

**UBC follows NISO guidelines for item records.****Levels of enumeration**

Volume numbers should have as few levels of enumeration as possible. For example, if a volume is complete in 10 numbers, each of which contains part A and B, it is described as v.6 2006. No numbers or parts are included in the enumeration.

Preferred label: **v.6 2006**  
 Not: v.6 no.1A-10B 1996

When selecting materials for binding, keep in mind how the volumes will be labelled. Try to divide volumes to avoid long and confusing labels. For example, if v.10 is published in 4 numbers, with each number having parts A-D, try to avoid using parts in the enumeration:

Preferred labels: **v.10 no.1-2 2007; v.10 no.3-4 2007**  
 Try to avoid: v.10 no.1-3 Pt.B 2007; v.10 no.3 Pt.C-no.4 1996

**Slashes and Dashes**

The use of slashes and dashes can be confusing. There are specific instances when slashes are used:

When a single volume or number covers more than one year, e.g.

**v.1 2001/02** where the issues of v.1 cover Sept. 2001 to Aug. 2002;  
**no.6 2007/08** where no.6 is a combined Dec/Jan issue

When a single issue contains more than one volume or number, e.g.

**v.1/3 2006** where v.1 to 3 were published in a single issue;  
**no.5/6 2000** where no.5 and 6 were published as a combined issue.

When numbering or date ranges are combined in the binding process, dashes are used. When combining volumes, take the description of the first volume in the bind (e.g., v.5 1986) and the last (e.g., v.7 1988) and separate them with a dash, e.g.

**v.5-7 1986-88** where v.5 1986, v.6 1987, and v.7 1988 are combined.  
 (Use only the last two digits of the final year: 1986-88; not 1986-1988).

Similarly, where split years are involved:

**v.1-2 1991/92-92/93** where v.1 1991/92 and v.2 1992/93 are combined.

Or where single issues are combined:

**v.1/3-4/6 2006-07** where v.1/3 2006 and v.4/6 2007 are combined.

**Single complete volumes**

Single volume complete in one year

**v.1 1991**  
**no.6 1998**

Single complete volume spanning more than one year; a slash is used to indicate coverage of more than one calendar year.

v 1.no.1 Sep 1991 to v.1 no.12 Aug 1992  
v.1 no.1 Jan 2001 to v.1 no.10 2004

**v.1 1991/92**

**v.1 2001/04**

Single issue covering two years

**no.3 1989/90**

**Two or more complete volumes bound together**

A **dash** is used to indicate that two or more volumes have been combined when binding.

v.1 1990 and v.2 1990  
v.1 2000, v.2 2001, v.3 2002  
no.17 1998 to no.20 1999

**v.1-2 1990**  
**v.1-3 2000-02**  
**no.17-20 1998-99**

v.1 1990/91 and v.2 1991/92  
v.1 2000/01, v.2 2001/02, v.3 2002/03  
no.267 Feb. 1995 to no.270 Dec 1995/Jan 1996

**v.1-2 1990/91-91/92**  
**v.1-3 2000/01-02/03**  
**no.267-270 1995-95/96**

**Volume bound in more than one physical volume**

v.10 no.1 Jan 2003 to v.10 no.6 Jun 2003  
**2003**

**v.10 no.1-6**

v.10 no.7 Jul 2003 to v.10 no.11/12 Nov/Dec 2003

**v.10 no.7-11/12 2003**

v.6 no.1 Sep 1997 to v.6 no.5 Jan 1998  
v.6 no.6/7 Feb/Mar 1998 to v.6 no.10 Jun 1998

**v.6 no.1-5 1997/98**  
**v.6 no.6/7-10 1998**

### Year acting as "volume"

If there is no volume number, and the issue numbers restart each year, the year may take the place of the volume number: the year is first, followed by the issue number:

no.7 July 1999 to no.12 Dec 1999	<b>1999 no.7-12</b>
no.1 Jan 2000 through no.6 Jun 2000	<b>2000 no.1-6</b>
January 2000 through June 2000	<b>2000 Jan-Jun</b>
1998/1999 published in one volume	<b>1998/99</b>

### Continuous numbering

If numbering is continuous over the years, then the number is first, followed by the year:

no.1 Jan 2000 to no.4 Oct.2000	<b>no.1-4 2000</b>
no.5 Jan 2001 to no.8 Oct 2001	<b>no.5-8 2001</b>