# ABBREVIATION / ENUMERATION RULES

* Use the terminology on item in hand.

If there is none, use your judgement to assign one: "v." for larger items,

"no." for smaller items

* Abbreviate and use capitals or lower case according to the list below.
* Treat plural forms as if they were in the singular form : e.g. use "pt." for "parts."
* Do not leave a space after the section designation and number, but separate

 designations with a comma and space, e.g., **ser.4, v.5, pt.1, no.2**

* If the item consists of multiple sections, enter the range, e.g. **v.41-43, 1996-1997**.

* For year ranges, enter full years, e.g. **1996-1997** (not 1996-97)
* Do not add date of publication of individual vols. after the vol. no. for books published in

 several volumes (a.k.a. multi-volume works). Only serials get dates after vol. numbering.

* Convert roman numerals to arabic

Abteilung Abt.

Abtheilung Abt.

afdeling afd.

argang arg.

Band [German] Bd.

band [Dutch] bd.

bind bd.

book bk.

chast ch.

czesc cz.

deel d.

del d.

evfolyam evf.

fascicle fasc.

fascicule fasc.

Heft Heft

Issue no.

jaargang jaarg.

Jahrgang Jahr.

kniga kn.

kniha kn.

knjiga kn.

Lieferung Lfg.

livraison livr.

neue Folge n.F.

new series n.s.

number no.

numero no.

Nummer [German] Nr.

nummer [Dutch] nr.

part pt.

parte pt.

partie pt.

rocnik roc.

rocznik roc.

serie ser.

series ser.

supplement suppl.

svazek sv.

Teil T.

Theil Th.

tom t.

tome t.

tomo t.

volume v.

 vypusk vyp.