

## **Submission Guidelines**

### ***AHRT's Select History of the World's Archives, 1588-1898***

The Archival History Roundtable is compiling a bibliography on the history of the world's archives. We are seeking citations for publications *about or by* archives published on 1898 or earlier. Please view our current bibliography here: <https://goo.gl/VsrBZK>. You can make comments directly on the Google document or email me with your citations at [kelly.kolar@mtsu.edu](mailto:kelly.kolar@mtsu.edu)

#### Instructions for Bibliographic Citations

- Bibliographic citations should conform to *The Chicago Manual of Style*, 16<sup>th</sup> ed. <http://www.chicagomanualofstyle.org/home.html>
- If possible, when a title is in a foreign language, please include an English translation in brackets following the title.  
Example:  
Arkheograficheskaia kommissia. *Akty, otnosiashchiesia k istorii zapadnoi Rossii* [Documents relating to the history of southern and western Russia]. St. Petersburg, II otdelniia Sobstvennoi. I. V. Kantseliarii 1863-1892.  
For further guidance see: CMS 14.108 Translated title supplied by author or editor
- When full text is available online, include a link to the text in the citation.  
Example:  
Friedmann, Friedrich Traugott. *Zeitschrift für die Archivs Deutschlands* [Journal for the archives of Germany]. 2 vols. Gotha, Perthes, 1846-1853.  
Fullview available at HathiTrust:  
<http://hdl.handle.net/2027/njp.32101073599449>
- For guidance on transliterations, please consult Chapter 11: “Foreign Languages” in *The Chicago Manual of Style*  
[http://www.chicagomanualofstyle.org/16/ch11/ch11\\_toc.html](http://www.chicagomanualofstyle.org/16/ch11/ch11_toc.html)
- Below are listed common relevant rules for foreign language citations:

#### **14.71 Foreign bibliographic terms and abbreviations**

When books in a language other than English are cited in an English-language work, terms used for volume, edition, and so on may be translated—but only if the author or editor has a firm grasp of bibliographic terms in the foreign language. It is often wiser to leave them in the original. “Ausgabe in einem Band,” for example, may be rendered as “one-volume edition” or simply left untranslated. Moreover, abbreviations such as “Bd.” and “t.” (German and French/Spanish equivalents of *vol.*, respectively) that are likely to have been recorded that way in a library catalog may best be left in that form. If in doubt, check a major catalog such as that of the Library of Congress or WorldCat.

#### **14.108 Translated title supplied by author or editor**

If an English translation of a title is needed, it follows the original title and is enclosed in brackets, without italics or quotation marks. It is capitalized sentence-style regardless of the bibliographic style followed. (In running text, parentheses are used instead of brackets; see 11.6.) See also 14.110.

Pirumova, Nataliia Mikhailovna. *Zemskoe liberal'noe dvizhenie: Sotsial'nye korni i evoliutsiia do nachala XX veka* [The zemstvo liberal movement: Its social roots and evolution to the beginning of the twentieth century]. Moscow: Izdatel'stvo "Nauka," 1977.

#### **14.137 Foreign city names**

Current, commonly used English names for foreign cities should be used whenever such forms exist.

Belgrade (*not* Beograd)  
Cologne (*not* Köln)  
Mexico City (*not* México)  
Milan (*not* Milano)  
Munich (*not* München)  
Prague (*not* Praha)  
Rome (*not* Roma)  
The Hague (*not* den Haag)  
Turin (*not* Torino)  
Vienna (*not* Wien)

#### **14.142 Foreign publishers' names**

No part of a foreign publisher's name should be translated, even though the city has been given in its English form.

Mexico City: Fondo de Cultura Económica, 1981  
Munich: Delphin Verlag, 1983  
Paris: Presses Universitaires de France, 1982

Note that abbreviations corresponding to *Inc.* or *Ltd.* (German *GmbH*, for example) are omitted (see 14.140). Capitalization of a publisher's name should follow the original unless the name appears in full capitals there; in that case, it should be capitalized headline-style; if in doubt about the correct capitalization, consult one of the sources mentioned in 14.139.