



Title: NRAO Library Editorial Policy	Author: L. Utley	Date: 05/19/20
NRAO Doc. #:		Version: 1.2

NRAO Library Editorial Policy

PREPARED BY	ORGANIZATION	DATE
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Change Record

VERSION	DATE	REASON
1.0	05/12/20	Draft
1.1	05/19/20	Revisions
1.2	05/20/20	Minor corrections

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I INTRODUCTION

The NRAO Library Editing Policy details the rules and practices the library will use to post metadata for memos, papers, publications, proceedings, etc. across library table of contents Web pages. The aim is not only to be fair and consistent in the representation of each document, but also to maintain host pages that are as concise as feasible. These rules will override the actual content of documents as appropriate for uniformity.

2 STANDARD PRACTICES

The table of contents host pages of the library Web site are the foundation of search indexing and metadata which will be supported through the future memos database. Ease of discovery of items through tools like a central database or even Google relies upon consistent practices in how documents are represented on their resident pages. The areas of concern are addressed individually below.

2.1 Author Names

Author names will be listed with initials first then last name only. If the source document shows a middle name or initial, middle initials will be included, otherwise only the first initial will be posted. Initials will be followed by a period and separated by spaces from each other and the last name. Hyphens will be included in lieu of a space for initials of hyphenated names. The names will be derived from the source document, not from any knowledge of the author's typical methods for listing themselves on documents. Library staff will make substitutions of names of authors if, and only if, there is certainty a person is an author. Undetermined, missing author information will be omitted from host pages.

2.2 Number of Authors

Each author up to, and including five will be shown separated by commas. For documents with six or more authors only the first author's name will be shown followed by a comma and then 'et al.' Multi-author listings will not use "and" preceding the last author even when the original documents do.

2.3 Capitalization

The first, and only first, letter of each word in the title will be capitalized unless the word is on the excluded list. Units of measure and acronyms will be fully capitalized or not to match the author's original use in the title. Hyphenated words in the title will be capitalized after the hyphen unless they are trademarked or are a proper name.

2.4 Dates

Dates will be posted in the form MM/DD/YY if the date is shown in the document, omitting the day if none is given. If the month is also not given in the source document, the date will be shown in the form YYYY. If a date can be accurately estimated from a source aside from the document when no date is shown, it will be included in brackets. If not, the date will not be given.

3 EXCLUDED WORDS

The following eight words are excluded from capitalization in titles unless they begin the title or a subsection of it. These words are commonly known as 'stop words' to professional librarians and are typically excluded from search algorithms even when you have entered them in your search terms.

a	and	or	the
an	of	for	

4 CONFIDENTIALITY

Certain documents have restrictions on their circulation outside of NRAO Staff. Any document marked "Confidential" or "Internal Use Only" as well as any proposals and project documents received from vendors and contractors, will be hosted in a restricted access area of the library Web for a period of 20 years after the date of their publication. Additional restrictions can be imposed on documents beyond these terms at the discretion of the NRAO Director's Office. Public access to proposal coversheets is restricted to the first two, standard form pages. Only the original proposal investigators may request and receive the full proposal documentation.

5 CORRECTIONS

There are naturally grammatical or typographical errors in NRAO documents. The library will correct the reference metadata that contains errors in our publication index pages. Such corrections will be encapsulated with brackets [] to denote when our information contains a correction from the literal text. The most common element requiring correction is the date, which is often absent from documents entirely.

Corrections will be reflected only in our references to the documents. The library will not alter original documents or the PDFs of the same. Anyone noting corrections to library table of contents pages are encouraged to submit them to library staff.

Any authors wishing to correct an official NRAO memo or publication should submit a revised version per the memo submission process. Library staff are not responsible for proofreading or correcting NRAO memos and publications.