

# **Zotero Guide**

## **for members of the**



Release Version 1.1, 2020-01-12  
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# Versioning History

Author(s), Contributor(s)	Version	Changes	Date
Arlo Griffiths & Axelle Janiak	0.1	Redaction of the first draft	2019-08
Adititia Gunawan	0.2	Addition related to Indonesian names	2019-08
Daniel Balogh, Emmanuel Francis & Annette Schmiedchen	0.3	Review	2019-08
Arlo Griffiths & Axelle Janiak	0.9	Expansion and revision for Beta release	2019-08
Arlo Griffiths & Axelle Janiak	0.9.1	Update the short title pattern.	2019-11
Emmanuel Francis	0.9.2	Addition related to Indian names, especially Tamil.	2019-12
Daniel Balogh, Emmanuel Francis & Annette Schmiedchen	0.9.3	Review	2019-12
Arlo Griffiths & Axelle Janiak	1.0	Revision	2019-12
Axelle Janiak	1.1	Add the HTML code for &	2020-01

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# 1. Before you begin

1. Make an account at [zotero.org](https://www.zotero.org).
2. Ask the XML-TEI Manager, currently Axelle Janiak (axelle.janiak@ehess.fr) to add you to the list of members of the project's bibliography.
3. Install Zotero on your computer. The bundle also includes word processor plugins (available for Microsoft Word, LibreOffice, and Google Docs). Install the plugin for whatever word processor you use to be able to insert your citations later. If you already have Zotero on your computer, make sure you are using at least version 5.0.
4. Once this is done, start Zotero and make sure you choose English as your language under Preferences:General.
5. Use Firefox (version 52 or later) or Chrome (version 55 or later) as your browser.
6. You need to add the Zotero Connector browser plugin, which allows you to quickly and easily save web resources to your Zotero library. Open your web browser, and if it doesn't automatically propose to install the Zotero Connector, go to the [Zotero Download Page](https://www.zotero.org/support/quick_start_guide). Zotero is able to identify the browser you're using and provides the right download link. Then follow the prompts to install the Connector.
7. If you feel uncertain about your way around Zotero, you can check the tutorials made by its developers. You can use the *Quick Start Guide*, available here [https://www.zotero.org/support/quick\\_start\\_guide](https://www.zotero.org/support/quick_start_guide), or go check the video tutorials [https://www.zotero.org/support/screencast\\_tutorials](https://www.zotero.org/support/screencast_tutorials).<sup>1</sup> You can also check on Sharedocs the presentation made by Arlo Griffiths and Axelle Janiak for the Kick-Off meeting held in Berlin (2019).<sup>2</sup>
8. Throughout this guide, we repeatedly instruct you to record certain bibliographic data as they appear in the actual publication. This is a best-case scenario where you have access to a printed book/volume or to a complete digital copy, but we are aware that this will not always be the case. When it is not, please attempt to obtain all required data from a reliable source, and only leave fields blank (or infer their contents in some way) if the required information cannot be obtained with reasonable effort.

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<sup>1</sup> Several university libraries have made their own tutorials for Zotero and organized free training sessions. Feel free to check them.

<sup>2</sup> <http://bit.ly/2sTkgeX>, accessed 2019-12-09

## 2. How data are organized in Zotero

The folder “My Library” that appears when you open Zotero on your computer is your own personal library, while the group DHARMA is shared with all the project members to provide a common workspace. Both My Library as well as any Group libraries can be seen as containers for your bibliographical references. You can transfer data from one to the other. Nonetheless, since these two types of Zotero libraries work autonomously, it is not possible to establish automatic synchronization between the two. They are not communicating vessels. We therefore urge you to work as much as possible in the DHARMA group, and to use your own My Library only for bibliographic data that are certainly irrelevant for our collective project.

Collections (as subfolders are called in Zotero) are also containers made to organize coherent groups of bibliographic data within a Library or a Group Library. They can communicate with other collections in the same Library, which makes it possible for an item to have manifestations in more than one collection without any actual duplication of the item itself.

If you click on any individual entry, the pane on the right in your Zotero screen will display four tabs: INFO, NOTES, TAGS and RELATED. Normally, the tab INFO is active, and this shows the basic bibliographic data. Most of what follows in the Guide will concern the INFO part of individual entries. We will occasionally mention the possibility of using NOTES, and present the subject separately in §5 below. We will also make occasional reference to the RELATED tab. As for TAGS, it is possible for various purposes to assign tags (which you can imagine as keywords or category labels) to individual bibliographic entries. They can be custom-made or be imported from the online library catalogs (in which case they will reflect the classification system used by the institution responsible for creating the catalog entry). An item can bear as many tags as necessary, and you can assign colors to them in order to obtain a more visual rendering. At this stage, we do not foresee our project making use of Zotero TAGS in any way, but this may change in later editions of this Guide.

It is important to understand that **Zotero’s capacity to organize bibliographic data in alphabetical order is limited to the Roman alphabet**, and this means that we must romanize all data printed in non-Roman scripts. See Appendix 4 for guidance.

## 3. Adding and deleting entries

Before creating any new entry, please make sure that the item is not there already. Since entries for some publications may already have been created by other DHARMA team members, it is always good to search in the global DHARMA group library, rather than limiting your search to the specific collection that concerns you. Of course, you should also check if any items that are needed are already available in your own My Library, in which case you may copy it into our group library (see §3.2.1).

### 3.1 Copying an entry that already exists inside DHARMA

If you need to put an item in several collections, please do not duplicate it. The same item can be present in more than one collection. Once an item has been created anywhere within DHARMA library, drag it into the desired collection. It creates a new visual manifestation of the same entity. All those visual manifestations are linked together as a unique item. This means that if you delete it in one folder, it will also be deleted in any other collection that is part of the DHARMA group.

#### 3.1.1 Removing an entry existing in several folders

To remove an entry, use “Remove Item from Collection...” rather than “Move Item to Trash...”. The first one only deletes the visual manifestation of this entry in the given collection but does not affect any other manifestations of the same entry that might exist elsewhere in our group library. The second, on the contrary, will delete all of its manifestations.

### 3.2 Creating new entries

Items you wish to record may already be present in our Zotero library, and bibliographic data for most books and many other publications can be imported into Zotero from various online catalogs. Therefore, entirely **manual data entry should be a last resort**. However, **manual correction of automatically obtained catalog data is always necessary!**

#### 3.2.1 Copying an entry from My Library or another Group Library

If your item doesn't exist in the DHARMA Group Library, but you already have its bibliographic entry in another library, then it is possible to create it for DHARMA by dragging it into the DHARMA Group Library. This new entry won't keep its link with any



outside libraries or collections. Be sure you add it to the correct group (DHARMA), and in the desired collection.

### 3.2.2 Create a new entry from an online catalog

Once you are sure no relevant entry exists yet, be sure you situate yourself in the correct group (DHARMA), and in the desired collection (the one highlighted in the menu on your left). Then use the “Save to Zotero” button in your browser (for which you must have the Zotero Connector plugin installed), and follow the relevant instruction from among the sections below.

#### 3.2.2.1 For books

Get bibliographic data from one of the following online catalogs, or any other catalog with which you are familiar and that contains the bibliographic data you need. Keep in mind that some catalogs are strong in some fields, while other catalogs are strong in others:

SUDOC	<a href="http://www.sudoc.abes.fr/">http://www.sudoc.abes.fr/</a>
Worldcat	<a href="https://www.worldcat.org/">https://www.worldcat.org/</a>
Leiden UB	<a href="https://catalogue.leidenuniv.nl/">https://catalogue.leidenuniv.nl/</a>
StaBi Berlin	<a href="https://staatsbibliothek-berlin.de/">https://staatsbibliothek-berlin.de/</a>
National Library of Australia	<a href="https://catalogue.nla.gov.au/">https://catalogue.nla.gov.au/</a>
Göttingen University Catalog	<a href="http://opac.sub.uni-goettingen.de/">http://opac.sub.uni-goettingen.de/</a>
Collège de France	<a href="http://omnia.college-de-france.fr">http://omnia.college-de-france.fr</a>
Repositori Institusi Kementerian Pendidikan dan Kebudayaan	<a href="http://repositori.kemdikbud.go.id/">http://repositori.kemdikbud.go.id/</a>
Portail Persée	<a href="https://www.persee.fr/">https://www.persee.fr/</a>
L'Orientale University Catalog	<a href="https://unora.unior.it/">https://unora.unior.it/</a>

Always give preference to making entries by getting the bibliographic data from an online national or supranational catalog above a catalog for an individual library. If you don't find a volume in one catalog, try another. If you do need to use the catalog of a specific library, then make sure you manually delete data related to that library such as the volume's shelfmark.

#### 3.2.2.2. For chapters from books

Always first create an entry for the containing book in the manner just described. Then right click on the item in Zotero and choose “Duplicate item”. Change the “Item Type” to “Book Section”, and modify the item as needed.

### 3.2.2.3 For articles from journals

Make maximal use of the online presence of journals in their dedicated websites, or in collections of journals such as JSTOR, Persee, MUSE, etc. to download bibliographic entries directly from the article's page in such a collection. As always, manual clean-up will be necessary.

Make sure to enter each entity you need to quote as an individual item, the same way it was explained for books and books chapters above. E.g. for a series of articles published in more than one installment (whether in a single volume or in more than one individual volume), **each installment should be given a separate entry**.

### 3.2.2.4 For the re-edition or reprint of an item

Please create an entry for each edition. If an article was first published in 1953 and then again in 1985, both versions may appear in the library, since we have a large team and we can't be sure we will always be using the same version of a given book as other team members are.

Fill the "Edition" field for 2nd or subsequent editions. Always write it in English and in full words. So if a book says, for instance, "Zweite Auflage" you write "2nd edition". Then, create a link between the two elements. To do so, go to the metadata panel at the right. Choose the button "Related" and click on add to create a link between with the other version of the item. Note that the relation will automatically appear on the other item too.

You may also use the "Edition" field to indicate that you have access only to a reprint (even though a reprint is not the same thing as another edition), for instance "Reprint 1983" if an identical reprint was published in 1983, while pagination stays the same as in the original edition. In that case, publisher and place should be the ones of the original edition. This way, you can use the original year of publication in referring to this work, while still retaining the information that there is (and, by implication, that you have used) a later reprint.

## 4. Instructions per field under INFO

### 4.1 Item Type

Make sure that you use the right publication type for your entry. The "item types" defined by Zotero do not always correspond fully with common scholarly nomenclature.<sup>3</sup>

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<sup>3</sup> All the Zotero types are explained here: [https://www.zotero.org/support/kb/item\\_types\\_and\\_fields](https://www.zotero.org/support/kb/item_types_and_fields).

For instance, if you need to add a paper from a volume of Conference proceedings and need to give information related to series number, use the type “Book section” rather than “Conference paper”. (If you try you will see that it is impossible to indicate any series title and number if the type is “Conference paper”, which is inconvenient because conference proceedings are often published in series — in general we don’t think you will need to use this item type at all.)

