

ABIA

South and Southeast Asian Art and Archaeology Index



Trainee Manual

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The numbering of these chapters in the manual may vary slightly with the above list; the sequence is identical.

1. The ABIA Index database

In 1996, The International Institute for Asian Studies (IIAS) in Leiden initiated an international project to compile a bibliographic data base entitled 'ABIA South and Southeast Asian Art and Archaeology Index'. The IIAS bears ultimate responsibility for the project during the first five years, starting from January 1997.

Since 2002 three regional centres of expertise have participated in the production: the IIAS in Leiden, the Netherlands; the PGIAR (Postgraduate Institute of Archaeology of the University of Kelaniya) in cooperation with the CCF (Central Cultural Fund) in Colombo, Sri Lanka; and the IGNCA in New Delhi, India.

Formerly known as the *Annual Bibliography of Indian Archaeology (ABIA)* published at the Kern Institute in Leiden, the new *ABIA South and Southeast Asian Art and Archaeology Index* is an electronic database supplying annotated records which are fully searchable online and freely accessible at <http://www.abia.net>.

Each office creates its own database. Online, however, all data can be linked through an 'Search all' function.

Besides these electronic formats, extracts from the database are also available in the form of printed bibliographies. Two volumes have been published thus far, containing approximately 3,350 annotated and keyword-indexed references to publications between 1996 and 2001.

In addition to the title description, each record contains keywords and annotations which elucidate the context, the inherent interest and the potential value of each of the publications for the user. For each reference, the *ABIA Index* database indicates the source library, thus making such widely dispersed professional literature more easily traceable.

The database is consulted regularly by art historians, archaeologists, Asia specialists, anthropologists, numismatists, historians, epigraphists and students. Other users are librarians, curators, educational service staff, and collectors of Asian art and coins.

2. Contents of the ABIA Index data base

The subjects, regions, and materials covered by the *ABIA South and Southeast Asian Art and Archaeology Index* are the following:

2.1 *Subjects*

- Pre- and protohistory
- Historical archaeology
- Ancient art history
- Modern art history
- Material culture
- Epigraphy and palaeography
- Numismatics
- Sigillography (seals)

The performing arts and (ancient) history are not included.

2.2 *Regions*

- South Asia: Bangladesh, Bhutan, India, Nepal, Pakistan, Sri Lanka and Maldives
- Southwest Asia - as related to South Asia (for instance Afghanistan and Eastern Iran)
- Central Asia - as related to South Asia (for instance Uzbekistan and Tajikistan)
- East Asia - as related to South Asia (for instance the region of Tibetan culture)
- Southeast Asia: Brunei Darussalam, Cambodia, Indonesia, Laos, Malaysia, Myanmar, Phillipines, Thailand, Vietnam
- East Asia - as related to Southeast Asia (for instance South China)
- The Pacific - as related to Southeast Asia (for instance the region of Austro-nesian culture)

2.3 *Materials*

- Monographs
- Articles in monographs
- Articles in periodicals
- Unpublished Ph.D. theses and, for Germany, Habilitationsschriften
- Any 'grey' literature of academic level (see below)

2.4 *Level*

- Scholarly publications by specialists for specialists
- Scholarly publications by specialists for non-specialists
- Thus, a museum catalogue written by art historians for a general audience is included, but an article by a journalist in a popular magazine is not.
- The boundaries may not always be very clear. In ambiguous cases the indexer will have to decide whether or not to include the publication.

2.5 *Languages*

The *ABIA Index* editors aim to include publications in any language; in practice the data base includes publications in those languages of which the editors have some knowledge or for which they get help from others. Offices in Asia dealing with scholarly publications in national languages strive to include a reasonable amount among the materials covered by them.

3. Information flow

3.1 *IIAS, Leiden, The Netherlands*

The editors at The International Institute for Asian Studies (IIAS) in Leiden, The Netherlands, process publications from Australia, Canada, Central Asia, China, Europe, Japan, North and South America, and Russia.

3.2 *IGNCA, New Delhi, India*

The editors at IGNCA, which is presently the coordinating office (2007-2011) process data on publications appearing in India, Bangladesh, Bhutan, Nepal and Pakistan.

3.3 *PGIAR and CCF, Colombo, Sri Lanka*

The editors at The Postgraduate Institute of Archaeology of the University of Kelaniya (PGIAR) in cooperation with the Central Cultural Fund (CCF) in Colombo, Sri Lanka, describe materials published in Sri Lanka and the Maldives.

3.4 *ICSBA, Dacca, Bangladesh*

Prof. Haque, of the International Centre for Study of Bengal Art, in Dacca, compiles information on worksheets regarding publications from Bangladesh. These are sent over to IGNCA for digitization and publication (via book and/or www.abia.net database).

3.5 *Kathmandu, Nepal*

Dr Shaphalya Amatya, based in Kathmandu, sends data worksheets on publications from Nepal to IGNCA for digitization and publication (via book and/or www.abia.net).

4 **Covering Southeast Asia**

At present (December 2009) there is no ABIA office active in Southeast Asia, and consequently there is no adequate coverage of publications from South and Southeast Asia.

But beware: all the present offices in the network are expected to process data on publications regarding the art and archaeology of Southeast Asia if published in the region covered by them.

5 **Bibliographic description**

- *ISBD(M) : International standard bibliographic description for monographic publications* / International Federation of Library Associations and Institutes. First standard edition, revised. London : IFLA International Office for UBC, 1978. This standard is our starting-point for the bibliographic descriptions
- *The Chicago manual of style*. Fourteenth edition. Chicago and London : The University of Chicago Press, 1993.
- In some minor details we depart from the first-mentioned standard. We then follow this second standard.

6 **Transliterations**

Non-Roman scripts are transliterated according to ISO standards (available through the internet) or, if not available yet, according to romanization tables used by the Library of Congress, and published in: *ALA-LC romanization tables : transliteration schemes for non-Roman scripts* / approved by the Library of Congress and the American Library Association ; tables compiled and edited by Randall K. Barry. Washington: Library of Congress. ISBN 0-8444-0706-2(pb).

7 **Diacritics and special signs**

- Diacritics and special signs are documented in the bibliographic description proper *as they are found in the item* described (contrary to the annotation, which uses thesaurus spelling).
- If an item has been written in a non-roman script, transliterations are made according to the above-mentioned ISO standards and romanization tables.

- The *diacritics, special signs and special letters* are entered into the ABIA database *in an encoded form*.

8 Worksheets

- Three types of worksheet with a four-letter name have been defined for the use of collecting data on paper and for entering these data into the ABIA Index database:
 - ABIA for articles in periodicals
 - ARMO for articles in monographs
 - MONO for monographs
- Please do not alter them.
- These worksheets are available from the IGNCA webpage. Examples are included in this manual.
- Worksheets may be sent in digitally via e-mail to editors of the ABIA at one of the offices. For specific e-mail addresses please check the webpages of the ABIA Project at www.abia.net.

