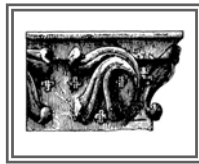
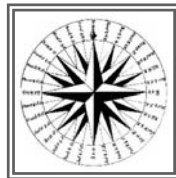


TRAINING MANUAL:
Contributing to the AAT, TGN, and ULAN
via the Web contribution forms

*Art &
Architecture
Thesaurus*



Getty
Thesaurus
of Geographic
Names



Union
List of Artist
Names



March 2008

.....\hd.##k k k '[YHmYXi #FYgYUFW#hcc`g#j cWVi `UFJYg#Vdbhf]Vi HY" \ ha `

Questions: Contact Vocab@getty.edu

GETTY VOCABULARY PROGRAM
GETTY RESEARCH INSTITUTE
1200 GETTY CENTER DRIVE
LOS ANGELES, CALIFORNIA 90049

Patricia Harpring, Managing Editor
Antonio Beecroft, Editor
Ming Chen, Assistant Editor
Robin Johnson, Editor
Jonathan Ward, Editor

Table of Contents

TRAINING MANUAL:.....	1
Contributing to the AAT, TGN, and ULAN	1
via the Web contribution forms	1
Contributing to the AAT, TGN, and ULAN	1
General Information about Contributions.....	1
Login page.....	1
General Contribution Information	2
AAT: Brief Guidelines	9
General Information about AAT	9
Contributing Institution:	10
Contributor ID:.....	10
Your Name:	10
Your Email:	10
New or Comment:	10
Concept ID:	10
Record Type:	10
Parents:.....	10
Term (parent name):	11
Parent ID:.....	12
Hierarchical Relationship Flag:	12
Hierarchical Relationship Dates:	13
Display Date	13
Start Date and End Date:	14
Preferred Term:	14
Variant Term:.....	15
Display Order:	16
Term Type:.....	17
Vernacular flag:.....	17
Language:	17
Language Preferred flag:.....	18
Contributor Term ID:	18
Qualifier:	18
Term Flags:	19
LC Authority flag:	19
Display Name flag:	19
Historical flag:.....	20
Other Flags:.....	20
Term Date:	21
Term Source:	22
Page:	23
Preferred for Source:	24
Searching in Source Lookup:	24
Create new source:.....	25
Rules for adding a source:.....	25
Brief Citation and Full Citation:	26
Bibliographic Note:	28
Note:.....	28
Note Source:.....	30
Related Concepts:	31

Relationship Type:.....	31
Term for Related Concept:	32
Associative Relationship Historical flag:.....	32
Associative Relationship Dates:	32
Subject Source:	33
Editor Note:	34
Searching in Language Lookup:	34
TGN: Brief Guidelines	36
General Information about TGN	36
Contributing Institution:	36
Contributor ID:.....	36
Your Name:	37
Your Email:	37
New or Comment:	37
Concept ID:	37
Record Type:	37
Parents:.....	37
Name (parent name):	38
Parent ID:.....	38
Hierarchical Relationship Flag:	38
Hierarchical Relationship Dates:	39
Display Date:	39
Start Date and End Date:	40
Preferred Name:.....	40
Variant Name:.....	41
Display Order:	41
Name Type:	41
Vernacular flag:.....	42
Language:	42
Language Preferred flag:.....	42
Contributor Term ID:	43
Qualifier:	43
Term Flags:	43
LC Authority flag:	43
Display Name flag:	43
Historical flag:	44
Other Flags:	44
Name Date:	45
Name Source:	47
Page:	47
Preferred for Source:	48
Searching in Source Lookup:	48
Create new source:.....	49
Rules for adding a source:.....	50
Brief Citation and Full Citation:	50
Bibliographic Note:	53
Place Types:	53
Display Order:	54
Historical flag:	55
Place Type Dates:.....	55
Coordinates:	57
Coordinates: Degree, Minute, Second, Direction:.....	58
Elevation:	59

Elevation Feet:	59
Bounding coordinates:	60
Bounding Degree, Minute, Second, Direction:	60
Note:.....	61
Note Source:.....	64
Related Places:.....	65
Relationship Type:.....	65
Name of Related Place:.....	65
Associative Relationship flag:.....	66
Associative Relationship Dates:.....	66
Subject Source:.....	67
Editor Note:	68
Searching in Place Type Lookup:.....	68
Searching in Language Lookup:	69
ULAN: Brief Guidelines	70
General Information about ULAN	70
Contributing Institution:	70
Contributor ID:.....	71
Your Name:	71
Your Email:	71
New or Comment:	71
Concept ID:	71
Record Type:	71
Parents:.....	71
Name (parent name):	72
Parent ID:.....	72
Hierarchical Relationship Flag:	72
Hierarchical Relationship Dates:.....	73
Start Date and End Date:	73
Preferred Name:.....	73
Variant Name:.....	75
Display Order:.....	75
Name Type:.....	76
Vernacular flag:.....	76
Language:	76
Language Preferred flag:.....	77
Contributor Term ID:	77
Qualifier:	77
Term Flags:	77
LC Authority flag:	77
Display Name flag:	77
Historical flag:.....	78
Other Flags:.....	78
Name Date:	79
Name Source:	80
Page:	80
Preferred for Source:	81
Searching in Source Lookup:	81
Create new source:.....	82
Rules for adding a source:.....	83
Brief Citation and Full Citation:	83
Bibliographic Note:	85
Display Biography:.....	86

Birth Date and Death Date:	87
Birth Place and Death Place:.....	88
Nationality:	89
Display Order:	90
Roles:.....	90
Display Order:	91
Sex:	91
Historical flag:	92
Role Dates:	92
Note:.....	93
Note Source:.....	95
Related Persons and Corporate Bodies:	96
Relationship Type:	96
Name of Related Person or Corporate Body:	97
Associative Relationship flag:	97
Associative Relationship Dates:	97
Event Type:	99
Display Order:	99
Event Place:	100
Event Date:.....	101
Subject Source:	102
Editor Note:	103
Searching in ULAN Place List Lookup:	103
Searching in the ULAN Nationality Lookup:	104
Searching in Language Lookup:	104

Contributing to the AAT, TGN, and ULAN

General Information about Contributions

Login page

Go to:

<http://vocabcontrib.getty.edu/login.aspx>

Web-form Login -- v3.02

User Name

Password

Thesaurus

- Art & Architecture Thesaurus
- Getty Thesaurus of Geographic Names
- Union List of Artist Names

To become a contributor to the AAT, ULAN, or TGN, please send an email to vocab@getty.edu, subject: Contributions. Give us your name, institutional affiliation, and the types of terminology you wish to contribute. Authorized contributors will be issued a user name and password.

Notice about using this Web form for contributions to the Getty Vocabularies

The Art & Architecture Thesaurus® (AAT), Getty Thesaurus of Geographic Names® (TGN), and Union List of Artist Names® (ULAN) are each a compilation of data from various contributors and various sources. They are supplemented and updated based upon contributions from contributing institutions. The databases are licensed to various institutions, companies, and individuals.

Only data that contains all required fields, complies with the [Editorial Guidelines](#), and is within scope for the vocabulary will be published. The Vocabulary Program will incorporate contributed data that meets these criteria into the merged format of the vocabulary and cite the contributing institution as the source for names/terms that it has contributed.

By contributing data to the vocabulary, the contributor agrees to its contributed data becoming a permanent part of the *Art & Architecture Thesaurus®*, *Getty Thesaurus of Geographic Names®*, or

Login information for:

User Name: _____

Password (AAT): _____

Password (TGN): _____

Password (ULAN): _____

General Contribution Information

Research
Research Home > Conducting Research > Learn about the Getty Vocabularies > Candidate contribution form

Art & Architecture Thesaurus® Online
Candidate contribution form

[Diacritic Codes](#) [About the Editorial Manuals](#) [Pending candidates PDF](#)

AAT

All fields marked with an (*) are required. Click on field name to see rules. NOTE: You can not edit the record after candidate is submitted.
Draft in use: **None**

CONTRIBUTION INFORMATION											
Contributing Institution	<input type="text" value="VP"/> *										
Contributor ID	<input type="text" value="10000000"/> *										
Editor Name	<input type="text"/> *										
Editor Email	<input type="text"/> *										
New or Comment	New <input type="button" value="v"/>										
Record Type	Concept <input type="button" value="v"/> (Note: Please change the Record Type if you are submitting a guide term)										
Preferred Parent	<table border="0"><tr><td>Term</td><td><input type="text"/></td><td>ID</td><td><input type="text"/></td><td>*</td></tr><tr><td colspan="5">Click to add Dates, Historical flag or BTP, BTG, BTI</td></tr></table>	Term	<input type="text"/>	ID	<input type="text"/>	*	Click to add Dates, Historical flag or BTP, BTG, BTI				
Term	<input type="text"/>	ID	<input type="text"/>	*							
Click to add Dates, Historical flag or BTP, BTG, BTI											
Additional Parent	<table border="0"><tr><td>Term</td><td><input type="text"/></td><td>ID</td><td><input type="text"/></td><td><input type="button" value="+"/> <input type="button" value="x"/></td></tr><tr><td colspan="5">Click to add Dates, Historical flag or BTP, BTG, BTI</td></tr></table>	Term	<input type="text"/>	ID	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>	Click to add Dates, Historical flag or BTP, BTG, BTI				
Term	<input type="text"/>	ID	<input type="text"/>	<input type="button" value="+"/> <input type="button" value="x"/>							
Click to add Dates, Historical flag or BTP, BTG, BTI											

TERMS

Required fields

It is required to enter information in all fields marked with a big red asterisk.

Defaults

If there is already a value automatically supplied for these or any other field, check to be sure that the default value is correct for your record. (Individual fields are discussed below.)

Save Draft

You may save drafts. Good idea to use this feature if you need to stay in the form for over 15 minutes or so, to prevent server from timing out.

Submit Candidate

Click after you have filled out the record. Note that you cannot edit the record after submission.

Log Out

Log out when you are finished with a session.

Pending Candidates PDF

A report generated monthly, listing the candidates extant as of the date posted (31 July 2006, in the example below).

31 July 2006 AAT Candidate Report Page: 1 of 266
 HIER: Root Candidate: Only
 Editor: ALL Contributors: ALL
 Edited Date: Start: 1-Jan-1980 12:00:01 End: 30-Jul-2006 23:59:59
 Alpha Range: A to ZZ

06 July 2006 AAT Candidate Report Page: 131 of 266
 HIER: Root Candidate: Only
 Editor: ALL Contributors: ALL
 Edited Date: Start: 1-Jan-1980 12:00:01 End: 05-Jul-2006 23:59:59
 Alpha Range: A to ZZ

herring rakes
 (fishing equipment, tools & equipment, temp.parent/Candidates, Top of AAT)
 ID: 300024427 Cand/Stat: C/C Contributors: VP

herrings
 (bony fishes, fishes, vertebrates, animals by form, temp.parent/animalia, Animalia, Eukaryota,
 Living Organisms-in development, temp.parent/Candidates, Top of AAT)
 ID: 300261234 Cand/Stat: C/C Contributors: VP

Hetian carpets
 (Chinese rugs that need warrant, rugs needing warrant, rugs-candidates, temp.parent/Candidates,
 Top of AAT)
 ID: 300198382 Cand/Stat: C/C Contributors: VP

high-occupancy vehicle lanes
 (archit. terms accumulating warrant, temp.parent/Candidates, Top of AAT)
 ID: 300253568 Cand/Stat: C/C Contributors: VP

hinnies
 (Equus, Equidae, Perissodactyla, Eutheria, Theria, Mammalia, Vertebrata, Chordata, Animalia,
 Eukaryota, Living Organisms-in development, temp.parent/Candidates, Top of AAT)
 ID: 30025978 Cand/Stat: C/C Contributors: VP

Hippidion (genus)
 (Merychippus, Miohippus, Hyracotherium, ancient mammals, ancient vertebrates, ancient animals,
 Living Organisms-in development, temp.parent/Candidates, Top of AAT)
 ID: 300264376 Cand/Stat: C/C Contributors: VP

The name of the candidate hierarchy "level" may give a clue as to why this is "candidate," not published. For example, in the AAT "in development" means this is a new hierarchy; "accumulating warrant" means more examples of usage are required.

LIST OF CANDIDATES

The following list of candidate records is updated every few weeks, as necessary when new candidates are submitted. Note that records in the candidate list may be missing sufficient literary warrant or other critical information that prohibits publication. If you have additional information that would allow a record to be published, please submit a full record in the Candidate Contribution Form and use the Editor Note to inform editors to merge your information with the Candidate.

06 July 2006 ULAN Candidate Report Page: 1 of 287
 HIER: Root Candidate: Only
 Editor: ALL Contributors: ALL
 Edited Date: Start: 1-Jan-1980 12:00:01 End: 05-Jul-2006 23:59:59
 Alpha Range: A to ZZ

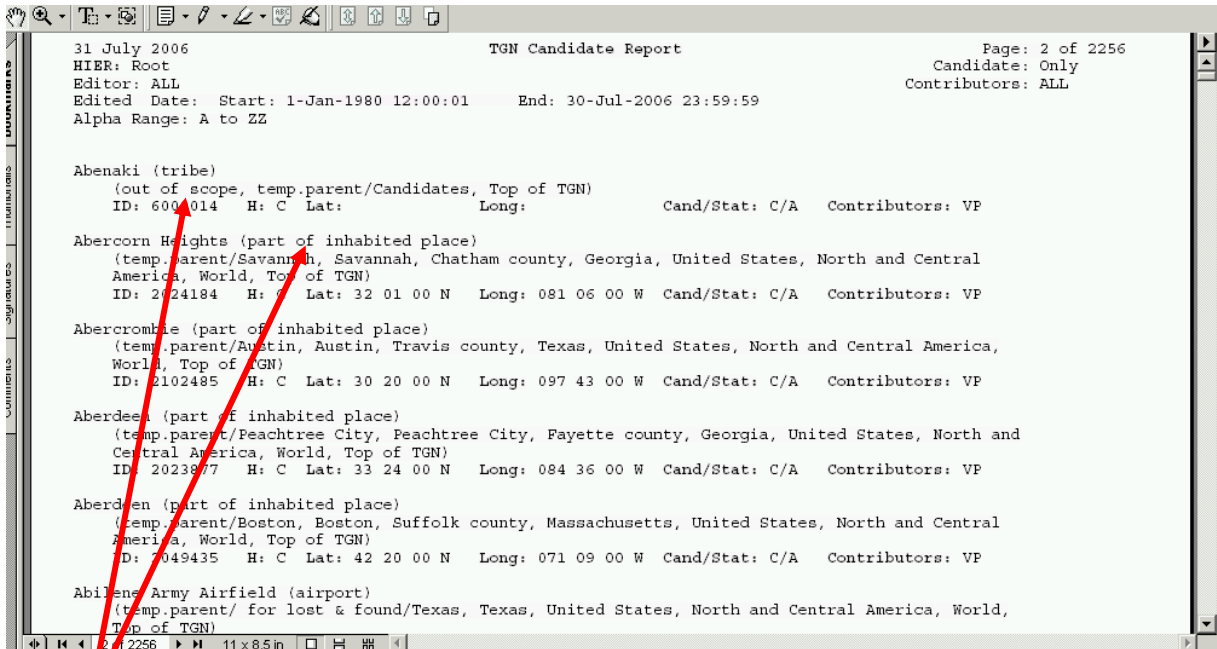
aaaa - temp.parent/Possibly artist, more research (xxxx)
 (authors, temp.parent/persons not artists, Top of ULAN)
 ID: 500115525 Cand/Stat: C/F Contributors: VP
 NATIONALITY/ROLE: undetermined/miscellaneous

<aaaa - temp.parent/Possibly artist, more research> (xxxx)
 (authors, temp.parent/persons not artists, Top of ULAN)
 ID: 500115525 Cand/Stat: C/G Contributors: VP
 NATIONALITY/ROLE: undetermined/miscellaneous

Aalst, van [Unidentified] (Unknown artist)
 (temp.parent/unidentified artists, Top of ULAN)
 ID: 500046796 Cand/Stat: C/P Contributors: PROV VP
 NATIONALITY/ROLE: undetermined/artist

Abineti [Unidentified] (Unknown artist)
 (temp.parent/unidentified artists, Top of ULAN)
 ID: 500051176 Cand/Stat: C/P Contributors: PROV
 NATIONALITY/ROLE: undetermined/artist

In the ULAN, "unidentified" and other clues indicate that the identity is not established.



In TGN, record may be out of scope (e.g., "tribe") or an unidentified part of an inhabited place.

Diacritical Codes

Diacritics must be entered using special codes for loading into the Vocabulary database. Click on the link to see a full listing of the codes.

For example, the acute accent is represented with "\$00" followed by the letter to which the diacritic is applied (e.g., \$00e). To enter the name "André", write "Andr\$00e".

Do not enter any diacritical character or special character (doing so will cause the load will fail). Do not cut-and-paste directly from Web sites, which often have hidden special characters and codes that will cause the load to fail.

4.1.2 Diacritical Codes: Quick Reference

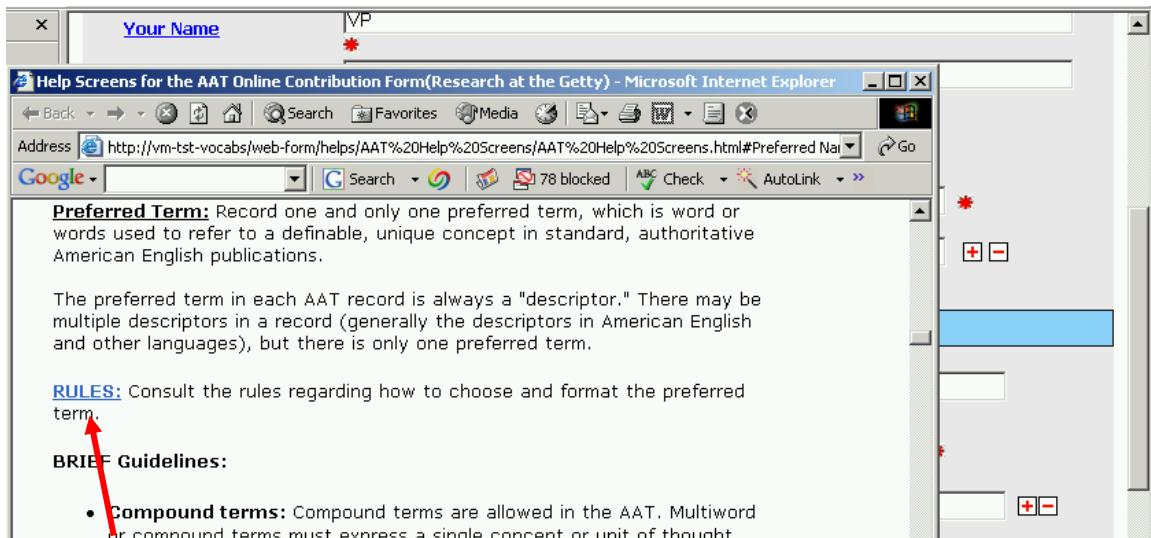
Quick Reference: Getty Vocabularies' Diacritical Codes			
Vocab Code	Example in Vocab	Example to Display or Print	Diacritic Name
\$00	Andr\$00e \$00Aqua	André Áqua	acute accent
\$01	T\$01oky\$01o \$01Agra	Tōkyō Āgra	macron
\$02	Radam\$02a \$02Ecole	Radamá École	grave accent
\$03	P\$03orto \$03Etat	Pôrto État	circumflex
\$04	M\$04unchen \$04Orebro	München Örebro	umlaut / dieresis
\$05	Fran\$05cois \$05Sisli	François Şisli	cedilla
\$06	Br\$06aila \$06Uiju	Brăila Üiju	breve
\$07	Franti\$07sek \$07Zabari	František Žabari	hacek / wedge
\$08	Klaip\$08eda \$08Ism\$08ir	Klaipėda İsmir	superior dot / dot above
\$09	Jap\$09ao \$09Naupe	Japão Ñaupe	tilde
\$10	Dv\$10ur	Dvůr	antrsom / circle above

From the Editorial Manual

About the Editorial Manuals

You may consult the full [Editorial Guidelines](http://www.getty.edu/research/tools/vocabularies/guidelines/index.html) (at <http://www.getty.edu/research/tools/vocabularies/guidelines/index.html>) for detailed editorial rules. There are links to specific parts of the manuals from the Help screens.

Rather than trying to read the entire editorial manual in one sitting, we advise you to read Help for the specific field into which you are entering data; then go to the link for RULES from that Help screen.



Link to RULES from the Help screen (clicking here takes you to the Editorial Manual).

The editorial manuals contain rules and guidelines intended for use by the editors of the Getty Vocabulary Program using the in-house editorial system, VCS (Vocabulary Coordination System). Contributors to the Getty Vocabularies should follow the rules; however, please keep in mind that you must extrapolate information when the guidelines refer to the specific VCS editorial system (which will differ in appearance and function from the online contribution forms).

Help screens

Click on the underlined blue link for Help.

The screenshot shows a Microsoft Internet Explorer browser window displaying the help page for the AAT Online Contribution Form. The page is titled "Help Screens for the AAT Online Contribution Form (Research at the Getty)". The browser's address bar shows the URL: <http://vocabcontrib.getty.edu/helps/AAT%20Help%20Screens/AAT%20Help%20Screens.html#parentName>. The page content includes:

- Term (parent name):** The descriptor of the hierarchical "parent" of the record you are adding. If the term contains diacritics, use [Diacritical Codes](#).
- RULES:** Consult the rules for a list of hierarchies and information about how to choose the hierarchical "parent" for your submission.
- BRIEF Guidelines:**
 - Position the AAT record under the most logical broader term. Position the AAT record under the most specific parent possible. Be consistent with the precedent of other records in the same or similar sections of the hierarchies.
 - With the descriptor of the concept record in mind, determine if this concept is a type or kind of, example of, or manifestation of the proposed parent concept. If it is, then a genus/species relationship

Below the guidelines, there is a form for submitting a candidate. The form includes fields for:

- Contributor ID:** 10000000
- Your Name:** VP
- Your Email:** Data to be supplied.
- New or Comment:** New
- Record Type:** Concept (Note: Please change the Record Type if you are submitting a guide term)
- Preferred Parent:** Term ID *
- Additional Parent:** Term ID + -

At the bottom, there is a section for **TERMS** with a field for the **1. Preferred Term** and a **Display Order** of 1. A red arrow points from the "Term (parent name)" definition to the "Term" input field in the Preferred Parent section.

