
* 西文工具书参考资料 *

(上 册)

北京大学图书馆学系

目录学教研室

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Reference books and
reference work, by I. G. Mudge

reference department

... ..
Reference books

However varied the work of a reference department may be, the reference book is the basis of its work. The most important element in the equipment of such a department is an adequate and live collection of reference books, and the most important asset of a reference assistant is a knowledge of reference books and experience in using the right book at the right time and in the right way. The possession of the right books and the knowledge of how to use them are two things essential to the success of a reference department, and the latter is no less important than the former. The ignorant assistant can render comparatively useless the finest collection of reference books, while the skilled assistant, who knows how to get from each book all the varied kinds of information that it is planned to give, can show astonishing results even when limited to only a few basic books.

From the point of view of use, books may be divided into two groups: those which are meant to be read through for either for information or enjoyment, and those which are meant to be consulted or referred to for some definite piece of information. Books of those second class are called reference books, and are usually comprehensive in scope, condensed in treatment, and arranged on some special plan to facilitate the ready and accurate finding of information. This special arrangement may be alphabetical, as in the case of most dictionaries or encyclopedias; chronological, as in historical outlines and similar compends; tabular, as in the case of statistical abstracts; regional, as in atlases; classified or systematic as in the case of some bibliographies, technical handbooks, etc. As such books are used for the finding of single definite facts, some alphabetical approach to the fact is usually needed, and if the book is itself arranged alphabetically, it is usually provided with a detailed alphabetical index. Works which follow any of these indicated arrangements are reference books, pure & simple, and not used for consecutive reading. There are other books, however, which, while intended primarily to be read through for either information or pleasure, are so comprehensive and accurate in their treatment and so well provided with indexed that they serve also as reference books. Examples of such books are the Cambridge History of American Literature, anthologies such as Stevenson's Home Book of Verse, standard histories such as the Cambridge Modern History, and many of the textbook and treatises used in college work. The reference department of a large library will necessarily contain both formal reference books and these "borderland" books as well; but the

student of reference books will naturally devote most of his attention to the formal reference books, both because they are fundamental and because they need careful study before all their uses can be learned. Later, however, in doing actual reference work, he should realize that the formal reference books constitute only a part, though a very important one, of his collection of reference material and that the treatment of some reference questions will involve first the use of some standard reference book in the reference collection, then reference from that to some book in the stack to which the formal reference book has furnished a clue, even to some source of information outside the library.

How to study reference books

Only a constant and practical use of a reference book will make a student thoroughly familiar with its character and use, but the following suggestions will help him in his preliminary examination of the book.

1. Examine title page carefully for information as to
 - a) scope of work as indicated in title
 - b) author's name
 - c) author's previous record (often indicated by list of degrees, positions, titles of earlier works, etc.)
 - d) publisher
 - e) date of publication. Check date of publication by reference to copyright date and date of Preface; while these dates offer no absolute guarantee of the date of information in the book, they sometimes help in determining this, especially in cases where they are considerably earlier than the imprint date.
2. Read Preface or Introduction for
 - a) further information as to scope of work
 - b) special features claimed
 - c) limitations, if any
 - d) comparison with other books on same subject.
3. Examine book itself for
 - a) arrangement
 - b) kind of entry
 - c) cross references, i.e., extent to which included, whether given in main work or in separate list, etc.
 - d) supplementary lists, noting number and kind and how connected with main work
 - e) indexes, noting fullness and exactness of reference
 - f) quality and kind of articles, noting whether they are popular or scientific, signed or unsigned, impartial or biased, and especially whether they are equipped with satisfactory bibliographical references in the form of either appended bibliographies, references throughout the text, or bibliographical footnotes. Several articles

should be read carefully, compared with similar articles in other books. The student should, if possible, look up some subjects upon which he has either some special knowledge or means of securing accurate information of arrangement of a reference book may be, the trustworthiness of its information is of still greater importance, and a knowledge of its comparative accuracy or inaccuracy is fundamental to any real knowledge of the book.