1. ABIA document identification

At the 4th workshop of ABIA, held in Dharwad in 2000, the project confirmed the original 1997 criteria for selecting publications that qualify for inclusion in the *ABIA Index*. These criteria define that the publication should cover one of the following subjects:

Art (from early rock art to contemporary art), architecture, archaeology (prehistory to historical period), numismatics, epigraphy, palaeography, sigillography (seals); works on cultural heritage management when directly related to art, architecture, etc.; material culture (textiles, water works, ceramics; jewellery, utensils, etc.);

- So NOT performing arts (music, dance, cinema, theatre);
- NOT history, but YES publications on e.g. inscriptions relevant to history;
- NOT cultural anthropology;
- NOT religious studies
- NOT catalogues of manuscripts, but YES publications on the material aspects of a manuscript (e.g. shape, material, paintings, etc.);
- No photography unless related to ABIA field (archaeology, monuments, city development);
- No museology, but studies on particular art/archaeology museums are included

As to the kind of works selected the following guidelines exist:

- post 1995
- preferably original works
- reprinted early works, NOT recent reprints; (no annotation required);
- revised editions of works previously covered by ABIA;
- excavation reports
- articles on newly published art works
- new museum catalogues
- exhibition catalogues
- felicitation volumes (both the book and the articles)
- specific journals for various ABIA disciplines
- bibliographies
- published proceedings of conferences;
- selected studies (1 record for the book; not for the separate articles)
- publications on an ABIA-relevant field by one and the same author
- unpublished theses (no Master theses);
- reviews of books (not to be annotated; no keywords; not sent to the books);
- obituaries
-
- ABIA covers *only academic publications*, or popular publications by an academic. Try to steer away from short journal items by non-academic contributors.
 - No 'glorious heritage' articles in glossies.
 - No traveller guides
 - No entries from encyclopedias (but a full encyclopedia or inventory may be covered as a book).

Ellen Raven
9th workshop, 2007

2. ABIA guidelines: selecting for annotation

At the 4th workshop the ABIA project has decided NOT to annotate each and every record in the database (in order to cope with the increasing amount of data).

It was estimated that perhaps only 40 percent would require annotation.

In actual practice since the workshop the number of unannotated records has stayed quite low.

Un-annotated records always require full keywording, classification, etc.

Non-annotating may be applied to:

- reprinted materials;
- obituaries;
- reviews (never annotated);
- general works.

Of course these criteria do not considerably reduce the amount of records to be annotated. In addition therefore the annotator has to decide on the quality of the article. Does it 'deserve' an annotation, or are keywords sufficient? Is the article a new, fresh contribution, or does it mostly rehash old ideas and too familiar images or monuments?

If the annotator deems a publication to be of average or even below standard, an annotation might be dropped, but the publication should get an un-annotated record all the same.

Ellen Raven
9th workshop, 2007

10. Selecting which documents to annotate

- The *ABIA Index* in print and the database contain records with and without annotations.
- In order to cover an adequate number of publications, only 40 % can be annotated; others are processed without annotation
- Payment for records, if applicable, differs for records with and without annotations as the amount of work differs.
- Articles in important journals or books such as archaeological reports, conference proceedings and catalogues presenting new materials, take priority over monographs.
- Articles and monographs reflecting results of new research, new excavations, new developments in the field take priority over publications summarizing research results known through existing publications.
- Do not annotate:
 - Obituaries
 - reviews
 - minor monographs
 - reprints or second parallel editions
 - short articles in exhibition catalogues (unless these present new materials)
 - short articles in felicitation volumes (unless these present truly new and important materials)

11 Annotating

11.1 Nature of the annotation

- The annotation should be informative and factual, as users of the database might not have access to the publication itself.
- Length: preferable around 100-150 words; the database field is designed to contain a maximum of 900 characters.
- Provide a translation of the title if its language is not English

11.2 Source

- Annotations must be prepared from the publications themselves or on the basis of abstracts provided by the author.
- Annotators are not allowed to quote *verbatim* abstracts from online databases, printed catalogues or book jackets.

11.3 Grammar and style

- The annotation should be short and compact, factual and to the point.
- Avoid statements as: This publication discusses...; the author presents; Instead briefly state: Discusses; Presents ...
- Instead use specific verbs to start your formulation with. *See the list of suggestions.*
- Avoid general explanations or introductions; focus on what the publication adds or changes to already known facts.
- Preferably begin the annotation with a short scope statement which covers the contents of the publication.
- Avoid qualifying statements on quality (whether present or absent in the publication); Avoid strings of laudatory adjectives; leave out superfluous words.
- Look up the real conclusions or summary, often presented at the end of the publication.
- A catchy quote which captures the gist of the publication is a perfect conclusion for your annotation.

11.4 Quotations

Use single quotation marks for simple quotations; use double quotation marks for quotes within quotes

11.5 Examples of annotations from Volume 3

A new museum of Asiatic art. Introduction to the Musée Départemental des Arts Asiatiques des Alpes-Maritimes in Arenas, Nice. The museum was built by the Japanese architect Kenzō Tange. It resembles a white ship in a lake. Some 200 objects are on display, predominantly from China, Japan, India, Cambodia and the Silk Road region.

Discusses four inscriptions that were recently discovered at the Br̥hadīśvara Temple Thanjavur or in the city. These throw fresh light on the history of the temple. Describes the texts and provides translations. The first inscription was written in Pallava Grantha characters and refers to the Pallava ruler Dantivarman (ruling A.D. 795-850). It must have come from another monument. The second and third inscriptions, composed in Sanskrit and written in Grantha script, date to the time of Rājarāja Cōla. The fourth inscription refers to a gift to the goddess Umā, by an officer under Rajendra Cōla in his 3rd year (the last year of Rājarāja). He is mentioned as the officer supervising the engraving of inscriptions on the stone walls. Also discusses the issue of the building of a separate shrine for the Devī. 'The inscriptions now found in the big temple, Tanjore, prove that the Śiva temples in Tamil Nadu, in the time of Rājarāja I (much earlier than the time so far suggested by scholars), did have an independent shrine for the goddess Umā, as a part of the full temple complex' (p. 487).

Simraongarh, in the Nepalese Terai, was the capital of the kingdom founded by King Nanyadeva. It played a major role in the history of Nepal during the Karṇāṭa period (12th-14th century A.D.). The IsIAO conducted three excavations at the site between 1990 and 1994. Focuses on the pottery from three different locations (SMG-2, SMG-3 and SMG-8) and different levels (datable between 12th-18th century A.D.) at these spots. Provides a classification based on morphology and function.

