

# Library of Congress Publication Pattern Policies and Naming Conventions

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## I. Introduction

## II. Frequency

## III. Enumeration

- A. [Punctuation](#)
- B. [Captions](#)
- C. [Levels and relationships](#)
- D. [Numbering scheme](#)
- E. [Numbering continuity](#)
- F. [Enumeration: Special Instructions](#)

## IV. Alternative enumeration

## V. Chronology

- A. [Punctuation](#)
- B. [Captions](#)
- C. [Levels of Chronology](#)
- D. [Seasonal Chronologies](#)
- E. [Chronology: Special Instructions](#)

## VI. Alternative chronology

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## I. INTRODUCTION

The following instructions govern the creation of descriptive names of publication patterns. The naming conventions are important because the Library of Congress anticipates having a very large database of patterns. Thus, it is important that the names indicate the characteristics of the pattern so that the correct pattern can be easily found and to avoid the creation of duplicate patterns.

Basic principle: a new pattern is created any time ANY element of the name would be different. In general, a new pattern is not created when the elements within the pattern do not differ. Some exceptions are allowed for ease in finding the appropriate pattern. The following elements of patterns may be included in the name:

Frequency (always) [[An-](#), [Mo-](#), [3noYr-](#)]

- Enumeration, including:
  - captions for up to three levels [[--v,no](#)]
  - number of parts in all but first level [[--v,2no,6pt](#)]
  - numbering scheme (when not Arabic) [[v\[R\],no\[r\]](#)]
  - The fact that numbering is continuous (when applicable) [[v,6no+](#)]
  - Indication that there are more than three levels of enumeration (when applicable) [[v,12no,6pt +2](#)]
- Alternate enumeration (when applicable) ([v,12no +E=whole no](#))
- Chronology
  - indication of levels ([-v,no | yr,mo,day](#))
  - Alternative chronology (when applicable) [An-yr +C](#)
- Caption of the alternate enumeration

Sources of data: When patterns are created with a piece in hand, there may be different representations of the same designation (as opposed to alternative enumeration or chronology). For example, numbering may appear in arabic on one source and in Roman numerals on another. When this occurs, consult the bibliographic record and use the designation found in field 362 or 588 "Description based on" note. In other cases, use the designation that is most complete.

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## II. FREQUENCY

Give the abbreviation for the frequency, as found below.

### **Abbreviations:**

An (Annual) Be (Biennial) Bm (Bimonthly) Bw (Biweekly) Da (Daily) Mo (Monthly) Qr (Quarterly) Sa (Semiannual) Sm (Semimonthly) Sw (Semiweekly) 3xWk (Three times a week) 3xMo (Three times a month) 3xYr (Three times a year) Tr (Triennial) Wk (Weekly)

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## III. ENUMERATION

### A. Punctuation

#### **In Patterns:**

Use parentheses for captions that are not to be displayed

(year)

(\*)

Use brackets for captions and enumeration that are supplied

[no.]

Separate "new ser" or other constants from the caption for the highest level of enumeration with a colon

new ser:v.

3. ser.:t

Pt.C:v.

#### **In Pattern names:**

Do not use punctuation with abbreviations

*E.g.*, v,no

*not* v.,no.

Because there is a limited number of characters allowed for the name, do not include spaces between the different levels of enumeration

*E.g.*, v,2no

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### B. Captions

1. Captions are given in the language in which they are found on the piece, using standard abbreviations (e.g., v., no., ano, bd., jahr., teil, etc.). Do not capitalize any words in the name, other than the frequency, as this will cause the names to file out of order. The caption may be capitalized in the pattern, however, if that is the practice for that language.

*E.g., In pattern name:* An-bd | yr

*In pattern (1<sup>st</sup> level of enumeration):* Bd

2. If the designation is given in more than one language on the piece, refer to the bibliographic record and choose the caption in the language given first in field 362 or the 588 "Description based on" note.

