

BIBLIOGRAPHIC GUIDELINES FOR PUBLICATIONS OF THE TEXAS GOVERNMENT

Identifying a publication accurately ensures its usefulness and accessibility to people who may start out with no knowledge of the publishing agency or institution, of the material's history or of the environment that produced the document.

Approach the identification of your publication as if you are solving a mystery. Let the publication's audience know the **who, what, when, where** and **how** (and sometimes the **why**) of its creation and distribution. Always place this information **on a title page** that immediately follows the cover of the publication. By using a title page with appropriate identifying information on it, you guarantee that in the future your own organization's staff, as well as researchers in general, will be able to understand the context in which it was produced.

THE FOLLOWING GUIDELINES APPLY TO ALL DOCUMENTS,
ESPECIALLY THOSE THAT ARE ONE-TIME REPORTS OR STUDIES,
OR THAT ARE ISSUED ANNUALLY OR LESS FREQUENTLY.

WHO? **Guidelines for author and publisher information.**

1. **Be official. Use the full name of your agency or institution.**

Give credit both to the parent body and to any specific subdivision responsible for the publication.

EXAMPLE OF WORDING: "Published by the Honeycomb Division of the Texas State Beekeepers Board"

2. **Be generous. Give credit where credit is due.**

If the publication is the result of a cooperative effort of several agencies or organizations, mention all of them but list the coordinating or funding entity first, or in a way that identifies its special status.

EXAMPLE OF WORDING: "Published by the Texas State Beekeepers Board in cooperation with the University of Texas Center for Apiarian Research and the Texas Bee Watcher's Association"

If one agency or organization prepares the publication for another entity, give credit to both of them.

EXAMPLE OF WORDING: "Prepared by the Texas State Beekeepers Board for the University of Texas Center for Apiarian Research"

EXAMPLE OF WORDING: "Prepared by Deloitte & Touche Consulting Group as part of a contract with the Texas State Beekeepers Board"

If it is your organization's policy to credit employees for the works they produce, edit or compile, mention them also.

EXAMPLE OF WORDING: "Published by the Texas State Beekeepers Board. Written and edited by Rose Honeysuckle"

WHAT? Guidelines for title information.

1. Be obvious. Display the title prominently. Show the document's uniqueness.

Place the title on the first page (that is, the *title page*) of the publication, preferably before the publisher's name or other pertinent information.

EXAMPLE OF WORDING: "Annual Report of the Texas State Beekeepers Board for Fiscal Year 2004"

Use words in the title that are descriptive of the publication's content.

EXAMPLE OF WORDING: "Annual Summary of Reported Apiarian Activities for Calendar Year 2003" (Use this type of description instead of just "Annual Report.")

2. Be consistent in naming publications.

Use the exact same wording for the title of a recurring or revised publication.

EXAMPLE OF WORDING FOR AN ANNUAL PUBLICATION:

"Directory of Registered Apiaries in Texas, 2002"

"Directory of Registered Apiaries in Texas, 2003"

"Directory of Registered Apiaries in Texas, 2004"

Use words in the title that are descriptive of the publication's provenance.

EXAMPLE OF WORDING FOR A REVISED PUBLICATION:

"Manual for Texas Beekeepers. 1990" (the first manual includes publication date)

"Manual for Texas Beekeepers. Second edition. 1991" (the later manual has an edition statement and date)

Change the wording of the title only when there has been a substantial change in the publication's content, scope or format.

EXAMPLE OF DESCRIPTIVE TITLE: "Annual Statistical Report on the Killer Bee Program for Fiscal Year 2003" (This report contains primarily statistics.)

EXAMPLE OF DESCRIPTIVE TITLE: "Annual Progress Report on the Killer Bee Program for Fiscal Year 2004" (This report consists primarily of narrative summaries.)

If the publication has a cover, the title on the cover and on the first page should be identical.

WHEN & WHERE? Guidelines for date and place information.

1. Be precise. State all applicable dates for the publication.

Include dates both for the span of time covered by the contents of the document and for the date it was produced. Use four digits to report years.

EXAMPLE OF WORDING: "Five-Year Strategic Plan for the Texas State Beekeepers Board, Fiscal Years 2001-2005. Published June 2001"

WHEN & WHERE? **Guidelines for date and place information (continued).**

For publications issued in series, include the frequency of the publication either in the title or in a special note on the title page.

EXAMPLE OF WORDING IN TITLE: "Bees Need Honey, Too : An Annual Report of the Honeycomb Division of the Texas State Beekeepers Board"

EXAMPLE OF WORDING IN A NOTE: "*Bees Need Honey, Too* is the official annual report of the Honeycomb Division of the Texas State Beekeepers Board"

2. Be specific. State the location of the publication's production.

Include the city and state of the publishing organization.

EXAMPLE OF WORDING: "Austin, Texas"

HOW? **Guidelines for information on obtaining copies of the publication.**

1. Be forthcoming. State the methods for getting copies of the document.

Announce availability of the document on the Internet, if your organization posts it on-line. Include the price of the printed publication if it is for sale and how to request it. This information usually appears on the reverse of the title page, on the inside front cover, or on the outside back cover.

EXAMPLE OF WORDING: "*A-Bee-C's of Hive Management* is available on-line from www.tsbb.state.tx.us. To purchase single copies, write to the Board at 123 Avenue B, Austin, Texas, 78701, and include a check or money order payable to Texas State Beekeepers Board. Single copies are \$5.00 each"

EXAMPLE OF WORDING: "Copies of *1,000 Good Things to Do with Honey* are available for free upon request by writing to the Texas State Beekeepers Board at 123 Avenue B, Austin, Texas, 78701"

2. Show your compliance with the State Depository Law.

Let readers know the agency or institution has deposited the publication at the Texas State Library.

