**Submission Guidelines**

***AHS Select History of the World’s Archives, 1588-1898***

The Archival History Section 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

* Bibliographic citations should conform to *The* *Chicago Manual of Style,* 16th 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>

* 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](http://www.chicagomanualofstyle.org.ezproxy.mtsu.edu/16/ch14/ch14_sec140.html)). 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](http://www.chicagomanualofstyle.org.ezproxy.mtsu.edu/16/ch14/ch14_sec139.html).