Search (AAT, TGN, or ULAN)

You may search the online version of the particular database in order to find a parent's name and ID, to see which terms are already in the database, etc. Clicking this link will bring up the online database in a separate window which you may keep open during your data entering session.

The image shows a screenshot of the Getty Vocabularies website. The main page is titled "Art & Architecture Thesaurus® Online" and features a search interface. The search form includes a "Find Term:" field, a "Search" button, and radio buttons for "AND" and "OR". Below the search form, there is a "Note:" field and a "Help" link. The page also includes a "Related" section with links to "Learn a Vocabulary", "Contribute to the Getty Vocabularies", and "Frequently Asked Questions".

A pop-up window titled "Research" is overlaid on the main page. It displays the "Art & Architecture Thesaurus® Online Hierarchy Display" and includes a "New Search" button and a "Previous Page" link. Below the search form, there are buttons for "View Selected Records" and "Clear All". The pop-up window also contains a list of facets for viewing the hierarchy, each with a checkbox and a tree icon:

- Top of the AAT hierarchies
- ... Associated Concepts Facet
- Associated Concepts
- ... Physical Attributes Facet
- Attributes and Properties
- Conditions and Effects
- Design Elements
- Color
- ... Styles and Periods Facet
- Styles and Periods
- ... Agents Facet
- People
- Organizations
- ... Activities Facet
- Disciplines

AAT: Brief Guidelines

General Information about AAT

Scope:

You may add records for concepts that fit into the hierarchies already established in the AAT. The so-called "Hierarchies" are arranged within the seven facets of the AAT. The facets are conceptually organized in a scheme that proceeds from abstract concepts to concrete, physical artifacts. A broader term provides an immediate class or genus to a concept, and serves to clarify its meaning. The narrower term is always a type of, kind of, example of, or manifestation of its broader context. For example, orthographic drawings is the broader context for plans (drawings) because all plans are orthographic (i.e., projectors are perpendicular to the picture plane).

To be within scope, terms in AAT must be applicable to art, architecture, decorative arts, archaeology, material culture, archival materials, or related concepts. Terms for any concept may include the plural form of the term, singular form, natural order, inverted order, spelling variants, various forms of speech, terms in different languages, and synonyms that have various etymological roots. Among these terms, one is flagged as the preferred term, or descriptor. The temporal coverage of the AAT ranges from Antiquity to the present. The scope of the AAT is multicultural and international.

Minimum record:

Each record must include a term, warrant for the term, a scope note, and a suggested position in the hierarchy.

Structure:

The focus of each AAT record is a concept. Currently there are around 34,000 concepts (131,000 terms) in the AAT. In the database, each concept record (also called a subject in this manual) is identified by a unique numeric ID. Linked to each record may be terms, related terms, sources for the data, and notes.

AAT is structured as a multilingual, polyhierarchical thesaurus, in compliance with ISO and NISO standards. Although most terms in the AAT are currently American English and British English, other languages will be added in the future.

Facets:

Facets constitute the major subdivisions of the AAT hierarchical structure. A facet contains a homogeneous class of concepts, the members of which share characteristics that distinguish them from members of other classes. For example, *marble* refers to a substance used in the creation of art and architecture, and it is found in the Materials facet. *Impressionist* denotes a visually distinctive style of art, and it is found in the Styles and Periods facet.

The conceptual framework of facets and hierarchies in the AAT is designed to allow a general classification scheme for art and architecture. The framework is not subject-specific; for example, there is no defined portion of the AAT that is specific only for

Renaissance painting. Terms to describe Renaissance paintings will be found in many locations in the AAT hierarchies.

Contributing Institution:

Automatically supplied when you log in. This is the acronym or short name of your institution (e.g., BHA). If there is an error here, please contact the Vocabulary Program.

Contributor ID:

Automatically supplied when you log in. This is a system-generated numeric ID used by the Vocabulary Program's editorial system.

Your Name:

The name of the cataloger or editor who is filling out this form (e.g., James Jones).

Your Email:

Email address where you may be contacted by the Vocabulary Program.

New or Comment:

If you are submitting a new record to the AAT, this should be *New*. If you are submitting a change to an existing AAT record, change this value to *Comment*.

Concept ID:

The numeric ID of the Concept record upon which you wish to comment. Go to the AAT online, look up the term, and copy the ID at the upper left of the full record display (e.g., 300001581).

Record Type:

Flag indicating the general type of entity described in the record.

RULES: Consult the rules for more information about **Record Type**.

BRIEF Guidelines:

Concept is the default record type and you will generally not need to change it.

In the rare case that you are submitting a Guide Term, change the Record Type to Guide Term.

Parents:

The broader context(s) for the AAT record. Supply the Term and AAT numeric ID for the level in the hierarchy where you wish to place the submitted record. Parents refer to Hierarchical Relationships, which are broader/narrower, reciprocal relationships between records.

RULES: Consult the rules for information about the hierarchical "parents" in the AAT.

An AAT record may have multiple parents. If you need to add more than one additional parent, click the plus sign.

If the parent is not already in the AAT, submit a separate record for the parent and use the Editor Note to alert the Vocabulary Program editors that a link should be made between the parent and child.

Term (parent name):

The descriptor of the hierarchical "parent" of the record you are adding. If the term contains diacritics, use [Diacritical Codes](#).

RULES: Consult the rules for a list of hierarchies and information about how to choose the hierarchical "parent" for your submission.

BRIEF Guidelines:

Position the AAT record under the most logical broader term. Position the AAT record under the most specific parent possible. Be consistent with the precedent of other records in the same or similar sections of the hierarchies.

With the descriptor of the concept record in mind, determine if this concept is a type of, kind of, example of, or manifestation of the proposed parent concept. If it is, then a genus/species relationship exists.

Make sure that each subset of narrower terms clustered under a broader term is independent and mutually exclusive in meaning. Occasional y meanings may overlap among siblings, but avoid this when possible.

Hint: To find the correct place for your new term, look up a term in the AAT that you think is related to or similar to the term you want to add. See where that term is positioned, and then determine if your term will logically fit under that parent too, based on other terms under that parent and the Scope Note of the parent.

Be sure that the genus/species logic holds true upwards through all levels of the hierarchy above the concept.

List of Hierarchies

ASSOCIATED CONCEPTS FACET

Hierarchy: Associated Concepts

PHYSICAL ATTRIBUTES FACET

Hierarchies: Attributes and Properties, Conditions and Effects, Design Elements, Color

STYLES AND PERIODS FACET

Hierarchy: Styles and Periods

AGENTS FACET

Hierarchies: People, Organizations, Living Organisms

ACTIVITIES FACET

Hierarchies: Disciplines, Functions, Events, Physical and Mental Activities, Processes and Techniques

MATERIALS FACET

Hierarchy: Materials

OBJECTS FACET

Hierarchies:

Object Groupings and Systems

Object Genres

Components

Built Environment: *Settlements and Landscapes, Built Complexes and Districts, Single Built Works, Open Spaces and Site Elements*

Furnishings and Equipment: *Furnishings, Costume, Tools and Equipment, Weapons and Ammunition, Measuring Devices, Containers, Sound Devices, Recreational Artifacts, Transportation Vehicles*

Visual and Verbal Communication: *Visual Works, Exchange Media, Information Forms*

Parent ID:

The numeric ID of the hierarchical "parent" of the record you are adding.

RULES: Consult the rules for a list of hierarchies and information about how to choose the hierarchical "parent" for your submission.

BRIEF Guidelines:

It is required to add the ID of the parent.

If the parent is not already in AAT, submit a separate record for the parent and use the Editor Note to alert the Vocabulary Program editors that a link should be made between the parent and child.

Hierarchical Relationship Flag:

Flag indicating the historical status or the type of the parent/child relationship.

RULES: Consult the rules regarding adding hierarchical relationships.

BRIEF Guidelines:

Current: For relationships that still exist, even though they may have been established long ago, use Current. Most records in the AAT have the flag set to *Current*.

Historical: For a historical relationship that no longer exists. Consult with the Vocabulary Program editors before using this flag.

Both: For a relationship that existed in the past, the relationship was severed, and then established again. Consult with the Vocabulary Program editors before using this flag.

N/A: Consult with Vocabulary Program Editors before using this flag.

Unknown: This flag is used primarily for data that is loaded into VCS. If you feel that Unknown is appropriate in a given situation, consult with the Vocabulary Program editors; it would be highly unusual for you to know enough to make the relationship, but not enough to know if it is current or historical.

Whole/Part (BTP): Meaning "Broader Term Partitive" in thesaurus terminology, refers to whole/part relationships. If the relationship between the child and its parent is not genus/species, in the AAT it most often will be whole/part.

Genus/Species (BTG): Meaning "Broader Term Generic (Genus/Species)" in thesaurus terminology. Given that most hierarchical relationships in the AAT are Genus/Species, this flag is typically not used (i.e., the relationship is assumed to be Genus/Species unless otherwise indicated). Consult with Vocabulary Program editors before using this flag.

Instance (BTI): Meaning "Broader Term Instance" in thesaurus terminology. Consult with the Vocabulary Program editors before using this flag.

Hierarchical Relationship Dates:

Dates delimiting the relationship between the child and its parent. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

The Display Date usually refers to a period or date. The Display Date would then be indexed with Start and End Dates.

[for "dinos," linked to parent "vessels"]

Display Date: the term "dinos" was formerly used to refer to a cup rather than a bowl

Start Date: -1000 **End Date:** 1900

[for "Heracleopolitan," linked to parent "First Intermediate Period (Egyptian)"]

Display Date: Heracleopolitan period lasted 2130 to 1970 BCE

Start Date: -2130 **End Date:** -1970

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

[RULES](#): Consult the rules for the rules needed to determine Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships is 9999.

Express dates BCE with negative numbers.

Sort order among siblings: Siblings generally sort alphabetically in the AAT. If a chronological order would be more appropriate, give instructions for ordering to the Vocabulary Program editors in the Editor Note. See more information in the [RULES](#).

Preferred Term:

Record one and only one preferred term, which is word or words used to refer to a definable, unique concept in standard, authoritative American English publications.

The preferred term in each AAT record is always a "descriptor." There may be multiple descriptors in a record (generally the descriptors in American English and other languages), but there is only one preferred term.

[RULES](#): Consult the rules regarding how to choose and format the preferred term.

BRIEF Guidelines:

Compound terms: Terms may comprise more than one word, but multiword or *compound* terms must express a single concept or unit of thought capable of being arranged in a genus-species relationship within the AAT hierarchy (e.g., *stained glass*).

Note that dictionaries differ in their policies regarding the inclusion of compound terms, and thus they are not always authorities regarding what is and is not a compound term in the AAT. Do not make a compound term composed of a noun phrase containing an adjective that designates material, style, attribute, or technique. For example, *Medieval cathedral* is NOT a term in the AAT; it comprises two terms: *Medieval* (which is a style/period), and *cathedral* (which is a type of building). For more information regarding single and multi-word terms, see the [RULES](#).

Precoordinated terms: Precoordinated terms are not allowed in the AAT. When two or more concepts are combined (e.g., *Baroque cathedrals*, expressing a style and a building type), this is referred to as 1) precoordination when the concepts are combined in the thesaurus, and 2) postcoordination when the concepts are combined

in search and retrieval. Precoordination of terms is not allowed in the construction of the AAT, however, end users often precoordinate terms in their own systems. Postcoordinate retrieval may be employed by end users in retrieval.

Choosing the Preferred term:

For the preferred term, choose the American English term used most often in standard general reference sources. In order to clearly determine usage, you must find the preferred term (or its singular counterpart) in at least three authoritative sources.

The preferred British English term (if any) must be added; flag it with appropriate **Language** and **Language Preferred** flags. Consult the [RULES](#) regarding terms in other languages and loanwords, which are terms borrowed from other languages that have become naturalized in American English.

Record the term in lower case, except for names of styles and other terms normally capitalized. Avoid abbreviations. Use [Diacritical Codes](#) for diacritics (e.g., *\$02a la poup\$00ee*). Enter only one term per field; do not enter parenthetical words (put other forms of the term and qualifiers of the term in separate fields).

Singular or Plural: Within any given section of the hierarchy, for the preferred term, be consistent regarding the singular vs. plural, fullness of the term, spelling style, and punctuation. The preferred term for nouns is generally the plural form. Consult the [RULES](#) for detailed guidance.

Examples of terms

domes
watercolor
flying buttresses
art historians
stained glass
High Gothic
onion domes
Felis domesticus

Variant Term:

Variant terms are terms that are variants in form or spelling, variant transliterations, terms in other languages, and true synonyms. To add more than one variant term, click the plus sign to access additional Variant Term fields.

[RULES:](#) Consult the rules regarding which terms to include and how to format them.

BRIEF Guidelines:

At minimum, endeavor to include important alternate and variant terms that appear in major published sources and represent significant differences from the preferred term in form or spelling.

Enter only one term per field; do not enter parenthetical terms. Put additional terms and qualifiers in separate fields. Use [Diacritical Codes](#) for diacritics (e.g., *couches \$02a l'antique*).

If there is a variant of the term in British English that differs from the preferred American English term, it is required to include it as the preferred British English term using the **Language** field and **Language Preferred** flag (and label it as Term Type = Descriptor).

Singular form: For the first variant, that is, the term in display order #2, if the preferred term is in the plural form (e.g., paintings), enter the singular form of the term (e.g., painting). Label this term as Term Type = Alternate Descriptor. See the [RULES](#) regarding singular and plural terms.

No "upward posting": In many thesauri it is acceptable to include used for terms that are not true synonyms, but are actually narrower contexts to the descriptor. This is called *upward posting*; it is forbidden in the AAT. If a term represents a valid child of the concept, add it as a child.

Synonyms: Add additional variants terms that are 1) spelling or grammatical variants of the descriptor or 2) have true synonymity with the descriptor. Label them with Term Type = Used For. Include variants that differ in spelling, diacritics, capitalization, or punctuation (e.g., bird's eye views is a spelling variant for the descriptor bird's-eye views). Synonyms are terms that have meanings that are the same or virtually the same in a wide range of contexts. True synonyms are relatively rare in natural language. See the [RULES](#) for additional guidance regarding true synonymity.

Trademarks: Trademarks or brand names may be included only if the term is found in common usage to refer to a generic material, object, or process. Given that proper names are out of scope for the AAT, do not include a trade name if it refers only to one particular product. See the [RULES](#) regarding trademarks.

Homographs: A homograph is a term that is spelled like another term, but the meanings of the terms are different. When adding a term, always check to see if there is homograph for the term in the AAT. If so, you are required to add **Qualifiers** for both terms; make a qualifier for the term at hand, and make a note to the Vocabulary Program in the Editor Note regarding the other term.

You are also required to add qualifiers for terms that do not have homographs in the AAT but for which there are homographs in common language.

Display Order:

Number indicating the sequence of the term in relation to the other terms in the AAT record. You need not enter a number here if the default display number is correct.

RULES: Consult the rules regarding display order (also called *sequence number* or *sort order*).

BRIEF Guidelines:

Number the terms in sequence. Do not skip numbers. The preferred term must be in sequence number 1, the singular form (if different from the preferred term) should be in sequence number 2, and other terms should be arranged in a logical order based on language, with inverted terms at the bottom of the list. Follow the [RULES](#).

Term Type:

Indicates the type of term, described with specialized terminology used in thesauri.

[RULES](#): Consult the rules for more information.

BRIEF Guidelines:

Descriptor: The descriptor is the term that will be used by default in displays. The preferred term, in term position number 1, must be a Descriptor. The preferred term is the term used most often in American English (see **Preferred Term**).

If there are terms in British English or other languages, and if you have warrant documenting the preference in that language, flag the preferred term in that language as a Descriptor. There may be only one descriptor per language in the record. If you do not have enough information to know if the foreign language term is a descriptor for that language, flag it as a used for term.

Alternate descriptor: If the term is a singular noun (when the descriptor is plural) or possessive, flag it as an Alternate Descriptor.

Used for term: For all terms that are not descriptors or alternate descriptors, flag them as used for terms.

Vernacular flag:

Flag indicating whether or not the term is the "vernacular" term.

[RULES](#): Consult the rules for more information.

BRIEF Guidelines:

Undetermined is the default setting for AAT terms. Do not change it without consulting the Vocabulary Program editors.

Language:

The language of the term. Click on the Search icon to find the language.

[RULES](#): Consult the rules for how to list the language.

BRIEF Guidelines:

Label a language only if your source is a dictionary in the given language or is otherwise authoritative and indicates what the language is. Do not guess.

American and British English: The preferred term should be flagged American English or English. If it is also the British English spelling, you need not note that; reason is, it is assumed that the British English spelling is the same as American English unless noted otherwise.

For used for terms, flag terms with the broader language term English if the American and British English spellings are the same.

Loanwords: For loanwords, which are foreign language words that are used in English rather than an English translation, flag the term as both English and the original language of the term. If the term is the descriptor, flag it as American English or English.

Other languages: For terms in other languages that are not loanwords, flag them with the name of the correct language. Note that the term may be spelled the same in multiple languages, and thus there may be multiple languages linked to one term. The Descriptor in a given language should be flagged with the preferred language flag, if known.

Language Preferred flag:

Indicates whether or not this term is the preferred way to refer to the concept in that language.

RULES: Consult the rules for more information.

BRIEF Guidelines:

If known from authoritative sources that the name is the version preferred in a certain language, set the flag to *Preferred*.

If it is a variant in that language, set it to *Non Preferred*.

If you do not know, set it to *Undetermined*

Contributor Term ID:

If known, please enter the unique numeric or alpha-numeric ID for this term in your local computer system. The purpose of entering your local ID is to allow us to track changes to your records in case you give us batch loaded updates at a later date.

Qualifier:

A word or words used with homographs to make the specific meanings unambiguous in displays.

RULES: Consult the rules to see when to use a qualifier and how to construct it.

BRIEF Guidelines:

Do not put the qualifier in the Term field; put it in the Qualifier field. The qualifier is displayed in parentheses to the right of the term when the AAT is published (e.g., *drums (walls)*).

If a term is a homograph to another AAT term, it is required to add a qualifier for both terms to distinguish them. Add the qualifier here, and in the Editor Note, alert the Vocabulary Program editors that the other term also requires a qualifier. If the terms differ in capitalization or punctuation but are otherwise spelled the same, add qualifiers.

Homographs and their qualifiers may occur with descriptors, alternate descriptors, or used for terms.

Add a qualifier if the term has a homograph that is a common term in general usage, even if the homograph does not appear in the AAT (e.g., **Term:** development **Qualifier:** photography).

Do not use a qualifier to represent a compound concept. For example, NOT records (phonograph); instead, make the term phonograph records. NOT pipes (plastic), instead pipes (conduits) and plastic are two separate AAT terms that may be combined by end users in a local precoordinated or postcoordinated term. In creating a qualifier, remember that the purpose of the qualifier is to clarify an ambiguous term for the user; it is not intended to define or give more specificity to the term.

The qualifier is generally, but not always, a word or word taken from the broader context for the term. Follow the [RULES](#) in devising a qualifier.

Term Flags:

Various flags describing characteristics of the term. Click on the field name for each flag (e.g., LC Authority) to access Help text.

LC Authority flag:

Flag indicating if the term is found in the authorized heading in the Library of Congress Subject Headings.

[RULES:](#) Follow the rules for the AACR2 Flag (misnomer) and Page entry.

Display Name flag:

Flag designating whether or not the name is to be used in natural order displays (display term) or in alphabetical lists (indexing term).

[RULES:](#) Consult the rules regarding applying this flag.

BRIEF Guidelines:

For the inverted form of the preferred term (the American English descriptor), flag it as Index to indicate that this term may be used in permuted indexes. For other terms, generally, this flag should be set to NA Not Applicable in the AAT.

Historical flag:

Flag indicating the historical status of the term.

RULES: Consult the rules regarding this flag.

BRIEF Guidelines:

Current: The default flag is *Current*. Most terms in the AAT will be current. If the term is currently in use, the flag should be set to *Current*. Terms found in dictionaries and encyclopedia are almost always *Current*, unless otherwise indicated.

Historical: If the term was used in the past but is not used currently, set the flag to *Historical*.

Both: A term may occasionally be *Both* historical and current, generally when a loanword or obsolete spelling was formerly used in English, and this same spelling is now a current spelling in another language. If you feel you have such a situation, consult with the Vocabulary editors. Contributors should avoid using *Not Applicable* or *Unknown*.

Other Flags:

Flags designating various special characteristics of the term.

RULES: Consult the rules for additional information.

BRIEF Guidelines:

Not Applicable: The default value for this flag is *Not Applicable*. Change it if any of the following apply.

Full term: Use for the full form of the term, when the descriptor is a shorter form of the term and/or when the record also contains an abbreviation (e.g., digital versatile discs, compact disks read-only memory).

Abbreviation: Use for any abbreviation, initialism, or acronym (e.g., *DVD*, *CD-ROM*).

Neologism: Use to flag a term that is new to the language, generally having been coined due to new technology (e.g., *televillages*, *recharging stations*, *cell towers*). Neologisms may be found in journal and newspaper articles, as well as in more authoritative sources.

Jargon: Use to flag a term that is slang or jargon for the descriptor (e.g., *whirlybirds* is slang for *helicopters*).

Scientific term: Use to flag the preferred scientific term in the record, as appropriate (e.g., *Felis domesticus*). For Scientific terms, use the name in the approved scientific source for the topic at hand.

Common term: Use for records that contain a Scientific term, to flag the preferred common language term for the record (e.g., *domestic cat*).

Term Date:

Dates delimiting the time period when the term was or is still used. If you enter a value in any of the three fields, you must enter values into all three of them.

RULES: Consult the rules regarding dates for the term.