Use “Thesis” for any kind of academic work submitted for examination as part of a scholar’s course of studies (e.g. an MA or a PhD thesis). Use “report” for various kinds of grey literature not easily classifiable otherwise (but don’t use “report” merely because a journal title includes the word “Report”). E.g., the *Preliminary report on archaeological research conducted in West Java and East Java in June, July and August 1976* by J. Noorduyn kept in the KITLV archives is entered with a type “Report”, while the published *Kotilingala: a report on excavations, 1979-1983* written by N.S. Ramachandra Murthy and J. Kedareshwari in 2006 is to be treated as a book.

Write to us if you have any hesitation about the classification of an entry.

## 4.2 Titles of articles, books and journals

### 4.2.1 Completeness of title and faithfulness to its printed form

The titles must be written in full and not abbreviated, and the way you enter them should normally be exactly the same as that given in the publication in question.<sup>4</sup> Remember that for books, it is not the outside cover but the inside title page that serves as reference in case there is any difference. In the case of articles, if you notice disagreement between the way a title is printed on the opening page and the way it figures in a table of contents, please choose the most accurate form.<sup>5</sup> (Cf. our advice on silent correction of errors in §4.2.8.)

Sometimes, especially where diacritics are in question, the bibliographic database we use may have introduced an error. For instance, through <https://doi.org/10.3406/arasi.2017.1961>, we get an article with the wrong spelling *Rāmāyaṇa* in the title. Such errors need to be corrected manually.

### 4.2.2 Capitalization

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<sup>4</sup> For exceptions, see §§4.2.6 and 4.2.8.

<sup>5</sup> Annette Schmiedchen has drawn our attention to the fact that there are sometimes discrepancies between titles as given at the top of articles and the corresponding titles indicated in the table of contents, e.g. in *Epigraphia Indica*, with regard to the use or non-use of diacritics. We should favor the version with diacritics.

Record titles of chapters and books alike with capital letter only on the first word, and use caps elsewhere only for letters which must under any circumstances appear in uppercase: if a name is given in the title, make sure it has its capital letters. Don't otherwise attempt to follow English capitalization rules, because Zotero will handle correct capitalization for us even if we enter letters in lowercase, but it won't create lowercase letters from capitals in the case a French-style bibliography is to be produced, for instance.

### 4.2.3 More than one language within an entry

The language-sensitivity of Zotero alas breaks down in the case of, for instance, an English-language article in a journal with a title in Dutch: Zotero will wrongly apply capitals to Dutch words in the title that ought not to be capitalized; manual correction after output is always required in such cases.

Example directly exported from Zotero:

Aditia Gunawan. 2015. "Nipah or Gebang? A Philological and Codicological Study Based on Sources from West Java." *Bijdragen Tot de Taal-, Land- En Volkenkunde* 171 (2–3): 249–80. <https://doi.org/10.1163/22134379-17101004>.

The same after manual correction:

Aditia Gunawan. 2015. "Nipah or Gebang? A Philological and Codicological Study Based on Sources from West Java." *Bijdragen tot de Taal-, Land- en Volkenkunde* 171 (2–3): 249–80. <https://doi.org/10.1163/22134379-17101004>.

### 4.2.4 Transforming titles (uppercase/lowercase)

If you need to transform your title for whatever reason, there is a "transform text" option available in Zotero. To use it, put your cursor on the field; once it is highlighted, right click, and then select "Sentence case".<sup>6</sup> This trick works also for the "Publication" field. However, be careful, it doesn't work when you are inside the field itself.

### 4.2.5 Distinguishing titles and subtitles

In principle, represent the transition between a main title and a subtitle with a colon (:), e.g. *Unifying hinduism: philosophy and identity in Indian intellectual history*. However, if any part of the work's title itself contains an explicit colon, we need to avoid occurrence of successive colons, and some *ad hoc* solution must be sought, e.g. the use of the em-dash (—) or the full stop (.), although the latter should be considered a last resort.

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<sup>6</sup> For an example of "sentence case", see [https://en.wikipedia.org/wiki/Letter\\_case](https://en.wikipedia.org/wiki/Letter_case).

Ideally, a work's title should be visually represented as a single "sentence", uninterrupted by a full stop.

#### 4.2.6 Titles containing one or more names of authors/editors/translators

Do not incorporate elements like "translated by NAME" or "edited by NAME" in the title field. E.g., if you are dealing with a work on whose title page you find *Yajñavalkya: a treatise on dharma, edited and translated by Patrick Olivelle*, you only need to record "Yajñavalkya: a treatise on dharma" in the title field.<sup>7</sup>

However, in the otherwise similar case of a title "selected writings of NAME", it can be desirable to leave the title intact. Example: the title of the work *Sriwijaya: History, Religion & Language of an Early Malay Polity — Collected Studies by George Coedès and Louis-Charles Damais* should not be shortened in any way, because it seems desirable to obtain an entry something like this:

Coedès, George, and Louis-Charles Damais. 1992. *Sriwijaya: History, Religion & Language of an Early Malay Polity — Collected Studies by George Coedès and Louis-Charles Damais*. Edited by Pierre-Yves Manguin and M. Sheppard. Vol. 20. Monograph 20. Kuala Lumpur: Malaysian Branch of the Royal Asiatic Society.

#### 4.2.7 Special formatting within a title

If you need to indicate any special formatting that is bibliographically important anywhere in a title, use html tags:

- for italics: `<i>...</i>` e.g. `<i>Brāhmaṇa</i>s` to get *Brāhmaṇas*
- for superscript: `<sup>...</sup>`
- for subscript: `<sub>...</sub>`
- for bold: `<b>...</b>`
- for small-caps: `<span style="font-variant:small-caps;">...</span>` — this can be useful especially when representing roman numerals in French titles
- for any other special rendition, please contact us.

We want special characters, such as apostrophes or quotation marks, to appear exactly as in the original publication after output. E.g., don't convert German quotes („...") into English ones ("...") if the title contains the former. To make sure you get what you need, type the corresponding Unicode signs. For any question, please refer yourself to the

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<sup>7</sup> See §4.3 on the role to attribute to the scholar responsible for such a work.

unicode tables: <https://www.unicode.org/standard/standard.html>. Example of an entry following the above recommendations:

Input: Règles de discipline des nonnes bouddhistes le *Bhikṣuṇīvinaya* de l'école Mahāsāṃghika-Lokottaravādin — Traduction annotée, commentaire, collation du manuscrit

Output: *Règles de discipline des nonnes bouddhistes: le Bhikṣuṇīvinaya de l'école Mahāsāṃghika-Lokottaravādin* — Traduction annotée, commentaire, collation du manuscrit.

#### 4.2.8 Silent correction of aesthetic deficiency or error in a printed title

An exception can be made to the general rule that a title is to be reproduced exactly as published if the original publication contains an aesthetic deficiency, e.g. use of straight quotes, that we can silently polish away in our representation of the same.

Sometimes, an actual error is found in the title of the publication itself. E.g., the article “Inscriptions of Sumatra: Further Data on the Epigraphy of the Musi and Batang Hari Rivers Basins”, published in *Archipel*,<sup>8</sup> uses “Rivers” instead of “River”. We think it will be most elegant to silently correct such errors in creating or manually modifying our bibliographic entries, while adding a Note reporting the correction. In our entry for this item, we have included the following note: “river” in the title is a silent correction for the erroneous “rivers” that is found in the publication.’

### 4.3 Author/Editor

#### 4.3.1 Recording names

Be careful to follow conventional naming systems of the mother tongue of the author as much as possible, and don't mechanically interpret non-English names as if they were English ones. For instance, the Indian *āryasamājī* author Lokesh Chandra has an indivisible name, neither part being a forename nor a surname; the same is true for most Indonesian names. So long as a name consists of a hereditary part and a personal part (or it can be plausibly assumed to consist of such parts), treat the hereditary part as a surname and the personal part as a forename. Thus, Western names, Japanese names, Khmer names, Vietnamese names, and many Indian names can be represented in double fields as comprising surnames and forenames. Refer to Appendix 3.10 for rules to write Tamil names. Although Tamil and other South Indian names tend not to contain properly hereditary elements, we can co-opt the forename/surname distinction to represent cases like these two:

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<sup>8</sup> [https://www.persee.fr/doc/arch\\_0044-8613\\_2011\\_num\\_81\\_1\\_4273](https://www.persee.fr/doc/arch_0044-8613_2011_num_81_1_4273).

K.A. Nilakanta Sastri — “Nilakanta Sastri, K.A.”

(not “Sastri, K.A. Nilakanta”)

K.V. Subrahmanya Aiyar — “Subrahmanya Aiyar, K.V.”

(not “Aiyar, K.V. Subrahmanya”).

You can use Zotero’s “Switch to single/double field” button (to the right of the name field) to change any surname/forename combination to an indivisible form. Refer to Appendix 3 for some guidelines on treating complex European and non-European names.

If the forename and surname are inverted in a record you have imported from a catalogue, then right click on the field and choose “Swap Last/First names”.

In some cultures, spelling out of forenames is not or has not, in certain periods, been the norm. Think of pre-WW II Dutch authors, or of South Indian names beginning with an abbreviated name that is never spelled out. Feel free to keep such abbreviations or, if you know the full names from other sources, to substitute those for the abbreviations.

In case you need to record multiple initials, here or elsewhere in Zotero, do not separate them by spaces. E.g, “T.V. Gopal Ayer” rather than “T. V. Gopal Ayer”. Don’t forget to apply a period (full-stop) after every initial! (We have noticed that many bibliographic databases from which we download basic entries are in need of manual correction on this particular point.) However, if you are dealing with an author whose forenames comprise a first initial and a fully spelled name, please do insert a space, e.g. “Spooner, D. Brainerd”.

In general, we recommend that you record an author’s/editor’s name as it appears in the publication itself. If we proceed in this way, our collective bibliography will certainly come to contain ‘doubles’ for a single author (e.g. D.C. Sircar vs. Dines Chandra Sircar), which Zotero will not group together. We are aware of this problem, and propose to resolve such cases closer to the end of the project.

Titular prefixes (English Sir, Revd, Dr, Captain, Indonesian Hj., Burmese Oo, Daw, Indian Pt., Shree, Srimati, etc.) are not needed unless their removal would mislead the reader.

If the name of the author/editor is not indicated in a publication and is not known otherwise, use a single field name form and enter the name as “Anon.”.

If the name of the author/editor is not given by a publication itself, but can be found through other channels. It is always possible to mark your doubt with a ? at the end of the name. E.g. “Chhabra, B.Ch.”.

Refer to Appendix 3 for more information on how to proceed with recording names of authors/editors.

### 4.3.2 Attributing roles

Clicking the downward-pointing triangle to the left of the Author field lets you specify a different role, such as “editor” or “translator”. Make sure you use an appropriate role label, but do not feel compelled to follow Zotero’s classification of contributory roles strictly. Rather, follow scholarly practice, so if a scholarly work contains mainly an edition or translation of a text (or both), the scholarly editor/translator is to be classified as author, not as editor or translator. *Data obtained from bibliographic databases are often to be corrected manually on this point.*

### 4.3.3 Adding authors/editors

To record multiple authors and/or editors, use the ⊕ button to the right of an existing author/editor field to insert a new field of the same type (and the ⊖ button to remove an accidentally added field). Record multiple authors in the same order as they are shown in the publication; to rearrange the fields, click the downward-pointing triangle on the left and use the options in the context menu to move fields around. For chapters in multi-author books, record the author as author, and the editor of the volume as editor; when inserting citations into a word processor, Zotero will automatically understand this field to represent the editor of the volume.

