

Punctuation and Abbreviations for use in Holding Statements

PUNCTUATION	USE IN MARC HOLDINGS (MFHD) SUMMARY STATEMENT
Hyphen -	Represents an unbroken range of holdings. Dates are inclusive. <i>v. 1-4 1927-1983</i>
Open hyphen -	Indicates serial or continuation that is still being published (open entry). In the case of summary statement, this also indicates open order (currently received). <i>no. 1- 1996-</i>
Forward slash /	For enumeration, used to indicate a combined volume or issue. For chronology, used to indicate span of dates in single volume or issue. Frequently used with fiscal year publications. <i>5/6- 1989/1990-1998/1999</i>
Colon :	Separates two orders or levels of hierarchy; e.g., volume:number:part or year:month:day. <i>v. 1;pt. 1 1992:June:15-1996:June:1</i>
Semicolon ;	Indicates non-gap break, usually meaning volume was not published. <i>v. 1-4;v. 6- 1972-1975;1977-</i>
Comma ,	Reports a break or gap in holdings reported. <i>v. 1-18,25-32,36- 1962-1979,1986-1993,1997-</i>
Equal sign =	Separates alternative numbering schemes; e.g., volume:number:part or year:month:day. <i>v.2:no.5=fasc. 15</i>

Punctuation based on [ANSI/NISO Z39.71-1999](#)

ENUMERATION/CHRONOLOGY	USE IN MARC HOLDINGS SUMMARY & INDEX STATEMENTS
Abteilung ABT.	Example: <i>/zABT.3 2003</i>
Auflage AUFL.	Example: <i>/zAUFL.9 1995</i>
Band; band BD.	Examples: <i>/zBD.3 1992 /zBD.5 T.2 1980</i>
Fascicule FASC.	Example: <i>/zFASC.75 1972</i>
Index INDEX	Example: <i>/zV.10-20 1979-1989 INDEX</i>

Issue ISS. or NO.	Examples: <i> zV.4 ISS.1 1999</i> <i> zV.10 NO.1-4 1968</i>
Jahrgang JAHRG.	Example: <i> zJAHRG.114 NO.7</i>
Number NO.	Examples: <i> zNO.1344 2003</i> <i> zV.78 NO.1/2 2002</i>
Nummer NR.	Example: <i> zNR.4 2004</i>
Part PT.	Examples: <i> zPT.1B 2000</i> <i> zV.10 PT.1-6 1998 [NOT 1998:Jan.-June]</i>
Supplement SUPPL.	Example: <i> zV.15 1999 SUPPL.</i>
Teil; Theil; tome; tomo T.	Example: <i> zT.1B 1995</i>
Volume; Volumen V.	Examples: <i> zV.1 1972</i> <i> zV.36-40 1998-2002 [NOT (1998-2002)]</i>

Names of the Months - Abbreviations

ENGLISH	FRENCH	GERMAN	SPANISH
Jan.	janv.	Jan (Jän.)	enero
Feb.	févr.	Feb.	feb.
Mar.	mars	März	marzo
Apr.	avril	Apr.	abr.
May	mai	Mai	mayo
June	juin	Juni	jun.
July	juil.	Juli	jul.
Aug.	août	Aug.	agosto
Sept.	sept.	Sept.	sept. (set.)
Oct.	oct.	Okt.	oct.
Nov.	nov.	Nov.	nov.
Dec.	déc.	Dez.	dic.

This information can also be found in Anglo-American Cataloguing Rules — Appendix B. Abbreviations — B.15.