Term Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

Precise date spans for term usage are rarely known. Where ambiguity exists, use natural word order to clearly state what is known (and only what is known; do not surmise). Follow the style of existing Display Dates as found in the **RULES**. Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; use a hyphen rather than an M-dash. Diacritics must be expressed according to the **Diacritical Codes**.

Although the Display Date usually refers to a period or date, the Display Date field may contain notes that do not reference dates per se (e.g., term is seldom used now, since it can be confused with "aerial views"), although dates must always be supplied for Start and End Dates.

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the **RULES**.

Do not capitalize words other than proper nouns or period names. Avoid abbreviations, except with the word *circa* (*ca.*), the numbers in century or dynasty designations (e.g., *17th century*), and BCE and CE. Do not use AD or BC. Do not drop digits in spans of dates (e.g., *1924-1946*, NOT *1924-46*).

[for the term "papermarks" in record for descriptor "watermarks"]

Display Date: term used prior to ca. 1790

Start Date: 1285 **End Date:** 1810

[for the term "tapissery" in record for descriptor "tapestries"]

Display Date: early form of the term, now obsolete

Start Date: 600 **End Date:** 1800

[for the term "angel beds," in the record for descriptor "lits d'ange"]

Display Date: English 18th-century term

Start Date: 1700 **End Date:** 1850

[for the term "aeronautical views" in the record for descriptor "bird's eye views"]

Display Date: term is seldom used now, since it can be confused with "aerial views"

Start Date: 1800 **End Date:** 1920

[for the term "Cristes Maesse" in the record for descriptor "Christmas"]

Display Date: documented in 1038

Start Date: 800 **End Date:** 1400

[for the term "vie coya," from the record for descriptor "still lifes"]

Display Date: French for "silent life"; this French term was later replaced by "nature morte"

Start Date: 1300 **End Date:** 1800

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules for entering Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently used terms is 9999.

Express dates BCE with negative numbers using a hyphen.

Term Source:

A reference to the source used as warrant for the term, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

RULES: Consult the rules regarding sources for terms.

BRIEF Guidelines:

For the preferred term, prefer the most current and authoritative sources in a given situation. Use preferred sources in order of preference as listed in the **RULES**. The preferred term must have three sources. Other terms require one authoritative source.

Terms in inverted order may be constructed by the contributor as necessary; you need not find sources for both the natural order and inverted order forms of the same term.

Link to the source only if the term is transcribed exactly as found in that source, including word order and punctuation.

In the Page Field, it is required to cite the page number, volume, date of accessing a Web site, or other appropriate indication of the specific location where the term was found in the source.

If there are multiple editions or multiple publication dates for a source, link to the specific source that you are using.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the name was found in the source.

RULES: Consult the rules for adding page and volume numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.
Include the name and author of an article in an encyclopedia, if known.
Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).
Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the **RULES**.

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Preferred for Source:

Flag indicating whether or not, *for this particular source*, this term is the entry name or preferred form of the term for the concept.

RULES: Consult the rules for further information.

BRIEF Guidelines:

If it is the entry form term in that source, flag it as *Preferred*.

If there are multiple entry form terms, flag one as *Preferred* and the others as *Alternate Preferred*.

If it is a *see also* or otherwise indicated as a variant term, flag it as *Non Preferred*. If you do not know, flag it as *Unknown*.

Searching in Source Lookup:

Searching in Source Lookup: Before linking to a source, be absolutely certain that you link to the correct source; many citations are very similar, representing different editions or years of publication. (Note: Some sources currently in the AAT Source List are formatted incorrectly due to previous contributions; there is an ongoing editorial effort to clean these up.)

RULES: Consult the rules for the list of preferred sources.

Find Source ID: If you know the Source ID for your source, type the number in this field. For example, *2000047504* is the Source ID for *Webster's Third New International Dictionary (2002)*.

Word: Search for a word or words in the brief citation for the source. To see the full citation, pass your cursor over the brief citation in the results list.

Most of the necessary general, authoritative sources should already be in the Source List. If you feel you need to add a new Source to the list, try searching using Boolean operators with keywords or use a wildcard. If you still cannot find the citation in the Source List, click **Create new source**.

Word: In Source Lookup, search for a phrase using quotes (e.g., "Grove Dictionary") or keyword (no quotes, e.g., Thieme). You may use wildcards (e.g., Millon*) and Boolean operators (e.g., Britannica AND online) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Source ID: Alternatively, you may search for the numerical Source ID.

The following are examples of brief citations that illustrate the format and types of vocabulary likely to be useful in your search:

Grove Art Online (2003-)
Grove Dictionary of Art (1996)
J. Paul Getty Museum: Antiquities (1997)
J. Paul Getty Museum, collections online (2000-)
Thieme-Becker, Allgemeines Lexikon der Kunstler (1980-1986)
Bénézit, Dictionnaire des Peintres (1976)
Encyclopaedia Britannica (1988)
Library of Congress Name Authority Headings [online] (2002-)
Library of Congress Subject Headings (2002-)
Gardner's Art Through the Ages (1986)
Beazley, Attic Red-Figure Vase-Painters (1984)
Cotter, Norman Bluhm, New York Times (1999)
Beatson, et al., St. Victor Altarpiece, Art Bulletin (1986)

Create new source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles. If you have done a thorough and extensive search in the list and you still cannot find your source, you may add a new source by clicking on the document icon and following the [RULES](#) for sources.

Follow the [RULES](#); do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All terms must have at least one authoritative source. Descriptors must have three sources.

Rules for adding a source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles.

[RULES](#): If you have done a thorough and extensive search in the list and you still cannot find your source. You may add a new source by clicking on the document icon and following the rules for sources.

BRIEF Guidelines:

Follow the [RULES](#); do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters.

You must use [Diacritical Codes](#). For example, to record this brief citation, Bénézit, *Dictionnaire des Peintres* (1976), the data was entered with "\$00" codes: B\$00en\$00ezit, *Dictionnaire des Peintres* (1976).

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

Brief Citation and Full Citation:

The Full Citation is a complete citation for the work. A Brief Citation is a shortened form of the full citation, used for display in the AAT record (e.g. *B\$00en\$00ezit, Dictionnaire des Peintres* (1976); *Thieme-Becker, Allgemeines Lexikon der Kunstler* (1980-1986)).

RULES: Consult the rules for constructing citations.

BRIEF Guidelines:

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres* (1976), the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres* (1976).

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All terms must have at least one authoritative source. Descriptors must have three sources.

It is required to enter both a Brief and Full Citation for every source. First record the Full Citation, and then construct a Brief Citation.

Must be unique: The Brief and Full Citations must be unique within the AAT database. Before creating citations, carefully search the database to be sure that yours is unique. If the citation is used in another Getty Vocabulary, copy the existing citation so that all instances of citations for the same source are identical in all three vocabularies.

Full citation: In general, construct a Full Citation using the following elements: 1) author name in inverted order where applicable, period; 2) title, period; 3) site of publication, colon; 4) publisher, comma, 5) date of publication, period. Use title case (NOT sentence case, NOT all caps). Avoid abbreviations.

The **full citation** must be constructed according to the [RULES](#), which follow the citation style for the humanities and social sciences in the Chicago Manual of Style, 15th ed.

Brief citation: In general, construct a Brief Citation by condensing the Full Citation, using the following elements: 1) Author's last name (if applicable), comma; 2) brief title, comma; 3) year of publication in parentheses. Use title case (not sentence case). Avoid abbreviations.

A **Brief Citation** should be short, succinct, and readable at a glance. It should identify the source as unique from all other sources. Note that it must distinguish a particular work or edition of a work from similar works and other editions of the same work.

Articles: For articles in journals, periodicals, and newspapers, in the Full Citation include the following: author's name inverted (if known), article name in quotation marks, journal name, volume and issue number (if applicable, separated with forward slash), date of publication in parentheses, colon, and page number. Follow the syntax in the examples below. Year, month, and day of publication may be included. Note that the inclusion of the page number for articles differs from books, where the page number would be recorded in the Page field in the subject record.

In the **Brief Citation**, include author, title of the article (no quotation marks), reference to the journal or newspaper, year of publication. Avoid abbreviations; spell out the names of journals.

Brief: Gwin, Tombs of Peru's Cloud People, National Geographic (2004)

Full: Gwin, Peter. "Tombs of Peru's Cloud People." National Geographic Magazine 205:6 (2004): 56 ff.

Brief: Hong Kong, New York Times (1997)

Full: "China Resumes Control of Hong Kong, Ending 156 Years of British Rule." New York Times (July 1, 1997): A1, A6.

Online sources: For sources on the Web, make the Full Citation as complete as possible. Follow the rules for book citations, including the following information where possible: author's inverted name, full title of the work, city of publication and publisher (if known), date of the document or last revision (if known). Also record the URL followed by the date that it was first accessed, in parentheses.

In the Full Citation, include the designation [online], [online database], [online edition], or a similar phrase if the word online does not appear in the title of the document. You generally do not need to include [online] in the Brief Citation, unless it is necessary to distinguish between two otherwise identical citations. In the Page field, record the name of the author (if applicable), article title (if applicable), and the date when the site was now accessed (which may be the same as the date first accessed if you are now creating the new citation).

Brief: Grove Art Online (2003-)

Full: Grove Art Online. Oxford University Press, 2003-.
<http://www.groveart.com> (1 March 2003).

[**Page:** "Western Sahara," accessed 28 February 2006.]

For an online article, follow rules for printed articles as far as possible. Include the URL and date of first access of the site in the citation. In the page field, cite the date when you accessed the site for the specific information in the subject record. In the example below, the site was first consulted in 1999 when the citation was made, but it was accessed again in 2006 to find the name in the current artist record.

Brief: Kuke, Kinshasa, Washington Post (1997)

Full: Kuke, Lynne. "Victorious Rebels Pour into Kinshasa." Washington Post [online edition].<http://washingtonpost.com> (May 19, 1999).

[**Page:** accessed 3 March 2006]

Other examples:

Brief: Higgins, Minoan and Mycenaean Art (1967)

Full: Higgins, Reynold. Minoan and Mycenaean Art. New York: Praeger Publishers, 1967.

Brief: Dictionary of Architecture and Construction (2000)

Full: Dictionary of Architecture and Construction. 3rd ed. Edited by Cyril M. Harris. New York: McGraw-Hill, 2000.

Brief: Oxford Concise Dictionary of Art and Artists (1996)

Full: Concise Oxford Dictionary of Art and Artists. Ian Chilvers, ed. Oxford: Oxford University Press, 1996.

Brief: Bartholomew Gazetteer of Britain (1986)

Full: Bartholomew Gazetteer of Britain. Compiled by Oliver Mason. Edinburgh: John Bartholomew and Son Ltd., 1986.

Brief: Gere and Pouncey, Italian Drawings: Artists Working in Parma (1967)

Full: Gere, J. A. and P. Pouncey. Italian Drawings in the Department of Prints and Drawings in the British Museum: Artists Working in Parma in the Sixteenth Century. London: British Museum Publications, 1967.

Brief: Trubner et al., Asiatic Art (1973)

Full: Trubner, Henry, William J. Rathbun, and Catherine A. Kaput. Asiatic Art in the Seattle Art Museum. Seattle: Seattle Art Museum, 1973.

Brief: New Catholic Encyclopedia (1967-1989)

Full: Catholic University of America. New Catholic Encyclopedia. New York: Publishers Guild in association with McGraw-Hill Book Co., 1967-1979.

Brief Citation: Anatolian Studies (1951-)

Full Citation: Anatolian Studies. London: British Institute of Archaeology at Ankara, 1951-.

Brief: Albright-Knox Art Gallery, Eight Sculptors (1979)

Full: Albright-Knox Art Gallery. Eight Sculptors: An Exhibition. Buffalo, New York: Albright-Knox Art Gallery, 1979.

Bibliographic Note:

Contains information that could not be correctly mapped to VCS fields. Do not use this field unless you have information that you wish to relay to the Vocabulary Program editors regarding the citation.

Note:

A Scope Note that clarifies the meaning and usage of a concept within the context of the AAT. A scope note differs from a definition in a dictionary or glossary in that,

rather than providing all the possible meanings for a word, it identifies a single concept and explains its particular meaning.

RULES: Consult the rules for Scope Note.

BRIEF Guidelines:

Values may include any ASCII character. Do not use carriage returns or tabs. No special characters are allowed, including smart quotes, M-dashes, and superscripts. Diacritics must be expressed according to the [Diacritical Codes](#). Do not plagiarize or quote a source verbatim.

All information in the scope note must be derived from an authoritative source and the source must be cited in the **Note Source** field. Acceptable sources are listed in the [RULES](#).

The note should be brief and concise. The scope note is intended to touch upon major relevant points; it is not a comprehensive encyclopedia entry. A minimum note may be one or two lines of text. Notes may not be longer than 250 words. Follow the style specified in the [RULES](#).

The note need not be written in complete sentences, although complete sentences are recommended when necessary to unambiguously convey meaning. Follow all other grammatical rules for standard English composition.

Topics typically should be structured in the note according to the order below, omitting topics as necessary, depending upon what is important or relevant to the concept being described. Topics may include the following:

- the usage of the descriptor, alternate descriptors, and used for terms in the record
- the meaning and context of the descriptor and other terms in the record
- distinguishing between terms that are in different records and have overlapping meanings or that may otherwise be confused by users

Any important information in the Note, including variant terms and related concepts, must be indexed in appropriate fields as warranted (e.g., in **Related Concepts**).

Order of topics in the Scope Note Describe the concept by first placing it in its general class, then describe its particular properties, qualities, uses, or origins. Use a concise, logical pattern that includes as much information as possible within a minimum amount of space. The Scope Note typically should consist of three to five parts in the following order.

1. Optional: Repeat the term to be defined. In AAT scope notes, this part is generally omitted, unless necessary for clarity. For example, it may be necessary when the descriptor is plural but the scope note discusses the singular, or when a descriptor and "used for" term are both discussed in the note.
2. Mention the class or broader context of the object or concept to which the term belongs.
3. List the differentiating characteristics that distinguish it from all others of its class.

4. Optional: Include additional descriptions of the use of the concept, a description of the object, or the history of its use or development, as time and editorial priorities allow.
5. Make a reference to other terms that are related to or distinguished from this concept, required when appropriate.

Example 1 (*most typical order and syntax of notes for the AAT*):

Note: A liquid [class] made up of molecules of hydrogen and oxygen in the ratio of 2 to 1 [differentiating characteristics]. The term "water" is typically used to refer to the liquid form of this compound; for the solid or gaseous forms, use "ice" or "water vapor." [related terms]

Example 2 (*also allowed but discouraged unless necessary, repeating the term as the first word in the note*):

Note: Water [term] is a liquid [class] made up of molecules of hydrogen and oxygen in the ratio of 2 to 1 [differentiating characteristics]. The term "water" is typically used to refer to the liquid form of this compound; for the solid or gaseous forms, use "ice" or "water vapor." [related terms]

Example 3 (*a fuller, more comprehensive note, encouraged only if time and expertise of the contributor allows*):

Note: A liquid made up of molecules of hydrogen and oxygen in the ratio of 2 to 1. When pure, it is colorless, tasteless, and odorless. It exists in liquid, gaseous, and solid forms; it is liquid at room temperature. It is the liquid of which seas, lakes, and rivers are composed, and which falls as rain. Water is one of the most plentiful and essential of compounds. One of its most important properties is its ability to dissolve many other substances; the versatility of water as a solvent is essential to living organisms. It is vital to life, participating in virtually every process that occurs in plants and animals. The term "water" is typically used to refer to the liquid form of this compound; for the solid or gaseous forms, use "ice" or "water vapor."

Other topics may include the uses, characteristics, origin of the object, chronological and geographical delimiters, appearance or materials of the object, constituent types of the concept. Consult the [RULES](#) for more examples.

Note Source:

A reference to the source used for the note, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

[RULES:](#) Consult the rules regarding sources for notes.

BRIEF Guidelines:

Use preferred sources in order of preference as listed in the [RULES](#). It is required to have at least one authoritative source for each note. An exception, requiring no source, is when the note serves only to disambiguate homographs or related terms.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.
Include the name and author of an article in an encyclopedia, if known.
Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).
Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the **RULES**.

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Related Concepts:

Related Concepts are the associative relationships between the AAT record at hand and other AAT records. Only clear and direct relationships should be recorded.

RULES: Consult the rules for the rules regarding when and why to make relationships.

Relationship Type:

A term or phrase characterizing the relationship between the concept at hand and the linked concept. Click on the Relationship field to link to a relationship type value.

RULES: Consult the rules and definitions of Relationship Types.

BRIEF Guidelines:

It is required to include a Relationship Type for each Related Concept.

Choose the specific suitable Relationship Type, if possible. If absolutely necessary, use the broad *related to* as a default.

Do not make multiple relationships between the same two concepts.

Remember that Relationship Types are reciprocal (that is, linked to both records). When you choose a Relationship Type, make sure that the Relationship Type and its counterpart will work from the points of view of both linked records. Be absolutely certain you are linking to the correct side of the relationship. For example, if you are in the record for naive artists and you want to link to naive art, you should use *2326 creation/product(s) created is because you are linking to the creation naive art*.

Term for Related Concept:

The preferred Term of the related Concept: **Go to the AAT** to find the term and ID of the related entity. If there are diacritics in the term, delete them and replace them with the correct [Diacritical Codes](#).

ID: The numeric ID of the related concept (e.g., *300004441*). Go to the AAT to find the Term and the ID. The ID is found at the top of the page, above the preferred term in the full record display for AAT online.

To add more than one related concept, click the plus sign to access additional fields.

If you wish to link to concept that is not yet in the AAT, leave these fields blank. Use the Editor Note to ask the editors to make the link for you. Then make a new record for the related Concept.

Associative Relationship Historical flag:

Flag indicating the historical status of the relationship of this AAT record to the Related Concept.

RULES: Consult the rules regarding making associative relationships (i.e., linking to related concepts).

BRIEF Guidelines:

The default flag for the relationship is *Current*. In the AAT, it will rarely be necessary to use any flag other than *Current*.

Associative Relationship Dates:

Dates delimiting the relationship between the two concepts. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the **Start** and **End Dates** implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the Display Date.

BRIEF Guidelines:

Dates will rarely be necessary for Associative Relationships between AAT concepts.

Note that the dates appear on reciprocal links. That means that the same dates will appear in BOTH records. Write the Display Dates and assign Start and End Dates so that they will be correct and unambiguous in both records. Repeat the names of the concepts in the Display Date when necessary to avoid ambiguity.

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the **Diacritical Codes**.

[in the record for "rapiers"]

Relationship Type: thing(s) needing context is

Related Concept: cup-hilts

Display Date: cup-hilts were found on rapiers beginning in the 17th century

Start Date: 1600 **End Date:** 9999

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules regarding how to estimate Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships between concepts is 9999.

Express dates BCE with negative numbers.

Subject Source:

Sources used for information included in the record as a whole.

RULES: Consult the rules regarding sources for the subject as a whole.

BRIEF Guidelines:

Include all sources used for important information in the record.

For sources used for the Terms or Scope Note, you must link them directly to the Term or Scope Note. You may repeat them here, if appropriate.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.

Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).

Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the **RULES**.

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Editor Note:

Note for additional information about this record, or problems associated with it.

RULES: Consult the rules regarding how to fill in the Editor Note.

BRIEF Guidelines:

Precede the note with the date and your institution's acronym, and your initials (e.g., 3/30/2006, AVERY-We need to find additional warrant for the alternate descriptor.). Only ASCII characters are allowed. Do not use special characters or diacritics.

Searching in Language Lookup:

Before linking to a language, be absolutely certain that you link to the correct term; many language names are similar to other language names.

Most necessary languages should already be in the List. If you feel you need to add a new language to the list, try looking for a synonym or use a wildcard. If you still cannot find the term in the Language List, use the Editor Note to request that a new language be added to the list.

Word: In the Word field, search for a phrase using quotes (e.g., *"British English"*) or keyword (no quotes, e.g., *English*). You may use wildcards (e.g., *Ital**) and Boolean operators (e.g., *Ancient OR Old*) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., *7035** finds most languages on the Italian peninsula).

RULES: Consult the rules for a full listing of the Languages.

TGN: Brief Guidelines

General Information about TGN

Scope:

You may add records for an administrative entity or a physical feature.

Administrative entities are political and administrative bodies defined by administrative boundaries and conditions, including inhabited places, nations, empires, nations, states, districts, and townships. Administrative entities include those defined by boundaries set up by standard, independent sovereign states. In addition, administrative entities in the TGN may include those with government and boundaries defined by ecclesiastical or tribal authorities. TGN may include former administrative entities, such as historical kingdoms or deserted settlements.

Physical features are characteristics of the Earth's surface that have been shaped by natural forces, including continents, mountains, forests, rivers, and oceans. They do not include man-made features, such as roads, reservoirs, or canals. The TGN may include places that are no longer extant, such as submerged islands or former continents.

Architectural works are outside the scope of the TGN (although a few are included because their names serve as place names). Cultural and Political groups are outside the scope of the TGN. For example, the Ottoman Turks are outside the scope of the TGN, although the Ottoman Empire could be included.

Minimum record:

Each record must include a name, warrant for the name, a place type, and a position in the hierarchy.

Structure:

The focus of each TGN record is a place. Currently there are around 912,000 places (1,106,000 names) in TGN. In the database, each place record (also called a subject in the manual) is identified by a unique numeric ID. Linked to each record may be names, related places, sources for the data, notes, and coordinates.

TGN is a multilingual, polyhierarchical thesaurus, in compliance with ISO and NISO standards.

Contributing Institution:

Automatically supplied when you log in. This is the acronym or short name of your institution (e.g., BHA). If there is an error here, please contact the Vocabulary Program.

Contributor ID:

Automatically supplied when you log in. This is a system-generated numeric ID used by the Vocabulary Program's editorial system.

Your Name:

The name of the cataloger or editor who is filling out this form (e.g., James Jones).

Your Email:

Email address where you may be contacted by the Vocabulary Program.

New or Comment:

If you are submitting a new record to the TGN, this should be New. If you are submitting a change to an existing TGN record, change this value to Comment.