## 4.4 Publication, Volume and Issue

These are the fields to be used for recording the journal title, volume number and issue number. Let us first look at an example:

Acri, Andrea. 2010. “On Birds, Ascetics, and Kings in Central Java: Rāmāyaṇa Kakawin, 24.95–126 and 25.” *Bijdragen tot de Taal-, Land- en Volkenkunde* 166 (4): 475–506.

The highlighted elements correspond to Publication (*Bijdragen tot de Taal-, Land- en Volkenkunde*), volume (166) and issue (4). Please do not confuse volume and issue, but be aware that bibliographic databases sometimes confuse them and that any data obtained online may need to be corrected manually with regard to the distinction volume/issue.

Before adding any new entries published in a given journal, check for entries already in the DHARMA Group Library that are taken from the same journal, to see how any bibliographic challenges have been resolved by your colleague(s) responsible for the existing entry or entries. Duplicate what seems to be the best existing entry and



follow the same pattern and structure while making the necessary changes to create the new bibliographic entry. E.g., see how entries concerning the journal *ARIRIAB* have been organized in our Group Library.

Some journals show greater or smaller changes in their titles over time, and some have in recent years felt it necessary to start using English titles instead of or besides a title in some other language. In some cases, we want to use a standard title in every instance. The main example we have in mind at this stage is the journal currently published under the bilingual title *Bijdragen tot de taal-, land- en volkenkunde / Journal of the Humanities and Social Sciences of Southeast Asia*, and formerly published under a variety of titles, the oldest one being *Bijdragen tot de taal-, land- en volkenkunde van Nederlandsch-Indië*. We shall use simply ***Bijdragen tot de Taal-, Land- en Volkenkunde***. Please modify in this way any bibliographic data you download from the journal's website.<sup>9</sup>

Another example is the journal currently published under the bilingual title *Wiener Zeitschrift für die Kunde Südasiens / Vienna Journal of South Asian Studies*, and formerly published under the double title *Wiener Zeitschrift für die Kunde Süd- und Ostasiens und Archiv für indische Philosophie*. At least for issues that have appeared since the English title was added, we shall retain only the part ***Wiener Zeitschrift für die Kunde Südasiens***.<sup>10</sup>

See Appendix 2 for a full list of standardized Journal titles.

Volume numbers for journals always have to be converted into Arabic numerals (even if the actual volume shows a Roman numeral, or expresses the number in words). Some journals have appeared or continue to appear in distinct series of volumes. In such cases, if there is a series number, treat it as part of the volume number, and separate the two by a comma. If the distinction is only marked by use of a name, such as a “New series”, then treat that name as part of the volume number and don't use a comma. Examples, where the highlighted bits correspond to what has been filled in the “Volume” field:

Krom, N.J. (1916) 1917. “Een Sumatraansche inscriptie van koning Kṛtanagara.” *Verslagen en Mededeelingen der Koninklijke Akademie van Wetenschappen (afdeeling Letterkunde)* **5e reeks, 2**: 306–39.

Furui, Ryosuke. 2011. “Panchrol (Egra) Copperplate Inscription or the Time of Śaśāṅka: A Re-Edition.” *Pratna Samiksha* **New Series 2**: 119–30.

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<sup>9</sup> <https://brill.com/view/journals/bki/bki-overview.xml>

<sup>10</sup> <http://hw.oeaw.ac.at/wzks> — see also:

<https://verlag.oeaw.ac.at/Reihen-Wiener-Zeitschrift-fuer-die-Kunde-Suedasiens-und-Archiv-fuer-indische-Philosophie>

Be careful not to confuse such journal series with the kind of series intended in the next section.

## 4.5 Series and Series Number

These are the fields to be used for recording the title of a book series and a book's number in such a series. (For journal articles, disregard the fields Series, Series Title and Series Text — see §4.4.)

When downloading from an online catalog any entry for a monograph that has appeared in a series, be sure manually to copy the series title (in the field “Series”) and the volume number (in the field “Series Number”): these crucial bibliographic data are never automatically imported from online catalogs.<sup>11</sup>

The series number must always be represented in Arabic numerals (even if the actual book shows a Roman numeral).

## 4.6 Pages

This field is for recording the page ranges covered by journal articles and book chapters.<sup>12</sup>

There is no need to use an en-dash instead of a hyphen to separate the beginning and end page: Zotero itself will convert hyphen into en-dash when the desired bibliography language is set to English.

Reproduce the pagination system used in the publication: Arabic numbers, Roman minuscule, Roman majuscule, etc. Non-Western page numbers used throughout a publication (e.g. only Devanagari page numbers), should be converted into Arabic numbers. However, for publications using both Arabic page numbers and a non-Western system (e.g. some Indian books Devanagari page numbers in one section and Arabic pagination in another), record page numbers in the original non-Western system to avoid ambiguity.<sup>13</sup>

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<sup>11</sup> Some books belong to more than one series, which Zotero is not equipped to handle. Until we can come up with a more rigorous solution, please record information on such books by putting all series titles, separated with commas, in the Series field, and all numbers, separated with commas in the same order, in the Series Number field.

<sup>12</sup> Do not confuse this field with the “# of Pages” field (available for Item Type “Book”). Leave that field blank or keep data automatically filled in when downloading from a catalog.

<sup>13</sup> Outside of Zotero, when referring to numbered pages, use Arabic, Roman or lowercase Roman as they are used in the original publication, but convert non-European numbers to Arabic ones unless this gives rise to ambiguity. We recommend you do the same when referring to other numbered entities within a volume (chapters, figures, plates, etc.).

## 4.7 Date

Some online catalogs or journal websites nowadays furnish dates with specification of the value not only of YYYY (year) but also of MM (month) and DD (day). This is excessive. Simplify to keep only the value of YYYY.

If you need to record a publication with a date range rather than a single year, e.g., 1940–1941, just type 1940-1941.<sup>14</sup>

If you have to represent a non-CE year, convert it as best as possible into the corresponding CE year. If the date converts to a period spanning of two western years, use only the latter of those two. A year is sufficient since our goal here is not utmost accuracy. If you wish to record the original date, use the Extra field.

Examples:

1. In the Buddhist Era<sup>15</sup> (BE) year 2483 converts to 1940-1941 in CE:

Date	1941
Extra	Original Date: 2483 BE

2. In the era called *san*<sup>16</sup> year 1370 converts to 1963-64 CE:

Date	1964
Extra	Original Date: 1370 San

For a proceedings volume, it is possible to record both the date of the event and the publication. If the event date is not explicitly mentioned in the title, then it is recommended to record it separately. A field for this will be added by Zotero in updates coming soon; until then please write the date in the Extra field. E.g. event-date: 1940. The publication date should be recorded in the Date field.

It often occurs that a journal number theoretically belonging to a certain year only appears several years later. The year to be recorded in the Date field is the theoretical

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<sup>14</sup> Those of you who have been using Zotero for a while may have grown accustomed to typing 1940\_-\_1941, which is a workaround for a longstanding bug which Zotero apparently does not wish to fix, namely that entering 1940-1941 yields only 1940 in any standard output. But we have found another solution with an adapted CSL stylesheet, so fill the date range in the regular Date field like 1940-1941.

The CSL or Citation Style Language is a norm to handle the output of a Zotero Library. The main bibliographic Styles have official releases accessible through your Zotero preferences, under the tab Cite. It is possible to adapt those stylesheets to your needs. See the CSL specifications:

<http://docs.citationstyles.org/en/stable/specification.html>. In the present case (the field “Date”), we will add a parameter “range-delimiter” to handle correctly the input YYYY-YYYY. Contact us if you need help to adapt your CSL.

<sup>15</sup> [https://en.wikipedia.org/wiki/Buddhist\\_calendar](https://en.wikipedia.org/wiki/Buddhist_calendar)

<sup>16</sup> [https://en.wikipedia.org/wiki/Bengali\\_calendars](https://en.wikipedia.org/wiki/Bengali_calendars). See also K.N. Mahapatra, “Recokoning [sic] of Chāturmasī, Lunar and Solar Months and Different Eras in Orissa”, *Orissa Historical Research Journal* 11 (1962), pp. 135–146.

year of coverage; a discrepant year of actual publication can be recorded in the Extra field, preceded by “Original Date:”. For example, the double number 95-96 of *BEFEO*, theoretically covering the years 2008-2009, was published only in 2012, so we record

Volume	95-96
Publication	Bulletin de l'École française d'Extrême-Orient
Date	2008-2009
Extra	Original Date: 2012

If there is no date given for the publication, please write it as n.d. (“no date”).

## 4.8 Journal Abbr

Always fill in this field with the standard abbreviations. Check the Appendix 1 “Journal abbreviations” for a full list. Please contact us if any new entry needs to be added.

## 4.9 Language

Always fill in this field, or manually modify what is automatically filled in by the source from which you have taken the initial bibliographic data.

Use the unabbreviated English name for the main (meta)language of the publication with a capital letter at the beginning of the word: so English, French, German, Dutch, Indonesian, Khmer, Vietnamese, etc.

There is no interest in indicating multiple languages, for instance in indicating the language of the text being edited (Sanskrit, Tamil, Old Javanese, etc.) if it is a text-edition and the editor’s metalanguage is different. (Bibliographic data obtained from online catalogs will often need to be manually modified on this point.)

## 4.10 Short title

We will be using the short titles as identifiers for referencing in our database. So it is necessary to always fill in this field, and it is crucial that every entry has its own, unique short title. To create the unique short title, use the pattern **NameDate\_##**.

### 4.10.1 The **Name** block

This block may never contain any non-alphabetic character. In other words, only the letters a-z and A-Z should be used, but spaces, hyphens, diacritics and any other non-letter signs should be removed; any surname prefixes that are recorded in the Author/Editor field (see §4.3) after the forename (as per appendix 3) should also be

ignored in the short title. Examples: **Coedes** for “Cœdès”, or **Casparis** for “de Casparis” (because Dutch rules consider “de” to be a removable part of the surname).

In the case of names composed of several parts, whether or not a hyphen is involved, apply a capital letter to distinguish the constituents. This applies both to complex Western surnames and to complex Asian names. Examples: JacqHergoualch for “Jacq-Hergoualc’h”, LokeshChandra for “Lokesh Chandra”, and AgusArisMunandar for “Agus Aris Munandar”. Note that this rule also applies to surnames whose prefix is considered (as per appendix 3) to be an integral part. Example: **DeSimini** for “De Simini” (because Italian rules consider “De” to be an integral part of the surname). In case an author has a complex name including an abbreviation, we recommend ignoring the abbreviation. Example: UndangDarsa for “Undang A. Darsa”.

In the case of a sequence of two names, the **Name** block is to consist of both separated by an ampersand in its HTML code. Example: **Coedes&Damais** for “Cœdès and Damais”.