12 Classification codes

1. *SOUTH AND SOUTHEAST ASIA: GENERAL*

- 1.0.1 Bibliographies
- 1.0.2 Handbooks and general works
- 1.0.3 Felicitation/commemoration volumes, selected studies
- 1.0.4 Proceedings of conferences
- 1.0.5 Archaeology (pre- and protohistory)
- 1.0.6 Historical archaeology
- 1.0.7 Ancient art history (up to 1900)
- 1.0.8 Modern art history (from 1900)
- 1.0.9 Material culture
- 1.0.10 Epigraphy and palaeography
- 1.0.11 Numismatics and sigillography
- 1.0.12 Diaspora

2. *SOUTH ASIA: GENERAL*

- 2.0.1 Bibliographies
- 2.0.2 Handbooks and general works
- 2.0.3 Felicitation/commemoration volumes, selected studies
- 2.0.4 Proceedings of conferences
- 2.0.5 Archaeology (pre- and protohistory)
- 2.0.6 Historical archaeology
- 2.0.7 Ancient art history (up to 1900)
- 2.0.8 Modern art history (from 1900)
- 2.0.9 Material culture
- 2.0.10 Epigraphy and palaeography
- 2.0.11 Numismatics and sigillography
- 2.0.12 Diaspora

2.1 *Bangladesh*

- 2.1.1 Bibliographies
- 2.1.2 Handbooks and general works
- 2.1.3 Felicitation/commemoration volumes, selected studies
- 2.1.4 Proceedings of conferences
- 2.1.5 Archaeology (pre- and protohistory)
- 2.1.6 Historical archaeology
- 2.1.7 Ancient art history (up to 1900)
- 2.1.8 Modern art history (from 1900)
- 2.1.9 Material culture
- 2.1.10 Epigraphy and palaeography
- 2.1.11 Numismatics and sigillography
- 2.1.12 Diaspora

2.2 *Bhutan*

- 2.2.1 Bibliographies
- 2.2.2 Handbooks and general works
- 2.2.3 Felicitation/commemoration volumes, selected studies
- 2.2.4 Proceedings of conferences

- 2.2.5 Archaeology (pre- and protohistory)
- 2.2.6 Historical archaeology
- 2.2.7 Ancient art history (up to 1900)
- 2.2.8 Modern art history (from 1900)
- 2.2.9 Material culture
- 2.2.10 Epigraphy and palaeography
- 2.2.11 Numismatics and sigillography
- 2.2.12 Diaspora

- 2.3 *India*
 - 2.3.1 Bibliographies
 - 2.3.2 Handbooks and general works
 - 2.3.3 Felicitation/commemoration volumes, selected studies
 - 2.3.4 Proceedings of conferences
 - 2.3.5 Archaeology (pre- and protohistory)
 - 2.3.6 Historical archaeology
 - 2.3.7 Ancient art history (up to 1900)
 - 2.3.8 Modern art history (from 1900)
 - 2.3.9 Material culture
 - 2.3.10 Epigraphy and palaeography
 - 2.3.11 Numismatics and sigillography
 - 2.3.12 Diaspora

- 2.4 *Nepal*
 - 2.4.1 Bibliographies
 - 2.4.2 Handbooks and general works
 - 2.4.3 Felicitation/commemoration volumes, selected studies
 - 2.4.4 Proceedings of conferences
 - 2.4.5 Archaeology (pre- and protohistory)
 - 2.4.6 Historical archaeology
 - 2.4.7 Ancient art history (up to 1900)
 - 2.4.8 Modern art history (from 1900)
 - 2.4.9 Material culture
 - 2.4.10 Epigraphy and palaeography
 - 2.4.11 Numismatics and sigillography
 - 2.4.12 Diaspora

- 2.5 *Pakistan*
 - 2.5.1 Bibliographies
 - 2.5.2 Handbooks and general works
 - 2.5.3 Felicitation/commemoration volumes, selected studies
 - 2.5.4 Proceedings of conferences
 - 2.5.5 Archaeology (pre- and protohistory)
 - 2.5.6 Historical archaeology
 - 2.5.7 Ancient art history (up to 1900)
 - 2.5.8 Modern art history (from 1900)
 - 2.5.9 Material culture
 - 2.5.10 Epigraphy and palaeography
 - 2.5.11 Numismatics and sigillography
 - 2.5.12 Diaspora

2.7 *Sri Lanka*

- 2.7.1 Bibliographies
- 2.7.2 Handbooks and general works
- 2.7.3 Felicitation/commemoration volumes, selected studies
- 2.7.4 Proceedings of conferences
- 2.7.5 Archaeology (pre- and protohistory)
- 2.7.6 Historical archaeology
- 2.7.7 Ancient art history (up to 1900)
- 2.7.8 Modern art history (from 1900)
- 2.7.9 Material culture
- 2.7.10 Epigraphy and palaeography
- 2.7.11 Numismatics and sigillography
- 2.7.12 Diaspora

2.8 *Maldives*

- 2.8.1 Bibliographies
- 2.8.2 Handbooks and general works
- 2.8.3 Felicitation/commemoration volumes, selected studies
- 2.8.4 Proceedings of conferences
- 2.8.5 Archaeology (pre- and protohistory)
- 2.8.6 Historical archaeology
- 2.8.7 Ancient art history (up to 1900)
- 2.8.8 Modern art history (from 1900)
- 2.8.9 Material culture
- 2.8.10 Epigraphy and palaeography
- 2.9.11 Numismatics and sigillography
- 2.9.12 Diaspora

3. *SOUTHWEST ASIA AS RELATED TO SOUTH ASIA*

(for instance Afghanistan, East Iran)

- 3.0.1 Bibliographies
- 3.0.2 Handbooks and general works
- 3.0.3 Felicitation/commemoration volumes, selected studies
- 3.0.4 Proceedings of conferences
- 3.0.5 Archaeology (pre- and protohistory)
- 3.0.6 Historical archaeology
- 3.0.7 Ancient art history (up to 1900)
- 3.0.8 Modern art history (from 1900)
- 3.0.9 Material culture
- 3.0.10 Epigraphy and palaeography
- 3.0.11 Numismatics and sigillography
- 3.0.12 Diaspora

4. *CENTRAL ASIA AS RELATED TO SOUTH ASIA*

(for instance Uzbekistan and Tajikistan)

- 4.0.1 Bibliographies
- 4.0.2 Handbooks and general works
- 4.0.3 Felicitation/commemoration volumes, selected studies
- 4.0.4 Proceedings of conferences