Concept ID:

The numeric ID of the place record upon which you wish to comment. Go to the TGN online, look up the place, and copy the ID at the upper left of the full record display (e.g., 7024113).

Record Type:

Flag indicating the general type of entity described in the record.

RULES: Consult the rules for more information about **Record Type**.

BRIEF Guidelines:

Administrative entity is the default record type.

If you are adding a physical feature, change the Record Type to *Physical Feature*.

If you feel the entity is both a physical feature and an administrative entity, you should make two separate records (e.g., for the island and for the administrative entity with boundaries coextensive with the island).

Do not add a Guide Term or Facet unless you have cleared it with the Vocabulary editors.

Parents:

The broader context(s) for the place record. Supply the Name and TGN numeric ID for the level in the hierarchy where you wish to place the submitted record. Parents refer to Hierarchical Relationships, which are broader/narrower, reciprocal relationships between records.

RULES: Consult the rules for information about the hierarchical "parents" in TGN. There are very particular rules for adding various types of records under various parents in the TGN.

A place may have multiple parents. If you need to add more than one additional parent, click the plus sign.

If you need to add a child, but the parent is not already in TGN, submit a separate record for the parent and use the Editor Note to alert the Vocabulary editors that a link should be made between the parent and child.

BRIEF Guidelines:

Inhabited places must be placed under the most specific applicable TGN administrative subdivision in the nation. See the [RULES](#) regarding physical features, disputed parents, historical parents, etc.

Note that you should use the approved list of sources to establish the parent of a place.

Name (parent name):

The preferred name of the hierarchical "parent" of the record you are adding. If the name contains diacritics, use [Diacritical Codes](#).

[RULES:](#) Consult the rules regarding choosing a parent in TGN.

BRIEF Guidelines:

Inhabited places must be placed under the most specific applicable TGN administrative subdivision in the nation. See the [RULES](#) regarding physical features, disputed parents, historical parents, etc.

Note that you should use the approved list of sources to establish the parent of a place.

Parent ID:

The numeric ID of the hierarchical "parent" of the record you are adding. It is required to add the ID of the parent.

To find the parent ID, go to the TGN online, find the entry for the parent place, and copy its ID here. If the parent is not already in TGN, submit a separate record for the parent and use the Editor Note to alert the Vocabulary editors that a link should be made between the parent and child.

[RULES:](#) Consult the rules regarding adding parents.

BRIEF Guidelines:

Inhabited places must be placed under the most specific applicable TGN administrative subdivision in the nation (if known).

If you do not know the nation under which the place should be added, use the ID for the World (ID: **7029392**). See the [RULES](#) regarding physical features, disputed parents, historical parents, etc.

Note that you should use the approved list of sources to establish the parent of a place.

Hierarchical Relationship Flag:

Flag indicating the historical status or the type of the parent/child relationship.

[RULES:](#) Consult the rules regarding adding hierarchical relationships.

BRIEF Guidelines:

Current: For relationships that still exist, even though they may have been established long ago, use Current. Most records in the AAT have the flag set to *Current*.

Historical: For a historical relationship that no longer exists. Consult with the Vocabulary Program editors before using this flag.

Both: For a relationship that existed in the past, the relationship was severed, and then established again. Consult with the Vocabulary Program editors before using this flag.

N/A: Consult with the Vocabulary Program before using this flag.

Unknown: This flag is used primarily for data that is loaded into VCS. If you feel that Unknown is appropriate in a given situation, consult with the Vocabulary Program editors; it would be highly unusual for you to know enough to make the relationship, but not enough to know if it is current or historical.

Whole/Part (BTP): Meaning "Broader Term Partitive" in thesaurus terminology, refers to whole/part relationships. If the relationship between the child and its parent is not genus/species, in the AAT it most often will be whole/part.

Genus/Species (BTG): Meaning "Broader Term Generic (Genus/Species)" in thesaurus terminology. Given that most hierarchical relationships in the AAT are Genus/Species, this flag is typically not used (i.e., the relationship is assumed to be Genus/Species unless otherwise indicated). Consult with Vocabulary Program editors before using this flag.

Instance (BTI): Meaning "Broader Term Instance" in thesaurus terminology. Consult with the Vocabulary Program editors before using this flag.

Hierarchical Relationship Dates:

Dates delimiting the relationship between the child and its parent. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

The Display Date usually refers to a period or date. The Display Date would then be indexed with Start and End Dates.

[for Siena and its historical parent, Etruria]

Display Date: sites near Siena date to the Late Etruscan period

Start Date: -400 **End Date:** 100

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules needed to determine Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships is *9999*. Express dates BCE with negative numbers.

Sort order among siblings: Siblings nearly always sort alphabetically in TGN. If you feel that a chronological order would be more appropriate, give instructions for ordering to the Vocabulary Program editors in the Editor Note. See more information in the [RULES](#).

Preferred Name:

Record one and only one preferred name, which is the vernacular (local) name used most often in standard general reference sources (e.g., *Firenze*). It is also required to record the most commonly used in American English publications, if this differs from the preferred name (e.g., *Florence*); see Variant Name.

RULES: Consult the rules regarding how to choose and format the preferred name.

BRIEF Guidelines:

Prefer the name most often used standard, authoritative, scholarly publications that themselves prefer (or otherwise designate) the name in the vernacular (local) language. The preferred name is not necessarily the fullest form of the name. For administrative entities, it is generally in natural order. For physical features, it may be in inverted order.

Record the name in mixed case.

Avoid abbreviations.

Use [Diacritical Codes](#) for diacritics (e.g., *Belgi\$04e*).

Enter only one name per field; do not enter the name of the parents of the entity or other parenthetical names; parents are in a separate record (e.g., for Washington, DC, *Washington* is the name of the place; *DC* is the name of its parent).

Put other names for the same place in a Variant Name field.

Examples of names

Siena
Los Angeles
Machu Picchu
EII\$00as
Roman Empire

Variant Name:

Alternate names that are variants in spelling, variant transliterations, fuller or less full names, historical names, or pseudonyms. To add more than one variant name, click the plus sign to access additional Variant Name fields.

RULES: Consult the rules regarding which names to include and how to format them.

BRIEF Guidelines:

Enter only one name per field; do not enter parenthetical names. Use [Diacritical Codes](#) for diacritics. If there is a variant of the name in English that differs from the preferred name in the vernacular language, it is required to include it as the preferred English name using the Language field and Language Preferred flag.

Display name: A Display Name is used in horizontal displays (e.g., in results lists on the Web and in the Place fields of ULAN). Construct a Display Name if the following is true: 1) the preferred name or the preferred English name would be confusing or ambiguous in a parent string, either because it has the same name as its child, it is a historical nation with the same name as a modern nation, or its name is otherwise misleading, and 2) there is no other name in the record that could serve as a Display Name. Construct a Display Name by adding the place type to the trunk name; the part that you have added should be in lower case (to distinguish it from proper names found in sources). Follow the [RULES](#).

For example, the immediate parent of the city of Siena, Italy has the same name as the city, so Siena province is a variant name for that parent in horizontal displays: e.g., *Siena (Siena province, Toscana, Italia)*. In another example, a river in Lancashire, England is named *Island*, which is confusing; thus the Display Name should be *Island river*.

Display Order:

Number indicating the sequence of the name in relation to the other names in the TGN record. You need not enter a number here if the default display number is correct.

RULES: Consult the rules regarding display order (also called *sequence number* or *sort order*).

BRIEF Guidelines:

Number the names in sequence. Do not skip numbers.

The preferred name must be in sequence number 1; other names should be arranged in a logical order based on language and the chronology of the names. Follow the [RULES](#).

Name Type:

The type of name.

RULES: Consult the rules for more information.

BRIEF Guidelines:

Most names in TGN are nouns.

If you are adding an adjectival form of the name, change the flag accordingly.

Vernacular flag:

Flag indicating whether or not the name is the "vernacular" name for the place. Vernacular refers to the name in the local language of the place.

RULES: Consult the rules for more information.

BRIEF Guidelines:

Use *Vernacular* for all names in the official local language or languages otherwise used in the place.

Use *Other* for all other languages.

Language:

The language of the name. Click on the Search icon to find the language.

RULES: Consult the rules for how to list the language.

BRIEF Guidelines:

Label a language only if your source is a dictionary in the given language or is otherwise authoritative and indicates what the language is. Do not guess.

It is required to enter the preferred English name for the place if it differs from the Preferred Name.

If the name is the same in multiple languages, include the additional languages here. Bring up more fields by clicking the plus sign.

Language Preferred flag:

Indicates whether or not this name is the preferred way to refer to the place in that language.

RULES: Consult the rules for more information.

BRIEF Guidelines:

If an authorized source indicates that the name is the version preferred in a certain language, set the flag to *Preferred*.

If it is a variant in that language, set it to *Non Preferred*.

If you do not know, set it to *Undetermined*.

Contributor Term ID:

If known, please enter the unique numeric or alpha-numeric ID for this name in your local computer system. The purpose of entering your local ID is to allow us to track changes to your records in case you give us batch loaded updates at a later date.

Qualifier:

A word or phrase used primarily to distinguish between homographs; rarely used in TGN.

RULES: Consult the rules for more information.

BRIEF Guidelines:

Do not add a qualifier unless you have okayed it with the Vocabulary editors

Term Flags:

Various flags describing characteristics of the name. Click on the field name for each flag (e.g., Display flag) to access Help text.

LC Authority flag:

Flag indicating if the name is taken from the authorized heading in the Library of Congress Subject Headings.

RULES: Consult the rules and follow the rules for the AACR2 Flag (misnomer) and Page entry.

BRIEF Guidelines:

Note that TGN names and LC Subject Headings are not identical things, so interpretation is required. If the name is from the authorized heading, set the flag to *Yes* and enter the NAFL number in the **Page** field.

Display Name flag:

Flag designating whether or not the name is to be used in natural order displays (display name) or in alphabetical lists (indexing name).

RULES: Consult the rules regarding applying this flag.

BRIEF Guidelines:

Not Applicable: The default value for this flag is *Not Applicable*.

Index: If the name is the inverted form that should appear in alphabetical lists and indexes, set the flag to *Index*. This is typically used only with physical features, but occasionally also occurs with administrative entities. There may be only one name marked Index per record.

Yes: Set this flag to *Yes* if the name should be used in horizontal displays because the preferred name or the preferred English name would be confusing or ambiguous in a parent string, either because it has the same name as its child, it is a historical nation with the same name as a modern nation, or its name is otherwise misleading. Construct a Display Name if necessary (see Variant Name) by following the appropriate [RULES](#). Also set this flag to *Yes* for the natural order form of the preferred name, if the preferred name is inverted and flagged as an Index name.

No: Do not set the flag to *No* unless told to do so by the Vocabulary editors.

Historical flag:

Flag indicating the historical status of the name.

[RULES:](#) Consult the rules regarding this flag.

BRIEF Guidelines:

Current: The default flag is *Current*. If the name is currently in use, the flag should be set to *Current*. Names found in atlases and national geographic databases are almost always *Current*, unless otherwise indicated.

Sources often do not indicate if the name is current and historical, so you must make a decision based on the nature of the source and the context of the name in that source. In major sources of current geographical terms, such as atlases, geographic dictionaries, travel guides, gazetteers, NIMA, or USGS, consider the name to be *Current* unless otherwise indicated.

If using a source specifically dedicated to historical names, such as *Princeton Encyclopedia of Classical Sites*, you must analyze each entry to determine which names are *Current* and which are *Historical*.

Historical: If the name was used in the past but is not used currently, set the flag to *Historical*. NOTE: This flag refers to usage of the **name**, not to the place itself. Therefore, a historical site will typically have a name that is *Current* (and perhaps *Historical* names as well). For more information regarding historical names, see the appropriate [RULES](#).

Both: It is highly unusual for a name to be Both historical and current. Saint Petersburg, Russia is a rare example: the name was used in the past, it was changed under the Soviets, and was changed back to its former name after the Soviets.

Contributors should avoid using *Not Applicable* or *Unknown*.

Other Flags:

Flags designating various special characteristics of the name.

[RULES:](#) Consult the rules for additional information.

BRIEF Guidelines:

Not Applicable: The default value for this flag is *Not Applicable*. Change it if any of the following apply.

Official Name: Use to flag the official name for the place, typically used for the long version of the name of a nation (e.g., *United Kingdom of Great Britain and Northern Ireland*).

Pseudonym: Use to flag an unofficial nickname for the place (e.g., *City of Brotherly Love*).

Site name: Use to flag the name of an historical or archaeological site when the site exists within another city that has a modern name (e.g., *Herculaneum*).

ISO 3-letter: Use to flag the 3-letter ISO 3166 standard country code for a given nation (e.g., *ITA*). ISO codes are already assigned to nations. If you need to change or add one, consult with the Vocabulary Program editors.

ISO 2-letter: Use to flag the 2-letter ISO 3166 standard country code for a given nation (e.g., *IT*). ISO codes are already assigned to nations. If you need to change or add one, consult with the Vocabulary Program editors.

ISO 3-number: Use to flag the 3-letter ISO 3166 standard country code for a given nation; precede the number with the initials ISO (e.g., *ISO380*). ISO codes are already assigned to nations. If you need to change or add one, consult with the Vocabulary Program editors.

ISO 2-number: Use to flag a 2-letter ISO country code for a given nation. ISO codes are already assigned to nations. If you need to change or add one, consult with the Vocabulary Program editors.

US Postal Service: Use to flag the 2-letter code for the US Postal Service codes for states (e.g., *CA*). USPS codes are already assigned to US states. If you need to change or add one, consult with the Vocabulary Program editors.

FIPS: Alphanumeric code from the U.S. Federal Information Processing Standard No. 10 referring to nations and their administrative entities (e.g., *IT00*). FIPS codes are already assigned to many nations and their administrative subdivisions; add or change them only in consultation with the Vocabulary Program editors.

Name Date:

Dates delimiting the time period when the name was or is still used. This date does NOT refer to the dates of existence of the place. If you enter a value in any of the three fields, you must enter values into all three of them.

RULES: Consult the rules regarding dates for the term.

Name Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

This date does NOT refer to the dates of existence of the place.

Enter dates for usage of the place names only when you have found this information in an authoritative source.

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; use a hyphen rather than an M-dash. Diacritics must be expressed according to the [Diacritical Codes](#).

Although the Display Date usually refers to a period or date, the Display Date field may contain notes that do not reference dates per se (e.g., *ancient name*), although dates must always be supplied for Start and End Dates.

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Do not capitalize words other than proper nouns or period names. Avoid abbreviations, except with the word circa (ca.), the numbers in century or dynasty designations (e.g., *17th century*), and BCE and CE. Do not use AD or BC. Do not drop digits in spans of dates (e.g., *1924-1946*, NOT *1924-46*).

[for the name Ciudad de Guayana]

Display Date: from 1961

Start Date: 1961 **End Date:** 9999

[for the name Belgica]

Display Date: Roman

Start Date: -100 **End Date:** 500

[for the name Sivas]

Display Date: renamed by Turkmen Danishmend dynasty after the capture of the city, ca. 1080-1090

Start Date: 1070 **End Date:** 9999

[for the name Île-de-France]

Display Date: name documented in 1429, perhaps in use as early as 1387; medieval "île" meaning an area bounded by rivers

Start Date: 1387 **End Date:** 9999

[for the name Estados Unidos do Brasil]

Display Date: 1891-1967

Start Date: 1891 **End Date:** 1967

[for the name Kalavassos-Tenta, on Cyprus; note that the dates refer to the name, NOT to the site]

Display Date: Neolithic site name

Start Date: 1900 **End Date:** 9999

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

[RULES:](#) Consult the rules for entering Start and End Dates..

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently used names is 9999.

Express dates BCE with negative numbers using a hyphen.

Name Source:

A reference to the source used as warrant for the name, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

RULES: Consult the rules regarding sources for names.

BRIEF Guidelines:

For the preferred name, prefer the most current and authoritative sources. Use preferred sources in order of preference as listed in the **RULES**.

It is required to have at least one authoritative source for each name. For the preferred name, it is strongly recommended to find the name in multiple sources, because you must choose the one most often used, as explained in the **RULES**. Link to the source only if the name is transcribed exactly as found in that source, including word order and punctuation.

In the Page Field, it is required to cite the page number, volume, date of accessing a Web site, or other appropriate indication of the specific location where the name was found in the source.

If there are multiple editions or multiple publication dates for a source, link to the specific source that you are using.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the name was found in the source.

RULES: Consult the rules for adding page and volume numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.

Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).

Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the [RULES](#).

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Preferred for Source:

Flag indicating whether or not, *for this particular source*, this name is the entry name or preferred form of the name for the place.

[RULES](#): Consult the rules for further information.

BRIEF Guidelines:

If it is the entry form name in that source, flag it as *Preferred*.

If there are multiple entry form names, flag one as *Preferred* and the others as *Alternate Preferred*.

If it is a *see also* or otherwise indicated as a variant name, flag it as *Non Preferred*.

If you do not know, flag it as *Unknown*.

Searching in Source Lookup:

Searching in Source Lookup: Before linking to a source, be absolutely certain that you link to the correct source; many citations are very similar, representing different editions or years of publication. (Note: Some sources currently in the TGN Source List are formatted incorrectly due to previous contributions; there is an ongoing editorial effort to clean these up.)

[RULES](#): Consult the rules for the list of preferred sources.

[Find Source ID](#): If you know the Source ID for your source, type the number in this field. For example, 2009007029 is the Source ID for *Times Atlas of the World (1999)*.

Word: Search for a word or words in the brief citation for the source. To see the full citation, pass your cursor over the brief citation in the results list.

Most of the necessary general, authoritative sources should already be in the Source List. If you feel you need to add a new Source to the list, try searching using Boolean operators with keywords or use a wildcard. If you still cannot find the citation in the Source List, click **Create new source**.

Word: In Source Lookup, search for a phrase using quotes (e.g., "Grove Dictionary") or keyword (no quotes, e.g., Thieme). You may use wildcards (e.g., Millon*) and Boolean operators (e.g., Britannica AND online) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Source ID: Alternatively, you may search for the numerical Source ID.

The following are examples of brief citations that illustrate the format and types of vocabulary likely to be useful in your search:

Columbia Lippincott Gazetteer (1961)
Grove Art Online (2003-)
Encyclopaedia Britannica (1988)
Encyclopaedia Britannica Online (2002-)
Library of Congress Subject Headings (2002-)
NGA, GEOnet Names Server (2004-)
Princeton Encyclopedia of Classical Sites (1979)
Times Atlas of the World (1999)
USGS, Geographic Names System [online] (1998-)
Webster's Geographical Dictionary (1988)

Create new source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles. If you have done a thorough and extensive search in the list and you still cannot find your source, you may add a new source by clicking on the document icon and following the [RULES](#) for sources.

Follow the [RULES](#); do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

Rules for adding a source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles.

RULES: If you have done a thorough and extensive search in the list and you still cannot find your source. You may add a new source by clicking on the document icon and following the rules for sources.

BRIEF Guidelines:

Follow the [RULES](#); do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters.

You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

Brief Citation and Full Citation:

The Full Citation is a complete citation for the work. A Brief Citation is a shortened form of the full citation, used for display in the AAT record (e.g. *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*; *Thieme-Becker, Allgemeines Lexikon der Kunstler (1980-1986)*).

RULES: Consult the rules for constructing citations.

BRIEF Guidelines:

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

It is required to enter both a Brief and Full Citation for every source. First record the Full Citation, and then construct a Brief Citation.

Must be unique: The Brief and Full Citations must be unique within the AAT database. Before creating citations, carefully search the database to be sure that yours is unique. If the citation is used in another Getty Vocabulary, copy the existing citation so that all instances of citations for the same source are identical in all three vocabularies.

Full citation: In general, construct a Full Citation using the following elements: 1) author name in inverted order where applicable, period; 2) title, period; 3) site of publication, colon; 4) publisher, comma, 5) date of publication, period. Use title case (NOT sentence case, NOT all caps). Avoid abbreviations.

The **full citation** must be constructed according to the **RULES**, which follow the citation style for the humanities and social sciences in the Chicago Manual of Style, 15th ed.

Brief citation: In general, construct a Brief Citation by condensing the Full Citation, using the following elements: 1) Author's last name (if applicable), comma; 2) brief title, comma; 3) year of publication in parentheses. Use title case (not sentence case). Avoid abbreviations.

A **Brief Citation** should be short, succinct, and readable at a glance. It should identify the source as unique from all other sources. Note that it must distinguish a particular work or edition of a work from similar works and other editions of the same work.

Articles: For articles in journals, periodicals, and newspapers, in the Full Citation include the following: author's name inverted (if known), article name in quotation marks, journal name, volume and issue number (if applicable, separated with forward slash), date of publication in parentheses, colon, and page number. Follow the syntax in the examples below. Year, month, and day of publication may be included. Note that the inclusion of the page number for articles differs from books, where the page number would be recorded in the Page field in the subject record.

In the **Brief Citation**, include author, title of the article (no quotation marks), reference to the journal or newspaper, year of publication. Avoid abbreviations; spell out the names of journals.

Brief: Gwin, Tombs of Peru's Cloud People, National Geographic (2004)
Full: Gwin, Peter. "Tombs of Peru's Cloud People." National Geographic Magazine 205:6 (2004): 56 ff.

Brief: Hong Kong, New York Times (1997)
Full: "China Resumes Control of Hong Kong, Ending 156 Years of British Rule." New York Times (July 1, 1997): A1, A6.

Online sources: For sources on the Web, make the Full Citation as complete as possible. Follow the rules for book citations, including the following information where possible: author's inverted name, full title of the work, city of publication and publisher (if known), date of the document or last revision (if known). Also record the URL followed by the date that it was first accessed, in parentheses. In the Full Citation, include the designation [online], [online database], [online edition], or a similar phrase if the word online does not appear in the title of the document. You generally do not need to include [online] in the Brief Citation, unless it is necessary to distinguish between two otherwise identical citations. In the Page field, record the name of the author (if applicable), article title (if applicable), and the date when the site was now accessed (which may be the same as the date first accessed if you are now creating the new citation).