A sequence of three or more names should be reduced to the first name in the order admitted in the publication itself, followed by **&al**. Example: **Francis&al** for “Francis, Griffiths & Jacq-Hergoual’ch”

In cases where you only have the institution in charge of the publication and not the author itself, it is possible to use the institution’s name as **Name** of the short title. In such cases, it is recommended that you abbreviate the name in question using the first letters of each word in capitals. Example: **BTTHBD** for “Bảo Tàng Tổng Hợp Bình Định”.<sup>17</sup> In cases where no author’s name is known, and it is also impossible to attribute the publication to an institution, you can use **Anon**, although we encourage you to find another solution if possible.

#### 4.10.2 The **Date** block

This block may be either a single four-digit year, or, for intervals of years, the first and last year separated by a hyphen. So, e.g., 1997-1998, 1982-1993, 1999-2003.

#### 4.10.3 The **##** block

This block starts with value 01 and grows incrementally with every new entry having the same **Name**. Use an underscore to separate **Date** from **##**.

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<sup>17</sup> Try to make sure the abbreviation is sufficiently distinct to avoid risk of identical abbreviations being deployed for different institutions, although it will not be an insurmountable problem should such duplication inadvertently arise — the same scenario will then apply as in §4.10.4.

#### 4.10.4 Different authors with identical (sur)names

So far, so good. But what about two authors with the same (sur)names? If we wanted to distinguish them explicitly, we would need to record distinguishing elements (e.g., first initials) in the Name block; and if we did that for some authors, we would need to do it for all. We have decided that these complications would not be justified by a sufficient number of ambiguous cases. As long as no item in our Zotero group bears exactly the same short title as another, the short title will be an effective means of identifying an entry. It is therefore important for the Principal Investigators to ensure that team members pay very close attention when assigning short titles to search in the whole DHARMA group whether a given sequence NameDate already exists, and to ensure the value of ## is increased by one for every new instance of that sequence. In other words, we do not consider it a problem if **Bhattacharya2005\_01** is for a piece by Suresh Chandra Bhattacharya, while **Bhattacharya2005\_02** is for a piece by Gouriswar Bhattacharya.

#### 4.11 Place

Some online catalogs automatically add a country name, and some even do so in a language that is different from the language spoken in the place where the book was published. You should remove anything other than the name of the city. For place names in the USA, add the abbreviation of the state as printed in the book, if it seems necessary to distinguish the place from a homonym in the old world (e.g., “Cambridge, Mass.” or “Cambridge, MA”).

Indicate the place of publication, using what is printed in the book as basic authority as long as this seems reasonable. While we don’t mind The Hague for ’s-Gravenhage (if this is what the publisher of an English-language book preferred), we should guard against a given catalog imposing the versions common in its own metalanguage (e.g., reject Djakarta and Londres from a French catalog and use Jakarta and London instead), and we may want to normalize any Latinized version of city names that might occur (e.g., Berolini could be converted to Berlin). In the case of cities whose names have changed over the course of history (Bombay/Mumbai, Madras/Chennai, Batavia/Jakarta, etc.), use the name that was current at the time of publication, i.e. again in most cases the name that is printed in the book. As before, this is a point where some intervention from you side may be necessary, depending on the digital resource from which you obtain the bibliographic data.

In case there are multiple publishers based in more than one place of publication, separate the places by semicolon (;). Some single publishers have offices in more than one city. Choose the headquarters, e.g.:

Brill: Leiden (not Leiden; Boston)

NB: Oxford University Press, despite the single name, has separate branches in Oxford, New York, New Delhi, etc. Choose the relevant city.

If the place of publication isn't known, please indicate this as n.p. ("no place").

Abbreviations for city and state names are written without period and without space in British English. For example: Washington DC, not Washington D.C. We prefer the version with periods.

## 4.12 Publisher

Whenever it seems possible, omit redundant elements such as "Publishers", "Les éditions de ...", "Verlag", "Uitgeverij". So "Harrassowitz" rather than "Harrassowitz Verlag", etc.

In the case of publishers named after individuals (living or dead), retain only the surname. So "Brill", rather than "E.J. Brill", even if when the book was published, the initials were still part of the publisher's name printed in the book.

In case there are multiple publishers, list them in the same order as you do for the corresponding places of publication, and separate the names by semicolon.

If the publisher is not known, indicate this by filling in the following abbreviation: n.pub (meaning "no publisher").

## 4.13 DOI

Fill in this field if the publication has a DOI.<sup>18</sup> The DOI need not include a prefix that turns it into a URL.<sup>19</sup>

If your publication is not a journal article or a conference paper, the DOI field will not be available, but this information should still be recorded. In this case use the Extra field and add the prefix "DOI:" before entering the reference number, e.g., "DOI: 10.3406/bulmo.2002.1111". Do not put a DOI in the URL field.

If you have a case with journals available both in Persée and in JSTOR, put the DOI from Persée in the DOI field and record the JSTOR permalink in the URL field.

E.g. Griffiths Arlo, Schoettel Marine, Tran Quyet Chinh Margaux, "Les bas-reliefs du Rāmāyaṇa de la tour sud de Khương Mỹ", *Arts asiatiques* 72 (2017), pp. 17–38. For

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<sup>18</sup> The three biggest registration agencies are CrossRef, DataCite and (far behind those two) EIDR. They all own a database of DOIs they have registered. In case of doubt concerning a DOI, please check it in those databases.

<sup>19</sup> The inclusion of such a prefix is, however, not prohibited. If you do include a prefix, make sure it is <https://doi.org/> rather than <http://dx.doi.org/>, which is an old form now deprecated.

this reference, the DOI from Persée is <https://doi.org/10.3406/arasi.2017.1961>; the link given by Persée is to be recorded in the DOI field while the one from JSTOR <https://www.jstor.org/stable/44656687> should be written in the URL field.

## 4.14 URL

Record here what seems to be the most easily legible and stable URL leading to natively digital files or online publications (e.g. TEI Guidelines or *Encyclopaedia Iranica*) or to a full length publication in electronic form.

Always favor the easiest accessible platform, and favor the URL towards the most official release of a publication, in the following order of priority:

1. National or international archive with open access to content
2. National or international archive with limited or no access to content
3. Commercial archive with limited or paid access
4. Messy public archives like archive.org
5. Academic social media (Academia and Researchgate)

**Multiple URLs shall be separated by a semicolon.**

Note that some platforms and repositories offer DOI. When a digital resource has a DOI, record that according to the rules set out in §4.13; recording the URL will not be necessary. Examples:

- If you have identified a PDF of a work on archive.org, you can mention its URL in your Zotero entry, whether or not you download and separately store the PDF on Sharedocs.
- If an article is available on JSTOR and on a repository such as HAL-SHS, the main URL should be the one from HAL-SHS, followed by the one from JSTOR. Some articles from HAL-SHS have DOI; if this is the case, record the DOI rather than the URL.
- If an article is accessible on Persée and on HAL-SHS, Persée must be considered the official version of the article and HAL-SHS doesn't need to be mentioned.
- Faced with a choice between academic social media (Academia or ResearchGate) and a repository such as HAL-SHS, use the second type of resource because it is more stable.
- Quote URLs of the former type only as a last resort and use only the Identifier part of the URL.<sup>20</sup>

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<sup>20</sup> For instance, [https://www.academia.edu/39367788/LES\\_ÉCHANGES\\_TRANSATLANTIQUES\\_ENTRE\\_LA\\_FRANCE\\_ET\\_SES\\_COLONIES\\_DAMÉRIQUE\\_À\\_LA\\_LUMIÈRE\\_DE\\_LA\\_CULTURE\\_MATÉRIELLE\\_XVI\\_e\\_-DÉBUT\\_DU\\_XIX\\_e\\_s](https://www.academia.edu/39367788/LES_ÉCHANGES_TRANSATLANTIQUES_ENTRE_LA_FRANCE_ET_SES_COLONIES_DAMÉRIQUE_À_LA_LUMIÈRE_DE_LA_CULTURE_MATÉRIELLE_XVI_e_-DÉBUT_DU_XIX_e_s) should only be entered as <https://www.academia.edu/39367788>.



How to ensure the stability and legibility of a URL:

- If any online resource provides a permalink, use it.
- Make sure it starts with `https://` and not `http://` – the addition of the `s` means the URL works on a secure version of the http protocol when this update version of the protocol is available.
- Do not enclose the URL inside `<` and `>`.
- The URL must not contain the details of your search, but the ID of the item<sup>21</sup>

## 5. Notes

In addition to items, a Zotero library can also store notes, which belong to a specific item. These are called “notes” or “child notes” depending on where you are situated in Zotero. (There are also “standalone notes”, but we do not foresee their use in the project.)

To create a “(child) note”, select an item, then right-click to choose “Add Note”. It is possible to add a new note either by clicking on the “New Note” button at the top of the center pane and then selecting “Add Child Note”, or to use the Notes section on the right-hand pane and click on “Add”. A created note will appear under the item the same way as an Attachment or in the Notes tab of the right-hand pane.

Use them to register any information you need to. Their content can be searched and formatted. They can be a helpful way to store information, if you have trouble figuring in which field you must write it.

## 6. Attachments

### 6.1 About Links

Be careful not to confuse the DOI and the URL with a link. The link is related information about the item, e.g. the catalog from which the metadata have been taken, or any related documentation. After creating an entry in the manner described above (§3.2.2), delete any links to such catalogs automatically produced in the process, as well as any so-called Snapshots (i.e., copies of the HTML contents of a given web resource). All such items uselessly occupy storage space, which the project has to pay for.

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<sup>21</sup> E.g.

[https://www.persee.fr/doc/bsnaf\\_0081-1181\\_1977\\_num\\_1975\\_1\\_8358?q=jub%C3%A9+de+Notre-Dame](https://www.persee.fr/doc/bsnaf_0081-1181_1977_num_1975_1_8358?q=jub%C3%A9+de+Notre-Dame) is not a clean URL and contains search queries behind the `q`. The clean version would be [www.persee.fr/doc/bsnaf\\_0081-1181\\_1977\\_num\\_1975\\_1\\_8358](http://www.persee.fr/doc/bsnaf_0081-1181_1977_num_1975_1_8358).

Please see the following screen captures showing how you can identify items that contain links, and how you can delete them:

The screenshots illustrate the process of identifying and managing items with links in a library catalog. The first screenshot shows a list of items, with 'Selected inscriptions from the 7th to the...' highlighted. The second screenshot shows a dropdown menu for this item, listing various attachments like 'Résumé en anglais', 'Library Catalog Entry Snapshot', and 'Link to Library Catalog Entry'. The third screenshot shows the same dropdown menu with a right-click context menu overlaid, offering actions like 'Show in Library', 'Duplicate Item', 'Move Item to Trash...', 'Export Item...', 'Create Bibliography from Item...', and 'Generate Report from Item...'.

If you yourself want to attach a link to an item, you can right-click on an item: Add attachment ⇒ Attach Link to URI... But in general, we recommend making very limited use of this option, except in the case of pdfs, explained in §6.2.