- 4.0.5 Archaeology (pre- and protohistory)
 - 4.0.6 Historical archaeology
 - 4.0.7 Ancient art history (up to 1900)
 - 4.0.8 Modern art history (from 1900)
 - 4.0.9 Material culture
 - 4.0.10 Epigraphy and palaeography
 - 4.0.11 Numismatics and sigillograph
 - 4.0.12 Diaspora
5. *EAST ASIA AS RELATED TO SOUTH ASIA*
(for instance the region of Tibetan culture)
- 5.0.1 Bibliographies
 - 5.0.2 Handbooks and general work
 - 5.0.3 Felicitation/commemoration volumes, selected studies
 - 5.0.4 Proceedings of conferences
 - 5.0.5 Archaeology (pre- and protohistory)
 - 5.0.6 Historical archaeology
 - 5.0.7 Ancient art history (up to 1900)
 - 5.0.8 Modern art history (from 1900)
 - 5.0.9 Material culture
 - 5.0.10 Epigraphy and palaeography
 - 5.0.11 Numismatics and sigillography
 - 5.0.12 `Diaspora
6. *SOUTHEAST ASIA: GENERAL*
- 6.0.1 Bibliographies
 - 6.0.2 Handbooks and general works
 - 6.0.3 Felicitation/commemoration volumes, selected studies
 - 6.0.4 Proceedings of conferences
 - 6.0.5 Archaeology (pre- and protohistory)
 - 6.0.6 Historical archaeology
 - 6.0.7 Ancient art history (up to 1900)
 - 6.0.8 Modern art history (from 1900)
 - 6.0.9 Material culture
 - 6.0.10 Epigraphy and palaeography
 - 6.0.11 Numismatics and sigillography
 - 6.0.12 Diaspora
- 6.1 *Brunei Darussalam*
- 6.1.1 Bibliographies
 - 6.1.2 Handbooks and general works
 - 6.1.3 Felicitation/commemoration volumes, selected studies
 - 6.1.4 Proceedings of conferences
 - 6.1.5 Archaeology (pre- and protohistory)
 - 6.1.6 Historical archaeology
 - 6.1.7 Ancient art history (up to 1900)
 - 6.1.8 Modern art history (from 1900)
 - 6.1.9 Material culture
 - 6.1.10 Epigraphy and palaeography
 - 6.1.11 Numismatics and sigillography

- 6.1.12 Diaspora
- 6.2 *Cambodia*
 - 6.2.1 Bibliographies
 - 6.2.2 Handbooks and general works
 - 6.2.3 Felicitation/commemoration volumes, selected studies
 - 6.2.4 Proceedings of conferences
 - 6.2.5 Archaeology (pre- and protohistory)
 - 6.2.6 Historical archaeology
 - 6.2.7 Ancient art history (up to 1900)
 - 6.2.8 Modern art history (from 1900)
 - 6.2.9 Material culture
 - 6.2.10 Epigraphy and palaeography
 - 6.2.11 Numismatics and sigillography
 - 6.2.12 Diaspora
- 6.3 *Indonesia*
 - 6.3.1 Bibliographies
 - 6.3.2 Handbooks and general works
 - 6.3.3 Felicitation/commemoration volumes, selected studies
 - 6.3.4 Proceedings of conferences
 - 6.3.5 Archaeology (pre- and protohistory)
 - 6.3.6 Historical archaeology
 - 6.3.7 Ancient art history (up to 1900)
 - 6.3.8 Modern art history (from 1900)
 - 6.3.9 Material culture
 - 6.3.10 Epigraphy and palaeography
 - 6.3.11 Numismatics and sigillography
 - 6.3.12 Diaspora
- 6.4 *Laos*
 - 6.4.1 Bibliographies
 - 6.4.2 Handbooks and general works
 - 6.4.3 Felicitation/commemoration volumes, selected studies
 - 6.4.4 Proceedings of conferences
 - 6.4.5 Archaeology (pre- and protohistory)
 - 6.4.6 Historical archaeology
 - 6.4.7 Ancient art history (up to 1900)
 - 6.4.8 Modern art history (from 1900)
 - 6.4.9 Material culture
 - 6.4.10 Epigraphy and palaeography
 - 6.4.11 Numismatics and sigillography
 - 6.4.12 Diaspora
- 6.5 *Malaysia*
 - 6.5.1 Bibliographies
 - 6.5.2 Handbooks and general works
 - 6.5.3 Felicitation/commemoration volumes, selected studies
 - 6.5.4 Proceedings of
 - 6.5.5 Archaeology (pre- and protohistory)

- 6.5.6 Historical archaeology
- 6.5.7 Ancient art history (up to 1900)
- 6.5.8 Modern art history (from 1900)
- 6.5.9 Material culture
- 6.5.10 Epigraphy and palaeography
- 6.5.11 Numismatics and sigillography
- 6.5.12 Diaspora

6.6 *Myanmar*

- 6.6.1 Bibliographies
- 6.6.2 Handbooks and general works
- 6.6.3 Felicitation/commemoration volumes, selected studies
- 6.6.4 Proceedings of conferences
- 6.6.5 Archaeology (pre- and protohistory)
- 6.6.6 Historical archaeology
- 6.6.7 Ancient art history (up to 1900)
- 6.6.8 Modern art history (from 1900)
- 6.6.9 Material culture
- 6.6.10 Epigraphy and palaeography
- 6.6.11 Numismatics and sigillography
- 6.6.12 Diaspora

6.7 *Philippines*

- 6.7.1 Bibliographies
- 6.7.2 Handbooks and general works
- 6.7.3 Felicitation/commemoration volumes, selected studies
- 6.7.4 Proceedings of conferences
- 6.7.5 Archaeology (pre- and protohistory)
- 6.7.6 Historical archaeology
- 6.7.7 Ancient art history (up to 1900)
- 6.7.8 Modern art history (from 1900)
- 6.7.9 Material culture
- 6.7.10 Epigraphy and palaeography
- 6.7.11 Numismatics and sigillography
- 6.7.12 Diaspora

6.8 *Singapore*

- 6.8.1 Bibliographies
- 6.8.2 Handbooks and general works
- 6.8.3 Felicitation/commemoration volumes, selected studies
- 6.8.4 Proceedings of conferences
- 6.8.5 Archaeology (pre- and protohistory)
- 6.8.6 Historical archaeology
- 6.8.7 Ancient art history (up to 1900)
- 6.8.8 Modern art history (from 1900)
- 6.8.9 Material culture
- 6.8.10 Epigraphy and palaeography
- 6.8.11 Numismatics and sigillography
- 6.8.12 Diaspora

6.9 *Thailand*

- 6.9.1 Bibliographies
- 6.9.2 Handbooks and general works
- 6.9.3 Felicitation/commemoration volumes, selected studies
- 6.9.4 Proceedings of conferences
- 6.9.5 Archaeology (pre- and protohistory)
- 6.9.6 Historical archaeology
- 6.9.7 Ancient art history (up to 1900)
- 6.9.8 Modern art history (from 1900)
- 6.9.9 Material culture
- 6.9.10 Epigraphy and palaeography
- 6.9.11 Numismatics and sigillography
- 6.9.12 Diaspora

