

DHARMA Zotero Guide



Release Version 1.1, 2023-12
Axelle Janiak & Arlo Griffiths

Versioning History

Author(s), Contributor(s)	Version	Changes	Date
Arlo Griffiths & Axelle Janiak	0.1	Redaction of the first draft	2019-08
Aditia 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 version	2019-08
Arlo Griffiths & Axelle Janiak	0.9.1	Updated 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	First version	2019-12
Emmanuel Francis & Axelle Janiak	1.1	Changes on names and short Titles.	2020-2021

Changes since version 1.0

- 2 : How data are organized in Zotero: DHARMA position has changed regarding tags. See part 4.10.5 for a lengthier explanation.
- 2.1 : Structure of the ERC-DHARMA group: add a prefix to name your collections
- 4.4.1 : Journal titles should be typed without definite article, e.g. *Journal of Asian Studies* and not **The** *Journal of Asian Studies*
- 4.2.5 : Distinguishing titles and subtitles: additions on how to handle distinct subtitles from different volumes of a multi-volume monograph and articles that form installments of a series

- 4.3 : Author/Editor: section regarding initials have been changed. You should consult the PIs when several ways to spell an author name can be found. Initials should now be separated by space. Finally, the project will use the non-dropping particles script made by Zotero in order to display German and Dutch names as expected in the individual citation pattern while keeping the main order in bibliography. To do so, the non-dropping particles should be filled with the surname, rather than after the forename.
- 4.4.2, 4.4.3 and 4.4.4 : additions of journal items cited by journal abbreviations, reviews and multi-volumes books and their subtitles.
- 4.10 : new pattern to write short titles: & is replaced by +. A new way has been added to deal with journal article short titles. A feature has been added when the date is missing. A technical explanation has been added to explain the relationship between short title tags and the Zotero API. Providing some explanation on the use of Better BibTex tools, its installation and set up. Adding a specific way to deal with forthcoming publications.
- 4.15 : addition of the extra fields to store extra data.
- 7 : Proposition of rules to identify fake doublons.
- App. 1 : addition of journal abbreviations.
- App. 3.1, App 3.3 and App 3.4 : adding new rules regarding the non-dropping particles for German and Dutch names.
- App. 3 : Added section on Thai/Lao names

Table of contents

Table of contents	3
1. Before you begin	6
2. How data are organized in Zotero	7
2.1 The structure of the ERC-DHARMA group	7
3. Adding and deleting entries	8
3.1 Copying an entry that already exists inside DHARMA	8
3.1.1 Removing an entry existing in several folders	8
3.2 Creating new entries	9
3.2.1 Copying an entry from My Library or another Group Library	9
3.2.2 Create a new entry from an online catalog	9
3.2.2.1 For books	9
3.2.2.2 For chapters from books	10
3.2.2.3 For articles from journals	10
3.2.2.4 For a re-edition or reprint of an item	10
4. Instructions per field under INFO	11
4.1 Item Type	11
4.2 Titles of articles, books and journals	11
4.2.1 Completeness of title and faithfulness to its printed form	12
4.2.2 Capitalization	12
4.2.3 More than one language within an entry	12
4.2.4 Transforming titles (uppercase/lowercase)	13
4.2.5 Distinguishing titles and subtitles	13
4.2.6 Titles containing one or more names of authors/editors/translators	13
4.2.7 Special formatting within a title	14
4.2.8 Silent correction of aesthetic deficiency or error in a printed title	15
4.3 Author/Editor	15
4.3.1 Recording names	15
4.3.1.1 Rules to record names	15
4.3.1.2 Names with initials	16
4.3.1.2 Names with particles	17
4.3.1.3 Author not provided by the publication	18