## 6.2 About PDFs

### 6.2.1 Uploading in Sharedocs

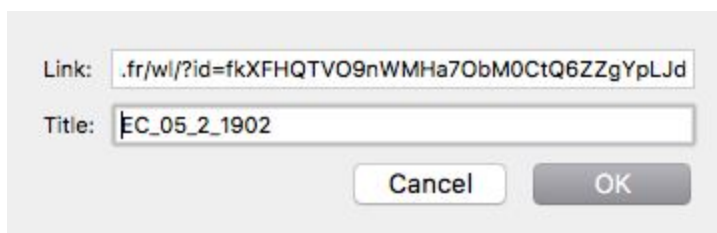
Sometimes, downloading a bibliographic entry from an online resource (such as JSTOR, if you have access, or any Open Access journal) will lead to a PDF file being automatically imported along with the bibliographic data. Such PDFs consume storage space, which the project has to pay for. As long as we are dealing with relatively light PDFs (say, below 3 MB), don't worry, and just leave the attached PDF where it is.

But we wish to prevent that you use our Group Library as general exchange mechanism for PDF files, especially heavy ones that result from (more or less sophisticated) scanning. In general, all our PDF files, but especially the heavier "home made" ones, should be stored in the relevant folder of the project's Sharedocs repository "DHARMA". The repository can be found at <https://sharedocs.huma-num.fr/#/3491>. If you don't have access yet, please ask Adeline Levivier to be registered: [adeline.levivier@efeo.net](mailto:adeline.levivier@efeo.net). On the required file-name structure, see the project's (forthcoming) Sharedocs Guide.

### 6.2.2 Adding and renaming a link between Sharedocs and Zotero

Retrieve the link from Sharedocs by clicking on the icon  "Lien Web" which gives you the stable link to the PDF. Then attach it as a link to the Zotero record for that publication following the procedure described above for links.

Copy the URL in the Link field and fill the Title field with the name of the PDF in Sharedocs.<sup>22</sup> This helps to avoid the confusing generic name "wl" which Zotero will otherwise assign automatically to the link from Sharedocs. E.g., for the link <https://sharedocs.huma-num.fr/wl/?id=fkXFHQTV09nWMHa7ObM0CtQ6ZZgYpLJd> we can attribute the filename EC\_05\_2\_1902 as found on Sharedocs.



Link:

Title:

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<sup>22</sup> As will be explained in the forthcoming Sharedocs Guide, it is recommended to name PDF files by combining the Zotero "short title" with a shortened version of the actual title of the publication, thus ensuring easy identification by machine and by humans. E.g., Furui2015\_01\_VariagatedAdaptations.

It is also possible to rename a link after adding it. Fetch it from under the item (as shown in §6.1) and click on it. The right tab of the window will give you access to the metadata regarding the link. Click on the first field which is the name you want to associate it with.



A new window will appear, allowing you to modify the name:



## 7. Duplicate items

While building up the DHARMA group library, we will certainly introduce a number of duplicate items. Zotero identifies them and stores them in the special collection “Duplicate Items” under the DHARMA group collections on the left pane.<sup>23</sup> Duplicate identification is based on similarity between title field, or on identity between DOI and ISBN fields. If these fields are missing, the Zotero algorithm compares years of publication and the author/creator fields.

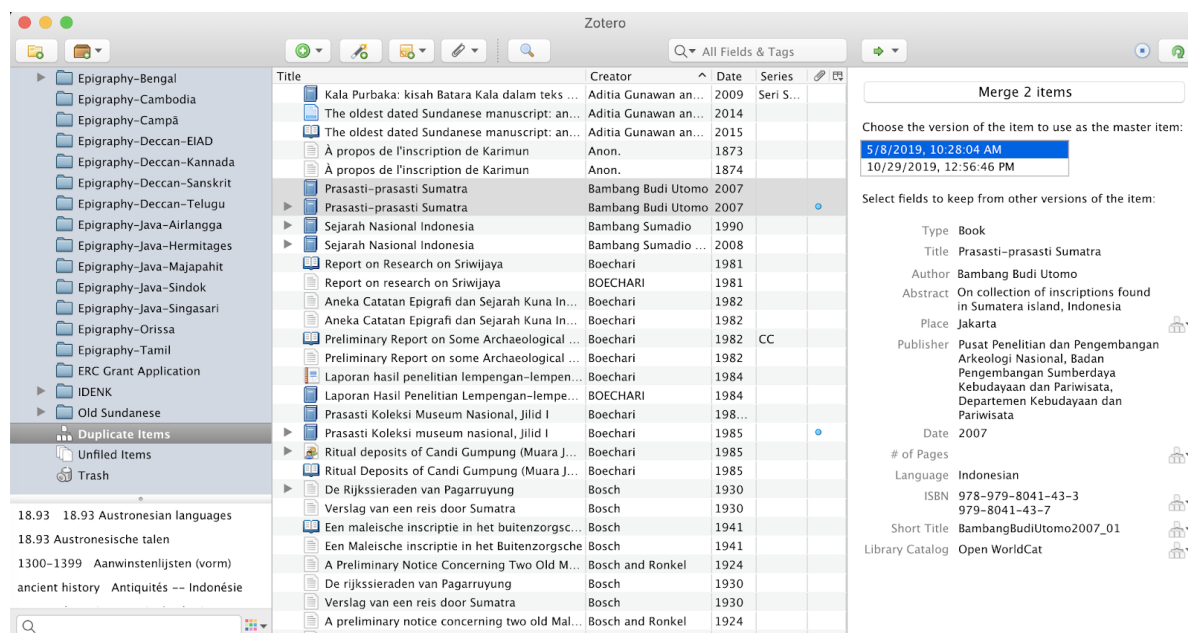
You should always use the merging function to handle duplicates rather than deleting one of the duplicates or handling the merging manually. Merging allows to retain the data associated with the respective unmerged items, while deleting one item will cause loss of all the data associated with it.

To merge items, position yourself in the “Duplicate Items” collections, and select a pair of items in the center pane.<sup>24</sup> If you click on one, Zotero simultaneously picks its

<sup>23</sup> Note that this duplicate detection only works within a library, so your personal Zotero items and the group items won't be identified as duplicate.

<sup>24</sup> We advise you to sort the duplicate items by “title” rather than by the default value “creator”.

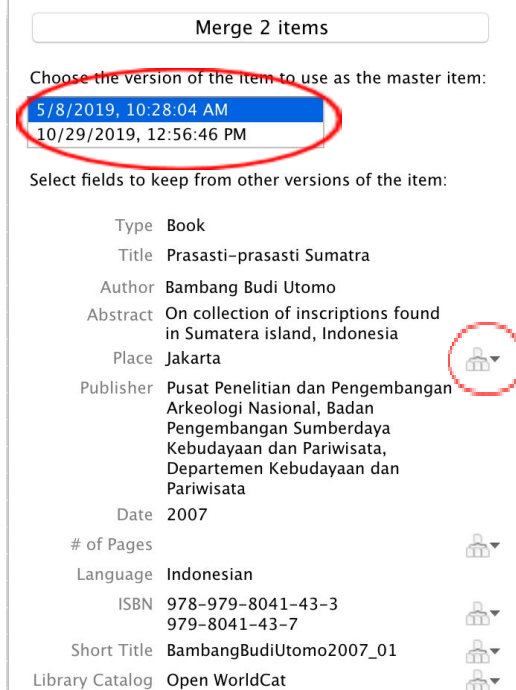
duplicate(s). It will then display in the right pane all the fields which don't contain identical information in the various versions.



You can also select two or more duplicate items anywhere in your Zotero library, right-click, and select “Merge Items...” from the context menu to access the merging function. Whether you approach the duplicates through the first path, or through the second, they need to have the same Item Type (see §4.1) before they can be merged.

If only one item is the correct one, choose the one you want to keep as the “master item” using the list at the top of the right pane by selecting it. If the various duplicates contain pieces of information you would like to keep, choose the item that is richer/better as the “master”, then select alternative versions of all the mismatched fields using the icon at the right-end of each field.

Alas, at this time, it is not possible to instruct Zotero to regard as different two items wrongly identified as duplicates. So be careful before merging any supposedly duplicate Items.



## Appendix 1: Journal Abbreviations

Note that we recommend using the full title as abbreviation in some rare cases marked with \*.

AA	Arts Asiatiques
AAA	Archives of Asian Art
AAAI	Aspek-Aspek Arkeologi Indonesia
ABORI	Annals of the Bhandarkar Oriental Research Institute
ALB	Adyar Library Bulletin (Brahmavidyā)
AO	Acta Orientalia
AOH	Acta Orientalia Academiae Scientiarum Hungaricae
AR	Asiatic Researches; or, Transactions of the Society instituted in Bengal, for inquiring into the history and antiquities, the arts, sciences, and literature, of Asia
ARASI	Annual Report of the Archaeological Survey of India
*	Archipel
ARIE	Annual Reports on Indian Epigraphy
ARIRIAB	Annual report of the International Research Institute for Advanced Buddhology at Soka University for the Academic
ArtiAs	Artibus Asiae
AS-ÉA	Asiatische Studien - Études Asiatiques
BA(Y)	Berkala Arkeologi (Yogyakarta)
BAI	Bulletin of the Asia Institute
BDCRI	Bulletin of the Deccan College Research Institute
BEFEO	Bulletin de l'École française d'Extrême-Orient
BIS	Berliner Indologische Studien
BKI	Bijdragen tot de Taal-, Land- en Volkenkunde
BSOAS	Bulletin of the School of Oriental and African Studies
BSR	Buddhist Studies Review
EB	The Eastern Buddhist
EI	Epigraphia Indica
EW	East and West
FA	Forum Arkeologi (Balar Bali)
FMJ	Federation Museums Journal

HR	History of Religions
IA	Indian Antiquary
IAR	Indian Archaeology, A Review
IC	Indian Culture
IHQ	Indian Historical Quarterly
IHR	Indian Historical Review
IJJ	Indo-Iranian Journal
IMW	Indonesia and the Malay World
JA	Journal Asiatique
JAHRs	Journal of the Andhra Historical Research Society
JAIH	Journal of Ancient Indian History
JAOS	Journal of the American Oriental Society
JAS	Journal of the Asiatic Society
JASBa	Journal of the Asiatic Society of Bangladesh (Hum.)
JASB	Journal of the Asiatic Society of Bengal
JASBo	Journal of the Asiatic Society of Bombay
JBA	Journal of Bengal Art
JBBRAS	Journal of the Bombay Branch of the Royal Asiatic Society
JBORS	Journal of the Bihar and Orissa Research Society
JBRS	Journal of the Bihar Research Society
JBS	Journal of Burma Studies
JCBSSL	Journal of the Centre of Buddhist Studies, Sri Lanka
JESI	Journal of the Epigraphical Society of India (Bharatiya Purabhilekha Patrika)
JGIS	Journal of the Greater India Society
JHI	Journal of the Historical Society (Univ. of Malaya)
JIABS	Journal of the International Association of Buddhist Studies
JIH	Journal of Indian History
JIP	Journal of Indian Philosophy
JMBRAS	Journal of the Malayan (later Malaysian) Branch of the Royal Asiatic Society
JOIB	Journal of the Oriental Institute (M.S. University of Baroda)
JOR	Journal of Oriental Research (Madras)
JPBAB	Jurnal Penelitian Balai Arkeologi Bandung
JPTS	Journal of the Pali Text Society
JSBRAS	Journal of the Straits Branch, Royal Asiatic Society
JRAS	Journal of the Royal Asiatic Society (of Great Britain and Ireland)

