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

Instructions for Bibliographic Citations


- 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 Rossi [Documents relating to the history of southern and western Russia]. St. Petersburg, II otdelnia 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.


- 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.


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

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.