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
2.0	05/18/21	Added provisions for change of name
2.1	02/03/25	Minor revision

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1 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 below.

2.1 Author Names

2.1.1 Author name abbreviation

Author names on NRAO host pages and in search databases will be listed by 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 a single space before any other name or initial. Hyphens will be included in place of a space when hyphens are used in the author's name in the document. Common suffixes will be excluded.

Names will be derived from the source document, not from any knowledge of the author's typical method for listing themselves on documents. Undetermined author information will be omitted from library host pages; the library will make substitutions of missing names if, and only if, authorship can be positively determined from other information on or about the document. For instance, meeting notes for projects were often taken by the same person and the same author can be attributed to notes in the same series where an author is not listed.

2.1.2 Author name changes

2.1.2.1 Accepted reasons

The library will make changes to an author name on host pages and affiliated databases for a change of name as a result of marriage, divorce, adoption, or legal change of name filing. It is the author's responsibility to notify the library of these events and request the name change be made.

2.1.2.2 Action steps

The library will offer any and all of the below options, at the author's preference, in response to a change of name request to NRAO documents and host pages.

1. Use the name change on all future documents and host pages.
2. Apply the name change to past host pages.
3. Make synonym matches in search facilities to an author's past name when users search on the author's new name.
4. Apply the name change in the supporting search database by:
   a. Creating links to show all document results whether a user searches for a past or present name.
   b. Showing both past and present names in search results.
   c. Or showing only the current name in search results, even for past documents.

2.1.2.3 Past documents

The library will not retroactively change names posted on documents authored and published before a change of name unless the author indicates failing to do so will cause undue stress or emotional harm. In such cases, the library will apply an overlay of the new name on past documents within an editing layer of the PDF on NRAO hosted sites only. Authors need to be aware this will not impact the Optical Character Recognition layer of a document which means old names will still be discoverable within a document when readers use a text search.

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 originally 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.