KMA	Kalpataru: Majalah Arkeologi
MA	Majalah Arkeologi (diterbitkan oleh Lembaga Arkeologi FSUI)
MBAS	Monthly Bulletin of the Asiatic Society
MCB	Mélanges chinois et bouddhiques
MISI	Majalah Ilmu-Ilmu Sastra Indonesia
MKAW	Mededelingen der Koninklijke Akademie van Wetenschappen
MWP	Majalah Widya Pustaka (Fak. Udayana)
NBG	Notulen van de Algemeene en Bestuurs-vergaderingen van het Bataviaasch Genootschap van Kunsten en Wetenschappen
NIA	New Indian Antiquary
OV	Oudheidkundig verslag
PIA	Pertemuan Ilmiah Arkeologi
Purbawidya	PURBAWIDYA: Jurnal Penelitian dan Pengembangan Arkeologi
PRASB	Proceedings of the Asiatic Society of Bengal
PSJA	Pratna Samiksha, A Journal of Archaeology
PW	Pacific World
REHAP	Rapat Evaluasi Hasil Penelitian Arkeologi
ROC	Rapporten van de Commissie in Nederlandsch-Indië voor Oudheidkundig Onderzoek op Java en Madoera
ROD	Rapporten van den Oudheidkundigen Dienst in Nederlandsch-Indië
RSA	Religions of South Asia
SAS	South Asian Studies
SH	Studies in History
SRB	Sumatra Research Bulletin (Buletin Kajian Sumatra)
SSIC	Studies in South Indian Coins
StII	Studien zur Indologie und Iranistik
TAG	Tijdschrift van het Koninklijk Nederlandsch Aardrijkskundig Genootschap
TASSI	Transactions of the Archaeological Society of South India
TBG	Tijdschrift voor Indische Taal-, Land- en Volkenkunde
TNI	Tijdschrift voor Nederlandsch-Indië



UJKS	Udaya: Journal of Khmer Studies
VBG	Verhandelingen van het Bataviaasch Genootschap van Kunsten en Wetenschappen
VMKAW-L	Verslagen en Mededeelingen der Koninklijke Akademie van Wetenschappen (afdeeling Letterkunde)
Wacana	Wacana: Jurnal Ilmu Pengetahuan Budaya
WZKS	Wiener Zeitschrift für die Kunde Südasiens / Vienna Journal of South Asian Studies
WZKSO	Wiener Zeitschrift für die Kunde Süd- und Ostasiens
ZDMG	Zeitschrift der Deutschen Morgenländischen Gesellschaft

## Appendix 2: Journal Titles Standardized

For journals currently published under a bilingual title, and formerly published under a variety of titles, we shall simply use a standardized form. Contact us to propose additions.

Standardized form: **Bijdragen tot de Taal-, Land- en Volkenkunde**

Variations:

- *Bijdragen tot de taal-, land- en volkenkunde / Journal of the Humanities and Social Sciences of Southeast Asia*
- *Bijdragen tot de taal-, land- en volkenkunde van Nederlandsch-Indië*

Standardized form: **Mededelingen der Koninklijke Akademie van Wetenschappen**

Variations:

- *Mededeelingen der Koninklijke Akademie van Wetenschappen*
- *Mededelingen der Koninklijke Nederlands(ch)e Akademie van Wetenschappen*

Standardized form: **Wiener Zeitschrift für die Kunde Südasiens**

Variations:

- *Wiener Zeitschrift für die Kunde Südasiens / Vienna Journal of South Asian Studies*
- *Wiener Zeitschrift für die Kunde Süd- und Ostasiens und Archiv für indische Philosophie*

## Appendix 3: Language and Naming rules

### App. 3.1 Quick check table

The following table is a summary of the possible cases regarding surname prefixes in several European languages. It tries to cover most of the usual cases regarding naming rules. For more details on these languages, you can consult the following sections in this Appendix. We welcome feedback on the topic as well as necessary additions.

<b>COUNTRIES</b>	<b>ELEMENTS TO BE KEPT BEFORE THE SURNAME (first letter in uppercase)</b>	<b>ELEMENTS TO BE PLACED AFTER THE FORENAME (entirely in lowercase)</b>
France	Des, Du, D', L', La, Le Ex: [surname] Du Bellay, [forename] Joachim	d', de Ex: [surname] La Barrière, [forename] Jean de
Germany, Austria, Switzerland	Am, Aus'm, Im, Vom, Zum, Zur, elements like like Le, La, Du Ex: [surname] Aus'm Weerth, [forename] Ernst	an, auf, von, von der, zu, van Ex: [surname] Hinüber, [forename] Oskar von
Spain, hispanophone America	La, Las, Los, El	de, del, de las, de les, de los,
Italy	D', Da, Dall', De, Degli, Dei, Del, Dell', Della, Di, Lo	
the Netherlands		de, den, en, ter, van, van den, van der Ex: [surname] Molen [forename] Willem, van der
Belgium	Dutch prefixes: d', de, de ter, de van der, den, der, in 't, met den op, op de, op den, op 't, opde, opden, s', 's, 's-, 't, t', te, ten, ter, thoe, toe, uit den, uut den, uut 't, uyt den, uyter, van, van de, van den, van der, van het, van 's, van 't, van t', vande, vanden, vander, ver, voor	

	French prefixes: d', de, de l', de la, des, du, l', la, le, les	
Anglophone countries	A, De, De La, Dos, Fitz, Mac, Mc, O' Ex: [surname] De Morgan, [forename] Augustus.	
Portugal, Brazil		a, d', da, das, de, do, dos Ex: [surname] Chagas, [forename]António das (Portugal) Ex: [surname] Costa, [forename]Cláudio Manuel da (Brazil)
Scandinavia	De	af, av, von

## App. 3.2 Rules to write names for Anglophone countries

Usually the particles and prefixes are simply included, even for surnames of foreign origin.

- Compound surname written with more than one capitalized element:
  - [surname] St. Clair, [forename] John
  - [surname] MacLennan, [forename] Hugh
  - [surname] Hilton-Simpson, [forename] Melville William
- Surnames used as a second forename must be written after the first forename. If it is not possible to determine the case, please refer yourself to the database of authority of the country<sup>25</sup> according to the nationality of the author:
  - [surname] Mill, [forename] John Stuart
- A woman's maiden name (i.e., her mother's surname) is often treated as a second forename, but in general we recommend classifying it as a first surname:
  - [surname] Rowlandson, [forename] Mary White
  - [surname] Wisseman Christie, [forename] Jan

## App. 3.3 Rules to write Belgian names

According to one source, "Belgian library practice regarding names with prefixes has been variable. In the French-speaking part of the country, the tendency is to treat

<sup>25</sup> Most of them are accessible with VIAF: <https://viaf.org/>.

names of French origin according to French usage and with names of Dutch origin to take the prefix as the entry word. In the Dutch-speaking part, the tendency is to treat all names with prefixes according to the traditional usage in The Netherlands, i.e., to place all prefixes, except *ver*, at the end of the names and to take the name following the prefix as the entry word.”<sup>26</sup> But in our experience, what is said here about the Dutch-speaking (i.e., Flemish-speaking) part is perhaps incorrect. Indeed, the Belgian national bibliography<sup>27</sup> places the particles and prefixes before the surname in alphabetical order, and it is this practice that we have recorded in App. 3.1.

In the library of the francophone university of Louvain-la-Neuve, we find for instance some authors cataloged as

Van Den Bosche, Jean

In the Netherlands, this would be

Bosche, Jean van den

If we understand the quoted resource correctly, in Flemish-speaking Belgium, we would expect Netherlands practice to be followed, but in the catalog of the Flemish university at Ghent, we find our Indological colleague recorded as

Van den Bossche, Frank

Even though he is a Belgian, on VIAF we don't find any Belgian authority quoted for this author. Take a look at <<https://viaf.org/processed/NTA%7C197405932>>.

## App. 3.4 Rules to write German names (Germany, Austria, Switzerland)

The following rules have been written according to the IFLA principles and validated by the Deutsche Nationalbibliothek in March 2016. The first table establishes the possibility to write a name in German and the second how to write it for the bibliography.

### Composition of the German names

Element	Type	Examples
Forename	simple	Catharina Karlheinz
	compound	Karl H. Karl Heinz Karl-Heinz

<sup>26</sup> Paula Goossens and Willy Vanderpijpen, *IFLA, names of persons for Belgium*, February 1995, p. 4. Accessible here: <https://www.ifla.org/node/4953>.

<sup>27</sup> Paula Goossens and Willy Vanderpijpen, *IFLA, names of persons for Belgium*, February 1995, pp. 1–3.

Surname	simple	Morgenstern Schmidt
	with prefixes: a preposition	von Goethe van Beethoven
	with prefixes: a preposition and an article written separately	von der Hagen von le Fort
	with prefixes: a contraction of a preposition and an article	aus'm Weerth vom Berg
	with prefixes: a preposition and a contraction of a preposition and an article	von zur Mühlen
	with prefixes: more than one prefix linked by a conjunction	von und zu Urff
	Compound consisting of two surnames	Meyer-Hofmann
	Compound consisting of two surnames linked by a conjunction	Strauß und Torney

How to write the name if it includes a nobility title:

Titular prefix, e.g., Baron, Baronesse, Baronin, Freifrau, Freiherr, Freiin, Fürst, Fürstin, Graf, Gräfin, Prinz, Prinzessin

1. after the forename(s) and often followed by the preposition, the preposition and a separate article or by a contraction of a preposition and an article and the surname, simple or compound
  - Adolf Friedrich *Graf* von Schack
  - Marion *Gräfin* Dönhoff
  - Karl *Reichsfreiherr vom und zum* Stein
  - Ferdinand *Graf* Lippe-Weißenfeld
2. before the forename without any difference in significance
  - *Prinz* Louis Ferdinand von Preußen
3. within a compound, rare case
  - Julia Rau-Gräfin von der Schulenburg

## Rules for representing such names in Zotero

### 1. Simple surname:

- [surname] Morgenstern, [forename] Catharina
- [surname] Schmidt, [forename] Karl Heinz

### 2. Surname with a preposition:

- [surname] Goethe, [forename] Johann Wolfgang von
- [surname] Beethoven, [forename] Ludwig van

### 3. Surname with a titular prefix followed by a preposition, if the person uses it:

- [surname] Schack, [forename] Adolf Friedrich Freiherr von

### 4. Surname with a titular prefix followed by a preposition, if the person doesn't use it:

- [surname] Weizsäcker, [forename] Richard von

### 5. Surname with a titular prefix before the surname and a preposition:

- [surname] Preußen, [forename] Louis Ferdinand Prinz von

### 6. Surname with a preposition and an article written separately:

- [surname] Hagen, [forename] Friedrich Heinrich von der

### 7. Surname with a contraction of a preposition and an article:

- [surname] Aus'm Weerth, [forename] Ernst

### 8. Surname with a preposition and a contraction of a preposition and an article:

- [surname] Zur Mülhen, [forename] Heinrich von

### 9. Surname with more than one prefix linked by a conjunction:

- [surname] Urff, [forename] Georg Ludwig von und zu

### 10. Surname with prefixes neither of German or Dutch origin:

- [surname] Le Fort, [forename] Gertrud von
- [surname] Di Fabio, [forename] Udo

### 11. Compound surname with two surnames, usually hyphenated:

- [surname] Schmitt-Vockenhausen, [forename] Hermann
- [surname] Müller von Blumencron, [forename] Mathias

