



西文编目

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实习手册

CATALOGING

IN

WESTERN LANGUAGES

上海大学文学院

西文编目实习手册

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上海大学文学院

一九八六年

前 言

《西文编目实习手册》是上海大学文学院文献信息管理系图书馆学专业“西文编目”课程的配套教材之二。

本手册收入了西编课程的基本实习材料和有关参考资料。第一部分配合课程教学选录了供描述性编目使用的题名页。以后几部分收入了西编工作应掌握的一些基本知识和技能，如，西文大小写规则、英语缩略词、罗马数字、常见西方出版商的简称，主要的西编参考工具书和英文打字规则等。最后一部分，西编的常用术语，是供学生了解和学习专业词汇以便使用原版编目条例和参考资料而汇编的。附录部分的英语标点符号和校对符号是编目工作所需要的知识。

本书第一至第四部分和附录由陶涵或负责，第五至第八部分由王建民负责，最后共同校对了原稿。

本书油印稿于1985年7月印出之后，安徽大学图书馆学系万培悌老师提出了许多宝贵的意见，在此表示深谢。

由于这项工作是一种新的尝试，加之我们的水平和参考资料有限，错误与不妥之处在所难免，请广大使用者多提宝贵意见。

编 者

一九八六年三月

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第一部分 描述性编目实例

一、题名页实例

Title Page 1:

A MANUAL OF AACR 2 EXAMPLES

Compiled by the
Minnesota AACR 2 Trainers

Edited by
Edward Swanson and Marilyn H. Jones

Lake Crystal, Minn.
Soldier Creek Press

1980

Additional bibliographic information: The book is 27 cm. high. The last numbered preliminary page is vi. The first numbered page of text is 1 and the last numbered page is 87.

BLACK'S LAW DICTIONARY

Definitions of the Terms and Phrases of
American and English Jurisprudence,
Ancient and Modern

By

HENRY CAMPBELL BLACK, M. A.

Author of Treatises on Judgments, Tax Titles,
Intoxicating Liquors, Bankruptcy, Mortgages,
Constitutional Law, Interpretation of Laws,
Rescission and Cancellation of Contracts, Etc.

REVISED FOURTH EDITION

BY

THE PUBLISHER'S EDITORIAL STAFF

ST. PAUL, MINN.

WEST PUBLISHING CO.

1968

Additional bibliographic information: The book is 27 cm. high. The last numbered preliminary page is xxxii. The first numbered page of text is 1 and the last numbered page is 1882.

OVER THE BORDER

ACADIA

THE HOME OF "EVANGELINE"

BY

E. B. C.

With Illustrations in Heliotype from
Water-Color Sketches

BY THE AUTHOR

"Here lies the East; does not the day
break here? "

JULIUS CAESAR, II. i.

BOSTON

JAMES R. OSGOOD AND COMPANY

1884

Additional bibliographic information; The book is 22 cm. high. The first numbered page of text is 1 and the last numbered page is 215. It is illustrated. There are 8 unnumbered leaves of plates. Musical notes on the title page represent author's initials E. B. C. (Eliza B. Chase).

SPACEPOWER

What it means to you

by Donald Cox and Michael Stoiko
illustrated by N. Stanilla

THE JOHN C. WINSTON COMPANY
Philadelphia • Toronto

Additional bibliographic information: The book is 22 cm. high. The last numbered preliminary page is xxiv. The first numbered page of text is 1 and the last numbered page is 262. It is illustrated. There are 4 unnumbered leaves of plates. The copyright date is 1958.

MURDER IN HIGH PLACE

R. B. Dominic

DOUBLEDAY & COMPANY, INC.
GARDEN CITY, NEW YORK

Additional bibliographic information: The book is 22 cm. high. The first numbered page is 1 and the last numbered page is 188. The date of publication is 1970. R. B. Dominic and Emma Lathen are both shared pseudonyms of M. J. Latsis and M. Henissart.

Title Page 6:

by Emma Lathen

MURDER
WITHOUT
ICING

A SIMON AND SCHUSTER

novel of suspense

Additional bibliographic information: The book is 22 cm. high. The first numbered page of text is 1 and the last numbered page is 236. The date of publication is 1972.

Title Page 7:

ELLA LINCOLN;
OR,
WESTERN PRAIRIE LIFE.

An Autobiography

BY
MRS. E. A. W. H.

JAMES FRENCH & COMPANY.
BOSTON.

1857.

Additional bibliographic information: The book is 20 cm. high. The first numbered page of text is 1 and the last numbered page is 359.

NOTHING TO DO.

An Accompaniment

To

"NOTHING TO WEAR."

by

A LADY.

"Look here upon this picture and on this"

With Illustrations by the Author

NEW YORK

WILEY & HALSTED, 351 BROADWAY.

1857

Additional bibliographic information: The book is 18 cm. high. The first numbered page of text is 1 and the last numbered page is 57.

PUBLIC PAPERS OF THE PRESIDENTS
OF THE UNITED STATES

Gerald R. Ford

*Containing the Public Messages, Speeches,
and Statements of the President*

AUGUST 9 TO DECEMBER 31, 1974

1974

UNITED STATES GOVERNMENT PRINTING OFFICE
WASHINGTON: 1975

Additional bibliographic information: The book is 26 cm. high. Three volumes in six books. There are illustrations and portraits, some coloured. The series: Public papers of the Presidents of the United States, 1974-1976-77. The date of publication is 1975-1979.

Title Page 10.

PUBLIC PAPERS OF THE PRESIDENTS
OF THE UNITED STATES

Jimmy Carter

1978

(IN TWO BOOKS)

BOOK I—JANUARY 1 TO JUNE 30, 1978

UNITED STATES GOVERNMENT PRINTING OFFICE
WASHINGTON, 1979

Additional bibliographic information: The book is 26 cm. high. There are illustrations and portraits (some coloured). Previous volumes, 1929-1932-33; Herbert Hoover. --1974-1977. --4 v. 1974-1976-77; Gerald R. Ford. --1975-1979. --3 v. in 6. 1977- : Jimmy Carter. --1977- . -- v. in

Title Page 11:

UP TOR GRABS

BY

A. A. FAIR

THE HOSPITALITY

OF THE HOUSE

BY

DORIS MILES DISNEY

TEACHER'S BLOOD

BY

IVAN T. ROSS

Published for the
DETECTIVE BOOK CLUB

by Walter J. Black, Inc.
ROSLYN, NEW YORK

Additional bibliographic information: The book is 24 cm. high. Various pagings: The first one is 144 pages. The second is 154 pages, and the third is 174 pages. The date of publication may be 1964.

DKOTA LAND;
OR,
THE BEAUTY OF ST. PAUL.
AN ORIGINAL, ILLUSTRATED,
HISTORIC AND ROMANTIC WORK
On
MINNESOTA,
AND
THE GREAT NORTH-WEST.
BY COL. HANKINS.

EDITOR OF "THE NEW YORK HOME GAZETTE,"
And Author of "Agnes Wilto," "Maniac Father,"
"The Apostate Quaker," "The Idiot of the Mill,"
"The Orphan's Dream," "The Banker's Wife,"
"The Mother's Prayer," "The Beautiful Nun,"
"Hearts That Are Cold," Besides innumerable
Serial Productions of Truth and Fiction.

SECOND EDITION.

1869:

HANKINS & SON, PUBLISHERS,
Office of the "New York Home Gazette,"
NEW YORK CITY

Additional bibliographic information: The book is 21 cm. high. The first numbered page of text is 1 and the last numbered page is 425. It is illustrated.