4. In examining both Preface and articles, note any evidence of lack of impartiality; e.g., if the book deals with a controversial subject, religious, political, etc., does it represent only one side; or, in the case of a biographical work, are the selection of names, kind and length of article, etc., determined in any way by the desire to secure subscribers.
5. In studying the arrangement of a book, note the possibility of variation in books which follow the same general arrangement; e.g., in a work arranged alphabetically, note what rules for alphabetizing have been followed. Among encyclopedias, for example, the Britannica and the Americana follow different rules, and the student who does not observe that fact may miss the article for which he is looking. The alphabetizing of words containing an unlauded vowel is a possible source of confusion in many books, and in foreign reference books, in general, one should always remember points in which the foreign alphabetizing differs points will be found on page X of this Guide.
6. If the work in question purports to be a new edition, note carefully the extent of revision claimed for it and check this by comparison with earlier editions. New or revised editions often present very special difficulties, and the examination should be extended enough to determine whether the revision is
 - a) so complete and thorough that it supersedes the earlier work
 - b) thorough, but with the omission of some material included in the earlier work which is still useful, in which case the two editions may have to be used together, or
 - c) so insufficient and superficial that the earlier edition is still to be preferred.

A reference worker needs such information about a book for two purposes:

- a) to decide whether or not the book should be purchased
- b) to be able to explain to readers who ask for a so-called new edition why its purchase was considered advisable.

Guide to Reference Books, 9th ed.
Contents

A General Reference Works

AA Bibliography

General works

Universal,

Bibliography, Library catalogs

Reproductions, Translations

Anonyms and pseudonyms

Fictitious imprints

Ancient, medieval, and Renaissance manuscripts

Early and rare books

Printing and publishing

Selection of books

Selection of periodicals

Audio-visual materials

National and trade (Arranged alphabetically
by country)

AB Librarianship and Library Resources

General works

Bibliography, Handbooks of usage

Encyclopedias and dictionaries

Directories, Biography

Library resources

Library science

AC Encyclopedias

American and English

Foreign language (Arranged alphabetically by language)

AD Language Dictionaries

English language

Foreign languages (Arranged alphabetically by
languages)

AE Periodicals

Bibliography

Union lists

Indexes

AF Newspapers

Bibliographies and union lists

Indexes

Journalism

AG Government Publications (Arranged alphabetically
by country)

AH Dissertations

Manuals

Bibliography

AJ Biography (Arranged alphabetically by country)

AK Genealogy (" " " ")

Forms of address

Heraldry

Orders and decorations

Flags

Names

B The Humanities

BA Philosophy

- Guides
- Bibliography
- Dictionaries and encyclopedias
- History
- Biography
- Directories
- Individual philosophers

BB Religion

- General works
- Christianity
 - General works, Church history and expansion,
 - Hymnology, The Bible, Protestant denominations,
 - Roman Catholic church, Orthodox Eastern churches
- Buddhism
- Hinduism
- Islam
- Jainism
- Judaism
- Shintoism
- Zoroastrianism

BC Linguistics and Philology

- International
- English
- Scottish
- Other Germanic languages
- Romance languages
- Greek
- Indic
- Irish
- Slavonic
- Turkic
- Semitic
- African languages
- Amerindian
- Chinese
- Oceanic

BD Literature

- General works
- Bibliography, Research methods
- General collections, Dictionaries & encyclopedias
- Digests, Directories, Handbooks, Biographies of authors, Quotations, Proverbs, Drama, Essays, Fictions, Poetry, Romances, epics, etc., Stylistics, Speech, Debating

English language

American, (Bibliography, Dictionaries and handbooks, Criticism, History, Biographies of authors, General collections, Drama, Fiction, Poetry, Diaries and letters, Australian and New Zealand, Canadian, English (Guides, Bibliography, Manuscript sources, Dictionaries and handbooks, Criticism, Outlines, Atlases, History, Biographies of authors, Drama, fiction, Poetry, Parodies, Diaries, Individual authors), Indian, Irish Scottish, Welsh

Germanic languages

Dutch, Flemish, Friesian, German, Scandinavian (Danish, Icelandic, Norwegian, Swedish)

Romance languages

General works, Belgian writers, Canadian writers, French, Italian, Portuguese (including Brazilian), Provençal, Spanish, Spanish American

Slavic and East European languages

General works, Czech, Hungarian, Lithuanian, Polish, Rumanian, Russian, Ukrainian, Yugoslav

Classical languages

General works, Greek, Latin

African literature

Bibliography, Biography

Oriental languages

General works, Arabic, Chinese, Coptic, Hebrew and Yiddish, Indic, Iranian, Japanese, Philippine, Syriac

BE Fine Arts

General works
Architecture,
Painting
Prints and engravings
Sculpture

BF Applied Arts

Antiques
Ceramics and glass
Clocks and watches
Costume
Furniture and interior design
Lace
Metal arts
Rugs
Coins, medals, and currency
Postage stamps
Photography