### 12. Compound surname with the prefix von and two surnames linked by a conjunction:

- [surname] Strauß und Torney, [forename] Lulu von

### 13. Compound surname with titular prefix followed by the preposition combined with an article and two hyphenated surnames:

- [surname] Zur Lippe-Weißenfeld, [forename] Ferdinand Graf

### 14. Compound surname with a name and a place name with a prefix contracted of a preposition and an article:

- [surname] Vom Stein zum Altenstein, [forename] Karl

### 15. Compound surname with a place name with title of nobility:

- [surname] Rau-Gräfin von der Schulenburg, [forename] Julia

## App. 3.5 Rules to write French names

For French persons

(a) in case the name is written with de/d':

- [surname] Aviler, [forename] Augustin-Charles d'
- [surname] La Barrière, [forename] Jean de

Remark: D'/d' is usually handled as the "de" in genealogy and heraldry since it is read as a nobility mark. Some conventions associate it with the surname since it can be contracted with the surname like Dauvergne ou Daoust. Augustin-Charles d'Aviler is a noble man so we keep the d' as the particle but it can also be written as [surname] D'Aviler, [forename] Augustin-Charles or [surname] Daviler, [forename] Augustin-Charles

(b) with Le/La/Les:

- [surname] La Bruyère, [forename] Jean de
- [surname] La Barrière, [forename] Jean de
- [surname] Le Brun, [forename] Charles

(c) With Du et Des :

- [surname] Du Bellay, [forename] Joachim
- [surname] Des Essarts, [forename] Emmanuel-Adolphe Langlois.

(d) If the author is known by a pen-name:

- [name] Pitre, Pierre Le Clerc, dit
- [name] Molière, Jean-Baptiste Poquelin, dit
- [name] Lorrain, Claude Gellée, dit le

Remark: nouns and adjectives in an epithet are to be written with a capital initial: Charles le Téméraire; Jean sans Peur

If the author doesn't have a surname:

- [name] Grégoire le Grand

For French Aristocratic titles such as knights, barons, vicomtes, comtes, marquis, ducs.

- Married women take their last husband's name if they have been married several times, then their forename and birth surname.

EX: [surname] Adhémar de Montfalcon (Husband's title), [forename] Gabrielle-Pauline (forename) Bouthillier de Chavigny (maiden surname), comtesse d' (title)

- Montespan, Françoise-Athénaïs de Rochechouart de Mortemart, marquise de
- Ancenis, Marthe-Élisabeth de La Rochefoucauld de Roye, duchesse d'
- Beauvilliers, Marie-Madeleine de Rosset de Fleury, duchesse de
- Men take the higher title, usually the last obtained.



Example: Gramont (Name inside the title), Antoine III (forename), duc de ("grade" of the title)

- Soissons, Thomas de Savoie-Carignan, comte de
- Angiviller, Charles-Claude Flahaut de La Billaderie, comte d'
- Louvois, François-Michel Le Tellier, marquis de
- Saint-Simon, Louis de Rouvroy, duc de

For the ruling Aristocracy

- The princes and princesses, Dauphins and Dauphines of France, shouldn't be associated with their dynastical surname only by their forname
  - Louis XVI, roi de France
  - Louis de France, duc de Bourgogne, dauphin de France
  - Louis de France, dit Monseigneur ou le Grand Dauphin
- But the members of their associated family should be ordered by their title. (The regents are not ruling princes!)
  - Conti, Anne-Laure Martinozzi, princesse de
  - Conti, Louis-Armand de Bourbon, prince de
  - Orléans, Philippe II, duc d'

Be careful:

- No capital letter for "l" or "le" with epithets since it's not a part of an aristocratic name.
- Use 1<sup>er</sup> only for kings and emperors
- Use the l without the <sup>er</sup> for people who have never reigned.
- In French, surnames can't take a plural, except dynastical surnames like les Bourbons; les Plantagenets, but only if they are gallicized.
- If the person is associated with a function or title (religious, civic, military grade) always use a low case. The capital case is to be used only if the surname and the forname are not mentioned: le Cardinal but le cardinal de Richelieu.

## App. 3.6 Rules to write Indonesian names

The following rules attempt to put into practice the recommendations of the National Library of Indonesia to write the names.<sup>28</sup> Although it is clear that neither Indonesian nor foreign scholars tend to follow them, these recommendations seem rather well considered to us.

Indonesia has known a succession of spelling régimes: van Ophuysen (1901–1947), then Suwandi (1947–1972), and finally the one called *Ejaan yang*

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<sup>28</sup> See Perpustakaan Nasional RI, 2015, *Petunjuk teknis penentuan kata utama dan ejaan untuk tajuk nama pengarang Indonesia*. Jakarta: Perpustakaan Nasional RI. <http://digilib.isi.ac.id/3025/>.

*Disempurnakan* (EYD).<sup>29</sup> This last one is generally used today, but you may find outdated spelling especially in names (e.g., Soekarno vs. Sukarno). If you meet this case, follow the spelling chosen/given by the author/editor on the book.

1. To write Indonesian names, use only a single name field when no distinction between surname/forename can be made, i.e. when there is no inherited part of the name. This is the most common case.

- [name] Aditia Gunawan

2. However, in some parts of Indonesia patrilineally inherited names, i.e. surnames, are the norm. They are called *marga* in Batak, but the word is now generally used in Indonesian to designate true surnames. In such cases we apply two fields. Examples:

- Ambon
  - [surname] Siwabessy, [forename] Hilman (Ambon)
  - [surname] Hahury, [forename] Sanny
  - [surname] Siwalette, [forename] Jacobus Soleimen
- Batak<sup>30</sup>
  - [surname] Aritonang, [forename], Buha
  - [surname] Bondar, [forename] Adin
  - [surname] Ginting, [forename] Selamat
  - [surname] Nasution, [forename] Abdul Haris
  - [surname] Tarigan, [forename] Henri Guntur
  - [surname] Lubis, [forename] Mukhtar
  - [surname] Nababan, [forename] Panda
  - [surname] Nainggolan, [forename] Candra
  - [surname] Napitupulu, [forename] Paimin
  - [surname] Sembiring, [forename] Tifatul
- Nias
  - [surname] Halawa, [forename] Ohiau
  - [surname] Maduwu, [forename] Byslina
- Minahasa
  - [surname] Besouw, [forename] Gabrielia Venisia
  - [surname] Angkouw, [forename] Kevin
- Christian Betawi

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<sup>29</sup>

[http://badanbahasa.kemdikbud.go.id/lamanbahasa/sites/default/files/pedoman\\_umum-ejaan\\_yang\\_disempurnakan.pdf](http://badanbahasa.kemdikbud.go.id/lamanbahasa/sites/default/files/pedoman_umum-ejaan_yang_disempurnakan.pdf)

<sup>30</sup> See [https://id.wikipedia.org/wiki/Daftar\\_marga\\_Suku\\_Batak](https://id.wikipedia.org/wiki/Daftar_marga_Suku_Batak) for a long list of Batak *margas*.

- [surname] Kadiman, [forename] Kusmayanto
  - [surname] Napiun, [forename] Stephen M.
- Sangir
  - [surname] Baramuli, [forename] Achmad Arnold
  - [surname] Dalihade, [forename] Meigie Putri

3. Balinese names show a combination of name elements, i.e., (a) sex marker (I for men, Ni for women), (b) caste marker (e.g., Ida Bagus, Anak Agung for *brahmana* caste), (c) marker relating to ritual function (Ida Pedanda, Pemangku), and (d) seniority within the family (Putu/Wayan for 1st child, Kadek for the 2nd, Komang/Nyoman for the 3rd, Ketut for the 4th, while the 5th child again takes the name Putu/Wayan, etc.). Whatever may be the actual combination we find, these names are treated as single name. Example:

- [name] I Gusti Ngurah Putu Wijaya

4. Arabic names are considered to contain a surname if they contain one of a small number of traditionally acknowledged Arabic surnames, which we list: Alatas, Shihab, Baswedan, Al-Aydrus, Al-Habsy, Assegaf, Al-Bawazier. In such cases, represent the name as follows. Example:

- [surname] Al-Habsy, [forename] Ahmad

5. Much more commonly, you will find names beginning with Ahmad, Mohammed (or spelling variants of the same) but not followed by such an Arabic surname. These are to be treated as single name. Example:

- [name] Ahmad Syafi'i Maarif.

6. In Chinese names, traditionally the surname is the first part of the name, so a name like Kwik Kian Gie is to be presented as follows:

- [surname] Kwik, [forename] Kian Gie

Be careful, however, because we do find instances of “modernized” order with the surname at the end of the name. So for Alvin Lie, Lie is the surname

- [surname] Lie, [forename] Alvin

7. Status-indicating elements related to religion, nobility or tradition (*adat*) like Haji (H.), Raden (R.), Raden Mas (R.M.), Raden Ngabehi (R.Ng.), Syekh, Teungku, Sutan and their variants (including Malaysian Nik), *if retained in your entry at all*, must come after the name, separated by a comma, in a single name field:

- [name] Aboebakar Atjeh, Haji
- [name] Mohammad Nawawi Al-Bantani, Syekh

But, as per §4.3, you are allowed not to record any such elements at all, and in any case they must be ignored for the short title (§4.10).

8. If the name is written with initials, they are likewise to be written behind the name, separated from it by a comma, in a single name field:

- [name] Habibie, B.J.

But if it is a part inside the name that is abbreviated, the abbreviations are kept in the middle:

- [name] Mohammad A.S. Hikam

### App. 3.7 Rules to write Italian names

According to the national cataloguing rules (REICAT), in modern Italian names the prefix is maintained in first position, while for persons who lived before the 19th century prefixes such as degli, de', dei are placed behind the forename. The Latin form is used for Medieval names; the vernacular form, if existing, is preferred for Humanistic names.

1. Simple surname, name of origin and name of "casata":

- [surname] Alighieri, [forename] Dante
- [surname] Palestrina, [forename] Giovanni Pierluigi da
- [surname] Medici, [forename] Lorenzo de

2. Several surnames:

- [surname] Bianchi Bandinelli, [forename] Ranuccio
- [surname] Levi-Montalcini, [forename] Rita

3. Surname with prefix (preposition, article or a combination of both)

- [surname] D'Annunzio, [forename] Gabriele
- [surname] Della Case, [forename] Giovanni

4. Royal title for Kings and Queens:

- [name] Elena, regina d'Italia
- [name] Fredericus II, imperatore
- [name] Vittorio Emmanuele III, re d'Italia

5. Surname followed by a nobility title and the name of a place.

If the family name is better known, keep it first

- [surname] Savoia, [forename] Luigi Amedeo di, duca degli Abruzzi

If the title of nobility is better known, use it

- [nobility title] Azeglio, [forename] Massimo d'

6. Forename with a name of a place, occupation and patronymic

- [name] Andrea del Sarto

- name] Leonardo da Vinci
  - [name] Piero di Cosimo
7. Pen-name better known, omission of the surname
- Caravaggio
  - Cavalier d'Arpino
8. Forename, Surname or religious name followed by santo or santa
- Petrus, santo
  - Caterina da Siena, santa
  - Bosco, Giovanni, santo

### App. 3.8 Rules to write Lusophone/Portuguese names

The following rules were taken from the IFLA Names of Persons, checked and approved by the Biblioteca Nacional de Portugal, December 2009<sup>31</sup>. The first and second tables explain how the Portuguese names are built, and the third how to write these names in Zotero. We welcome feedback on the topic of Lusophone/Portuguese names.