4.3.2	Attributing roles	18
4.3.3	Adding authors/editors	18
4.4	Publication, Volume and Issue	19
4.4.1	Journal articles cited by author and date	19
4.4.2	Journal Article Review	20
4.4.3	Journal items cited by journal abbreviation	21
4.4.4	Multi-volume books and their subtitles	23
4.5	Series and Series Number	24
4.6	Pages	24
4.7	Date	25
4.8	Journal Abbreviation	26
4.9	Language	26
4.10	Short title	27
4.10.1	The Name block	27
4.10.2	The Date block	28
4.10.3	The ## block	29
4.10.4	Different authors with identical (sur)names	29
4.10.6	Short titles and tags: a short technical explanation	29
4.10.7	Using Better BibTex to control your Short Titles	30
4.10.7.1	Install BetterBibTex	30
4.10.7.2	Configure BetterBibTex	31
4.11	Place	31
4.12	Publisher	32
4.13	DOI	32
4.14	URL	33
4.15	Extra	34
4.16	A special case: Web Pages	34
5.	Notes	35
6.	Attachments	35
6.1	About Links	35
6.2	About PDFs	37
6.2.1	Uploading in Sharedocs	37
6.2.2	Adding and renaming a link between Sharedocs and Zotero	37
7.	Duplicate items	38
Appendix 1:	Journal Abbreviations	41

Appendix 2: Journal Titles Standardized	56
Appendix 3: Language and Naming rules	58
App. 3.1 Quick check table	58
App. 3.2 Rules to record names for Anglophone authors	59
App. 3.3 Rules to record French names	60
App. 3.4 Rules to record Dutch names	61
App. 3.5 Rules to record Belgian names	62
App. 3.6 Rules to record German names (Germany, Austria, Switzerland)	63
Composition of the German names	63
Rules for representing such names in Zotero	64
App. 3.7 Rules to record Indonesian names	65
App. 3.8 Rules to record Italian names	68
App. 3.9 Rules to record Lusophone/Portuguese names	69
Composition of the Portuguese names	69
Additional elements for names	70
Rules for representing such names in Zotero	70
App. 3.10 Rules to record Spanish and Hispano-American names	72
App. 3.11 Rules to record Tamil names	73
App. 3.12 Rules to record Thai and Lao names	75
App. 3.13 Rules to record Vietnamese names	76
App. 3.14 Rules to record Burmese names	76
Appendix 4: Romanization, transliteration and transcription of bibliographic elements in non-roman script	76

1. Before you begin

1. Make an account at [zotero.org](https://www.zotero.org).
2. Ask the XML-TEI Manager 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/download). 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, or go check the video tutorials https://www.zotero.org/support/screencast_tutorials.¹ You can also check on Sharedocs the presentation made by Arlo Griffiths and Axelle Janiak for the Kick-Off meeting held in Berlin (2019).²
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.

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

² <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 ERC-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 ERC-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 exist 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. Note that the project is currently using tags to store a copy of an item’s Zotero Short Title in order to call the Zotero API. See [§4.10.5](#).

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.

2.1 The structure of the ERC-DHARMA group

The project’s collections are organized within the ERC-DHARMA group following a classification system with prefixes:

A: bibliographic collections of a ‘general’ nature (about the project as a whole or on technical topics)

E: bibliographic collections concerning epigraphic corpora and sub corpora

J: bibliographic collections concerning journal

P: bibliographic collections concerning ‘philological’ (i.e., manuscript based) corpora and sub corpora

X: personal bibliographic collections and subcollections — PhD students are encouraged to manage their dissertation bibliographies here; anyone can assemble bibliographies for articles and book projects in subfolders under their own collection X-forename.

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 ERC-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. As we have already stated above ([§2](#)), **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, you can choose to delete it everywhere or only in a collection part of the ERC-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 ERC-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 ERC-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 Library (ERC-DHARMA), and in the desired collection.

While dragging items, it sometimes happens that a version conflict prevents the items from being copied into the ERC-DHARMA Group Library. Always check the success of the import to make sure all needed items have been added.