6.10 *Vietnam*

- 6.10.1 Bibliographies
- 6.10.2 Handbooks and general works
- 6.10.3 Felicitation/commemoration volumes, selected studies
- 6.10.4 Proceedings of conferences
- 6.10.5 Archaeology (pre- and protohistory)
- 6.10.6 Historical archaeology
- 6.10.7 Ancient art history (up to 1900)
- 6.10.8 Modern art history (from 1900)
- 6.10.9 Material culture
- 6.10.10 Epigraphy and palaeography
- 6.10.11 Numismatics and sigillography
- 6.10.12 Diaspora

7. *EAST ASIA AS RELATED TO SOUTHEAST ASIA*

(for instance South China)

- 7.0.1 Bibliographies
- 7.0.2 Handbooks and general works
- 7.0.3 Felicitation/commemoration volumes, selected studies
- 7.0.4 Proceedings of conferences
- 7.0.5 Archaeology (pre- and protohistory)
- 7.0.6 Historical archaeology
- 7.0.7 Ancient art history (up to 1900)
- 7.0.8 Modern art history (from 1900)
- 7.0.9 Material culture
- 7.0.10 Epigraphy and palaeography
- 7.0.11 Numismatics and sigillography
- 7.0.12 Diaspora

8. *THE PACIFIC AS RELATED TO SOUTHEAST ASIA*

(for instance the region of Austronesian culture)

- 8.0.1 Bibliographies
- 8.0.2 Handbooks and general works
- 8.0.3 Felicitation/commemoration volumes, selected studies
- 8.0.4 Proceedings of conferences
- 8.0.5 Archaeology (pre- and protohistory)

- 8.0.6 Historical archaeology
- 8.0.7 Ancient art history (up to 1900)
- 8.0.8 Modern art history (from 1900)
- 8.0.9 Material culture
- 8.0.10 Epigraphy and palaeography
- 8.0.11 Numismatics and sigillography
- 8.0.12 Diaspora

Chapter 7

Field by Field Explanation

for Recording Information on Worksheets

Number:

Enter a code mentioned year, month, and a sequential number for your annotations
E.g.: 1999-02-ann. no. 3 would be the third annotation you have prepared in February 1999.

ABIA regional office or ABIA branch

E.g.: Bangkok, Colombo, Dharwar, Leiden

Field 030: Source library

Give the name of the library where the publication was consulted.
If it is a privately owned copy, please state this.

Field 100: Country of publication of the document

Field 200 (first part): Title of article

Please note down the title of the article *exactly as found at the head of the article*.

Field 200 (second part): Author or authors' name(s)

1. Note down the author's name (s) exactly as found at the head of the article.
2. Do NOT give family name first.
3. Do not abbreviate the first names, if they appear full in the publication.
4. Give diacritics, if they are in the original text.
5. In case of more than one author: please reproduce the exact form in which their names have been combined.
6. Reproduce items such as 'and', '&', etc., if present in the original

Field 210: Edition

Enter any edition or print statement other than of the first edition or print as found in the publication.

NB: *unrevised reprints* are not processed for the *ABIA Index* database.

Field 220

Provide the year, the place, and the publisher's name of the original publication as found in any reliable and easily traceable source (usually the re-edition/reprint itself). If such information cannot be easily found, then do not enter anything.

Field 300: Standardized name of author, editor, photographer, etc.

Documents the standardized name under which an author, editor, etc. mentioned in field 200 is best known. This name is attributed to each record referring to this particular author in the *ABIA Index* database. It ensures that each record of a particular author will be retrievable via a search through this standardized name.

For Thai and Vietnamese names a form without diacritics is used as standardized name.

Until the *ABIA Index* gets on line via the internet, it may be quite difficult for an annotator to decide what the standardized form of an author's name might be. In most cases he/she may leave the field open, and let the editor decide later, on the basis of entries already present in the *ABIA Index* database.

Field 320: Corporate body

Documents the standardized name (its internationally best known name) of each corporate body bearing intellectual responsibility for the work. Corporate bodies that sponsored or funded the work described in the record, are not entered.

NB: On the title page the main body is usually mentioned as the last, the sub-body as the second, and the sub-sub-body as the first.

NB: If more than one sub-body is mentioned, give all of them, separated by a comma and a space. Note that the sub-sub-body is usually mentioned before the first sub-body (see above).

Also mention the city in which the corporate body is located, irrespective of whether the country or the city is indicated in the name or not (see the examples below).

Examples:

1. ^aUNESCO
2. ^aBangladesh University of Engineering and Technology^bDepartment of Urban and Regional Planning^cDhaka
3. ^aDepartemen Pendidikan dan Kebudayaan^bPusat Penelitian Arkeologi Nasional, Proyek Penelitian Arkeologi Jakarta^cJakarta
4. ^aUniversit\02at Bonn^cBonn
5. ^aSiam Society^cBangkok

Field 400: Place and name of publisher

Documents the place of publication and the name of the publisher.

If a publisher is not mentioned in an item, but a distributor or printing service is, the name and location of these may be entered in this field.

Field 410: Date of publication

Documents the date of an item.

Subfield ^a is used for documenting the year as found in the item.

Subfield ^b is used for documenting the presumed year of publication if this information cannot be derived from the item itself.

It is also used for documenting the actual year of publication if one knows that this is different from the year mentioned in the publication.

If the item is a monograph, give the date of the item as found on the item.

Example: if is mentioned: 'First published 1974, second edition 1996', enter in field 410: 1996.

If the item is a multi-volume work and the separate volumes have different publication dates, enter the first and last year, separated by a hyphen.

Field 420: Extent (pagination / number of volumes)

Enter the pagination of a single monograph, or the number of volumes of a multi-volume work. In that case the pagination of the separate volumes is not given.

Do *not* use field 420 for:

- a chapter from a book
- an article in a monograph
- an article in a periodical.

Use field 650 for the extent of a chapter or an article.

For a monograph, enter the pages as numbered in the monograph.

Do not enter pages that are not numbered.

For a multi-volume work, do not mention the number of pages, but enter the number of volumes.

Field 430: Illustration statement

Documents whether a monograph or multi-volume work contains black-and-white illustrations, maps, plans, or colour illustrations. The word 'chiefly' may precede these abbreviations, if the work consists of chiefly illustrations, maps, plans, and/or colour illustrations.

One is *not* required to give the exact number of illustrations, maps, etc.

Field 440: Series statement

Documents the series title if the monograph is part of a monographic series.

Enter all information relating to the series (title of the main series, number in the main series, title of the sub-series, number in the sub-series, etc.).

If the title of a series appears in two languages, add the title in the second language.

