

**BACKGROUND:** *Subject authority records include 670 (Sources found) and 675 (Sources not found) fields. Because these records are distributed to bibliographic utilities and other subscribers, the sources in these fields should be cited in a style that is brief, but clear and understandable to users of the authority records. This instruction sheet describes a suggested method of citing sources. However, as long as the appropriate data elements are present, the exact style of the citation is optional.*

**1. General rule for citing sources.** Provide the main entry, title, and date of publication. In order to keep citations brief, authors' initials instead of their full forenames may be cited, titles may be abridged, and words in titles may be abbreviated to the extent that this can be done without sacrificing clarity. The following format and punctuation style are suggested:

```
670 ## $a Doe, J. The book I wrote, c1986
670 ## $a U.S. Cong. Senate. Select Comm. on Pres. Campaign Activities.
The final report ... 1974
```

It is equally acceptable to copy-and-paste the full main entry and title statement from a bibliographic record into a 670 field in an authority record.

**2. Model of citation form with content designation.** The suggested form of citation is:

```
670 ## $a [author]. [title], [date]: $b [volume, page, etc.] ([data
found]) $w [identifier]
```

Although not all citations include all of these elements, generally follow this order and style for those elements that are included.

When citing the work being cataloged, include in a \$w subfield the LCCN of the work, if the work is being cataloged at the Library of Congress or is a CIP that is being cataloged as part of the CIP Partnership Program. Input **DLC** enclosed in parentheses at the beginning of the subfield and then input the LCCN. Do not leave a space between the closing parenthesis and the number. *Example:*

```
670 ## $a Work cat: Michelson, Rebecca. Pica Boulevard, 2019: $b CIP
t.p. (Pico Boulevard, Main Street Los Angeles) page 3 (an east-west
thoroughfare running from Boyle Heights to the Pacific Ocean; first
appeared on an 1855 map of Los Angeles) $w (DLC)2019300716
```

## H 203 Citation of Sources

### 2. *Model of citation form with content designation.* (Continued)

SACO libraries may input either their local bibliographic record control number or the bibliographic record control number from a bibliographic utility (e.g., an OCLC number), but not an LCCN, into the \$w subfield if the work being cataloged is not an LC CIP. Precede the control number by the MARC organization code for the agency to which the number applies, enclosed in parentheses. Do not leave a space between the closing parenthesis and the number. *Example:*

\$w (OCoLC)198765401

*Note: Provide only one \$w subfield per 670 field. The subfield is repeatable, but it is not repeated in LCSH authority records.*

3. *When to omit volume and page numbers.* As a general rule, omit the volume and page number where information relevant to the proposal was found, if (a) the source being cited is alphabetically arranged, *and* (b) the heading being proposed, or a reference to it, is found in its normal alphabetical location in the source. *Examples:*

If a heading for the Battle of Chemulpo is proposed and *The Dictionary of Battles and Sieges* is cited as a source, the volume and page number in the dictionary may be omitted since the dictionary is an alphabetically arranged list of battles and the entry for Chemulpo is found under the letter **C**.

If **Empire State Building (New York, N.Y.)** is proposed, and *Americana* is cited as a source, the volume and page number may be omitted, since an article on the building appears directly under the letter **E** in the encyclopedia.

Also omit volume and page numbers when citing as a source a publication that has the proposed heading within its title. *Example:*

If the heading **Privatization** is proposed, no page number is required when citing the following as a source: *Goldman, H. The privatization book, 1984.*

*Note: When citing a work such as this in order to justify variant forms that are found in the text and that have been provided as UFs, or to provide other information about the term, cite the page number(s) where the variants and/or information is found.*

**4. When to include volume and page numbers.** As a general rule, include the volume and page number where relevant information was found if either (a) the source is not an alphabetically arranged work, and it is necessary to browse or use the table of contents and/or index to locate information that supports the proposal *or* (b) the source is alphabetically arranged, but the information that supports the proposal being made appears in a place other than the alphabetical position of the proposed heading. *Example:*

If the heading **Coit Memorial Tower (San Francisco, Calif.)** is proposed and *Americana* is cited as a source, the volume and page number are required because this term appears only in the article about San Francisco, and there is no entry or reference to it under the letter C.

When including a volume and/or page number, place them following the source citation in a \$b subfield. *Examples:*

```
670 ## $a Americana: $b v. 24, p. 199 (in article on San Francisco:
Coit Tower; rises 210 feet (64 meters) atop Telegraph Hill)
```

**5. Citing serial publications.** When citing any serial as a source, provide the volume number (or date) of the issue(s) consulted, in addition to the other information specified above. *Examples:*

```
670 ## $a Biol. & agr. index: $b v. 38 ([data found])
670 ## $a NYT index, 1984: $b ([data found])
670 ## $a Educ. index, May 1984: $b ([data found])
670 ## $a Pharmaceutical trends, Jan. 1978: $b p. 2 ([data found])
```