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 instructions 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	http://www.sudoc.abes.fr/
Worldcat	https://www.worldcat.org/
Leiden UB	https://catalogue.leidenuniv.nl/
StaBi Berlin	https://staatsbibliothek-berlin.de/
National Library of Australia	https://catalogue.nla.gov.au/
Göttingen University Catalog	http://opac.sub.uni-goettingen.de/
Collège de France	http://omnia.college-de-france.fr

Repositori Institusi Kementerian Pendidikan
dan Kebudayaan <http://repositori.kemdikbud.go.id/>
Portail Persée <https://www.persee.fr/>
L'Orientale University Catalog <https://unora.unior.it/>

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. See also §7 about duplicate items.

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 a 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 in the "Edition" field for 2nd or subsequent editions. Always write it in English and in full words except for the ordinal number. 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.³ 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 the Type “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), and then specify in the “type” field what kind of thesis it is, using the language used by the institution to which the thesis was submitted and avoiding unnecessary prolixity (e.g., “Proefschrift”, instead of “Proefschrift ter verkrijging van de graad van doctor”, for a thesis defended at Leiden University, even if the thesis was written in English). 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. Noorduyin 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. Kedareswari 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

³ All the Zotero types are explained here: https://www.zotero.org/support/kb/item_types_and_fields.

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.⁴ 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 a 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.⁵ (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

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): 249–280. <https://doi.org/10.1163/22134379-17101004>.

⁴ For exceptions, see §§[4.2.6](#) and [4.2.8](#).

⁵ 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.

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): 249–280. <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”.⁶ 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 (:), and in the case of books add an uppercase letter to the first word of the subtitle, 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. Ideally, a work’s title should be visually represented as a single “sentence”, uninterrupted by a full stop.

If the different volumes of a multi-volume monograph bear distinct subtitles, follow the instructions given in §4.4.4.

For articles that form installments of a series, regardless of the probably varied layout choices that you will find by comparing different installments even of a single series, we recommend that you always record the data as follows. Separate the series title, the number in the series, and the item title by using comma, number and colon: e.g. “Études balinaises, VI: à propos de «Bedulu»” and not “Études balinaises VI: à propos de «Bedulu».” **Note that such complex article titles have a strong tendency of being wrongly, incompletely and inconsistently recorded in online bibliographic resources, so that manual adjustment is always necessary after import.**

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 *Yajnavalkya: a*

⁶ For an example of “sentence case”, see https://en.wikipedia.org/wiki/Letter_case.

treatise on dharma, edited and translated by Patrick Olivelle, you only need to record “Yajnavalkya: a treatise on dharma” in the title field.⁷

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: `^{...}`
- for subscript: `_{...}`
- for bold: `...`
- for small-caps: `...` — 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 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 `<i>`Bhikṣuṇīvinaya`</i>` 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.*

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

Note that the output example does not show the non-breaking space before the colon in *nonnes bouddhistes : le Bhikṣuṇīvinaya de l'école Mahāsāṃghika-Lokottaravādin* that is required by French typographical conventions. In order for the *espaces insécables* to appear, they must be typed in the entry. If you are accustomed to French typography, please follow the French rules *only* when the language you are dealing with is French, but try to remember not to insert any when creating entries for English-language publications. We are not expecting such a diverse and multilingual team as ours to be consistent in applying such language-specific typing rules, and expect that a major round of data cleaning will be necessary before we publish our complete bibliography.

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*,⁸ 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

4.3.1.1 Rules to record names

The authors of this guide consider it a virtue to make efforts to follow conventional naming systems of the mother tongue of the author as much as possible, and to avoid mechanically interpreting 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

⁸ https://www.persee.fr/doc/arch_0044-8613_2011_num_81_1_4273.

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:

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”.