Examples:

Studies in Asian Art and Archaeology 19Studies in Southeast Asia,
Archaeological Series 5

Aspek-Aspek Arkeologi Indonesia 18%Aspects of Indonesian Archaeology 18

Field 500: Meeting, conference

For *unpublished* proceedings or reports of meetings or conferences.

Documents the name of the meeting or conference, the place where it was held and the dates when it was held.

It is also used for *published* proceedings if this information does not occur in the title. If the item is associated with two meetings, enter both, separated by a percentage sign.

Examples:

1. ^a6th International Conference of the European Association of Southeast Asian Archaeologists^bLeiden (nl)^c2-6 Sep 1996
(for unpublished papers)

2. ^aPertemuan Ilmiah Arkeologi VII%Kongres IAAI ke-7^bCipanas (id)^c12-16 Mar 1996

(for unpublished papers)

3. ^a15th Congress of the Indo-Pacific Prehistory Association^bChiang Mai (th)^c5-12 Jan 1994

(for published proceedings titled: *Indo-Pacific prehistory : the Chiang Mai papers*)

NB: if the papers of the first example are published as: *Southeast Asian Archaeology 1996 : proceedings of the 6th International Conference of the European Association of Southeast Asian Archaeologists, Leiden, 2-6 September 1996*, field 500 is not used.

Field 510: Thesis

Documents *unpublished* Ph.D. dissertations and Habilitationsschriften (Germany). Published Ph.D. dissertations and Habilitationsschriften are documented as other published monographs (in field 200).

Field 600: In Title

Documents the title of the monograph in which an article has been found.

1. Enter the title according to rules for field 200.

2. Mention the role of the editor as found as *found on the title page*.

Example:

Article on 'Sculpture and reliefs of Majapahit' by Edi Sedyawati, in a monograph entitled *Ancient history* and edited by John Miksic:

200: ^aSculpture and reliefs of Majapahit^rEdi Sedyawati

600: ^aAncient history^rJohn Miksic (volume ed.)

Field 610: Author, editor etc., 2nd level

Documents the standardized name of the author, editor, etc. mentioned in field 600. The standardized name is the name under which an author, editor, etc. is best known, and which is attributed to each record referring to him in the *ABIA Index* database.

Enter the standardized name according to rules of entry for field 300.

Field 620: Corporate body - 2nd level

Documents the standardized name of each corporate body bearing intellectual responsibility for the monograph in which the article is found. Corporate bodies that sponsored or funded the work, are not entered.

Enter the corporate body according to rules for field 320.

Field 640: Title of journal

Documents the exact title of the journal (including particles as 'The'). Please add the subtitle, if present on the title page of the journal

Field 650: Part Statement

Please note down the volume and issue number of the journal, and its year of publication *exactly as found on the title page*.

Examples:

1. 35/2 (1996):3-4 means:
Volume number 35; issue number 2; Year of publication: 1996; Pages: 3-4
2. 45-46 (1998):121-125 means:
Combined journal volume numbers 45-46; Year of publication: 1998;
Pages: 121-125
3. 88/1-4 (1998/99):412-414 means:
Volume number 88; Combined issue number 1-4; Winter-Spring date of
publication (but not covering 2 full years); Pages: 412-414.

Field 700 Classification Codes (see Chapter 8)

You may fill in more than one code. Put the most relevant code first.

Field 710 Period descriptor

The *ABIA Index* requires an indication of the *period in actual dates or in centuries*. General or dynastic indications 'medieval', 'historic', 'Kushana period' cannot be processed for this field.

Field 720 Geographic descriptors (keywords)

Please render them as precisely as possible

In case of a place name, name of a mountain site, river, regions, lakes, the name of the district and state or province should be included as well, in as far as they may be deduced from the article, or are known to the annotator.

This information is vital for quick processing of the data at the regional offices. Without exact geographic information records cannot be processed properly.

14. ABIA Index descriptors for keywords

1. PERIOD AS DESCRIPTOR

- Provide a period as precisely as possible.
- Add A.D. , B.C., or B.P. with periods.
- The abbreviation A.D. only precedes a date, if exact (see examples 1-2).
- Separate two dates by a bar.

EXAMPLES

A.D. 1017

A.D. 929-1500

9th A.D.

10th-15th A.D.

...-18th A.D. for a publication describing materials from the earliest times up to the 18th century A.D.

3rd B.C.

2nd B.C.-1st A.D.

4th B.C.-...

for a publication describing materials from the 4th century B.C. up to the present

2nd-1st B.C.

1st mill. B.C.

1000 B.C.

7,000 B.P.

for a publication describing materials from 7,000 years ago (before present)

2. GEOGRAPHIC KEYWORDS

- Sources to be used: a. *The Times Atlas of the World*; b. a national atlas.
- Example: <Jawa Tengah> (instead of Central Java) according to *The Times Atlas of the World* and according to the National Atlas of Indonesia (*Atlas Indonesia*).
- If a geographic term cannot be found in atlas a, then use atlas b.
- If not found in either of these sources, then use the item to be catalogued as the source of information.
- Geographic names *do not include diacritics*.

Adding a province, state, island or other non-national entity

Examples: Tamil Nadu; Jawa Barat; but: Hung Yen (**province**);

The last example shows that some descriptors need an informative extension. These extensions are added to avoid confusion. Towns can have the same name as districts; districts can have the same name, but be located in different states e.g. India: Bilaspur (district Himachal Pradesh) and Bilaspur (district Madhya Pradesh).

In countries where there is a good chance for systematic confusion, additional information is compulsory.

All geographic terms require a broader term (e.g. a district or state), except continents.

Example: Madurai should be related to Madurai (district);

- If the district term is not yet available, then first create the district name and then the city or village name.

Adding other geographic descriptors: rivers, deltas, mountains and valleys

Example: Huei Thamo (river); Mekong (delta); Mekong (river); Ciremay (mountain) but Mahakam valley (valley is not presented between brackets as it is a full name; do not capitalize valley).

Example: Mahakam valley: BT Kalimantan Timur

Kuang (basin): BT Doi Saket (district); Huei Thamo (river): BT South Laos

Geographical terms belonging to the geographical name are attached to the name

Example: South China Sea

To distinguish between descriptors or to specify a descriptor, add explanations between brackets if necessary.

Examples: Mekong (delta) as opposed to Mekong (river); Krishna (river) as opposed to the general descriptor Krsna.

Examples:

Conventional geographic descriptors

Supra-national terms

- South Asia
- Southeast Asia etc.

Countries

- Pakistan
- Thailand etc.

Provinces, states, regions

- Jawa Tengah (UF Central Java)
- Shan State etc.

Subregions, districts

- Kediri (district) etc.

Cities, villages

- Kediri (city)
- New Delhi
- Trowulan etc.

