	RS
Seychelles	SC
Sierra Leone	SL
Singapore	SG
Sint Maarten (Dutch Part)	SX
Slovakia	SK
Slovenia	SI
Solomon Islands	SB
Somalia	SO
South Africa	ZA
South Georgia and the South Sandwich Islands	GS
South Sudan	SS
Spain	ES
Sri Lanka	LK
Sudan	SD
Suriname	SR
Svalbard and Jan Mayen	SJ
Swaziland	SZ
Sweden	SE
Switzerland	CH
Syrian Arab Republic	SY
Taiwan, Province of China	TW
Tajikistan	TJ
Tanzania, United Republic of	TZ
Thailand	TH
Timor-Leste	TL
Togo	TG
Tokelau	TK

Country	ISO 3166-1 Code
Tonga	TO
Trinidad and Tobago	TT
Tunisia	TN
Turkey	TR
Turkmenistan	TM
Turks and Caicos Islands	TC
Tuvalu	TV
Uganda	UG
Ukraine	UA
United Arab Emirates	AE
United Kingdom	GB
United States	US
United States Minor Outlying Islands	UM
Uruguay	UY
Uzbekistan	UZ
Vanuatu	VU
Venezuela, Bolivarian Republic of	VE
Viet Nam	VN
Virgin Islands, British	VG
Virgin Islands, U.S.	VI
Wallis and Futuna	WF
Western Sahara	EH
Yemen	YE
Zambia	ZM
Zimbabwe	ZW

The Department of the Interior protects and manages the nation's natural resources and cultural heritage; provides scientific and other information about those resources; and honors its special responsibilities to American Indians, Alaska Natives, and affiliated Island Communities.

NPS 953/123448, January 2014

National Park Service
U.S. Department of the Interior

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Fort Collins, CO 80525

www.nature.nps.gov