4.3.1.2 Names with initials

In some cultures, spelling out of forenames is not or has not, in certain periods, been the norm. Think of pre-WWII Dutch authors, or of South Indian names beginning with an abbreviated name that is never spelled out. In many cases, an author’s forenames never appear spelled out in any publications (and for some such authors, no historical evidence may be available to determine what his/her full names were); in many other cases, we find that an author sometimes abbreviated parts of his name and sometimes published under his full name, or that the name of an author is spelt differently in different publications. **We cannot follow standard bibliographic practise** which would be to rely on how names appear on the title pages of their publications because it will be disturbing for our readers and a sure source of false double entries to allow a single author to appear in more than one form in our collective bibliography (e.g. D. C. Sircar vs. Dines Chandra Sircar): Zotero will not group these together. Therefore, please consult the project’s PIs to help you select one representative spelling of the name in case more than one is found, and if you know or can determine the full names from any bibliographic resource, please substitute these for the abbreviated forms.

In case you do need to record multiple initials, here or elsewhere in Zotero, **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.**

4.3.1.2 Names with particles

Titular prefixes (English Sir, Revd, Dr, Captain, Indonesian Hj., Burmese Oo, Daw, Indian Pt., Shree, Srimati, etc.) are not to be included in a Zotero entry unless their removal would mislead the reader.

As previously stated, you must follow conventional naming systems of the mother tongue of the author as much as possible. One of our concerns is to be able to do the same when displaying names inside epigraphic and other editions, while still allowing us to present such names in their proper alphabetical order in bibliography. For instance, for the Dutch author F. H. van Naerssen, we expect an individual citation to appear as “van Naerssen 1938” rather than as “Naerssen 1938”, while we expect its entry in the main bibliography to appear under the letter N, in the format “Naerssen, F. H. van. 1938”. This example illustrates a language using a “non-dropping-particle” system.

Zotero provides a way to deal with non-dropping-particles in an automated way using export parameters inside the CSL.⁹ Note that the system only takes into account the non-dropping-particles. For cases with dropping-particles, the system won’t be able to sort name-parts. That is why the position of particles in a Zotero entry must take into account the author’s mother tongue and the expected final display.

Indeed, while the above approach is satisfying for Dutch and German, it doesn’t work for Romance languages like French since they use the “dropping-particle” system. Thus, for the French author Louis de La Vallée Poussin, an individual citation would be expected to look like “La Vallée Poussin 1971–1972” rather than like “de La Vallée Poussin 1971–1972”. This is why the particle “de” must be recorded inside the forename field and not in the surname field, allowing the main bibliographic entry to be under the letter L, e.g. “La Vallée Poussin, Louis de. 1971–1972”.

The system we ask you to implement has some disadvantages, namely (a) that some names with particles will appear out of alphabetical order in the Zotero standalone on your computer, and (b) that some names may be displayed in unconventional manners due to imperfections of the CSL system. Thus, “van Naerssen” will appear in your standalone under the letter V rather than the letter N, since the non-dropping particle must be added in the surname part, and not behind the forename; however Louis de La Vallée Poussin will still appear under the letter L since this name must be recorded following the dropping-particle system.

⁹ The CSL, or Citation Style Language, is an XML-based language to describe the formatting of citations and bibliographies with the goal to facilitate and automate scholarly publishing. It defines name-part order. We will use Zotero’s automated process for non-dropping particles as a default option of the bibliographic export. It will be set on the root element `cs:style` as the following value: `demote-non-dropping-particle="display-and-sort"`. See the specification for more information: <https://docs.citationstyles.org/en/stable/specification.html#name-part-order>.

The system we are offering is evolutive in the sense that we haven't yet foreseen all languages and all particularities that may have to be dealt with. This means that some of the data already entered into our Zotero group library may need to be restructured as our system evolves further.

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

4.3.1.3 Author not provided by the publication

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, please use the name found elsewhere. If you have reason to doubt the correctness of the other source, it is possible to mark your doubt with a ? at the end of the name. E.g. "Chhabra, Bahadur Chand?".

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

4.4.1 Journal articles cited by author and date

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

Aciri, 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 ERC-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.

When entering the title of a journal, leave off any definite article, e.g. *Journal of Asian Studies* and not **The Journal of Asian Studies**.