3. When there is enumeration but no caption apply the following:

a. If the second level of enumeration lacks a caption and is separated from the first by a mark of punctuation, the punctuation can serve as the caption

*E.g., On piece:* Volume 12/3 1998

*In pattern:* 1<sup>st</sup> level: v.; 2<sup>nd</sup> level: /

*In name:* Mo-v,12/ | yr

b. In other cases where there is enumeration but no captions, use (\*) in the pattern and in the name

*E.g., On piece:* 26 1999

*In pattern:* 1<sup>st</sup> level: (\*)

*In name:* An-(\*) | yr

*E.g., On piece:* 8:3 March 1999

*In pattern:* 1<sup>st</sup> level: (\*) 2<sup>nd</sup> level: :

*In name:* Mo-(\*),: | yr,mo

4. When the year constitutes the first level of enumeration because the numbering restarts with each year, give as the caption for the first level of enumeration: (year).

*E.g., On piece:* no. 3 1999

*In pattern:* 1<sup>st</sup> level: (year)

*In name:* Qr-(year),4no

*E.g., On piece:* 1998-4

*In pattern:* 1<sup>st</sup> level: (year); 2<sup>nd</sup> level: -

*In name:* Bm- (year),6-

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## C. Levels and relationships

1. Record up to three levels of enumeration. Each level relates to the level immediately above it. Numbers may be used with the levels when they are other than the default. Defaults are given below.

a. 1<sup>st</sup> level. Give only the caption for the highest level. If there is more than one volume per year, do not indicate the number of volumes.

*E.g.,* Mo-v,12no | yr,mo

Mo-v,3no | yr,mo {NOT: Mo?4v,3no | yr,mo}

b. 2<sup>nd</sup> level. Record the number of issues **per volume** in all cases (not the number of issues per year)

*E.g.,* Mo-v,12no

*E.g., Mo-v,10no*

c. 3<sup>rd</sup> level. Follow the instructions for the 2<sup>nd</sup> level.

d. When there are more than three levels, in brackets add the number of additional levels preceded by a + following the specification of the third level.

*E.g., Mo-v,2pt,6no, [+2] | yr,mo,day*

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## D. Numbering scheme

1. In Voyager, the scheme of enumeration (Alpha, Arabic, Roman) is included in the publication pattern and a different scheme of enumeration calls for a separate pattern. Thus, it is important when naming patterns that it be clear which scheme has been used. The options are:

Arabic (*e.g., 1, 34, 598*)

Roman upper case (*e.g., IV, XI*)

Roman lower case (*e.g., iii, iv*)

Alphabetical upper case (*e.g., A, B, C*)

Alphabetical lower case (*e.g., a, b, c*)

**Note:** There is no provision for ordinal numbers, such as 2<sup>nd</sup>, 15<sup>th</sup> ed., 340<sup>th</sup>, etc. Instead, use the number alone and code as "arabic": 2, 15, 340.

2. For all enumeration, the **default is Arabic**. If the scheme is other than Arabic, give one of the following codes in brackets [ ] following the caption for the level of enumeration.

Roman upper case [R]

Roman lower case [r]

Alphabetical upper case [A]

Alphabetical lower case [a]

*E.g., Qr?v[R],4no[r]*

*Mo?v,12no, pt[A]*

*Mo?v,6no[R]+ {continuous numbering in Roman numerals}*

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## E. Numbering continuity

**Note:** Some serials have alternative enumeration that is consecutive; [see F below](#).

1. Voyager assumes that the 1<sup>st</sup> level is always continuous, i.e., volume numbers change to the next highest each year without ever restarting.
2. The 2<sup>nd</sup> and 3<sup>rd</sup> levels, however, may contain numbering that restarts (the norm) or is continuous. The **default for these levels is restart**.
3. If either or both the 2<sup>nd</sup> and 3<sup>rd</sup> levels is continuous, give the number to be issued for each volume followed by a **plus sign (+)** Do not use with the first level, since this is assumed.

*E.g., Mo-v,12no+ | yr, mo*

*E.g., Mo-v,6no+ | yr, mo*

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## F. Enumeration: Special instructions

1. 2<sup>nd</sup> level of enumeration not given (for frequencies greater than annual). A second level of enumeration is required in order to "bump up" the 1<sup>st</sup> level to the next higher number at the appropriate interval.

*E.g., On piece: v. 86, June 1999*

In order to allow for the appropriate prediction, supply numbering in brackets.

