Volume Field Cheat Sheet - Magazines

1. English month abbreviations are each **3 letters only**, and are **always capitalized**.   JAN, FEB, MAR, APR, MAY, JUN, JUL, AUG, SEP, OCT, NOV and DEC
2. English season abbreviations are each **3 letters only**, and are **always capitalized**.   SPR, SUM, AUT (preferably), or FAL and WIN.
3. French month and season abbreviations are **3 letters only**, and are **always capitalized except for JUIN and JUIL**, which can only be distinguished with the fourth letter.
4. 4.1 Monthly magazines: JAN2018, FEB2018, MAR2018…SEP2018, OCT2018, NOV2018, DEC2018 **(MMMYYYY)**

   4.2 Quarterly magazines: JAN-MAR2018, APR-JUN2018 name the beginning and ending month (not the middle one) and the year = **(MMM-MMMYYYY)**

   4.3 Bi-Monthly magazines during the same calendar year: FEB-MAR2018, APR-MAY2018, JUN-JUL2018 = **(MMM-MMMYYYY)**

   4.4 Bi-Monthly magazines bridging two calendar years: DEC2016-JAN2017, DEC2017-JAN2018, DEC2018-JAN2019 = **(MMMYYYY-MMMYYYY)**

   4.5 Weekly magazines: Date of issue only (not the end date): MAR052018, MAR122018, MAR192018, MAR262018 = **(MMMDDYYYY)**
   ****WARNING****   YOU must use a zero (0) in front of all single digit dates: 01, 02, 03, 04, 05, 06, 07, 08, 09 for a total of 9 characters.

   4.6 Seasonal publications: Examples of seasonal volume fields: SPR2018, SUM2018, AUT2018, WIN2018, WIN2017-WIN2018 (and WIN2018-WIN2019)

   4.7 Special publications: Examples: SPECIAL2017, CHAMPIONS2018, CANADA150, BUYINGGUIDE2018, BIGGAME2017, FISHING2018, ANNUAL2018
   ****WARNING****   Do not use spaces. Keep it simple: FISHING2018 is preferable to FISHINGSPECIAL2018. Call PLS if in doubt.
   Avoid words like issue, special, collectors, edition and annual. Call PLS to consult.
   Do not abbreviate words (except for months and seasons (as above). Call PLS to make sure.
   Include the year. BIGGAME2017 and BIGGAME2018 are different publications.   Call PLS anytime with questions….

Most Common Magazine Volume Field errors

1. Use of lower case alpha characters instead of capitals.
2. Use of backslash "\" or forward slash "/" instead of hyphen "**-**".
3. Forgetting the zero before a single digit date.
4. Failing to abbreviate "Fall". FAL is correct. AUT (for autumn) is preferred.
5. Using SEPT instead of SEP.
6. Failing to put both years for December to January issues.