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.¹⁰

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*

¹⁰ <https://brill.com/view/journals/bki/bki-overview.xml>

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**.¹¹

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 “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 entered 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**: 306–339.

Furui, Ryosuke. 2011. “Panchrol (Egra) Copperplate Inscription or the Time of Śaśāṅka: A Re-Edition.” *Pratna Samiksha* **New Series 2**: 119–130.

Be careful not to confuse such journal series with the kind of series intended in [§4.5](#).

4.4.2 Journal Article Review

When creating an item for a (book) review, declare it with the Item Type “journal article”, record the reviewer(s) with the denomination “Author” and add the reviewed author(s) with “Reviewed Author”.

If you decide to use this feature, be careful to avoid the repetition of information. For instance, if you declare in the title field: “Review of G. Maspero, <i>Le royaume de Champa</i>”, and identify both Louis Finot as the author and Gaston Maspero as the reviewed author, you will obtain:

Finot, Louis. 1928. Review of *Review of G. Maspero, Le royaume de Champa*, by Gaston Maspero. *Bulletin de l'École française d'Extrême-Orient* 28: 285–92.

Thus, keep only the title “Le royaume de Champa” (with <i> tags) in the title field to obtain a cleaner output:

¹¹ <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>

Finot, Louis. 1928. Review of *Le royaume de Champa*, by Gaston Maspero. *Bulletin de l'École française d'Extrême-Orient* 28: 285–92.

See how Zotero itself generates the word “Review of”. If the title of the review and the title of the reviewed work are different, we recommend keeping the original title of the reviewed work in the Extra field. Add the label “reviewed-title” followed by a colon and a space before the title, e.g. “reviewed-title: The Hobbit, or: There and back again”.

4.4.3 Journal items cited by journal abbreviation

There will be an inevitable residue of cases where a journal item needs to be cited by abbreviated journal title, volume and year, rather than by author name and year, because there is no identifiable author. This is expected to become necessary only in the case of a limited number of journals, and our Group Library will offer entries for each individual volume within a collection dedicated to the relevant journal. The name of each journal collection starts with the prefix “J-”, and the second part is formed by the journal abbreviations as per Appendix 1.

As a first example we take the contents of such journals as the *Notulen van de Algemeene en Bestuurs-vergaderingen van het Bataviaasch Genootschap van Kunsten en Wetenschappen*, which consist in minutes of board meetings of a learned society published per calendar year, and generally do not contain authored articles. The journal’s abbreviation is NBG, as per Appendix 1, and the dedicated collection is J-NBG. In this collection, a separate entry has been created for each volume. Each entry has Item Type “Book” and the Title field has been filled in with the title of the volume in question, including the volume number and year of coverage, while the Volume field has been left empty. The Place and Publisher fields have been filled in as indicated on the respective title pages. In the Date field, the year or years of actual publication (generally a year after the one which the volume was supposed to cover, but sometimes already starting during that year and extending into the next) have been filled in as indicated in [§4.7](#). For Short Title, we have taken the journal abbreviation, followed by the volume number (in Arabic numerals, with leading zero for volumes 1 through 9), an underscore and the year of coverage. Thus, for example, to Short Title NBG59_1921 corresponds the following entry:

Notulen van de Algemeene en Bestuurs-vergaderingen van het Bataviaasch Genootschap van Kunsten en Wetenschappen. Deel LIX. — 1921. 1921–1922. Weltevreden; 's-Gravenhage: Kolff & Co.; Nijhoff.