*In pattern: 1<sup>st</sup> level: v.; 2<sup>nd</sup> level: [no]; maximum=12; restart*

*In name: Mo-v, 12[no] | yr,mo*

2. New series, 2<sup>nd</sup> series, etc. When a series begins a new system of numbering, often the numbering is accompanied by words such as "new series" or "3eme serie" In such cases, treat the words as part of the first level of enumeration, separating them from the caption with a colon (:).

*E.g., On piece: 3eme Serie, Annee 1980, Tom XXV No 8 Octobre*

*In pattern: 1<sup>st</sup> level: 3.Ser.:t      continuous*

*In pattern: 2<sup>nd</sup> level:    no    restart*

*In name: Mo-3.ser:t, 12no | yr,mo*

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## IV. ALTERNATIVE ENUMERATION

If present, use "[+E]" and follow this with an equals sign (=) and the caption. When a single level of enumeration is given, assume that it is continuous and do not add a plus + sign following the caption.

*E.g., Mo-v,12no [+E=issue no] | yr, mo*

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## V. CHRONOLOGY

**Note:** chronology is always given from highest (year) to lowest (day)

### A. Punctuation

1. Separate the enumeration from the chronology with a space-straight line ( | )- space.

*Mo-v,12no | yr,mo*

2. When there is no enumeration, the chronology follows the frequency {/language} and dash

*E.g., An-yr*

*Qr/fre-yr,seas*

- a. Separate each level of chronology with a comma but no space (e.g., yr,mo,day)
- b. Do not use ending punctuation in abbreviations (e.g., yr,mo)

### B. Captions

1. Since Voyager provides a pop-up menu for chronology, the possibilities are more limited than for enumeration.
2. Use English captions and abbreviations found below.

Abbreviations yr - year mo - month day (no abbreviation) wk - week seas - season mo-mo - month span (e.g., July-Sept.)

### C. Levels of chronology

1. Give up to four levels of chronology (e.g., yr; yr,mo; yr,mo,day; yr,mo,wk,day)
2. Give only the levels that are needed to identify the issue, depending on the frequency. For example, do not give month and day for an annual or day for a monthly or quarterly. Including such data will make prediction more difficult.

*E.g., On piece:* 1999 April 3, 1999

*In name:* Annual = An-yr not: An-yr,mo,day

#### D. Seasonal chronologies

1. Use the following abbreviations: Spring--Sp, Summer--Su, Autumn--Au (use also for Fall), Winter--Wi
2. Indicate the actual seasons when not all four are issued, as in the case of a semiannual (e.g., Sa-v,2no | yr,seas[Sp/Au])
3. For a quarterly, indicate which season is issued first in the calendar year by adding in brackets the abbreviation for the season (E.g., Qr-v, 4no | yr,seas[Wi=1]. Reminder: Only one date can be used and LC will use the first date in the span (e.g., for 1998/1999 the date used would be 1998). Thus, if the winter issue is 1998/1999 and spring is 1999, spring is designated as 1999. Winter would be 1999' if issued with a designation of 'winter 1999'.

#### E. Chronology: Special instructions

1. Chronology spans. When a year, month, season, or day spans several years, months, seasons, or days, only one date can be recorded in the subscription pattern and the publication pattern will reflect that. The first date will always be used. At the check-in stage the date will be modified to include the span and a pop-up note will be added to the check-in record.

*Examples:*

Year: 1999/2000

In publication pattern: Year

In name: Yr

In subscription pattern: 1999

When checked in: 1999/2000

Months: January-March 2000

In publication pattern: Quarterly [Jan.-Mar,

In name: Yr, mo

In subscription pattern: Jan. 2000

When checked in: Jan-Mar. 2000

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#### VI. Alternative chronology

There is only one level of chronology accommodated and, at present, Voyager has no capability for using the alternative chronology. However, in anticipation of future use and to accommodate potential output of patterns in MARC holdings format, give the caption for the highest level of alternative chronology. In most cases this will be "year."

*E.g.,* Vo1 8, no. 5, July 1, 1999 = July 1, 5787

Alt. Chronology = year

Indicate the presence of alternative chronology in the name by **[+C]**

Mo-v,12no | yr,mo,day [+C]