

Type of Multiple Part Publication	Volume Field Format	Volume Field Example(s)	Formatting notes
Numbered volumes	v.#	v.1	Lower case v; one period separator; no spaces
Annual with yearly date	YYYY	2017	Four digits; no abbreviations
Annual with edition statement only. Publication year is preferred. <i>Do not use 'ed.' if year is available.</i>	#^ed.	25 <sup>th</sup> ^ed.	<b>Look for year in bibliographic record before using.</b> Number is followed by st, nd, rd, or th; one space; never upper case; period after ed.
Multiple years	YYYY-YYYY	2016-2017	Two four-digit years separated by a dash; no spaces
Monthly Publications with alpha characters	MMM-YYYY	JAN2017	Three upper case letters; no space; four digits <b>Only exceptions</b> are French months Juin and Juillet: JUN2017 and JUL2017
Bi-monthly issues	MMM-MMMYYYY MMMYYYY-MMMYYYY	JAN-FEB2017 DEC2016-JAN2017	Three upper case letters for each month <b>Exceptions:</b> French months Juin and Juillet as above. No spaces; four digits for the year; use both years for issues spanning two years; dash separator
Quarterly issues	AAAYYYY	SPR2017	Three upper case letters; no space; four digits SPR2017, SUM2017, AUT2017, WIN2017
Numeric issues	###	228	Issue number only; no other text nor punctuation
Weekly issues	MM##YYYY	JAN022017	Three upper case letters; no space; six digits
Issues with volume and issue numbers only	v.#no.#	v.20no.2	Lower case v; one period separator; Lower case 'no'; one period separator; no spaces between volume and issue numbers
Multi part sets such as DVDs <u>and</u> NO SPLIT SETS IN TRAC			Put <b>NOTHING</b> in the volume field
Multi part sets such as DVDs <u>and</u> ONE OR MORE SPLIT SETS IN TRAC	DISC SET DISC#&#	DISC SET DISC3; DISC4; DISC3&4	A space always separates DISC and SET; no spaces used for parts circulating together.
Combo sets (DVD + BLURAY)			Circulate together. Put <b>NOTHING</b> in the volume field.
Multi part sets	v.#	v.1	Lower case v; one period separator; no spaces
Multi part sets displaying 'Part'	PART# PARTA	PART1 PARTB	Capital letters; no space