Appendix to the Guide on the Use of Database

Guidelines for composing database entries

These guidelines aim to homogenize as much as possible data entering, and are structured in two sections.

In the first section (*Fields of the database*) we analyze some fields of the database, while in the second section (*Glossary*) we provide more details on some problems related to data entering. The words in red in the first section refer to the glossary.

1. CAMPI DEL DATABASE

Author, original title and year of 1st edn
Transcribe in line #1 the name of the author in the shape of heading
Transcribe in line #2 the original Title of the work
Transcribe in line #3 Place of publication : Publisher, year of publication

EXAMPLE
Bastiat, Frédéric
Harmonies économiques
Paris: Guillaumin, 1850

Base edn and year (if different from original edn)
Base of translation (if different from base edn) author, title and year
Use the same rules adopted for the original work, adding, if necessary a fourth line indicating the edition. As to the indication of edition, use preferentially the form adopted in the country in which the work has been published.

EXAMPLES
5. ed. (per l'italiano)
3. Aufl. (per il tedesco)
4. éd. (per il francese)

Surname and Name of Author (in the original language)
Follow the rules of the heading

When reporting a work written by two or more authors, use two different lines: in the first line report the name of the first author followed by comma, and in the second line report the second name. The following is an example:
Gide, Charles,
Rist, Charles
In this way the list of authors will be visualized in the database as follows:
Gide, Charles, Rist, Charles

Surname and Name of Author (in the spelling of translation, if different)
Follow the rules of the heading

Place
Write the name of the place of publication as it is reported in the volume, and in any way in the original language, without translating it.

EXAMPLE
London (*not* Londres or Londra)
Genève (*not* Geneva or Ginevra)

Country
Always use the English name, as for example "Italy"

Publisher
Report the name of the publisher in the extended form.

EXAMPLE
Unione tipografico-editrice torinese (*not* UTET *or* U.T.E.T.)

Initial and final page number
Use the fllowing form:
96-148 p.

Editor's name(s)
Translator's name(s)
Follow the rules of the heading

2. GLOSSARY

HEADING
By heading we mean the correct formulation of the name. Since such formulation varies according to national conventions, we accept the heading adopted in the author's home country. However, we recommend the most extended form.
EXAMPLE
For "John Richard Hicks",
the most frequently adopted form in English speaking countries is:
Hicks, John
In other countries the most adopted form is:
Hicks, John R.
In our database we prefer to use the following:
Hicks, John Richard

However we suggest to check in the database the form already adopted for other entries of the same author, and to adopt it (we are working to homogenize existing dissimilarities).

TITLE
By title we mean both the titolo and the complement of the title (i.e. the subtitle), when present.
Title and complement are separated by SHIFT /-COLUMN-/ SHIFT.
The initial of the complement of the title is reported in lower cases, except when the word has a capital, as in the case of geographic names. Therefore, the exact form is the following:

Title : complement of title

As for the use of capital letters (and other grammatical rules) we adopt the rules of the language in which the work has been published. Typically, in titles in English and Portuguese all main words (except articles and conjunctions) open with a capital; we remind that in German all substantives open with a capital.

PLACE OF PUBLICATION, PUBLISHER AND YEAR OF PUBLICATION
The exact way to report this information is the following:

Place of publication : Publisher, year of publication.
EXAMPLE
London: Macmillan, 1931

If there are two places of publication use the following:
New York ; London : McGraw Hill, 1939

If there are three places of publication (or more) use the following:
London [etc.] : Macmillan, 1931

If there are two places of publication with a publisher associated to each of them, use the following:
Firenze : Giunta regionale toscana ; Milano : Editrice Bibliografica, 1991

If there is only one place of publication and two publishers, use the following:
Firenze : Giunta Regionale Toscana : La Nuova Italia, 1986