Contributors Guide to IBIS House Style for Bibliographies

In the production of any bibliography, it would be appreciated if contributors followed the guide lines below, as it will save a lot of correctional editorial work.

Section-Headings

The bibliography may be split into sections, with headings such as "Books illustrated by", "Dust Jackets Only", *etc*. Within each section the entries are listed chronologically and numbered from one onwards. For lists of periodicals, a sub-section heading showing the year (centred), may be appropriate.

Entry Details – First Line: No. Title Author, Publisher, Place Date. (Series).

No.	The number of the entry within the section (in bold)
Title:	Self-explanatory (in bold)
Author:	Full name as given on title page, preceded by "by", followed by a full stop. This can be followed by details of an introduction, *etc*.
Publisher:	Surnames only and no need for "& Co,". "Ltd", *etc.* Followed by comma. *e.g.* "Allen & Unwin"
Place:	Town/City only.
Date:	Self-explanatory. Followed by a full stop.
Series:	Only required if the book is part of a series. *e.g.* "An 'Open Yours Eyes' book."

Example Entry (book):

1. Treasure Island by Robert Louis Stevenson, with an introduction by H. M. Burton. Elek, London 1947. One of the 'Camden Classics' series.

Example Entry (periodical list):

1924

1. The Illustrated London News volume 60 no.546

Entry Details – Second Line: Details of illustrations

Full page illustrations are usually referred to as plates if they are on different paper.

Unless it is the only illustration, it is preferable to include the frontispiece in the count of plates. *i.e.* 12 colour plates rather than frontispiece & 11 other plates.

Illustrations not on different paper are referred to as drawings, either half-page or full-page. Smaller drawings, if only at the start or end of text should be referred to as head or tailpieces. Other smaller drawings are referred to as vignettes. Sometimes these smaller drawings include repeats; these should be mentioned *e.g.* "24 vignettes including 8 repeats."

If the title page has any pictorial element it should be mentioned. This can usually be covered either by title-page vignette, or title page decoration if a decorative border by the artist is involved.

If the end-papers are decorated in any way, this should be mentioned, but there should be a semi-colon between this and the illustration details.

If the plates are mounted on a backing paper or card, they are referred to as tipped-in.

Example: 12 tipped-in colour plates, title-page decoration, 4 full-page and 2 half-page drawings, 8 head & tailpieces, 6 vignettes; decorated end-papers.

Entry Details – Third Line: size and page numbers

The size is given in millimetres, and should be the size of the title-page to the nearest millimetre. *e.g.* 220 x 185mm. This should be followed by a semi-colon.

The page numbers can be difficult. You are faced with choice of recording the numbered pages or the total number of pages in the whole book. The latter is the more correct bibliographically but as our main focus is on the illustrative content the former is acceptable. All prelims (usually in Roman numerals should be noted.

Example: 220 x 185mm; xvi, 141pp.

Entry Details – Fourth Line: binding description

The main categories are: cloth, boards, & card covers.

Cloth — If there is only the title or title and author mentioned on the cloth, the colour is enough e.g. blue cloth.
Sometimes there might be a blind-stamped (debossed) design, in which case it should be described as blind-stamped cloth.
If there is gilt decoration it should be described. *e.g.* blue cloth decorated gilt.
If there is a multi-coloured cloth design, it should be described as pictorial cloth.
Sometimes a printed plate is stuck to the cloth. This should be described.
e.g. blue cloth with mounted colour plate.
Sometimes the cloth is in two colours, specifically on the spine and then on the boards. This should be described as two-toned cloth.

Boards — These can be a single colour, or often with a cloth spine. The latter should be described as cloth-backed boards. If the boards have a pattern paper rather than plain, this is referred to as patterned paper boards. Occasionally items appear with ring-bindings. These should be described as spirally bound. *e.g.* spirally bound pictorial boards.

Card — Either printed or pictorial. If the covers are of paper they are described as wrappers *e.g.* printed card, pictorial card, printed wrappers, pictorial wrappers