BG Theater Arts

General works
The dance

Motion pictures

BH Music

General works

Musical forms

Themes, Opera, Musical theater, Songs, Jazz,
Electronic music, Folk and popular music

Instruments

Recorded music

C Social Science

CA General Works

Associations, societies, and academies

CB Education

General works

Guidance

Fellowships and scholarships

Academic customs

Recreation and sports

CC Sociology

General works

Social conditions and social welfare

Criminology

Race relations and minorities

CD Anthropology and ethnology

CE Mythology

International

Chinese

Egyptian

Greek and Roman

Oceanic

Teutonic

CF Folklore and popular Customs

General works

The Americas

Europe

Asia

Oceania

Holidays

Etiquette

CG Statistics

General works

Compendiums (Arranged alphabetically by country)

CH Economics

General works

Accounting

Advertising

Business management

Commerce

Finance and banking

- Insurance
- Labor and industrial relations
- Manufactures
- Marketing
- Occupations
- Real estate
- CJ Political Science
 - General works
 - Government
 - United States, National governments
 - Parliamentary procedure, Communism and socialism, Armed forces
- CK Law
 - General works
 - Statutes
 - Canon law
 - International law
 - Treaties
 - Constitutions
 - International organizations
- CL Geography
 - General works
 - Gazetteers
 - Geographical names and terms
 - Atlases
 - Guidebooks
- D History and Area Studies
 - DA General History
 - General works
 - Archaeology and prehistory
 - Classical antiquities
 - Medieval and Renaissance
 - Modern
 - DB The Americas
 - General works
 - United States
 - Canada
 - Latin America
 - Islands of the Caribbean and West Atlantic
 - DC Europe (Arranged alphabetically by country)
 - DD Africa { " " " " }
 - DE Asia { " " " " }
 - DF Australia and New Zealand
 - DG Oceania
 - DH Arctic and Antarctic

E Pure and Applied Science

EA General Works

EB Astronomy

General works

Stars

Navigation

Chronology

EC Biological Sciences

General works

Natural history

Botany

Zoology

Bacteriology

Biochemistry

Entomology

Genetics

ED Chemistry

General works

Inorganic

Organic

Biography

History

EE Earth Sciences

General Works

Geology

Crystallography

Geodesy

Hydrology

Meteorology

Mineralogy

Oceanography

Paleontology

Petrology

Seismology

Volcanology

EF Mathematics

EG Physics

General works

Colors

EH Psychology and Psychiatry

General works

Occultism

EJ Engineering

General works

Aeronautical and space engineering

Automotive engineering

Chemical engineering

Civil engineering

Electrical and electronic engineering

Heating and refrigeration

Industrial engineering

Marine engineering

Military and naval engineering

Minig and metallurgical engineering

Nuclear engineering

Petroleum engineering

EK Medical Sciences

Medicine

Dentistry

Nursing

Nutrition

Pharmacology

Public health

Toxicology

Veterinary medicine

EL Agricultural Sciences

Agriculture

Forestry

Home economics

(From Guide to Reference
Books, 9th ed.)

按字排

WORD BY WORD

American

American art

American legion

American sculpture

Americana

Americanization

按字母排

LETTER BY LETTER

American

Americana

American art

Americanization

American legion

American sculpture

1. 省略字作为拼全的字排:

Dr. 作 Doctor 排 Mr. 作 Mister 排

St. 作 Saint 排 Mc 作 Mac 排

& 作 and, et, und

2. 特殊字母的排列:

A a 排为 aa

Y y 排为 ij

A a " ae

U u " ue

Z " le

U u " ue

N n " nn

O o " oe

3. 主格语首冠词的省略

英 a, an, the

法 le, la, l', les, un, une

德 der, die, das, ein, eine ("der" 作为复数二格要加)

西 el, los, la, las, un, uno, una, unos

谈谈各国的百科全书



一、概 说

百科全书是一种工具书。在成百上千种字典、辞典、手册、年鉴、人名录、地图集中，百科全书是一种部头最大、涉面最广、内容最详的工具书。作为工具书，百科全书具有工具书的共性，那就是供寻检参考的书。人们在学习、研究、著述和工作中难免遇到各种各样的疑难问题，在现代科学飞速发展、科学学科知识领域愈分愈细，而且互相渗透，互相交叉，综合领域和边缘学科愈来愈多的情况下，从事任何专业的人，就会感到自己的知识面有限，遇到的不解问题和需要查阅的资料愈来愈多。简单者，如陌生的概念、术语、人物、时间、地点、数据；复杂者，如某一学科、某一领域，或其中某一分支、某一专题的历史发展、存在问题和目前的状况。举凡在其他工具书中查寻不到的资料，最后应该能在百科全书中找到。这就难怪日本人称百科全书为“知识的小宇宙”，西方称为“没有校墙的大学”。