Brief: Grove Art Online (2003-)

Full: Grove Art Online. Oxford University Press, 2003-.
<http://www.groveart.com> (1 March 2003).

[**Page:** "Western Sahara," accessed 28 February 2006.]

For an online article, follow rules for printed articles as far as possible. Include the URL and date of first access of the site in the citation. In the page field, cite the date when you accessed the site for the specific information in the subject record. In the example below, the site was first consulted in 1999 when the citation was made, but it was accessed again in 2006 to find the name in the current artist record.

Brief: Kuke, Kinshasa, Washington Post (1997)

Full: Kuke, Lynne. "Victorious Rebels Pour into Kinshasa." Washington Post [online edition].<http://washingtonpost.com> (May 19, 1999).

[**Page:** accessed 3 March 2006]

Other examples:

Brief: Higgins, Minoan and Mycenaean Art (1967)

Full: Higgins, Reynold. Minoan and Mycenaean Art. New York: Praeger Publishers, 1967.

Brief: Dictionary of Architecture and Construction (2000)

Full: Dictionary of Architecture and Construction. 3rd ed. Edited by Cyril M. Harris. New York: McGraw-Hill, 2000.

Brief: Oxford Concise Dictionary of Art and Artists (1996)

Full: Concise Oxford Dictionary of Art and Artists. Ian Chilvers, ed. Oxford: Oxford University Press, 1996.

Brief: Bartholomew Gazetteer of Britain (1986)

Full: Bartholomew Gazetteer of Britain. Compiled by Oliver Mason. Edinburgh: John Bartholomew and Son Ltd., 1986.

Brief: Gere and Pouncey, Italian Drawings: Artists Working in Parma (1967)

Full: Gere, J. A. and P. Pouncey. Italian Drawings in the Department of Prints and Drawings in the British Museum: Artists Working in Parma in the Sixteenth Century. London: British Museum Publications, 1967.

Brief: Trubner et al., Asiatic Art (1973)

Full: Trubner, Henry, William J. Rathbun, and Catherine A. Kaput. Asiatic Art in the Seattle Art Museum. Seattle: Seattle Art Museum, 1973.

Brief: New Catholic Encyclopedia (1967-1989)

Full: Catholic University of America. New Catholic Encyclopedia. New York: Publishers Guild in association with McGraw-Hill Book Co., 1967-1979.

Brief Citation: Anatolian Studies (1951-)

Full Citation: Anatolian Studies. London: British Institute of Archaeology at Ankara, 1951-.

Brief: Albright-Knox Art Gallery, Eight Sculptors (1979)

Full: Albright-Knox Art Gallery. Eight Sculptors: An Exhibition. Buffalo, New York: Albright-Knox Art Gallery, 1979.

Bibliographic Note:

Contains information that could not be correctly mapped to VCS fields. Do not use this field unless you have information that you wish to relay to the Vocabulary Program editors regarding the citation.

Place Types:

A term that characterizes a significant aspect of the place, including its role, function, political anatomy, size, or physical characteristics.

To link to the term for Place Type find the place type in the controlled list by clicking on the magnifying glass icon to the left of this field. If you have done a thorough and extensive search in the list and you still cannot find the place type, you may request the addition of a new term by contacting the Vocabulary Program editors.

RULES: Consult the rules regarding assigning place types. To access additional Place Type fields, click the plus sign to the right of the field.

BRIEF Guidelines:

It is required to record a Preferred Place Type.

The preferred place type must clearly characterize the place and it must be consistent with place types of similar places across the database, as explained in the **RULES**.

Use *inhabited place* as the preferred place type for all places that are currently populated, including cities, towns, villages, hamlets, and other settlements or communities. A more specific term suggesting the size of the community, such as *city* or *town*, should be included as the second place type, with other place types listed in order of importance.

For places that were formerly inhabited settlements, use *deserted settlement* as the preferred place type. Deserted settlements are typically archaeological sites or sites with ruins. If appropriate, include *archaeological site* as the second place type. Include *inhabited place* as a historical place type. For lost settlements, isolated ruins of structures, and other archaeological sites, consult the **RULES**.

For regions or areas in the current world that are referred to by a name or names, but have no administrative boundaries or government, use the preferred place type *general region*.

For neighborhoods, metropolitan areas, administrative subdivisions, and physical features, you must follow the **RULES**.

Most records have only one to five place types. Please do not add more than 15 place types for a place.

[for Arvida, Québec, Canada]

Place types:

inhabited place (preferred, C)
town (C)

[for Chinatown, San Francisco, California, USA]

Place types:

neighborhood (preferred, C)
tourist center (C)

[for Georgetown, now a part of Washington, DC, but formerly independent]

Place types:

neighborhood (preferred, C) **Display Date:** settled since 1665, laid out in 1751,
annexed to Washington in 1878
inhabited place (H)

[for Balla, which was located somewhere in Imathía, Macedonia, Greece, but the exact location is unknown]

Place Types:

lost settlement (preferred, C) was a large ancient city
inhabited place (H)

[for Devil's Lair, Australia, uncertain if habitation occurred, though human activities took place]

Place Types:

prehistoric site (preferred, C) ... **Display Date:** site of modern Homo sapiens activity
archaeological site (C)

[for Stonehenge, Wiltshire, England, not inhabited]

Place Types:

ruins (preferred, C) **Display Date:** was constructed in stages, beginning in the 4th millennium BCE
megalithic site (C)
sacred site (H)

[for the Middle East]

Place Type:

general region (preferred, C)

Display Order:

The sequence number (or Sort Order number), indicating the sequence of the Place Type in relation to the other Place Types. You need not enter a number here if the default sort number is correct.

RULES: Consult the rules regarding the display order of place types.

BRIEF Guidelines:

Number the place types in sequence. Do not skip numbers.

The Preferred Place Type must be in display order 1.

Arrange the Additional Place Types in order of importance from a researcher's point of view.

If chronology is an issue, arrange the roles in reverse chronological order.

Historical flag:

Flag indicating the historical status of the Place Type.

RULES: Consult the rules regarding setting the Historical flag.

BRIEF Guidelines:

Most place types in TGN are set to Current.

If the characteristics or function of the place has changed over time, indicate the current and historical place types.

The default flag is Current. If the place type describes current characteristics or roles of the place, the flag should be set to Current.

If the place type describes a characteristic or role that applies to the place in its past history but does not describe the current state of the place, set the flag to Historical. For deserted settlements, flag inhabited place as Historical.

Place Type Dates:

Dates delimiting the period when the Place Type is or was relevant. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the display date.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

The Display Date usually refers to a period or date (e.g., *1668 until early 19th century*). The Display Date would then be indexed with Start and End Dates (e.g., **Start Date: 1688; End Date: 1850**).

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise).

Do NOT put a span of dates in the Display Date except in the rare case that the precise span of dates is known.

Follow the style of existing Display Dates according to the [RULES](#). If the preferred place type is *inhabited place* or *deserted settlement*, use the Display Date of the preferred place type to note the approximate date of first habitation, if known.

Be careful to accurately represent the date as described in your source. If the source uses the term "*founded*," use the same term in the Display Date; however, you may have to calculate an earlier Start Date if the area was settled before a named community was "*founded*"). See the [RULES](#) for additional guidance.

For physical features, note that the date refers to the physical feature, not human habitation. For example, the dates for the place type *island* should refer to the date when the island was formed as a physical feature. If you wish to add dates for human habitation, add the place type *inhabited region*.

As with all notes in the TGN, be sensitive and unbiased in expressing information in the Display Date. For example, when noting the dates that an island or other land was charted or settled by Europeans, do NOT say the land was "*discovered*"; use more accurate terms such as *charted*, *sighted*, or *settled* (e.g., *sighted by explorer Christopher Columbus on 12 October 1492*).

[for Kuching, Malaysia]

Place Type: inhabited place (preferred, C)

Display Date: founded by James Brooke in 1839

Start Date: 1839 **End Date:** 9999

[for Montreal, Quebec, Canada]

Place Type: inhabited place (preferred, C)

Display Date: chartered in 1644, on the site of an Amerindian village

Start Date: 1399 **End Date:** 9999

Place Type: city (C)

Display Date: incorporated in 1833

Start Date: 1833 **End Date:** 9999

[Monte Covolo, Lombardy, Italy]

Place Type: deserted settlement (preferred, C)

Display Date: occupied from the Stone Age to the Roman period; settlement is

at base of hill, rock shelters are south of settlement

Start Date: -10000 **End Date:** 700

Place Type: archaeological site (C)

Display Date: excavations began on settlement in 1972

Start Date: 1972 **End Date:** 9999

[for San Salvador, Bahamas]

Place Type: island (preferred, C)

Place Type: inhabited region (C)

Display Date: sighted by explorer Christopher Columbus on 12 October 1492

Start Date: -1600 **End Date:** 1892

[non-preferred place type for Moscow, Russia; span of dates for "capital" is known]

Place Type: inhabited place(C)

Display Date: settled since Neolithic times

Start Date: -8000 **End Date:** 9999

Place Type: capital (H)

Display Date: of the United Soviet Socialist Republics and the Russian Soviet Socialist Republics from 1917-1991

Start Date: 1917 **End Date:** 1991

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules regarding Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly.

Start Date must represent some year earlier than or equal to End Date. End Date for currently applicable place types is 9999.

Express dates BCE with negative numbers.

Coordinates:

Geographic coordinates indicating the point on the globe where the place is located, expressed in degrees/minutes/seconds and decimal fractions of degrees.

Latitude: Geographic latitude is the angular distance north or south of the equator, measured along a meridian. Parallels of latitude are equidistant circles drawn around the globe parallel to the equator. For more information, see the [RULES](#).

Longitude: Longitude is the angular distance east or west of the Prime Meridian, which runs through Greenwich, England. Meridians are imaginary north-south lines on the Earth's surface that connect both geographic poles. For more information, see the [RULES](#).

RULES: Consult the rules for authorized sources and rules.

BRIEF Guidelines:

If you do not know the difference between decimal degrees and degrees/minutes/seconds, do not enter coordinates in TGN. See the discussion in the [RULES](#).

The coordinates fields are not linked directly to the source table. Therefore, you should cite the source for your coordinates in the **Subject Source** area. See the [RULES](#).

Coordinates should represent a point at or near the center of a place.

For linear features, such as a river, the point should represent the source of the feature.

If you are transcribing coordinates from an atlas or other authorized source, and you cannot tell from your source exactly what the coordinates represent, feel free to enter them as stated in the source (because the TGN rules are standard and should match those of major atlases and gazetteers).

Inhabited places and physical features: Record coordinates as found in your source. Transcribe coordinates from a published source; do not use a map to estimate coordinates for small places, such as inhabited places or small features, because they will be too inaccurate.

Regions and large physical features: In some cases, such as for a general region, large physical feature, or other area, you may be required to estimate coordinates for the center of the area because they are not included in your sources. In general, the accuracy of the center of large features is not expected to be as precise as for small entities, therefore it is permitted to carefully estimate coordinates for large areas and features by using a map.

Sensitive sites: Avoid giving accurate coordinates for archaeological sites, caves, other environmentally sensitive sites, or politically sensitive sites. If you have found the coordinates in standard published sources, feel free to record them in TGN because they are publicly known. However, if you have access to precise coordinates that are not publicly accessible (e.g., by accessing materials belonging to an archaeological project), do NOT record these more accurate, unpublished coordinates in TGN.

Decimal degrees: Coordinates are expressed in degrees, minutes, and seconds, corresponding to the standard used in atlases and illustrated above. In TGN, coordinates are also expressed in decimal fractions of degrees where minutes and seconds are translated into decimal values, (e.g., 40 degrees 30 minutes 00 seconds = 40.5000 decimal degrees). The expression of coordinates in decimal degrees is used in Geographic Information Systems (GIS) and for other applications where mathematical calculations are necessary. In decimal fractions, the directional indicators (e.g., north, south, east, or west) are not included. Instead, directions are indicated by using sets of positive and negative numbers: north latitude and east longitude are expressed as positive numbers; south latitude and west longitude are expressed as negative numbers (as in the example for Rio de Janeiro below).

Coordinates: Degree, Minute, Second, Direction:

Coordinates expressed in degrees, minutes and seconds, as found in atlases and gazetteers. If you enter degree/minute/second/direction, do NOT enter Decimal Degrees (the system will calculate the translation).

Latitude: Values may be as follows:

Degree: 0 to 90; **Minute:** 0 to 60; **Second:** 0 to 60; **Direction:** N or S (for north or south)

Longitude: Values may be as follows:

Degree: 0 to 180; **Minute:** 0 to 60; **Second:** 0 to 60; **Direction:** E or W (for east or west)

Decimal: Coordinates expressed in decimal fractions of degrees, as indicated on GPS receivers. If you enter decimal degrees, do NOT enter degree/minute/second/direction (the system will calculate the translation).

Latitude Decimal Degrees: Values may be as follows: 0 to +/-90 with decimal fractions

Longitude Decimal Degrees: Values may be as follows: 0 to +/-180 with decimal fractions

RULES: Consult the rules for authorized sources and rules for coordinates.

BRIEF Guidelines:

Use a period as the decimal point separating the whole number from fractions of a degree. Use the hyphen for negative numbers.

Elevation:

The vertical distance of the place above or below mean sea level.

RULES: Consult the rules for authorized sources and rules for elevation.

BRIEF Guidelines:

If you enter elevation, it is strongly recommended to enter coordinates, if possible. It is a higher priority to record coordinates than to record elevation.

If your source lists elevation in feet, carefully transcribe the feet, including a hyphen for negative numbers (i.e., below sea level). Feet are generally rounded off; however, if your source lists a decimal fraction for feet, include it. Allow the system to automatically fill in the meters value.

If your source lists elevation in meters, carefully transcribe the value, including decimal fractions and a hyphen for negative numbers (i.e., below sea level). Allow the system to automatically fill in the feet for you.

If your source lists a range of elevation, as for a mountain range, record the highest elevation.

Elevation Feet:

Valid values include positive or negative numbers, including decimal fractions. You may not list inches; they must be translated into decimal fractions of feet.

Elevation Meters: Valid values include positive or negative numbers, including decimal fractions.

RULES: Consult the rules regarding elevation.

BRIEF Guidelines:

Use a period as the decimal point separating the whole number from decimal fractions.

Use the hyphen for negative numbers.

Bounding coordinates:

A set of four lines expressed as geographic coordinates, indicating four sides of a box encompassing the region, feature, or other area.

RULES: Consult the rules for illustrations and guidelines.

BRIEF Guidelines:

Generally, do not use Bounding Coordinates for inhabited places and other relatively small features.

Use a period as the decimal point separating the whole number from fractions of a degree. Use the hyphen for negative numbers.

If you enter bounding coordinates, it is required to also enter Coordinates (representing a point in the center of the area).

If you enter one bounding coordinate, you must enter coordinates for all four sides of the bounding box.

It is generally more important to list bounding coordinates for a large area or large physical feature that is not well represented by a single set of coordinates (representing one point), than for a smaller place.

Bounding Degree, Minute, Second, Direction:

Coordinates expressed in degrees, minutes and seconds, as found in atlases and gazetteers.

Latitude: Values may be as follows:

Degree: 0 to 90; **Minute:** 0 to 60; **Second:** 0 to 60; **Direction:** N or S (for north or south)

Longitude: Values may be as follows:

Degree: 0 to 180; **Minute:** 0 to 60; **Second:** 0 to 60; **Direction:** E or W (for east or west)

Decimal: Coordinates expressed in decimal fractions of degrees, as indicated on GPS receivers. If you enter decimal degrees, do NOT enter degree/minute/second/direction (the system will calculate the translation).

Latitude Decimal Degrees: Values may be as follows: 0 to +/-90 with decimal fractions

Longitude Decimal Degrees: Values may be as follows: 0 to +/-180 with decimal fractions

RULES: Consult the rules for illustrations and guidelines.

BRIEF Guidelines:

If you enter degree/minute/second/direction, do NOT enter Decimal Degrees (the system will calculate the translation).

Use a period as the decimal point separating the whole number from fractions of a degree. Use the hyphen for negative numbers.

Most Latitude must be a number greater than Least Latitude; Most Longitude must be a number greater than Least Longitude. As you calculate which fields to use for numbers that are greater and smaller than each other, keep in mind that Most and Least refer to the decimal degrees, which may be negative numbers (north latitude and east longitude are expressed as positive numbers; south latitude and west longitude are expressed as negative numbers).

Note:

A Descriptive Note that provides descriptive information about the place or expands upon information recorded in other fields.

RULES: Consult the rules for Descriptive Note.

BRIEF Guidelines:

Values may include any ASCII character. Do not use carriage returns or tabs. No special characters are allowed, including smart quotes, M-dashes, and superscripts. Diacritics must be expressed according to the [Diacritical Codes](#).

Do not plagiarize or quote a source verbatim.

All information in the scope note must be derived from an authoritative source and the source must be cited in the **Note Source** field. Acceptable sources are listed in the [RULES](#).

The note should be brief and concise. The descriptive note is intended to touch upon major relevant points; it is not a comprehensive encyclopedia entry. A minimum note may be one or two lines of text. Notes may not be longer than 250 words.

Follow the style specified in the [RULES](#).

The note need not be written in complete sentences, although complete sentences are recommended when necessary to unambiguously convey meaning. Follow all other grammatical rules for standard English composition.

Topics typically should be structured in the note according to the order below, omitting topics as necessary, depending upon what is important or relevant to the place being described. Topics may include the following:

- disputed issues, sovereignty, or ambiguity regarding the names or critical facts about the place
- possible confusion of the place due to its name being a homograph for a nearby place
- physical description
- description of its location (do NOT repeat the hierarchy information, but you may mention physical features, etc.)
- the first habitation of the place
- its political history, in chronological order
- its importance relative to other places or to the history of art and architecture
- for nations, include the languages spoken
- population may be included for inhabited places, provided you cite the date of your source

Any important information in the Note must be indexed in appropriate fields as warranted (e.g., **Place Types** or **Place Type Dates** (e.g., for dates of first habitation)).

Explain any scholarly controversies or issues. If an issue is in dispute, be careful not to express it as a certain fact. On the other hand, be careful not to imply that a fact is unknown simply because you happen not to know it. If a fact is knowable (but just not known by you), omit it entirely rather than stating it with qualifying phrases such as "probably."

Avoid bias or critical judgment, both negative and positive. Express all information in a neutral tone. Do not write from a subjective or biased point of view, even if your source expresses a fact in a subjective way. Avoid expressing biased or insensitive views regarding religion, politics, or culture.

If information in the note ultimately comes from a literary or mythological source (as opposed to a modern reliable source) be careful not to state it as if it were proven fact (note reference to the Bible in the example for Gath, Israel below).

You may mention one or two works of art or architecture in a city if necessary to make a point, but avoid making a long list of art works or artists for a given place.

Currency of the information: Keep in mind that the descriptive note may not be updated for some time, so do not discuss volatile situations that may change in a few months or years. Instead, situations recorded here should be relatively long-standing.

[for Chicago, Illinois, USA]

Note: Located on post-glacial plain beside Lake Michigan, noted for extremes in climate. Site was visited by the French in the 17th century; it was a fur-

trading post, then an Army post. It great expanded greatly in 19th century due to its strategic position; was a center of transportation and industry. Much of the city was destroyed by fire in 1871, and rebuilt. It is noted as the birthplace of an important architectural development, the steel-frame skyscraper.

[for Naco, Mexico]

Note: Located on the border of Sonora state, Mexico and Arizona state, USA; another town of the same name is located on the United States' side of the border.

[for an inhabited place, Siena, Italy]

Note: Siena was founded as an Etruscan hill town; later it was the Roman city of Sena Julia (3rd century BCE). It flourished under the Lombard kings (6th century CE) and was a Medieval self-governing commune (constitution dates to 1179). Siena was a Medieval seat of pro-imperial Ghibelline power and was an economic and territorial rival of Guelf (anti-imperial) Florence. The population was ravaged by the Black Death (bubonic plague) in 1348. Siena was ruled by Charles of Anjou in the 13th century, the Visconti of Milan in the early 15th century, and the Medici of Florence after 1557.

[for the lost settlement, Gath, Israel]

Note: It was a royal city of the ancient Philistines, although its precise location is unknown. The Bible mentions it as the birthplace of Goliath and a refuge for David, also as the city of the Anakim.

[for a deserted settlement, Machupicchu, Peru]

Note: Located on a high ridge between two sharp peaks, Machu Picchu (Old Peak) and Huayna Picchu (New Peak), overlooking Urubamba river valley. It was formerly believed to be Tampu Tocco, "lost city of the Incas," but now is generally thought to have been the royal retreat of Inca emperor Pachacuti. It declined after the Spanish Conquest. The site was brought to the attention of scholars by archaeologist Hiram Bingham in 1911.

[for Raetia]

Note: Ancient Roman province including most of Tirol and Vorarlberg in Austria, Graubünden in Switzerland, and parts of Bavaria and Baden-Württemberg in Germany. The native inhabitants were probably of mixed Illyrian and Celtic stock. The area was conquered by Rome in 15 BCE; it was important as a point of communications between parts of the empire. As a frontier province, its boundaries shifted; by 450 only the Alpine regions were controlled by Rome.

[for the Cayman Islands]

Note: The islands were uninhabited when charted by Columbus in 1503, but the Arawaks and Caribs probably had visited here. The name comes from the Spanish "caimán", meaning "alligators," though they were really indigenous iguanas. The Spanish and French visited, then the British settled here in the 17th century and brought Africans as slaves. The official language is English, though Spanish is also widely spoken.

Note Source:

A reference to the source used for the note, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

RULES: Consult the rules regarding sources for notes.

BRIEF Guidelines:

Use preferred sources in order of preference as listed in the [RULES](#).

It is required to have at least one authoritative source for each note. An exception, requiring no source, is when the note serves only 1) to explain the distinction between two places with similar names and 2) you have not used a published source for this explanation.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.
Include the name and author of an article in an encyclopedia, if known.
Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).

Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the [RULES](#).

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Related Places:

Associative relationships to other places in the TGN, particularly any important ties or connections between places, excluding hierarchical whole/part relationships.