**6. Citing web sites.** Give the name of the web site and the date it was consulted. In subfield \$b, give a location, if appropriate, and the information found. Include the date viewed in the \$a subfield. *Example:*

```
Heading proposed: DataTimes (Information retrieval system)
670 ## $a DataTimes WWW site, May 16, 1996: $b main menu (DataTimes
information network)
```

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### 6. *Citing web sites.* (Continued)

Names of search engines should be cited only when it is useful to provide hit counts for variant terminology. *Example:*

*Heading proposed:* Benghazi Consulate Attack, Banghāzī, Libya, 2012  
670 ## \$a Google, Jan. 25, 2013 \$b (hit counts: US Consulate attack, 2,610,000; Benghazi Consulate attack, 1,580,000; US Mission attack, 190,000; Benghazi Mission attack, 274,000)

*Note:* Catalogers are strongly discouraged from providing a URI (Uniform Resource Identifier) in the 670 field, since URIs are unstable and addresses often change. In rare situations where it is necessary to cite a URI, the 670 \$u subfield must be used for this purpose.

7. *Parenthetical information.* Provide the terminology and any variant terms, and definitions or descriptions found in the cited source. Put this information in parentheses following the citation in a \$b subfield. *Examples:*

*Heading proposed:* Draco (Constellation)  
670 ## \$a Astronomy encyclopedia, 2002 \$b (Draco; eighth-largest constellation, representing the dragon Ladon in Greek mythology; lies between Ursa Major and Cepheus, near the north celestial pole, and surrounds Ursa Minor on three sides)

*Heading proposed:* Bandolin  
670 ## \$a Garland encyclopedia of world music: \$b v. 2, p. 417  
(Ecuador): The bandolín is a type of flat-backed mandolin with five courses of triple strings struck with a plectrum. It is played by Quichua and Iberian-Ecuadorians in the highlands; certain Imbabura villages, such as Ilumán, used to be famous for their proliferation of bandolines)

8. *Citing sources that are not publications.*

*a. BGN.* In *most* cases, information is obtained from BGN via the World Wide Web, using the Geographic Names Information System (GNIS) or GEOnet Names Server (GNS) (cf. H 690, sec. 1). Cite these sources in the following manner:

```
670 ## $a GNIS [or GEOnet], [date searched] $b ([approved form,
location and type of feature, coordinates]; variants: [variants
provided])
```

See also the instructions in [DCM Z1—670 Source Data Found—Special types of citations—U.S. Board on Geographic Names \(BGN\)](#) to see all the options for how to record the information for geographic features.

*Example:*

```
670 ## $a GEOnet, July 29, 2015: $b (Tokaji Hegy, mountain in Borsod-
Abaúj-Zemplén, Hungary; 48°07'00"N 021°23'00"E; variants: Kopasz, Tokaj
Hegy, Kopasz, Hegy, Nagy-Kopasz, Tokaj, Tokaj Hegy)
```

```
670 ## $a GNIS, Feb. 10, 2023: $b (Chimney Rock Bluff; cliff; Newton
County, Arkansas; 36.0078540, -93.0804523)
```

*b. Citing the Library of Congress database.* Use the phrase **LC database** as a standard way of indicating that the term being proposed as a heading or reference was found in titles in bibliographic records in the LC Database. Use **LC name authority file** to cite the name authority file. *Example:*

*Heading proposed:* Environmental auditing

```
670 ## $a LC database, Sept. 9, 1984 $b (environmental audit;
environmental compliance auditing; environmental auditing)
```

## H 203 Citation of Sources

### 8. *Citing sources that are not publications.* (Continued)

*c. Citing telephone calls and email correspondence.* In order to use information obtained by telephone or over email to support a subject heading proposal, use one of the following citation forms: **Phone call to [name of person]**; **Email from [name of person]**. Include the date of the contact and also include, when pertinent and available, the person's title and the organization with which the person is affiliated. Provide in parentheses a *brief* summary of the relevant information provided by the person in a \$b subfield. *Example:*

*Heading proposed:* Public history

670 ## \$a Phone call to M. Cantelon, Natl. Council on Public History, Sept. 15, 2000 \$b (term "public history" has not yet acquired a fixed meaning)

*e. Citing the Old Catalog heading.* When proposing a heading for a named entity, geographic feature, chemical, biological organism, etc., for which an Old Catalog heading exists and has been found, cite it by the phrase **Old catalog heading** followed by the heading in parentheses in a \$b subfield. *Example:*

*Heading proposed:* Marion Reservoir (Kan.)

670 ## \$a Old catalog heading \$b (Marion Lake, Kan.)

*8. Citing sources in which the heading was not found.* Use the 675 field to cite sources that were consulted but do not use the term or any variation of it. The same style as that used for citing sources that support the proposal may be used. No further data should be provided. The 675 field is not repeatable. Multiple sources appear in sequential \$a subfields, separated by semicolons. Use no other subfield coding *Example:*

675 ## \$a Soprintendenza per i beni archeologici della Puglia website, viewed Dec. 31, 2014; \$a Princeton encyc. classic. Sites