Natural geographic descriptors

Deltas

- Mekong (delta) etc.

Islands

- Ambon (island)
- Kai Islands
- Maldives
- Sumbawa etc.

Lakes

- Toba (lake)
- Tonle Sap (UF Great Lake) etc.

Mountains, hills, ranges

- Abu (mountain)
- Cardamom range
- Merapi etc.

Plains, valleys

- Kathmandu valley
- Kedu valley etc.

Plateaus

- Dieng plateau
- Khorat plateau etc.

Rivers, Seas, gulfs, straits

- Ganga (UF Ganges)
- Malaka Straits
- Mekong (river) etc.

2. General keywords

1. Use simple descriptors; no combinations of words
Examples: not <Buddhist art> but <arts> <Buddhism>
2. Adjectives are not used independently.
3. In conjunction with nouns they are used as sparsely as possible.
Examples: instead of <Gupta coins>: give <coins><Guptas>.
4. The plural form is used for terms that can be pluralized.
5. The singular form is used for abstract terms.
Examples: <palaces>, <puranas> and <trade routes>, as opposed to <style>, <trade>, and <stylistic analysis>.
6. Names of specific gods or groups of gods, texts, architectural monuments, etc. have an initial capital.
Examples: <Bodhisattvas>, <Jatakas>, <Avalokitesvara>, <Stupa 2 Sanchi>
7. An English term is preferred over a local term.
8. The local non-English term is used only in case it is not possible to find a suitable equivalent in English.
Examples: <bhakti> and <mandalas>, but <pillar halls> instead of <mandapas>.
9. The spelling conforms to internationally standardized transliteration systems of Sanskrit or other languages.
Examples: <Krsna> instead of <Krishna> and <Rgveda> instead of <Rig Veda>.
Modern (national) spelling is used in the names of specific architectural structures.
Example: <Borobudur> instead of <Barabudur>.
10. Titles of texts are presented as one single name, unless this does not conform to English spelling conventions.
Examples: <Visnudharmottarapurana> instead of <Visnudharmottara Purana>, but <Pali Jataka>.
11. If it is necessary to distinguish a descriptor from a similar other descriptor, add a specification in brackets after a term.
Examples: <Batak (people)> as opposed to <Batak (language)> and <Mekong (river)> as opposed to <Mekong (delta)>.

<mandalas><stupas>

<Krsna><life stories><manuscripts>

<Avalokitesvara><iconography>

<Borobudur><narrative reliefs>

<temples><landscape><orientation>

<Siva><sculptures><Gandhara><Kusana period>
<paintings><manuscripts><Buddhism><Pala period>
<arts><Jainism><exhibitions><Victoria and Albert Museum London>

Examples of descriptors for prehistory and (proto)historical archaeology

- Bronze Age
- Neolithicum etc.

Periods: specific

- Kusana period
- Majapahit period
- pre-Angkor period etc.

Chieftaincies, kingdoms, sultanates

etc.

- Delhi sultanate
- Majapahit
- Srivijaya etc.

Dynastic names

- Gurjara-Pratiharas
- Sailendras
- Vakatakas etc.

Cultures

- Ban Chiang culture
- Dong Son culture
- Harappa culture etc.

Ancient cities

- Hariharalaya
- Hastinapura
- Pataliputra etc.

Research and dating methods

- pollen analysis
- radiocarbon dating (RT radiocarbon dates)
- terminoluminescence etc.

Examples of descriptors for ancient and modern art history

Art historical terms: general

- architecture
- interpretations
- stylistic analysis

Architectural structures and sites:

general

- *bodhi* shrines
- mausoleums
- *stupa* halls etc.

Architectural structures and sites:

specific

- Ajanta (site)
- Borobudur
- Loro Jonggrang (UF Prambanan)

Architectural elements

- lintels
- doorframes
- antefixes etc.

Works of art

- illuminations (RT illustrations)
- oil paintings
- *mandalas* etc.

Iconography

- attributes
- hand gestures
- postures etc.

Motifs

- *dharmacakra*
- footprints
- *elions* etc.

(Semi)divine beings, gods, etc.

- Adityas
- *apsarases*
- Bodhisattvas etc.

Specific (semi)divine beings, gods, etc.

- Adi Buddha
- Agastya
- Agni etc.

Manifestations; incarnations

- *dhioar* incarnation
- linga
- manifestations

Texts: general

- Buddha's life stories
- creation myths
- *Vedas* etc.

Texts: specific

- *Adiparva*
- *Gandavyuha* etc.

Myths: specific

- churning of the ocean
- *lingodbhava* myth etc.

Examples of descriptors for material culture

Artefacts

- amulets
- ceramics (RT pottery)
- woodcarvings etc.

Examples of descriptors for epigraphy and palaeography

General terms

- abbreviations
- estampages (RT rubbings; Abklatschen)
- transliteration systems etc.

Languages

- Assamese
- Burmese
- Tulu etc.

Scripts

- Arabic script
- Brahmi script
- Vietnamese script etc.

Eras

- Chalukya-Vikrama era
- Christian era
- Vikrama era etc.

Examples of descriptors for numismatics and sigillography

General terms

- medaillons
- numismatic societies
- temple tokens etc.

Devices

- animals
- decorative motives

Examples of descriptors relating to all subjects

Museums, collections: general

- collections
- conservation (RT preservation)
- museums etc.

Museums, galleries, collections: specific

- Department of Asiatic Art, Rijksmuseum Amsterdam
- Museum Nasional Jakarta etc.

Technology

- agriculture
- mining
- wet rice cultivation etc.

Socio-economic and cultural terms

- commodities
- financial transactions
- Silk Road etc.

Political terms

- chiefdoms
- *devaraja*
- warfare etc.

Groups of people, social classes

- ancestors
- world rulers
- vaishyas etc.

Ethnic groups

- Aryans (RT Aryas; Indo-Aryans)
- Javanese
- Khmer (people) etc.

Nature

- animals
- elephants
- trees etc.

Religious terms: general

- asceticism
- *bhakti*
- rituals (UF ceremonies) etc.

Religions, sects

- Brahmanism
- Mahayana Buddhism
- Visnuism etc.