RULES: Consult the rules regarding when and why to make relationships.

Relationship Type:

A term or phrase characterizing the relationship between the place in this record and the linked place. Click on the Relationship field to link to a relationship type value.

RULES: Consult the rules and definitions of Relationship Types.

BRIEF Guidelines:

It is required to include a Relationship Type for each Related Place. Choose the specific suitable Relationship Type, if possible. If absolutely necessary, use the broad *related to* as a default.

Do not make multiple relationships between the same two places.

Link to the correct side of the relationship: The record you are creating (**focus** record) is being linked to another record (**target** record). The relationship types are expressed as **focus** target. In *3401/moved from - 3402/moved to*, "moved from" is the focus, and "moved to" is the target. You would use this when you are creating the record of the original site, and wish to link it to the record for the town in the new location (as when a town will be flooded with the construction of a dam, and the entire town is moved to a nearby location). If you were creating a record for a new town and linking it to the original site, you would instead choose *3402/moved to - 3401/moved from - 3402/moved to*.

Remember that Relationship Types are reciprocal (that is, linked to both records). When you choose a Relationship Type, make sure that the Relationship Type and its counterpart will work from the points of view of both linked records.

Name of Related Place:

The preferred name of the related place.

Go to the TGN to find the name and ID of the related place. If there are diacritics in the name, delete them and replace them with the correct **Diacritical Codes**.

ID: The numeric ID of the related place (e.g., *7001634*). Go to the TGN to find the Name and the ID. The ID is found at the top of the page, above the preferred term in the full record display for TGN online.

To add more than one related concept, click the plus sign to access additional fields.

If you wish to link to place that is not yet in the TGN, leave these fields blank. Use the Editor Note to ask the editors to make the link for you. Then make a new record for the related Place.

Associative Relationship flag:

Flag indicating the historical status of the relationship of the TGN place in this record to the Related Place.

RULES: Consult the rules regarding making associative relationships (i.e., linking to related places).

BRIEF Guidelines:

The default flag for the relationship is *Current*. In the AAT, it will rarely be necessary to use any flag other than *Current*.

Associative Relationship Dates:

Dates delimiting the relationship between the two places. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the **Start** and **End Dates** implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the Display Date.

BRIEF Guidelines:

The Display Date usually refers to a period or date (e.g., *1668 until early 19th century*). The Display Date would then be indexed with Start and End Dates (e.g., **Start Date:** 1688; **End Date:** 1850).

Note that the dates appear on reciprocal links. That means that the same dates will appear in BOTH records. Write the Display Dates and assign Start and End Dates so that they will be correct and unambiguous in both records. Repeat the names of the places in the Display Date when necessary to avoid ambiguity.

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

[for the deserted settlement, Ocotepeque, Honduras]

Relationship Type: moved to

Related Place: Nueva Ocotepeque (inhabited place)

Display Date: after 1935

Start Date: 1935 **End Date:** 1937

[for Antigua and Barbuda]

Relationship Type: member of

Related Place: Commonwealth of Nations (association)

Display Date: joined the association in 1981

Start Date: 1981 **End Date:** 9999

[for the modern nation, Egypt]

Relationship Type: successor of

Related Place: Egypt (ancient) (Africa) (nation)

Display Date: area of the modern nation was the core of the ancient kingdom of Egypt

Start Date: 1922 **End Date:** 9999

[in the record for Oceania]

Relationship Type: distinguished from

Related Place: South Sea Islands (Pacific Ocean) (islands)

Display Date: in some classification systems, "Oceania" is considered a synonym for "South Sea Islands"

Start Date: 1800 **End Date:** 9999

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules regarding how to estimate Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships between concepts is 9999.

Express dates BCE with negative numbers.

Subject Source:

Sources used for information included in the record as a whole.

RULES: Consult the rules regarding sources for the subject as a whole (i.e., for the TGN record as a whole).

BRIEF Guidelines:

Include all sources used for important information in the record.

For sources used for the Names or Descriptive Note, you must link them directly to the Name or Descriptive Note. You may repeat them here, if appropriate.

Page:

A reference to the volume (if applicable) and page number (e.g., 5:231 or 87) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.
Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).
Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the [RULES](#).

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Editor Note:

Note for additional information about this record, or problems associated with it.

[RULES](#): Consult the rules regarding how to fill in the Editor Note.

BRIEF Guidelines:

Precede the note with the date and your institution's acronym, and your initials (e.g., 3/30/2006, BHA-uncertain whether this is a city or a neighborhood).
Only ASCII characters are allowed. Do not use special characters or diacritics.

Searching in Place Type Lookup:

Before linking to a Place Type, be absolutely certain that you link to the correct term; many terms are similar to other terms.

Most necessary place types should already be in the Place Type List. If you feel you need to add a new place type to the list, try looking for a synonym. If you still cannot find the term in the TGN Place Type List, use the Editor Note to request that a new place type be added to the list.

Word: In the Word field, search for a phrase using quotes (e.g., "deserted settlement") or keyword (no quotes, e.g., settlement). You may use wildcards (e.g., alluv*) and Boolean operators (inhabited* OR settle*) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., 122*).

RULES: Consult the rules for a full listing of the Place Types.

Searching in Language Lookup:

Before linking to a language, be absolutely certain that you link to the correct term; many language names are similar to other language names.

Most necessary languages should already be in the List. If you feel you need to add a new language to the list, try looking for a synonym or use a wildcard. If you still cannot find the term in the Language List, use the Editor Note to request that a new language be added to the list.

Word: In the Word field, search for a phrase using quotes (e.g., "*British English*") or keyword (no quotes, e.g., *English*). You may use wildcards (e.g., *Ital**) and Boolean operators (e.g., *Ancient OR Old*) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., *7035** finds most languages on the Italian peninsula).

RULES: Consult the rules to see a full listing of the Languages.

ULAN: Brief Guidelines

General Information about ULAN

Scope:

You may add records for individual artists, rulers and other patrons, architectural firms and other groups of artists working together, and repositories of art works. The temporal coverage of the ULAN ranges from Antiquity to the present and the geographic scope is global. Names in ULAN may include given names, pseudonyms, variant spellings, names in multiple languages, and names that have changed over time (e.g., married names).

In the context of the ULAN, artists are creators who have been involved in the design or production of architecture or visual arts that are of the type collected by art museums. Note that these are works of visual art of the *type* collected by art museums. The objects themselves may actually be held by an ethnographic, anthropological, or other museum, or owned by a private collector. ULAN may include artists as well as people and corporate body closely related to artists. Museums and other repositories of art are included as well.

Minimum record:

Each record must include a name, warrant for the name, a role, a nationality, a display biography, and birth and death dates.

Structure:

The focus of each ULAN record is an artist (person or corporate body). Currently there are around 120,000 people and corporate bodies (293,000 names) in the ULAN. In the database, each person or corporate body record (also called a subject in this manual) is identified by a unique numeric ID. Linked to each record are names, related artists, sources for the data, and notes.

Even though the structure is relatively flat, the ULAN is constructed as a hierarchical database; its trees branch from a root called Top of the ULAN hierarchies (Subject_ID: 500000001); it currently has two published facets: Person and Corporate Body. Entities in the Person facet typically have no children. Entities in the Corporate Body facet may branch into trees. (Additional facets are reserved for contributed candidate records.) There may be multiple broader contexts, making the ULAN structure polyhierarchical. In addition to the hierarchical relationships, the ULAN also has equivalent and associative relationships; it thus has the structure of a thesaurus, in compliance with ISO and NISO standards.

Contributing Institution:

Automatically supplied when you log in. This is the acronym or short name of your institution (e.g., BHA). If there is an error here, please contact the Vocabulary Program.

Contributor ID:

Automatically supplied when you log in. This is a system-generated numeric ID used by the Vocabulary Program's editorial system.

Your Name:

The name of the cataloger or editor who is filling out this form (e.g., *James Jones*).

Your Email:

Email address where you may be contacted by the Vocabulary Program.

New or Comment:

If you are submitting a new record to the ULAN, this should be New. If you are submitting a change to an existing ULAN record, change this value to Comment.

Concept ID:

The numeric ID of the ULAN record upon which you wish to comment. Go to the ULAN online, look up the artist, and copy the ID at the upper left of the full record display (e.g., *500031914*).

Record Type:

Flag indicating the general type of entity described in the record.

RULES: Consult the rules for more information about **Record Type**.

BRIEF Guidelines:

Person is the default record type.

If you are adding a Corporate Body, change the Record Type to Corporate Body.

Do not add a Guide Term or Facet unless you have cleared it with the Vocabulary editors.

Parents:

The broader context(s) for the artist record. Supply the Name and ULAN numeric ID for the level in the hierarchy where you wish to place the submitted record. Parents refer to Hierarchical Relationships, which are broader/narrower, reciprocal relationships between records.

In ULAN, Persons have hierarchical relationships only to the facet; Corporate Bodies may have greater hierarchical depth. For example, a division or other part of a corporate body may be included (e.g., *Department of Prints and Drawings* is a child to the parent *National Gallery of Art*).

Note: These fields do NOT refer to the genetic parents of the person. To add the father, mother, or other related person, use the **Related People or Corporate Bodies** fields.)

RULES: Consult the rules regarding choosing a parent in ULAN.

BRIEF Guidelines:

A corporate body may have multiple parents. If you need to add more than one additional parent, click the plus sign.

If you need to add a child of a corporate body, but the parent is not already in the ULAN, submit a separate record for the parent and use the Editor Note to alert the Vocabulary editors that a link should be made between the parent and child.

Name (parent name):

The preferred name of the hierarchical "parent" of the record you are adding. If the name contains diacritics, use [Diacritical Codes](#).

[RULES:](#) Consult the rules regarding choosing a parent in ULAN.

BRIEF Guidelines:

If you are adding a subdivision to a corporate body that already exists in the ULAN, go to the ULAN online, find the name of the corporate body, and copy it here. If the parent is not yet in ULAN, add it as a separate record and notify the Vocabulary Program that a relationship should be made.

The ULAN list is currently divided into two facets, *Person* and *Corporate Body*, so one of these terms will be the parent "name" for your record. The default setting is for adding a new record under Person in the ULAN. If you are adding a firm or other corporate body, change the parent name to *Corporate Body*; The facet *Person* may not have hierarchies.

Parent ID:

The numeric ID of the hierarchical "parent" of the record you are adding. It is required to add the ID of the parent.

[RULES:](#) Consult the rules regarding parents in ULAN.

BRIEF Guidelines:

It is required to add the ID of the parent; the default is set for Person (ID: 500000002).

If you wish to add a Corporate Body, change the Parent ID to **500000003**.

If you are adding a subdivision to a corporate body that already exists in the ULAN, go to the ULAN online, find the entry for the corporate body, and copy its ID here. If the parent is not already in ULAN, submit a separate record for the parent and use the Editor Note to alert the Vocabulary editors that a link should be made between the parent and child.

Hierarchical Relationship Flag:

Flag indicating the historical status or the type of the parent/child relationship.

[RULES:](#) Consult the rules for adding hierarchical relationships.

BRIEF Guidelines:

Except in very rare cases, for ULAN you should not change the flag from the default Current.

Hierarchical Relationship Dates:

Dates delimiting the relationship between the hierarchical child and its parent. There are three fields: **Display Date**, **Start Date**, and **End Date**. Used only for subdivisions of corporate bodies.

Display Date: A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

The Display Date usually refers to a period or date. The Display Date would then be indexed with Start and End Dates.

[for the Pietra Dura studio and its parent, Gobelins]

Display Date: 1668 until early 19th century

Start Date: 1688 **End Date:** 1850

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules to determine Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships is *9999*. Express dates BCE with negative numbers.

Sort order among siblings: Siblings generally sort alphabetically in ULAN. For children of a corporate body, if a chronological order would be more appropriate, give instructions for ordering to the Vocabulary Program editors in the Editor Note. See more information in the [RULES](#).

Preferred Name:

Record one and only one preferred name, which is generally the inverted form of the name most commonly used in American English publications (e.g., Wren, Christopher).

RULES: Consult the rules regarding how to choose and format the preferred name.

BRIEF Guidelines:

Prefer the inverted form of the name most often used standard, authoritative, scholarly publications in American English. The preferred name is not necessarily the fullest form of the name. It generally does not include titles or honorifics.

Record the name in mixed case.

Avoid abbreviations.

Use [Diacritical Codes](#) for diacritics (e.g., *Badile, Niccolò*).

Enter only one name per field; do not enter parenthetical names (put pseudonyms and other forms in a separate field).

Put other names for the same person or corporate body in a Variant Name field.

For the inverted form of the name, record the name in the following order: last name, comma, first name, followed by middle names or initials (if any) (e.g., *Sullivan, Louis H.*).

Do not include middle names and initials in the preferred name unless this is the most commonly used form of the name.

For members of the same family that have the same name, distinguish between the people by including the younger, the elder, Jr., or Sr., applied strictly according to the [RULES](#) (e.g., *Moreraud, Pierre-Antoine, père*).

For early Western names, non-Western names, pseudonyms, and other cases where there is no inverted form of the name or the inverted name is not the form most often used, use the natural order form of the name (e.g., *Bartolo di Fredi* or *Dong Yuan* or *Le Corbusier*).

Generally, the "last name" part of the inverted name should not include the article or preposition (e.g., *Loo, Abraham Louis van*, NOT *van Loo, Abraham Louis*). However, this depends upon common usage in standard authoritative sources.

Generally do not capitalize articles and prepositions (e.g., *la, del, von, van der*) unless they are the first word in the "last name."

Examples of names

Kalf, Willem
Blair, Louise
López, José Antonio
Pei, I. M.
Rembrandt Harmensz. van Rijn
Burgkmair, Hans, the elder
Kicking Bear
Giambologna
Shen Nanpin
Master of the Dido Panels
Limbourg Brothers
National Gallery of Art

Variant Name:

Alternate names that are variants in spelling, variant transliterations, fuller or less full names, married names, other alternate names, or pseudonyms. To add more than one variant name, click the plus sign to access additional Variant Name fields.

RULES: Consult the rules regarding which names to include and how to format them.

BRIEF Guidelines:

Enter only one name per field; do not enter parenthetical names. Use [Diacritical Codes](#) for diacritics (e.g., *Pelle, Françoise van der*). If there is a variant of the name in English that differs from the preferred name in the vernacular language, it is required to include it as the preferred English name using the Language field and Language Preferred flag.

Display name: Display Name: For the first variant, that is, the name in display order #2, if the preferred name is in inverted form, enter the natural order form of the preferred name (e.g., *Christopher Wren*). Label it as a Display Name (by clicking on **Click to add Source, Language ...**). The natural order form of the name should be constructed in the following order: first name, middle names or initials (if applicable), and last name, as detailed in the [RULES](#).

For display names, if there is a title, separate it from the name with a comma (e.g., *Charles Clifford, 6th Baron of Chudleigh*). For Jr. or Sr., use a comma (e.g., *William Barclay, Jr.*), but for the Elder or the Younger, do not use a comma for the natural order form of the name (e.g., *Ulrich Apt the Younger*), as detailed in the [RULES](#).

Anonymous artists: Anonymous artists are those whose name is unknown, but whose oeuvre, surmised nationality, and approximate active dates are known. For anonymous artists enter the accepted appellation as devised by scholars and used in English-language sources (e.g., *Master of the Aachen Madonna* or *Acrobat Painter*), as detailed in the [RULES](#).

If it is uncertain among scholars whether an anonymous appellation or other variant name represents the same person as the preferred name, do NOT add the appellation in this record. Make a separate ULAN record for the appellation, and link them as **Related People** with the Relationship Type "*possibly identified with*."

If you wish to enter appellations for **unknown** artists, such as those typically used by museums to indicate unattributed works, where the appellation actually represents one of many possible artists (e.g., *Unknown Florentine* or *Anonymous Florentine 16th century*), please contact the [Vocabulary Program editors](#).

Display Order:

Number indicating the sequence of the name in relation to the other names in the ULAN record. You need not enter a number here if the default display number is correct.

RULES: Consult the rules regarding display order (also called *sequence number* or *sort order*).

BRIEF Guidelines:

Number the names in sequence. Do not skip numbers.

The preferred name must be in sequence number 1, the display name (if different from the preferred name) should be in sequence number 2, and other names should be arranged in a logical order based on language and the chronology of the names. Follow the [RULES](#).

Name Type:

The type of name.

[RULES:](#) Consult the rules for more information.

BRIEF Guidelines:

NA means "not applicable." Other values for this flag currently are not in use in ULAN

Vernacular flag:

Flag indicating whether or not the name is the "vernacular" name for a certain artist. Vernacular refers to the name in the local language of the person or corporate body.

[RULES:](#) Consult the rules for more information.

BRIEF Guidelines:

Use *Vernacular* for all names in the official local language or languages otherwise used in the place where the artist lived.

Use *Other* for all other languages.

Most Persons' names in ULAN are vernacular names. For persons, in the rare case when the name is in a language other than the vernacular (e.g., the English *Raphael* for the Italian artist *Raffaello Sanzio*) set this flag to *Other*.

Corporate Bodies more often have versions of their names in several languages. Vernacular names include transliterated names, even though they are written in the Roman alphabet but the local language uses another alphabet or method of writing.

Language:

The language of the name. Click on the Search icon to find the language.

[RULES:](#) Consult the rules for how to list the language.

BRIEF Guidelines:

Label a language only if your source is a dictionary in the given language or is otherwise authoritative and indicates what the language is. Do not guess.

It is required to enter the preferred English name for the person or corporate body if it differs from the Preferred Name.

If the name is the same in multiple languages, include the additional languages here. Bring up more fields by clicking the plus sign.

Language Preferred flag:

Indicates whether or not this name is the preferred way to refer to the person or corporate body in that language.

RULES: Consult the rules for more information.

BRIEF Guidelines:

If an authorized source indicates that the name is the version preferred in a certain language, set the flag to *Preferred*.

If it is a variant in that language, set it to *Non Preferred*.

If you do not know, set it to *Undetermined*.

Contributor Term ID:

If known, please enter the unique numeric or alpha-numeric ID for this name in your local computer system. The purpose of entering your local ID is to allow us to track changes to your records in case you give us batch loaded updates at a later date.

Qualifier:

A word or phrase used primarily to distinguish between homographs; rarely used in ULAN.

RULES: Consult the rules for more information.

BRIEF Guidelines:

Do not add a qualifier unless you have okayed it with the Vocabulary editors

Term Flags:

Various flags describing characteristics of the name. Click on the field name for each flag (e.g., Display flag) to access Help text.

LC Authority flag:

Flag indicating if the name is the authorized heading in the Library of Congress Name Authority or Subject Headings.

RULES: Consult the rules for the AACR2 Flag (misnomer) and Page entry.

BRIEF Guidelines:

If it is the authorized heading, set the flag to *Yes* and enter the NAFL number in the **Page** field.

Display Name flag:

Flag designating whether or not the name is to be used in natural order displays (display name) or in alphabetical lists (indexing name).

RULES: Consult the rules regarding applying this flag.

BRIEF Guidelines:

Not Applicable: The default value for this flag is *Not Applicable*.

Index: If the name is the inverted form that should appear in alphabetical lists and indexes, set the flag to Index. This should generally be the preferred name in position #1. There may be only one name marked Index per record.

Yes: If the name is the display name, that is the natural order form of the preferred name, in position #2 of the names list, to be used in wall labels and other displays, set the flag to Yes. There may be only one name marked Yes per record. If the preferred name itself is in natural order (e.g., Bartolo di Fredi), the preferred name, in position #1, should be set to Display Name = *Yes*. You may construct the display name by following the appropriate **RULES**.

No: Do not set the flag to *No* unless told to do so by the Vocabulary editors.

Historical flag:

Flag indicating the historical status of the name.

RULES: Consult the rules regarding this flag.

BRIEF Guidelines:

Note that in ULAN, most names will be flagged *NA* because this flag rarely applies to persons. If a corporate body's name was used in the past but is not used currently, set the flag to *Historical*. Also flag the *Current* name.

Before entering a historical name in the record, ascertain whether or not this is actually a separate corporate body that should be recorded in a separate record. See the appropriate **RULES**.

Other Flags:

Flags designating an official name or pseudonym for the person or corporate body.

RULES: Consult the rules for additional information.

BRIEF Guidelines:

Not Applicable: The default value for this flag is *Not Applicable*. Change it if any of the following apply.

Official Name: Use to flag the official name for the person or corporate body, typically used for the long version of the name, including titles. For the official names of people, use standard, general encyclopedias. For the official names of corporate bodies, use the Web site or other official publication of the corporate body, if possible.

Pseudonym: Use to flag a nickname or pseudonym (e.g., *Masaccio*).

Name Date:

Dates delimiting the time period when the name was or is still used. This date does NOT refer to the life dates of the person or corporate body; obviously, names are used to refer to the person or corporate body even after they are dead or cease to exist. If you enter a value in any of the three fields, you must enter values into all three of them.

RULES: Consult the rules regarding dates for the name.

Name Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax.

BRIEF Guidelines:

This date does NOT refer to the life dates of the person or corporate body.

Enter dates for persons' or corporate bodies' names only when the date is unusual or significant. If it is simply the name that an artist had for his or her entire life, do not include the date. Examples of significant dates for names (e.g., dates for a married name) are found in the **RULES**.

Enter dates for usage of the name only when you have found this information in an authoritative source.

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; use a hyphen rather than an M-dash. Diacritics must be expressed according to the **Diacritical Codes**.

Although the Display Date usually refers to a period or date, the Display Date field may contain notes that do not reference dates per se (e.g., *ancient name*), although dates must always be supplied for Start and End Dates.

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the **RULES**. Do not capitalize words other than proper nouns or period names. Avoid abbreviations, except with the word circa (ca.), the numbers in century or dynasty designations (e.g., *17th century*), and BCE and CE. Do not use AD or BC. Do not drop digits in spans of dates (e.g., *1924-1946*, NOT *1924-46*).

Display Date: pseudonym adopted in 1920

Start Date: 1920 **End Date:** 9999

Display Date: used 1924-1946

Start Date: 1924 **End Date:** 1946

Display Date: used ca. 75 BCE-10 CE

Start Date: -85 **End Date:** 10

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules for entering Start and End Dates..

