Serials Holdings Formats

American Philatelic Research Library

Abbreviations

- Months (three characters, no periods).

Jan	Apr	Jul	Oct
Feb	May	Aug	Nov
Mar	Jun	Sep	Dec

- Quarters – Qtr (capitalize Q, no period).
- Ordinal numbers 1st, 2nd, 3rd, 4th.
- Spring, Summer, Fall, Winter (spell out, capitalize first letter).

Ranges
Month and season ranges

- Use a hyphen to designate journal issues that expand a range of months.

  ex.) Jan-Mar, Jul-Dec.

- Use a forward slash to designate a journal that combines two or more consecutive months/periods.

  ex.) Jan/Feb, Fall/Winter, Oct/Dec

Issue numbering
Volume number

- Use lower case "v" followed by a period, no space between v. and number.
- Change Roman numerals to Arabic numerals.

  ex.) v.1, v.32, v.119

Numbers associated with volume

- Use a colon between the volume number and the issue number, no space after the colon.
- Use lower case "no" followed by a period, no space between no. abbreviation and number.

  ex) v.23:no.1, v.23:no.4

- Use a comma to indicate a missing issue or issues

ex) v. 23:no.1-3,5-6,9

Years, months, seasons, quarters

- Enter the year in parentheses after the volume and issue number.
- Leave a space after the issue number, open parenthesis, year, colon, month, season, quarter, or date (see abbreviations), close parenthesis.
- In the case of volumes that expand over two years, put a slash after the first year and then the last two numbers of the second year

  ex) v.41:no.1-9 (2001/02:Feb).

- Do not add spaces within the parentheses except between the ordinal and Qtr, or in a full date that includes the month, day, and year.

  ex.) v.41:no.2 (2001:Feb)

  ex.) v.54:no.1 (2005:1st Qtr)

  ex.) v.231:no.12 (2016:Dec 28, 2000)

- When a volume and issue number has been designation, the month, quarter, or season that you enter in the parenthesis with the year, only needs the month, quarter, or season of the last issue received.

  ex.) v.63:no.1-3,5,7-8,**10** (2000:**Oct**)

  ex.) v.63:no.1-4,6-**9** (2000:**Sep**)

  ex.) v.32:no.1, **3/4** (2000:**3**rd**/4**th **Qtr**) (This represents a combined 3rd and 4th quarter volume.)

Whole numbers

- Whole numbers follow all other issue information.
- After the close parenthesis for the year, add a space, equal sign, another space, and then the whole number or range of numbers for the issue(s) received.

  ex.) v.23:no.4 (2000:Oct/Dec) = no.432

  ex.) v.63:no.**1-3,5,7-8,10** (2000:Oct): = no. **225-227,229,231-232,234**

  ex.) v.63:no.**1-4,6-9** (2000:Sep): no. **225-228,230-233**

Additional notes and examples

Since journal issues are recorded in numerous ways for different titles and sometimes for the same title, the Reference Assistant must use her judgment in recording issues that fall out of the norm. Some things to keep in mind are:

- To the best of your ability, try to follow the format of volume:number (year:month) = whole number.
- Try to keep whole numbers at the end of the entry.
- Stay consistent with the abbreviations.
- Biweekly is the designation for publications published every two weeks (every 14 days).
- Bimonthly is the designation for publications published every two months (6 times a year).
- Semimonthly is the designation for publications published two times a month (24 times a year).

Below are some examples to follow:

Full Serials Information Format (Monthly publications)

      v.63:no.4 (2000:Dec) = no. 250

Full Serials Information Format (Quarterly publications)

      v.63:no.4 (2000:4th Qtr) = no. 250

      v.63:no.1-3 (2000:3rd Qtr) = no. 249

Full Serials Information Format (Weekly Publications)

      v.24:no.48 (2000:Dec 24) = no. 4233

      v.4:no.1-5 (2000:Feb 18) = no. 170

Full Serials Holdings Format (Bi-Weekly Publications)

Full Serials Holdings Format (Semi-Monthly Publications)

Full Serials Holdings Format (Bi-Monthly Publications)

Full Serials Holdings Format (Sporadic Publications)

Serials with No Volume Designation Format