Appendix: Handy verbs for annotations

Addresses	Preliminary study of
Advocates	Presents
Agrees with	Preservation of
Analyses the	Preview of
Analysis of	Provides
Argues that	Quantifies
Brief report on	Recognizes
Catalogue to accompany	Records the
Catalogue with	Reflections on
Classification of	Reflects on
Classifies	Reports on
Collected writings of	Review of
Commemoration volume	Reviews
Compares the	Sketches the
Comprises	Study of
Concise overview of	Studies
Condensed study of	Summarizes
Contains	Surveys
Criticizes	Typifies
Distils	
Deals with	
Demonstrates	
Describes	
Discusses	
Elucidates	
Evaluates	
Explains	
Challenges	
Concludes	
Examines	
Felicitatation volume	
Explains	
Focuses	
Follow-up to	
Highlights the	
Illustrated catalogue of	
Illustrated history of	
Includes (sections on)	
Interprets	
Introduction to	
Observes	
Offers	
On the (dating, iconography, occasion) of	
Overview of	
Portrays	

Chapter 4

ABIA worksheet for article in periodical page 1 (of 2)

Name of annotator

Stationed at (place name):

ABIA office

Date of Description

Number (Year, Month, annotation number)

030 Source library

110 Language(s) of text

Script:

200 Title of article (exactly as found at the head of the article).

a: main title:

b: subtitle(s):

Translation!

Name of author(s) (exactly as found at the head of the article).

See instructions! Do NOT give family name first.

In case of more than one author: please reproduce the exact form in which their names have been combined. Do not ignore 'and', '&', etc.

640 Title of journal

a: main title:

b: subtitle(s):

650 Part statement (see examples!)

a: volume, issue number of journal and year of publication (exactly as on the title page)

b. pages of the article:

700 Classification codes

710 Period dealt with in the article, in A.D./B.C. years or centuries (see explanations)

720 Geographic descriptors (see Chapter 9, paragraphs 9.2 and 9.5)

As precisely as possible; in case of a place name, add district and state or province.

730 General descriptors (see Chapter 9, paragraphs 9.3 and 9.6; maximum of 4).

ABIA worksheet/2 - Number:

740 Personal names as descriptors (see Chapter 9, paragraphs 9.4 and 9.7)

800 Annotation (50-150 words) of the contents

Chapter 5

ABIA Worksheet for monograph

page 1 (of 3)

(Please do include diacritics!)

Name of annotator

Stationed at (place name)

ABIA office

Date of Description Number (Year, Month, annotation number)

030 Source library

110 Language(s) of text

Script :

120 ISBN as in the monograph; replace spaces by hyphens. Add (pb) for paperback and (hc) for hardcover, if specified in the publication

200 Title of monograph (exactly as found on the title page)

a: main title:

b: subtitle(s):

Translation :

Names of author (s), editor (s), contributor (s)s, photographer(s)s (etc)

See instructions! Do NOT give family name first.

In case of more than one author or editor: please reproduce the exact form in which their names have been combined on the title page. Reproduce 'and', '&', etc., ed. by, etc.

210 Edition

220 Original edition

a: year

b: place of publication (if different from the item documented)

c: publisher (if different from the item documented)

300 Standardized form of author's or editor's name (if known to the annotator)

MONO worksheet page 2 (of 3) - Number:

-
- 320 Standardized form of names of corporate body/bodies responsible for the publication.
(use the form that is best-known)
a: main body:
b: sub-body/bodies
c: city
-
- 400 Place of publication and name(s) of publisher(s)
a: place(s) of publication
b: name(s) of publisher(s)
-
- 410 Date of publication
a: date as found in the monograph
b: actual or presumed publishing year (if different from a.)
-
- 420 Extent (p., vol.)
-
- 430 Illustration statement (Use one or more of the following: ill., map/maps, plan/plans, col. ill)
-
- 440 Series
a. Title and number of main series
b. Title and number of sub-series
-
- 500 Meeting/conference (for unpublished proceedings only)
a. Name of meeting
b. Place of meeting
c. Dates of meeting
-
- 510 Thesis (for unpublished Ph.D. theses only)
a. Kind of thesis
b. place:
c. year:
-
- 520 Additional notes
-
- 700 Classification code(s) (see Chapter 8)
-
- 710 Period (in A.D./B.C. years or centuries)
-
- 720 Geographic descriptors (see Chapter 9, paragraphs 9.2 and 9.5)
as precisely as possible; in case of a place name, add district and state or province.
-

MONO worksheet/page 3 (of 3) - Number:

730 General descriptors (see Chapter 9, paragraphs 9.3 and 9.6); maximum 4.

740 Personal name as descriptors (see Chapter 9, paragraphs 9.4 and 9.7)

800 Annotation (25-150 words) of the contents

Chapter 6

ARMO worksheet for article in monograph

page 1 (of 3)

(Please do include diacritics!)

Name of annotator

Stationed at (place name)

ABIA office

Date of Description

Number (Year, Month, annotation number)

030 Source library

110 Language(s) of text

Script!

120 ISBN as in the monograph; replace spaces by hyphens. Add (pb) for paperback and (hc) for hardcover, if specified in the publication

200 Title of article
a: main title
b: subtitle(s)

Translation:

Names of author(s)

See instructions! Do NOT give family name first.

In case of more than one author or editor: please reproduce the exact form in which their names have been combined at the head of the article. Reproduce 'and', '&', etc., ed. by, etc.

300 Standardized form of author's name (if known to the annotator)

600 In title (title of the monograph in which the article is found); please document exactly as found on the title page
a: main title
b: subtitle(s)

Author(s), editor(s), translator(s), contributor(s), etc. (of the monograph in which the article is found; document as exactly as found on the title page, including e.g. edited by, by, etc.)

ARMO worksheet for article in monograph

page 2 (of 3)

-
- 610 Standardized form of author(s), editor(s), translator(s), contributor(s) etc.
(mentioned in field 600, only if known to the annotator)
-
- 620 Standardized form of names of corporate bodies
(responsible for the monograph in which the article appears = 2nd level; if known to the annotator)
a: main body:
b: sub-body/bodies:
c: city:
-
- 650 Part statement (pages of the article in the monograph)
-
- 210 Edition
-
- 220 Original edition
a: year
b: place of publication (if different from that of the monograph in which the article appears)
c: publisher (if different from the item documented)
-
- 400 Place of publication and name(s) of publisher of the monograph(s)
a: place(s) of publication
b: name(s) of publisher(s)
-
- 410 Date of publication
a: year found in the monograph:
b: actual or presumed year, if different from a.:
-
- 440 Series
a. Title and number of main series:
b. Title and number of sub-series:
-
- 500 Meeting/conference (for unpublished proceedings only)
a. Name of meeting
b. Place of meeting
c. Dates of meeting
-
- 520 Additional notes
-
- 700 Classification code(s) (see Chapter 8)
-
- 710 Period (in A.D./B.C. years or centuries)
-
- 720 Geographic descriptors (see Chapter 9, paragraphs 9.2 and 9.5)
as precisely as possible; in case of a place name, add district and state or province.
-

ARMO worksheet page 3 (of 3) - Number:

730	General descriptors (see Chapter 9, paragraphs 9.3 and 9.6); maximum 4.
740	Personal name as descriptors (see Chapter 9, paragraphs 9.4 and 9.7)
800	Annotation (25-150 words) of the contents