EXAMPLE OF WORDING FOR PUBLICATIONS DEPOSITED: "Copies of this publication have been deposited with the Texas State Library in compliance with the State Depository Law, *Texas Government Code* §441.101-106."

THE FOLLOWING *ADDITIONAL* GUIDELINES APPLY TO PERIODICALS
AND DOCUMENTS THAT ARE ISSUED MORE FREQUENTLY THEN ONCE PER YEAR.

Magazines, newsletters and other materials or reports published more than once per year require special consideration in meeting bibliographic standards. In addition to the guidelines noted above, apply the following principles to ensure that a periodical's audience knows what to expect from the publication.

WHAT? Additional guidelines for title information.

1. Be informative. Explain title changes in the first issue.

Describe the current publication's relationship to previous ones.

EXAMPLES OF WORDING: "Formerly the *Beekeepers Update*"; "This bulletin continues the publication *Beekeepers Journal*"; "This periodical replaces *Beekeepers Today*"; "This magazine combines the two publications *Beekeepers Update* and *Beekeepers Today*"

2. Be consistent. Change a periodical's title only for compelling reasons.

Use the same title for each issue if the document has the same publishing body, format, scope and audience.

EXAMPLE OF INCORRECT TITLE CHANGES: (the examples below show five title changes for five issues of a single periodical. The enumeration shows a consistent sequence of publication, but no other information justifies the title changes)

"Beekeepers Quarterly. V.1 No.1"

"Texas State Beekeepers Board Quarterly Journal. V.1 No.2"

"Beekeepers Journal. V.1 No.3"

"TSBB Quarterly. V.1 No.4"

"TSBB Quarterly Magazine. V.2 No.1"

WHEN? Additional guidelines for date information.

1. Be precise. State the publication schedule for serial documents.

Describe the frequency of magazines, newsletters and other periodicals in the masthead, title or editorial box. If the frequency is irregular, let the audience know right from the start.

EXAMPLES OF FREQUENCY STATEMENTS: "Weekly"; "Monthly"; "Published quarterly in February, May, August and November"; "Issued three times per year in January, June and September"; "Published monthly except in August"; "Thirteen issues per year : monthly, with a special extra issue in December"; "Published irregularly, one to three times per year"

EXAMPLE OF FREQUENCY IN THE TITLE: "Beekeepers Journal : a monthly publication of the Texas State Beekeepers Board"

EXAMPLE OF FREQUENCY IN AN EDITORIAL BOX: "The *Beekeepers Update* is published irregularly as news develops that is of interest to our readers"

WHEN? **Additional guidelines for date information (continued).**

Show the continuity of the publication by using volume and issue numbers or sequential issue numbers that keep growing indefinitely. Use the numbering system logically, numbering the issues consecutively. Avoid Roman numerals; some editors do not fully understand Roman numerals and cause errors in the enumeration.

EXAMPLES OF VOLUME AND ISSUE NOTATION: "Volume 1, Number 1"; "V.4 No.11"

EXAMPLE OF SEQUENTIAL ISSUE NOTATION: "Issue No. 94"

Draw attention to the first issue of a periodical.

EXAMPLES WORDING: "Premier Issue"; "Inaugural Issue"; "First Edition"; "This is the first issue of *Beekeepers Journal*, a monthly publication addressing the issues of apiary management"

Use clear dates to identify a publication's release with precision; this is especially true for documents issued quarterly or by season.

EXAMPLES WORDING:

"First Quarter, FY 2004 : Sept.-Nov., 2003" (this title reports on a fiscal quarter)

"Second Quarter, April-June 2004" (this title reports on a calendar year quarter)

"Spring 2004, published in April" (this statement provides the exact month)

"Winter 2004, published Dec. 2003" ("winter" crosses two calendar years; this example clarifies the time sequence)

2. Be logical. Use the numbering system's established sequence.

Change the issue number for every issue, and change the volume number as the calendar or fiscal year changes. If the publishing body skips an issue or combines two issues, notify the readers with an appropriate announcement in the next published issue.

EXAMPLES OF COMBINED ISSUE NOTICE IN A FREQUENCY STATEMENT:

"February-March 2004" (for a monthly publication, this note shows a combined issue)

"Volume 2, Issues 2-3" (for a quarterly publication, this note shows a combined issue)

EXAMPLE OF COMBINED ISSUE NOTICE IN AN EDITORIAL BOX:

"The publisher regrets that no February 2004 issue of *Beekeepers Quarterly* was produced. This issue, March 2004, is Volume 4, Numbers 2 & 3, to maintain the existing enumeration."

If the publishing entity inadvertently omits a number on an issue, continue the enumeration of the next issue as if the issue number had been assigned on the previous one.

EXAMPLE OF SEQUENCE:

"Beekeepers Quarterly. March 2003. V.3 No.1"

"Beekeepers Quarterly. June 2003"

"Beekeepers Quarterly. September 2003. V.3 No.3" (*not* V.3 No.2)

WHY?

Guidelines for audience information.

- 1. Justify the compilation and production of the document. State the reason for publishing the material or its intended readers.**

Include a statement about the publication's purpose and readership.

EXAMPLES OF AUDIENCE STATEMENTS:

"For Beekeepers and Hive Specialists Everywhere"

"For citizens who want to stay on top of new developments in the honey production industry"

"Current issues in beekeeping for suppliers and manufacturers"

"Published to inform our customers and the Legislature on the Killer Bee Program's activities"

"An employee newsletter"

"Keeping professionals aware of licensing requirements and actions"