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently used names is *9999*.

Express dates BCE with negative numbers using a hyphen.

Name Source:

A reference to the source used as warrant for the name, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

RULES: Consult the rules regarding sources for names.

BRIEF Guidelines:

For the preferred name, prefer the most current and authoritative sources. Use preferred sources in order of preference as listed in the **RULES**.

It is required to have at least one authoritative source for each name. For the preferred name, it is strongly recommended to find the name in multiple sources, because you must choose the one most often used, as explained in the **RULES**.

Link to the source only if the name is transcribed exactly as found in that source, including word order and punctuation.

In the Page Field, it is required to cite the page number, volume, date of accessing a Web site, or other appropriate indication of the specific location where the name was found in the source. If there are multiple editions or multiple publication dates for a source, link to the specific source that you are using.

Page:

A reference to the volume (if applicable) and page number (e.g., *5:231* or *87*) where the name was found in the source.

RULES: Consult the rules for adding page and volume numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.

Include an indication of when an online source was accessed (e.g., "*Flanders: Fine Arts*," accessed 6 February 2005).

Use a colon to separate volume and page number (e.g., 5:231).

Do not drop digits (e.g., 211-213, NOT 211-13).

For journal and periodical articles, consult the [RULES](#).

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Preferred for Source:

Flag indicating whether or not, *for this particular source*, this name is the entry name or preferred form of the name for the place.

[RULES](#): Consult the rules for further information.

BRIEF Guidelines:

If it is the entry form name in that source, flag it as *Preferred*.

If there are multiple entry form names, flag one as *Preferred* and the others as *Alternate Preferred*.

If it is a *see also* or otherwise indicated as a variant name, flag it as *Non Preferred*.

If you do not know, flag it as *Unknown*.

Searching in Source Lookup:

Searching in Source Lookup: Before linking to a source, be absolutely certain that you link to the correct source; many citations are very similar, representing different editions or years of publication. (Note: Some sources currently in the ULAN Source List are formatted incorrectly due to previous contributions; there is an ongoing editorial effort to clean these up.)

[RULES](#): Consult the rules for the list of preferred sources.

Find Source ID: If you know the Source ID for your source, type the number in this field. For example, 2100042247 is the Source ID for *Bénézit, Dictionnaire des Peintres (1976)*.

Word: Search for a word or words in the brief citation for the source. To see the full citation, pass your cursor over the brief citation in the results list.

Most of the necessary general, authoritative sources should already be in the Source List. If you feel you need to add a new Source to the list, try searching using Boolean operators with keywords or use a wildcard. If you still cannot find the citation in the Source List, click **Create new source**.

In Source Lookup, search for a phrase using quotes (e.g., "Grove Dictionary") or keyword (no quotes, e.g., Thieme). You may use wildcards (e.g., Millon*) and Boolean operators (e.g., Britannica AND online) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

The following are examples of brief citations that illustrate the format and types of vocabulary likely to be useful in your search:

Grove Art Online (2003-)
Grove Dictionary of Art (1996)
J. Paul Getty Museum: Antiquities (1997)
J. Paul Getty Museum, collections online (2000-)
Thieme-Becker, Allgemeines Lexikon der Kunstler (1980-1986)
Bénézit, Dictionnaire des Peintres (1976)
Encyclopaedia Britannica (1988)
Library of Congress Name Authority Headings [online] (2002-)
Library of Congress Subject Headings (2002-)
Gardner's Art Through the Ages (1986)
Beazley, Attic Red-Figure Vase-Painters (1984)
Cotter, Norman Bluhm, New York Times (1999)
Beatson, et al., St. Victor Altarpiece, Art Bulletin (1986)

Create new source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles. If you have done a thorough and extensive search in the list and you still cannot find your source, you may add a new source by clicking on the document icon and following the [RULES](#) for sources.

Follow the [RULES](#); do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use [Diacritical Codes](#). For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

Rules for adding a source:

Most sources that you need should already be in this list, with the exception of some museum Web sites and journal articles.

RULES: If you have done a thorough and extensive search in the list and you still cannot find your source. You may add a new source by clicking on the document icon and following the rules for sources.

BRIEF Guidelines:

Follow the **RULES**; do not follow the examples of citations currently in the Sources List (because many of the current citations are formatted incorrectly and are being corrected in an ongoing editorial effort).

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters.

You must use **Diacritical Codes**. For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

Brief Citation and Full Citation:

The Full Citation is a complete citation for the work. A Brief Citation is a shortened form of the full citation, used for display in the AAT record (e.g. *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*; *Thieme-Becker, Allgemeines Lexikon der Kunstler (1980-1986)*).

RULES: Consult the rules for constructing citations.

BRIEF Guidelines:

Only ASCII characters are allowed. Do not use M-dashes, "smart" quotes, superscript, or any other special characters. You must use **Diacritical Codes**. For example, to record this brief citation, *Bénézit, Dictionnaire des Peintres (1976)*, the data was entered with "\$00" codes: *B\$00en\$00ezit, Dictionnaire des Peintres (1976)*.

Only authoritative sources are allowed. Do not cite a personal Web site or unpublished work by a non-professional author. All names must have at least one authoritative source.

It is required to enter both a Brief and Full Citation for every source. First record the Full Citation, and then construct a Brief Citation.

Must be unique: The Brief and Full Citations must be unique within the AAT database. Before creating citations, carefully search the database to be sure that yours is unique. If the citation is used in another Getty Vocabulary, copy the existing citation so that all instances of citations for the same source are identical in all three vocabularies.

Full citation: In general, construct a Full Citation using the following elements: 1) author name in inverted order where applicable, period; 2) title, period; 3) site of publication, colon; 4)

publisher, comma, 5) date of publication, period. Use title case (NOT sentence case, NOT all caps). Avoid abbreviations.

The **full citation** must be constructed according to the **RULES**, which follow the citation style for the humanities and social sciences in the Chicago Manual of Style, 15th ed.

Brief citation: In general, construct a Brief Citation by condensing the Full Citation, using the following elements: 1) Author's last name (if applicable), comma; 2) brief title, comma; 3) year of publication in parentheses. Use title case (not sentence case). Avoid abbreviations.

A **Brief Citation** should be short, succinct, and readable at a glance. It should identify the source as unique from all other sources. Note that it must distinguish a particular work or edition of a work from similar works and other editions of the same work.

Articles: For articles in journals, periodicals, and newspapers, in the Full Citation include the following: author's name inverted (if known), article name in quotation marks, journal name, volume and issue number (if applicable, separated with forward slash), date of publication in parentheses, colon, and page number. Follow the syntax in the examples below. Year, month, and day of publication may be included. Note that the inclusion of the page number for articles differs from books, where the page number would be recorded in the Page field in the subject record.

In the **Brief Citation**, include author, title of the article (no quotation marks), reference to the journal or newspaper, year of publication. Avoid abbreviations; spell out the names of journals.

Brief: Gwin, Tombs of Peru's Cloud People, National Geographic (2004)

Full: Gwin, Peter. "Tombs of Peru's Cloud People." National Geographic Magazine 205:6 (2004): 56 ff.

Brief: Hong Kong, New York Times (1997)

Full: "China Resumes Control of Hong Kong, Ending 156 Years of British Rule." New York Times (July 1, 1997): A1, A6.

Online sources: For sources on the Web, make the Full Citation as complete as possible. Follow the rules for book citations, including the following information where possible: author's inverted name, full title of the work, city of publication and publisher (if known), date of the document or last revision (if known). Also record the URL followed by the date that it was first accessed, in parentheses.

In the Full Citation, include the designation [online], [online database], [online edition], or a similar phrase if the word online does not appear in the title of the document. You generally do not need to include [online] in the Brief Citation, unless it is necessary to distinguish between two otherwise identical citations. In the Page field, record the name of the author (if applicable), article title (if applicable), and the date when the site was now accessed (which may be the same as the date first accessed if you are now creating the new citation).

Brief: Grove Art Online (2003-)

Full: Grove Art Online. Oxford University Press, 2003-. <http://www.groveart.com> (1 March 2003).

[Page: "Western Sahara," accessed 28 February 2006.]

For an online article, follow rules for printed articles as far as possible. Include the URL and date of first access of the site in the citation. In the page field, cite the date when you accessed the

site for the specific information in the subject record. In the example below, the site was first consulted in 1999 when the citation was made, but it was accessed again in 2006 to find the name in the current artist record.

Brief: Kuke, Kinshasa, Washington Post (1997)

Full: Kuke, Lynne. "Victorious Rebels Pour into Kinshasa." Washington Post [online edition].<http://washingtonpost.com> (May 19, 1999).

[**Page:** accessed 3 March 2006]

Other examples:

Brief: Higgins, Minoan and Mycenaean Art (1967)

Full: Higgins, Reynold. Minoan and Mycenaean Art. New York: Praeger Publishers, 1967.

Brief: Dictionary of Architecture and Construction (2000)

Full: Dictionary of Architecture and Construction. 3rd ed. Edited by Cyril M. Harris. New York: McGraw-Hill, 2000.

Brief: Oxford Concise Dictionary of Art and Artists (1996)

Full: Concise Oxford Dictionary of Art and Artists. Ian Chilvers, ed. Oxford: Oxford University Press, 1996.

Brief: Bartholomew Gazetteer of Britain (1986)

Full: Bartholomew Gazetteer of Britain. Compiled by Oliver Mason. Edinburgh: John Bartholomew and Son Ltd., 1986.

Brief: Gere and Pouncey, Italian Drawings: Artists Working in Parma (1967)

Full: Gere, J. A. and P. Pouncey. Italian Drawings in the Department of Prints and Drawings in the British Museum: Artists Working in Parma in the Sixteenth Century. London: British Museum Publications, 1967.

Brief: Trubner et al., Asiatic Art (1973)

Full: Trubner, Henry, William J. Rathbun, and Catherine A. Kaput. Asiatic Art in the Seattle Art Museum. Seattle: Seattle Art Museum, 1973.

Brief: New Catholic Encyclopedia (1967-1989)

Full: Catholic University of America. New Catholic Encyclopedia. New York: Publishers Guild in association with McGraw-Hill Book Co., 1967-1979.

Brief Citation: Anatolian Studies (1951-)

Full Citation: Anatolian Studies. London: British Institute of Archaeology at Ankara, 1951-.

Brief: Albright-Knox Art Gallery, Eight Sculptors (1979)

Full: Albright-Knox Art Gallery. Eight Sculptors: An Exhibition. Buffalo, New York: Albright-Knox Art Gallery, 1979.

Bibliographic Note:

Contains information that could not be correctly mapped to VCS fields. Do not use this field unless you have information that you wish to relay to the Vocabulary Program editors regarding the citation.

Display Biography:

A concise expression of the nationality, major roles (e.g., architect, painter, sculptor), birth and death dates of the person (e.g., *American architect and engineer, 1898-1976*), or the nationality, activities, and dates of existence of the corporate body (e.g., *French tapestry manufactory, active from 1662 to the present*).

RULES: Consult the rules and examples of display biographies.

BRIEF Guidelines:

List information in the following order: nationality, role(s), comma, year of birth, hyphen (NOT M-dash), year of death (or start and end dates for a corporate body); some exceptions to this order, used for ambiguous information, are noted in the [RULES](#).

Do not use M-dashes, superscript, "smart" quotes, or other special characters. For diacritics, use the [Diacritical Codes](#).

Index Nationality, Roles, and Birth and Death Dates in the other appropriate fields.

Nationality: In the Display Biography, list the most significant national or cultural affiliation of the person or corporate body; on rare occasions, a second nationality may be recorded in the Display Biography. More typically, the display biography will list one nationality and a second noun place name representing locus of activity. Record the noun form of the place in Event (event = *active* for people, event = *location* for corporate bodies).

For Display Biography, generally record a designation at the level of nation (e.g., *Italian*) or a broad culture or ethnicity (e.g., *Native American*). Exceptions occur for historical nationalities (e.g., *Florentine*), in keeping with common practice of various disciplines in art history (see Historical nationalities and Special cases in the [RULES](#)). Both the broad nationality and more specific nationalities or cultures may be indexed in the Nationality field (e.g., both *Native American* and *Sioux*).

Use *international* for multinational corporations. Do not use it for persons who have multiple citizenships or who have worked in multiple nations; for persons, list the various nationalities instead.

Roles: Include only the most significant professional roles in the Display Biography. Typically, there should be only one or two roles in the Display Biography; use three if necessary. If there are more than three roles applicable to the artist, index them in the Role field, but avoid including them all in the Display Biography. For corporate bodies that are part of a larger corporate body, include the name of a broader context along with the role, for clarity (e.g., for CASVA the Display Biography is *American research institute, part of the National Gallery of Art, founded 1979*).

Dates: Express nuance, uncertainty, and ambiguous information regarding the artist's life dates, roles, or nationality (e.g., *Italian painter, active ca. 1410-ca. 1460* or *sculptor, probably Polynesian, 19th century*).

For persons and corporate bodies that are currently living or extant, but the birth date is not known, use the word *contemporary*, NOT *21st century* (e.g., *Russian sculptor, contemporary*).

Dates of activity may be substituted for life dates when necessary. For living artists or other artists for whom only one date is known, do not use a hanging hyphen (e.g., *born 1934*, NOT

1934-). Do not use an apostrophe in dates (e.g., *active 1930s*, NOT *active 1930's*). Avoid abbreviations except for *ca.* Do not drop the first numbers in the second year of the span (e.g., *1861-1899*, NOT *1861-99*). Use *BCE* (NOT *BC*) (e.g., *reigned 1353-1336 BCE*). Use *CE* (NOT *AD*) for years in the first few centuries of the current era (e.g., *probably died ca. 98 CE*).

Russian painter, 1893-1936
Japanese photographer, born 1943
American art museum, established in 1937
American miniaturist, active 1860s
British architectural firm, 1910-1944
Flemish sculptor and architect, 1529-1608, active in Italy
Native American craftsman, 18th century
French porcelain manufactory, flourished 1731-1794
Roman sculptor, 1st century BCE
sculptor, probably Polynesian, 19th century
Mexican mosaicist, active ca. 1820-ca. 1840
Netherlandish painter, ca. 1564-after 1612
French or Flemish draftsman, active by 1423, died 1464
Russian illuminator and designer, probably 1862-before 1910
Spanish queen regent and painter, 1806-1878

Birth Date and Death Date:

Birth Date is the date when the artist was born or the corporate body was founded. Death Date is the date when the artist died or the corporate body disbanded.

RULES: Consult the rules regarding life dates.

BRIEF Guidelines:

The Birth Date and Death Date fields must contain valid years in the Gregorian calendar. For dates BCE, use negative numbers (use a hyphen).

Use the Display Biography to express nuance and uncertainty (e.g., *ca.* or *active* or *16th century*).

The birth and death dates are referred to in the Display Biography, and indexed in the Birth Date and Death Date fields, which are used for retrieval but not displayed to the end-user.

If you only have active dates, have a date such as 16th century, or otherwise do not know the precise birth and death date, you must estimate Birth Date and Death Dates, following the **RULES**.

Estimate life dates according to available information, assuming the person was born 20 or more years before they were active and died somewhat after the last recorded date of activity. Create a lifespan of 100 or 120 years, unless there is better information available. For currently extant corporate bodies, make a Death Date of *9999*. Centuries begin with "00" and end with "99". Add or subtract 10 years for "ca."

Display Biography: American painter, 1903-1970
Birth Date: 1903 **Death Date:** 1970

Display Biography: Greek vase painter, ca. 340-ca. 265 BCE
Birth Date: -350 **Death Date:** -275

Display Biography: Persian scribe, 19th century
Birth Date: 1800 **Death Date:** 1899

Display Biography: Florentine architect, 1300/1310-1362
Birth Date: 1300 **Death Date:** 1362

Display Biography: Russian miniaturist, born 1813 or 1817, died 1876
Birth Date: 1813 **Death Date:** 1876

Display Biography: British museum, contemporary
Birth Date: 1800 **Death Date:** 9999

Display Biography: Canadian architect, contemporary
Birth Date: 1900 **Death Date:** 2090

Birth Place and Death Place:

The geographic place where the person was born or died. These fields are rarely used for corporate bodies.

RULES: Consult the rules for places of birth and death.

BRIEF Guidelines:

Generally use only for Birth Place and Death Place. Record the locus of activity for a person under **Events** (Event = active). Record the location of a corporate body under **Events** (Event = *location*).

To link to the place name, find the place in the controlled list by clicking on the magnifying glass icon to the left of this field. If you have done a thorough and extensive search in the list and you still cannot find the place, use the Editor Note to request the addition of a new place. If known from an authoritative source, record the city where a person was born or died.

If sources disagree about the birth or death place, prefer the most recent authoritative source. If you cannot resolve the question regarding birth or death place, omit the place.

If you do not know the city, do not record the name of the nation if it merely refers to the artist's nationality. An exception would be if an artist worked in one nation, but was born or died in another, and you do not know the name of the city.

Display biography: British architect, 1911-1979, born in India
Birth Place: India
Nationality: British

If the artist was born or died in a city for which the name has since changed, index the Birth or Death Place with the modern place name. Explain the situation in the Descriptive Note (e.g., *He was born in Stettin, Germany, which is now Szczecin, Poland.*) If you do not know the city and wish to link to the historical nation (e.g., *Flanders*), note that names of historical nations are included in the Place List.

Nationality:

The nationality, culture, or ethnic group associated with the person or corporate body (e.g., Nigerian, Celtic, Native American). Nationality is referred to in the Display Biography and indexed in the Nationality fields.

RULES: Consult the rules for nationality.

BRIEF Guidelines:

It is required to record a Preferred Nationality. You may record one or more Additional Nationalities as well. To access additional Nationality fields, click the plus sign to the right of the field.

Find the nationality in the controlled list by clicking on the magnifying glass icon to the left of this field. Look for synonyms and variant spellings. If you have done a thorough and extensive search in the list and you still cannot find the nationality, use the Editor Note to request a new term.

Record the adjectival name form of a nation, other place name, culture, or ethnic group. Nationality does not necessarily indicate legal citizenship of a particular nation, empire, or city state. It refers to a prolonged association of an artist with a given place. Nationality may refer to historical nations (e.g., *Flemish*). It may also refer to culture (e.g., *Frankish*) or ethnic groups (e.g., *Native American*).

In the Display Biography, list the most significant national or cultural affiliation of the artist; on rare occasions, a second nationality may be recorded in the Display Biography. More typically, the display biography will list one nationality and a second noun place name representing locus of activity. Record the noun form of the place in **Event** (event = *active*).

The preferred Nationality should generally be the most commonly accepted nationality for the artist or the most general. You may index multiple nationalities when the nationality (e.g., *French or Flemish*) is uncertain or when an artist lived for prolonged periods in more than one nation. You may also index with multiple nationalities when one so-called nationality is more general than another (e.g., for an ancient vase-painter, *Greek* and *Ancient Greek* are broader, general designations, while *Attic* is more specific; *Native American* is more general than *Sioux*).

If it is necessary to express nuance or uncertainty about the nationality, do so in the Display Biography.

For the Display Biography, generally record a designation at the level of nation (e.g., *Italian*) or a broad culture or ethnicity (e.g., *Native American*). Exceptions occur for historical nationalities, in keeping with common practice of various disciplines in art history (see **Historical nationalities** and **Special cases** in the **RULES**).

Display Biography: Nigerian craftsman, contemporary
Preferred Nationality: Nigerian

Display Biography: English architect, 1876-1948, active in Canada
Preferred Nationality: English
Event: 12002/active **Place:** 5060000000/Canada (North and Central America)

Display Biography: Native American chief and painter, ca. 1846-1904
Preferred Nationality: Native American
Additional Nationality: Sioux

Display Biography: French or Flemish sculptor, 14th century

Preferred Nationality: French

Additional Nationality: Flemish

Display Order:

The sequence number (or Sort Order number), indicating the sequence of the Nationality in relation to the other Nationalities. You need not enter a number here if the default sort number is correct.

RULES: Consult the rules regarding display order for nationalities.

BRIEF Guidelines:

Number the Nationalities in sequence. Do not skip numbers. The Preferred Nationality must be in display order 1. Arrange the Additional Nationalities in order of importance from a researcher's point of view. If chronology is an issue, arrange the nationalities in reverse chronological order.

Roles:

A term that characterizes a significant role or characteristic of a person or a function or purpose of a corporate body (e.g., artist, painter, sculptor, landscape architect). The primary role or roles are stated in the Display Biography. These primary roles and all other significant roles are indexed in the Role field.

RULES: Consult the rules regarding roles.

BRIEF Guidelines:

To link to the term for Role, find the role in the controlled list by clicking on the magnifying glass icon to the left of this field. If you have done a thorough and extensive search in the list and you still cannot find the role, you may request the addition of a new term by contacting the Vocabulary Program editors.

It is required to record a Preferred Role (for an individual, generally *artist*) and it is highly recommended to record more specific roles as Additional Roles (e.g., *painter*, *draftsman*, *watercolorist*, *landscapist*, *marine painter*). To access additional Role fields, click the plus sign to the right of the field.

If it is necessary to express nuance or uncertainty about the roles, do so in the Display Biography. Index roles in the Role field. Roles are the major professional roles or activities performed by the person throughout his or her lifetime (e.g., *artist*, *architect*, *sculptor*). For a corporate body, roles include the major activities or purpose of the firm, institution, or other corporate body (e.g., *studio*, *manufacture*, *workshop*).

In the Display Biography, use the most specific significant roles (e.g., *painter* rather than *artist*), if known. For example, *German painter and printmaker, 1678-1732* is better than *German artist, 1678-1732*. However, the general role *artist* or another very general role should typically be indexed as the Preferred Role.

Include only the most significant professional roles in the Display Biography. Typically, there should be only one or two roles in the Display Biography; use three if necessary. If there are more than three roles applicable to the artist, index them in the Role field, but avoid including all of them in the Display Biography.