#### Composition of the Portuguese names

Element	Type	Examples
Forename	simple	Maria
	compound	Joaquim Pedro
Surname	simple	Ferreira
	with prefixes: de, da, do, das, dos, d'	dos Santos
	compound	Oliveira Martins
	compound: two or more surnames, usually the mother's maiden name then the father's surname	Almeida Sousa Remark: Names of this type can be written with or without the conjunction e resulting in variant forms of the same name, e.g., Almeida e Sousa

<sup>31</sup> [https://www.ifla.org/files/assets/cataloguing/pubs/ifla\\_names\\_of\\_persons\\_portugal\\_2009.pdf](https://www.ifla.org/files/assets/cataloguing/pubs/ifla_names_of_persons_portugal_2009.pdf).

	Compound: two surnames joined by e or a preposition	Rocha e Silva
	Compound: two or more surnames joined by the conjunction e and preceded by a preposition	de Moraes e Castro
	Compound: originate from a religious entity, a place or other geographical names, or other compound forms, thus meant to form an individual expression and sometimes preceded by a preposition	Castelo Branco de Corte Real de Santo Agostinho

#### Additional elements for names

Element	Where to place it	Examples
Words for family relationship: Filho (son), Pai (father), Júnior (junior), Neto (grandson), Sobrinho (nephew)	after the surname	António Ribeiro de Castro Sobrinho
Name of place or occupation	After the forename	António de Portalegre
Title of nobility	before a place name (simple or compound) and preposition. Bearers of titles may be numbered sequentially.	Marquês de Pombal 2.º Marquês de Castelo Rodrigo
Sanctity: São, Santo or Santa	before the name	Santo António

Number	after the forename	Manuel II
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## Rules for representing such names in Zotero

### 1. Simple surname:

- [surname] Ferreira, [forename] Joaquim Pedro
- [surname] Saraiva, [forename] Maria da Graça

### 2. Simple surname with prefix:

- [surname] Fonseca, [forename] Martinho Augusto da
- [surname] Santos, [forename] João Adolfo dos
- [surname] Sena, [forename] Jorge de

### 3. Compound surname consisting of two or more surnames:

- [surname] Martins, [forename] João Oliveira

### 4. Compound surname joined by e or a preposition:

- [surname] Castro, [forename] António Pires de
- [surname] Silva, [forename] Mauricio Rocha e

### 5. Compound surname consisting of two or more surnames joined by e and preceded by a preposition:

- [surname] Castro, [forename] Armando Gonçalves de Moraes e
- [surname] Silva, [forename] A. A. de Magalhães e

### 6. Compound surname consisting of two or more words that should not be considered individually because they originate from a religious entity, a geographical name, etc.

Thus meant to form an individual expression and sometimes preceded by a preposition:

- [surname] Castel Branco, [forename] Camilo
- [surname] Corte Real, [forename] Jerónimo de
- [surname] Espirito Santo, [forename] Humberto do
- [surname] Mão de Ferro, [forename] António
- [surname] Mil Homens, [forename] João Manuel
- [surname] Paço de Arcos, [forename] Joaquim
- [surname] Santa Rita, [forename] Isabel
- [surname] Santo Agostinho, [forename] Fernando de
- [surname] Todo Bom, [forename] Carlos

### 7. Compound forename when it is the only element of the name present:

- [surname] Maria, [forename] Ana

### 8. Surname with words indicating family relationships surname, of the types listed above, followed by the designation of relationship:

- [surname] Botelho Júnior, [forename] Manuel Correia

- [surname] Castro Sobrinho, [forename] António Ribeiro de
9. Forename with name of place or occupation:
- [forename] António de Portalegre
10. Title of nobility place name (simple or compound) followed by the number, if one exists, and by title and preposition:
- Castelo Rodrigo, 2.º Marquês de Pombal, Marquês de
11. Names of saints (Full name, followed by the qualifier “Santo” or “Santa”)
- [forename] António, Santo
  - [forename] Francisco Xavier, Santo
12. Forenames with numbers (king, popes, etc.)
- [forename] Manuel II
13. Name fully abbreviated without prefixes. Complete abbreviated name in direct form:
- A.C.M.

Remark: Use the modern spelling for Saa: Sá.

Ex: Miranda, Francisco de Sá de.

## App. 3.9 Rules to write Spanish and Hispano-American names

The surname is most commonly composed of two surnames: the father's and the mother's, sometimes united with the conjunction y. Each of the surnames can have more than one word united with a hyphen, with a definite article, preposition or both, or neither of them.

### 1. Surnames

- [surname] Menendez y Pelayo, [forename] Marcelino
- [surname] Calderon de la Barca, [forename] Pedro
- [surname] Sánchez-Mejorada Fernández, [forename] Jorge

### 2. First surname with a prefix (preposition or preposition and article):

- [surname] Pereda, [forename] José María de
- [surname] Arco y Garay, [forename] Ricardo del
- [surname] Rios, [forename] Waldo de los
- [surname] Vega, [forename] Francisco de la

### 3. First surname with prefix (article: el, la, los, las):

- [surname] Las Heras, [forename] Manuel Antonio

### 4. First surname with prefix (article linked with a hyphen to the forename or joined to the surname:

- [surname] La-Hoz, [forename] Rafael de



- [surname] Lafuente, [forename] Francisco de
  - [surname] Laiglesia, [forename] Alvaro de
5. Forename followed by a name of place or religious appellation:
- Luis de Granada
  - Teresa de Jesús
6. Forename followed by pen-name:
- Diego el Cigala
7. Names for Kings, Queens and their consort:
- Juan Carlos I, Rey de España
  - Margarita, Reina consorte de Enrique II, Rey de Navarra
8. No reigning princes:
- María de las Mercedes Borbón, Princesa de Asturias
9. For saints, popes, religious names and blessed:
- Juan Pablo II, papa
  - Juan Grande, beato
  - [surname] Namuncaura, [forename] Ceferino, Beato
  - Irma, Hermana
  - [surname] Casas, [forename] Bartolomé de las
10. Title of nobility:
- [surname] Atienza, [forename] Julio de, Barón de Cobos de Belchite
  - [surname] Santillana, [forename] Iñigo López de Mendoza, Marqués de
  - [surname] Almenas, [forename] José María de Palacio y Abarzuza, Conde de las
11. Exception when the second surname is never used:
- [surname] Picasso, [forename] Pablo - full name : Ruiz Picasso, Pablo
  - [surname] Aranguren, [forename] Jose Luis L. - full name: López Aranguren, Jose Luis

## App. 3.10 Rules to write Tamil names

When there is only one full name, e.g. R. Champakalakshmi, this has to be treated as “Champakalakshmi, R.” If, with or without abbreviated initial(s), there are at least two full names, one has to take a quick look at the table below.

According to Francis Britto,<sup>32</sup> a (modern) Tamil personal name could be made of three elements, only the second one (the given name) being compulsory. The third element defined as caste by Britto is taken here in an extended meaning covering also titles like the various adaptations of Sanskrit indicators of caste status, such as *śāstrin* and *ārya*.

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<sup>32</sup> Francis Britto, 1986, Personal Names in Tamil Society, Anthropological Linguistics, Vol. 28, No. 3 (Fall, 1986), pp. 349-365.

Examples are given in the table. The separate table, showing how the same individual can be referred to in various ways, is taken from Britto (1986: 358). The final rows of both tables shows the fields to be used in Zotero.

Initial(s)	Given Name(s)	Caste designation <sup>33</sup> / Title
K.A.	Nilakanta	Sastri (Skt. <i>śāstrin</i> )
K.V.	Subrahmanya	Iyer (Skt. <i>ārya</i> , Pkt., Pāli, <i>ayya</i> )
M.	Somashekara	Sharma (Skt. <i>śarman</i> )
K.G.	Sankara	Aiyar
K.G.	Sankara	
N.N.	N.N.	Pillai
T.A.	Gopinatha	Rao
Cu. சு.	Irācavēl இராசவேல்	
A. Ki. அ. கி.	Cēṣāttiri சேஷாத்திரி	
	San̥karaṇ Rāmaṇ ஸங்கரன்ராமன்	
“Forename”	“Surname”	

<sup>33</sup> According to Britto (1986: 357), most commonly encountered caste names are: Aiyar, Aiyangar, Chettiyar, Gounder, Mudaliyar, Nadar, Pillai, Reddiyar, Thevar, and Udayar.

K.		Pillai
S.	Kannusamy	
S.	Kannuswamy	
	Kannusamy	Pillai
V.S.	Kannusamy	Pillai
V.K.		Pillai
V.S.K.		Pillai
Si. Ka.		Pillai
V.S.K.	Samy	
Ve. Si.	Kannusamy	Pillai
V. Sivan	Kannusamy	
Vellodu Sivan	Kannusamy	
Vellodu	Kannusamy	Pillai
	Kannusamy Sivan	
	Kannusamy	
<b>“Forename”</b>	<b>“Surname”</b>	

## Appendix 4: Romanization, transliteration and transcription of bibliographic elements in non-roman script

In the main fields, fill in the Romanized version of the author names and titles. You can provide a translation in English between square brackets for any title.<sup>34</sup>

Please transliterate the name of the author with the main method used for this language. For Japanese names, we prefer the Hepburn method, which uses the macron to mark long vowel.<sup>35</sup> E.g. Ōno, Tōru, “Biruma ni okeru Pyū zoku iseki no hakkutsu chōsa genjō [Report on the inquiry and excavation of the remains of the Pyu in Burma]”, Kagoshima daigaku shiroku, 1968: 67–78.

If you want to keep the title in the original alphabet, please use the Extra fields to record them. Be aware that those elements won't be displayed in export. Enter each variable on a separate line at the top of the Extra field separated by a colon.

Original Title: ビルマにおけるピュー族遺跡の発掘調査現状

Original Author: 大野徹

Original Publisher: 平楽寺書店

Original Place of Publication: 京都市

Please make sure to specify the original language in the Language Field. See §4.9 above.

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<sup>34</sup> To be added in the next release version: Telugu, Kannada, Laotian, Thai, Khmer. For Burmese names, use the “popular” romanization, e.g. San Win, “bhurāḥ thoṇ pyū kyok cā e\* rak cvai [The date of the Hpayataung Pyu Inscription]”, Myanmar Historical Research Journal, 1998: 1–6.

<sup>35</sup> For more information, see: [https://en.wikipedia.org/wiki/Hepburn\\_romanization](https://en.wikipedia.org/wiki/Hepburn_romanization).