百科全书还是一种历史最为悠久的工具书。从它最初出现起，到现在已有二千余年。百科全书一词（英文是encyclopaedia）来源于古希腊文 enkyklios（范围）和 paideia（普通教育）二词，合起来的意思是“普通教育范围”或“普通教程。”日本人称为“百科事典”，以区别于辞典。

① 西方的百科全书经历了三个时期的演变。古希腊时代，柏拉图的弟子、马其顿亚历山大大帝的老师亚里斯多德（公元前384——322年）的大量著述，概括了当时已有的知识门类，被公

认为百科全书性质的著作。古罗马凯撒时代的学者瓦洛(Varro , 公元前116—27年)编著《学科要义》(*Disciplinarum*) , 分别介绍修辞学、数学、占星术、医学、音乐和建筑学。普里尼(Pliny , 公元23—79年)著《自然史》(*Historia naturalis*) , 从数百位古代著作家的作品中编选出数千条典故和神话, 分为地理、人科学、动物学、植物学、医学和矿物学等门类。这些西方古代百科全书的特点, 是以教育作用为主, 供个人讲学之用, 多属于个人著述的性质。

⑧从东罗马帝国到十八世纪, 中世纪为神学和宗教及其意识形态——经院哲学居于统治地位, 百科全书也不免受其影响。大部分的百科全书皆出于神职人员之手, 并为修道士而作。有名的圣伊西多尔(St. Isidor , 560—636年)的《词源》二十卷, 在百科全书中首用插图。法国僧侣文岑(Vincent , 1190—1264年)的《百科宝鉴》(*Speculum majus*) , 分为《自然宝鉴》、《科学宝鉴》和《历史宝鉴》三大部分, 成为中世纪的一部重要百科全书。但是, 全世界正式用“百科全书”作为书名的却是寄居法国的德国学者斯卡列哲(Scalich , 1540—1609年)。他编著了《百科全书, 或神与世俗知识概要》(*Encyclopedie, Seu orkis disciplinarum,*

tum sacrarum quam prophanum

epitome, 1559)。文艺复兴时期, 百科全书的编

纂产生巨大影响的是奠定科学分类学基础的英国哲学家培根

(F. Bacon , 1561—1626年)。他在《伟大的复兴》

(*Great Instauration* , 1620)一书中提出了有

名的“知识大纲”（一般常称为“分类归纳法”），把科学分为自然哲学、人的哲学和公民^{哲学}三大部类。中世纪的百科全书，着重于知识的系统化和学科分类，成为“诸科知识之汇编”。

现代百科全书的奠基者是法国资产阶级革命的先驱、人文主义者狄德罗（1713—1784年）。他集合当时法国的一些杰出学者和思想家达兰贝尔、卢骚（1712—1778年）、伏尔泰（1694—1778年）和孟德斯鸠（1689—1755年）等，编撰法国《百科全书》，称为百科全书派，向欧洲的封建主义文化和神学进攻，发动启蒙运动，为法国大革命提供了思想武器。百科全书的历史从此进入了现代时期。现代的百科全书，一般认为是概括人类一切知识和活动领域基本资料的科学著述。

百科全书作为工具书，其基本性质是汇编性、概述性、分类性和检索性。一句话，它主要是为人们寻检参考所编，而不是为人们阅读而作。说来有趣，现代百科全书除了工具书的这种基本性质之外，近年来又出现转回头来继承古代百科全书传统的趋势，即越出工具书作用的范围，兼具教育的作用，把寻检参考性质与普及知识的自我教育性质结合起来。那就是说，一部百科全书既是工具书，又是供系统学习阅读的读物。

二、类书与百科全书

我国自古就有采集菁华、积累知识的传统。据《三国志·魏志》为这种书下的定义是“撰集经传，随类相从”。所谓经传，就是我国古代最主要的学术文献著作。把这些文献著作中提供的知识、故事汇编起来，加以分类，供后来的学者采用参考，这就是类书的最初概念。《唐书·艺文志》根据这个定义把魏文帝时