Note: Voyager Check-in Standards are different than the standards used in Periodical Binding.

When editing or adding issues in Acq > Serials Check-in please use the following standards.

Months:

Jan.
Feb.
Mar.
Apr.
May
June
July
Aug.
Sept.
Oct.
Nov.
Dec.

Seasons:

Spring
Summer
Autumn
Winter

Punctuation/Spacing:

There is a **comma** after the volume number, and a space after each punctuation mark.

e.g., v.^ 21,^ no.^ 2 ^(2004^ Jan.^12)

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Kat McGrath/Elaine Willson/MC
file name: Check-in date standards.doc
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