Display Biography: Russian painter and sculptor, 1789-1852

Roles: artist (preferred) painter
sculptor

Display biography: American art museum, established in 1937

Role: art museum (preferred)

Display Biography: Dutch painter, possibly printmaker, 17th century

Roles: artist (preferred) painter
printmaker

Display biography: Canadian architectural and urban planning firm, active from 1975

Role: architectural firm (preferred) urban planning firm

Display biography: Italian sculptor, painter, and architect, 1475-1564

Role: artist (preferred)
sculptor
painter
architect
draftsman
poet

Display Order:

The sequence number (or Sort Order number), indicating the sequence of the Role in relation to the other Roles. You need not enter a number here if the default sort number is correct.

RULES: Consult the rules regarding display order for roles.

BRIEF Guidelines:

Number the roles in sequence. Do not skip numbers. The Preferred Role must be in display order 1. Arrange the Additional Roles in order of importance from a researcher's point of view. If chronology is an issue, arrange the roles in reverse chronological order.

Sex:

An indication of the sex of the artist. This field is called "Gender" in the online publication.

RULES: Consult the rules regarding indicating the sex of the individual.

BRIEF Guidelines:

Record the sex of the individual: *male*, *female*, *unknown*.

For anonymous artists, the sex should generally be *unknown*.

Do not assign sex based on the name alone. For example, names such as *Robin, Hilary, Nicola, Andrea, Jean, and Evelyn* may be male or female.

For corporate bodies, record *not applicable*.

Historical flag:

Flag indicating the historical status of the Role.

RULES: Consult the rules regarding this flag.

BRIEF Guidelines:

Most roles in ULAN are set to *Not Applicable*.

If the function or purpose of a corporate body has changed over time, indicate the *current* and *historical* roles.

This flag is rarely used for persons.

Role Dates:

Dates delimiting the period when the Role is or was relevant. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the display date.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

The Display Date usually refers to a period or date (e.g., *1668 until early 19th century*). The Display Date would then be indexed with Start and End Dates (e.g., **Start Date:** *1668*; **End Date:** *1850*).

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Display biography: American painter, 1810-1900

Roles: artist (preferred) painter

itinerant artist

farmer

Display Date: he was a farmer, turned itinerant painter

Start Date: 1810 **End Date:** 1900

Display biography: French designer, ornamentist, and engraver, 1640-1711

Roles: artist (preferred) designer
ornamentist
printmaker
engraver (printmaker)
court artist

Display Date: for Louis XIV, from ca. 1667

Start Date: 1665 **End Date:** 1711

Display biography: Ancient Egyptian king and patron of the arts, died 1336 BCE

Roles: king (preferred)

Display Date: reigned 1353-1336 BCE

Start Date: -1353 **End Date:** -1336

patron

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules for Start and End Date.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently used names is *9999*. Express dates BCE with negative numbers.

Note:

A Descriptive Note that provides descriptive information about the place or expands upon information recorded in other fields.

RULES: Consult the rules for Descriptive Note.

BRIEF Guidelines:

Values may include any ASCII character. Do not use carriage returns or tabs. No special characters are allowed, including smart quotes, M-dashes, and superscripts. Diacritics must be expressed according to the [Diacritical Codes](#).

Do not plagiarize or quote a source verbatim.

All information in the scope note must be derived from an authoritative source and the source must be cited in the **Note Source** field. Acceptable sources are listed in the [RULES](#).

The note should be brief and concise. The descriptive note is intended to touch upon major relevant points; it is not a comprehensive encyclopedia entry. A minimum note may be one or two lines of text. Notes may not be longer than 250 words.

Follow the style specified in the [RULES](#).

The note need not be written in complete sentences, although complete sentences are recommended when necessary to unambiguously convey meaning. Follow all other grammatical rules for standard English composition.

Topics typically should be structured in the note according to the order below, omitting topics as necessary, depending upon what is important or relevant to the person or corporate body being described. Topics may include the following:

- disputed issues or ambiguity regarding names or facts
- facts regarding the life of a person or founding and dissolution of a corporate body
- brief explanation of with whom the artist studied
- characteristics of the style of the artist or firm (only if you are an art historian or otherwise experienced in writing about style)
- description of the artist's stylistic development (only if you are an art historian or otherwise experienced in writing about style)

Any important information in the Note must be indexed in appropriate fields as warranted (e.g., **Related People**, loci of activity (in **Events**)).

Explain any scholarly controversies or issues regarding the identification of the artist (e.g., regarding the names), his or her oeuvre, or any other facts that are in dispute among scholars or experts. If an issue is in dispute, be careful not to express it as a certain fact. On the other hand, be careful not to imply that a fact is unknown simply because you happen not to know it. If a fact is knowable (but just not known by you), omit it entirely rather than stating it with qualifying phrases such as "*probably*."

Avoid bias or critical judgment, both negative and positive. Express all information in a neutral tone. Do not write from a subjective or biased point of view, even if your source expresses a fact in a subjective way (e.g., NOT "*She was a minor painter specializing in portraits*"; instead state "*She specialized in portraits*"). Avoid expressing biased or insensitive views regarding religion, politics, or culture.

You may mention one or two works if necessary to make a point, but avoid making a long list of an artist's works.

[for Pieter Claesz, his birth place is uncertain]

Note: It was long believed that he was born in Germany, although archival evidence may suggest that he was probably born in Berchem, near Antwerp. In any case, he spent his entire career in Haarlem. He seems not to have used the surname "Berchem" that was adopted by his son, the landscape painter Nicolaes Berchem. He was an important exponent of the "ontbijt" or breakfast piece. Known for his subdued, monochromatic palette and his subtle use of light and texture. His later work became more colorful and decorative.

[for Pere Mates, who died in 1558]

Note: Do not confuse with another Spanish painter of the same name who died in 1530.

[for Bartolommeo Bulgarini]

Note: Phases of Bartolommeo's career were formerly attributed to anonymous masters known as Ugolino Lorenzetti and the Master of the Ovile Madonna. Bartolommeo's early works were heavily influenced by Pietro Lorenzetti and Ugolino di Nerio. During the 1350s, he followed the fashion in Siena by returning to the two dimensionality, fluid lines, and decorative details of Simone Martini. He worked primarily in Tuscany, painting

extensively for various Sieneese churches, including five panels for Santa Maria della Scala, where he and his wife were lay members of its charitable society. He held minor public offices in Siena. He died on 4 September 1378.

[for Ogata Krin]

Note: Noted as one of the most important Japanese artists of the 17th century; known for paintings of irises and other subjects. He was regarded, along with Sotatsu, as one of the masters of the Sotatsu-Koetsu school of decorative painting, including painted screens and textile designs. He was descended from a samurai who had served under the Ashikaga rulers.

[for Gobelins]

Note: Established in 1662 in Paris, closed in 1694; the tapestry works reopened in 1699 and worked into the 20th century. Gobelins was established by Louis XIV for the production of furnishings for the royal household. The factory was formed largely from an amalgamation of existing workshops. The Gobelins specialized in tapestries, paintings, sculptures, metalwork, engraving, and furniture-making. Each workshop operated semi-independently, and the head of each workshop was responsible for his own accounts.

Note Source:

A reference to the source used for the note, typically a published source. To link to the source, find the source in the controlled list by clicking on the magnifying glass icon to the left of this field.

RULES: Consult the rules regarding sources for notes.

BRIEF Guidelines:

Use preferred sources in order of preference as listed in the **RULES**.

It is required to have at least one authoritative source for each note. An exception, requiring no source, is when the note serves only 1) to explain biographical information, names, or a distinction between two artists with similar names, and 2) you have not used a published source for this explanation.

Page:

A reference to the volume (if applicable) and page number (e.g., *5:231* or *87*) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.

Include an indication of when an online source was accessed (e.g., *"Flanders: Fine Arts," accessed 6 February 2005*).

Use a colon to separate volume and page number (e.g., *5:231*).

Do not drop digits (e.g., *211-213*, NOT *211-13*).

For journal and periodical articles, consult the [RULES](#).

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page
index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Related Persons and Corporate Bodies:

Associative relationships to other people and corporate bodies in ULAN. Only clear and direct relationships should be recorded.

[RULES](#): Consult the rules regarding when and why to make relationships.

Relationship Type:

A term or phrase characterizing the relationship between the person or corporate body at hand and the linked person or corporate body. Click on the Relationship field to link to a relationship type value.

[RULES](#): Consult the rules and definitions of Relationship Types.

BRIEF Guidelines:

It is required to include a Relationship Type for each Related Person and Corporate Body.

Choose the specific suitable Relationship Type, if possible. If absolutely necessary, use the broad *related to* as a default.

Do not make multiple relationships between the same two people or corporate bodies.

Link to the correct side of the relationship: The record you are creating (**focus** record) is being linked to another record (**target** record). The relationship types are expressed as **focus** target. In *1102/student of - 1101/teacher of*, "student of" is the focus, and "teacher of" is the target. You would use this when you are creating the record of a student, and wish to link him to his teacher. If you were creating a record for a teacher and linking her to her student, you would choose *1101/teacher of 1102/student of* instead.

Remember that Relationship Types are reciprocal (that is, linked to both records). When you choose a Relationship Type, make sure that the Relationship Type and its counterpart will work from the points of view of both linked records. Note that there are homographs. If you are linking an uncle to his niece, use *1534/uncle of - 1533/niece of*, NOT *1532/uncle of - 1531/nephew of*.

Name of Related Person or Corporate Body:

The preferred name of the related person or corporate body.

Go to the ULAN to find the name and ID of the related person or corporate body. If there are diacritics in the name, delete them and replace them with the correct [Diacritical Codes](#).

ID: The numeric ID of the related place (e.g., *500041805*). Go to the ULAN to find the Name and the ID. The ID is found at the top of the page, above the preferred term in the full record display for ULAN online.

To add more than one related concept, click the plus sign to access additional fields.

If you wish to link to person or corporate body that is not yet in the ULAN, leave these fields blank. Use the Editor Note to ask the editors to make the link for you. Then make a new record for the related person or corporate body.

Associative Relationship flag:

Flag indicating the historical status of the relationship between Related Persons and/or Corporate Bodies.

RULES: Consult the rules regarding making associative relationships (i.e., linking to related persons or corporate bodies).

BRIEF Guidelines:

If the relationship between persons or corporate bodies has changed over time, indicate the *current* and *historical* roles. This flag is rarely used for persons.

Associative Relationship Dates:

Dates delimiting the relationship between the two places. There are three fields: **Display Date**, **Start Date**, and **End Date**.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the **Start** and **End Dates** implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the Display Date.

BRIEF Guidelines:

The Display Date usually refers to a period or date (e.g., *1668 until early 19th century*). The Display Date would then be indexed with Start and End Dates (e.g., **Start Date:** 1688; **End Date:** 1850).

Note that the dates appear on reciprocal links. That means that the same dates will appear in BOTH records. Write the Display Dates and assign Start and End Dates so that they will be correct and unambiguous in both records. Repeat the names of the persons or corporate bodies in the Display Date when necessary to avoid ambiguity.

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).
[for Alfred Stieglitz]

Relationship Type: spouse of
Related Person or Corporate Body: O'Keeffe, Georgia (American painter, 1887-1986)
Display Date: 1924-1946
Start Date: 1924 **End Date:** 1946

[for Michael Palladino]

Relationship Type: partner in
Related Person or Corporate Body: Richard Meier & Partners (American architectural firm, contemporary)
Display Date: since 1985
Start Date: 1985 **End Date:** 2054

[for Pierre Subleyras]

Relationship Type: student of
Related Person or Corporate Body: Rivalz, Antoine (French painter and printmaker, 1667-1735)
Display Date: Subleyras entered Rivalz's workshop in Toulouse in 1717
Start Date: 1717 **End Date:** 1720

[for Gobelins]

Relationship Type: directed by
Related Person or Corporate Body: Le Brun, Charles (French designer, painter, and draftsman, 1619-1690)
Display Date: appointed as artistic director 8 March 1663
Start Date: 1633 **End Date:** 1690

Relationship Type: directed by
Related Person or Corporate Body: Mignard, Pierre, I (French painter and portraitist, 1612-1695)
Display Date: succeeded Le Brun in 1690
Start Date: 1690 **End Date:** 1695

Start Date and End Date:

The exact or estimated earliest and latest years implied in the Display Date, to be used for retrieval and not visible to end users.

[RULES:](#) Consult the rules regarding how to estimate Start and End Dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. End Date for currently extant relationships between concepts is *9999*.

Express dates BCE with negative numbers.

Event Type:

Term referring to a critical event, activity, state or status, or situation in the person's life or the corporate body's history. Events must be accompanied by a date or location. To add more than one Additional Event, click the plus sign to access additional fields.

RULES: Consult the rules and definitions of Events.

BRIEF Guidelines:

Use the Event fields only to index the most important pertinent life or professional events for the artist. Do NOT use these fields to provide a complete biography of the person or corporate body. An event must always be accompanied by a place and/or a date.

Generally, use Event only if the Birth and Death Dates or Birth and Death Places are inadequate for a particular person or corporate body.

Active: For a person, the most commonly recorded "Event" is *active*, together with a place name or occasionally with dates. Use "*active*" when the locus of activity differs from the nationality, when an artist was active only late in life (e.g., for Grandma Moses), or when his or her birth date is unknown (and only dates of activity are known). Do not include the Event Type *active* and dates or place of activity for artists for whom this information is ordinary (i.e., they were active for most of their adult life and in the places already represented in Nationality or Birth and Death Place).

Location: Use the "Event" *location* for the geographic locations of the corporate body. You must include a place; do not include a date. To record loci of activity for a person, use the Event *active* instead of *location*.

The Events fields may include a limited number of other important activities, states or statuses, and events having to do with the career or life of the artist (e.g., when the Birth Date is unknown, the event *baptism* may be indexed if this event has documentary evidence).

Display Order:

Number indicating the sequence of the event in relation to the other events. You need not enter a number here if the default sort number is correct.

RULES: Consult the rules regarding display order of events.

BRIEF Guidelines:

Number the events in sequence. Do not skip numbers.

The Preferred Event must be in sequence number 1. Arrange the Additional Events in order of importance from a researcher's point of view.

If chronology is an issue, place Current Events before Historical ones.

Event Place:

The geographic locations applicable to the Event Type.

RULES: Consult the rules for the place of the event.

BRIEF Guidelines:

To link to the place name, find the place in the controlled list by clicking on the magnifying glass icon to the left of this field. If you have done a thorough and extensive search in the list and you still cannot find the place, you may request the addition of a new place by contacting the Vocabulary Program editors.

Do not record places of birth and death here.

Do not make redundant links. In general, do not add more than one event for the same Place. For example, generally do not state that an artist was active and baptized in the same city. Do not repeat the Birth Place or Death Place with an event: Linking to the place once in the record is enough.

If the artist was active (or another Event Type applies) in a city for which the name has since changed, index the Place with the modern name rather than the historical name, because the historical city names are not in the Place List. To explain such name discrepancies, use the Descriptive Note or the Display Date for Event Type.

Note that the names of historical nations are generally in the Place List. Link to the historical name when possible (see Flanders, historical).

[for a person]

Event Type: citizenship
Event Place: Denmark (Europe)
Display Date: from 1883
Start Date: 1833 **End Date:** 1922

Display Biography: English artist, probably active mid-16th century
Birth Date: 1500 **Death Date:** 1599
Event Type: active
Display Date: probably active mid-16th century
Start Date: 1530 **End Date:** 1570

[for a corporate body]

Event Type: location
Event Place: Washington (DC, United States)

Event Date:

Dates delimiting the time period when the event or activity took place, or when the state, status, or situation existed. There are three fields: **Display Date**, **Start Date**, and **End Date**. If you enter a value in any of the three fields, you must enter values into all three of them.

RULES: Consult the rules regarding dates for events.

Display Date:

A free-text field to express nuances of the date to the user; it is indexed by the two indexing fields representing the Start and End Dates implied in the free-text date.

RULES: Consult the rules regarding content and syntax of the display date.

BRIEF Guidelines:

Values in Display Date may be ASCII characters (including numbers). No special characters are allowed; diacritics must be expressed according to the [Diacritical Codes](#).

If the birth and death dates are uncertain, and only dates of activity were expressed in Display Biography, an estimated life-span should have been indicated in the Birth Date and Death Date fields. However, you may index the span of activity here in Event Display Date, Start and End Dates. If birth and death dates are known, do not record Dates of Activity unless there is something unusual about their activity, as when an artist did not begin a career as an artist until late in life (e.g., Grandma Moses).

Although the Display Date usually refers to a period or date, the Display Date field may contain notes (e.g., *he won the Prix de Rome in 1791*), although dates must always be supplied for Start and End Dates.

Where ambiguity exists, use natural word order to clearly state what is known (only what is known; do not surmise). Follow the style of existing Display Dates according to the [RULES](#).

Event Type: active

Place: Rome (Roma province, Lazio, Italy)

Display Date: ca. 1675-1677

Start Date: 1665 **End Date:** 1677

Display Biography: American painter, 1860-1961, active from 1930s

Birth Date: 1860 **Death Date:** 1961

Event Type: active

Display Date: she began painting late in life

Earliest: 1930 **Latest:** 1961

Event Type: winner of contest/prize

Event Place: Paris (Ville de Paris department, France)

Display Date: he won the Prix de Rome in 1791

Start Date: 1791 **End Date:** 1795

Start Date and End Date:

The exact or estimated earliest year and latest implied in the Display Date, to be used for retrieval and not visible to end users.

RULES: Consult the rules regarding start and end dates.

BRIEF Guidelines:

It is better to delimit the span too broadly than too narrowly. Start Date must represent some year earlier than or equal to End Date. The latest possible End Date between two people or between a person and a corporate body is the death date of one of the people. Express dates BCE with negative numbers.

Subject Source:

Sources used for information included in the record as a whole.

RULES: Consult the rules regarding sources for the subject as a whole (i.e., for the ULAN record as a whole).

BRIEF Guidelines:

Include all sources used for important information in the record. For sources used for the Names or Descriptive Note, you must link them directly to the Name or Descriptive Note. You may repeat them here, if appropriate.

Page:

A reference to the volume (if applicable) and page number (e.g., *5:231* or *87*) where the information was found in the source.

RULES: Consult the rules regarding page numbers.

BRIEF Guidelines:

Do not include the word "page" or abbreviation "p." in the field.

Include the name and author of an article in an encyclopedia, if known.

Include an indication of when an online source was accessed (e.g., *"Flanders: Fine Arts," accessed 6 February 2005*).

Use a colon to separate volume and page number (e.g., *5:231*).

Do not drop digits (e.g., *211-213*, NOT *211-13*).

For journal and periodical articles, consult the **RULES**.

459
12-34
211-213
276 ff.
6:97
7:89 ff.
23, note 2
inscription
title page

index
folio 21, verso
fiche 2
map 17
accessed 24 April 1998
"Four Ming Masters," accessed 9 July 2002

Editor Note:

Note for additional information about this record, or problems associated with it.

RULES: Consult the rules regarding how to fill in the Editor Note.

BRIEF Guidelines:

Precede the note with the date and your institution's acronym, and your initials (e.g., *3/30/2006, AVERY-TB states that his first documented work was dated 1413*).

Only ASCII characters are allowed. Do not use special characters or diacritics.

Searching in ULAN Place List Lookup:

Note that there are many homographs in the Place List. In some cases, a city and its province may have the same name. Be absolutely certain that you link to the correct place.

Most necessary place names should already be in the Place List. If you feel you need to add a new Place to the Place List, try looking for a synonym (e.g., if you get no hits looking for *Peking*, look for *Beijing*). Consult TGN to find synonyms. If you ultimately cannot find the place, use the Editor Note to request that a new place be added to the list.

See TGN for a full listing of Places in the Place List: The ULAN Place List generally includes only inhabited places and administrative places, although physical features may be added if necessary. For more information about the ULAN Place List, consult the **RULES**.

Word: In the Word field, search for a phrase using quotes (e.g., "Los Angeles") or keyword (no quotes, e.g., Florence). You may use wildcards (e.g., Firen*) and Boolean operators (e.g., Columbus AND Indiana). Avoid searching for words that contain diacritics. Note that places are generally listed by their English name, when there is an English name for the place.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., **Code:** 4243* with the **Word:** *Firenze* finds everything in Firenze province).

The following are examples of Place List entries that illustrate the format and types of vocabulary likely to be useful in your search:

Abbadia San Salvatore (Siena province, Tuscany, Italy) (inhabited place)
Beijing Shi (China) (municipality)
Beijing (Beijing Shi, China) (inhabited place)
Machupicchu (Cuzco department, Peru) (deserted settlement)
Machupicchu (Cuzco department, Peru) (inhabited place)
Tuscany (Italy) (region)
Tuscany (Jackson county, Arkansas, United States) (inhabited place)

Searching in the ULAN Nationality Lookup:

Before linking to a nationality, be absolutely certain that you link to the correct term; many terms are similar to other terms.

Most necessary Nationalities should already be in the list. If you feel you need to add a new nationality, culture, or ethnicity to the list, try looking for a synonym. Consult the AAT and TGN to find synonyms. If you still cannot find the term, use the Editor Note to request that a new nationality term be added to the list.

RULES: Consult the rules for a full listing of the Nationalities.

Word: In the Word field, search for a phrase using quotes (e.g., "Native American") or keyword (no quotes, e.g., Irish). You may use wildcards (e.g., Germ*) and Boolean operators (e.g., Greek OR Italian). Avoid searching for words that contain diacritics.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., 99* finds most North American cultures).

Searching in Language Lookup:

Before linking to a language, be absolutely certain that you link to the correct term; many language names are similar to other language names.

Most necessary languages should already be in the List. If you feel you need to add a new language to the list, try looking for a synonym or use a wildcard. If you still cannot find the term in the Language List, use the Editor Note to request that a new language be added to the list.

Word: In the Word field, search for a phrase using quotes (e.g., "British English") or keyword (no quotes, e.g., English). You may use wildcards (e.g., Ital*) and Boolean operators (e.g., Ancient OR Old) (type Boolean AND and OR in all caps). Avoid searching for words that contain diacritics.

Find Code: Alternatively, search for a Code; wildcards are allowed (e.g., 7035* finds most languages on the Italian peninsula).

RULES: Consult the rules to see a full listing of the Languages.