A second example, with its own specifics, is the *Annual Report on Indian Epigraphy*, a partially retroactive title for epigraphical reports issued under several names (see <https://dharma.hypotheses.org/arie>). The journal's abbreviation is ARIE, and the dedicated collection is J-ARIE. In this collection, a separate entry has been created for each issue. Each entry has Item Type "Book" and the Title field has been filled in with the original title of the issue in question, including the year(s) of coverage, while the volume field has been left empty. The Place and Publisher fields have been filled in as indicated on the respective title pages. In the Date field, the year of actual publication, sometimes much delayed compared to the year(s) of coverage, has been filled in as indicated in §4.7. For Short Title, we have taken the journal abbreviation, followed by the year(s) of coverage (in Arabic numerals). In the case of some early issues (from the time that the publication took the form of Government Orders of the Madras Government), a numeral suffix has been added to single out successive issues covering the same years. Thus, for example, to Short Titles "ARIE1887-1888_03" and "ARIE2000-2001" correspond the following entries:

G.O. No. 877, 6th September 1888. *Archaeology. Recording Letter from the Director-General, Archaeological Survey, Forwarding Dr. Hultzsch's Progress Report for May and June 1888.* 1888. Madras: Government of Madras, Public Department.

Ravishankar, T. S., ed. 2015. *Annual Report on Indian Epigraphy for 2000–01.* New Delhi: Archaeological Survey of India.

Note that, for the volumes of ARIE, the field "Extra" has systematically been filled in with an abbreviation of the issue. This field can be displayed in the central panel (adding it with the small button in the top right corner of that pane). It helps ordering the ARIEs chronologically by year(s) of coverage and finding the corresponding Short Title.

A third example illustrates periodicals that only have years of coverage but no volume numbers. We take the *Bulletin de la commission archéologique de l'Indochine*. We record all data as in the two previous examples, but for Short Title use the journal abbreviation BCAI immediately followed by the year of coverage, e.g. BCAI1909.

4.4.4 Multi-volume books and their subtitles

If the separate volumes of a multi-volume book bear distinct subtitles (as per §4.2.5), then both the volume number and the volume subtitle should be recorded in the main Title field. Add a period (full stop) and a space after the main title, then the actual

word or abbreviation associated with a volume number (e.g., “Vol.”, “Part”, “Tome”, “Band”) followed by the associated number, then a colon plus a space, then the subtitle.

Volume numbers recorded in the title must not be converted into Arabic numerals if the actual volume shows a Roman numeral, or expresses the number in words: instead, simply reproduce what the title page shows. However, you shouldn’t provide any information inside the Volume field in this case, to avoid repetition in the final display. Examples:

Chopra, P. N., T. K. Ravindran and N. Subrahmanian. 1979. *History of South India*.

Vol. I: Ancient Period. New Delhi: S. Chand & Company Ltd.

Wackernagel, Jacob, and Albert Debrunner. 1954. *Altindische Grammatik. Band II, 2:*

Die Nominalsuffixe. Göttingen: Vandenhoeck und Ruprecht.

In cases where you have filled in the volume number in the Title field, you shouldn’t provide any information inside the Volume field to avoid repetition in the final display. In other cases, the volume number is expected ([§4.4.1](#)).

We cannot give general rules for **what to do when a multi-volume book’s volumes do not have individual subtitles**. The neatest solution is to create just one Zotero entry and use < citedRange > to identify the relevant volume when citing it in your XML files. In this case, and this case alone, the field “# of Volumes” (meaning “number of volumes”) needs to be filed in. Example:

Coëdès, George. 1937–1966. *Inscriptions du Cambodge*. Collection de textes et documents sur l’Indochine 3. 8 volumes. Hanoi; Paris: Imprimerie d’Extrême-Orient [vol. I]; EFEO.

This example, however, could also have been used to illustrate a different approach, because volume I was published at Hanoi by the Imprimerie d’Extrême-Orient while the remaining volumes were published at Paris by the EFEO. This kind of complexity is hard to represent in a transparent manner if you resort to a single Zotero entry. When you deem it useful for factors like the length of the period between the first and the final volume, difference of place of publication and/or of publisher, and so forth, to be represented, you will need to create individual entries for individual volumes.

We are unable to offer any comprehensive criteria to **distinguish a multi-volume book from a book series**. In case multiple authors have been involved over time, and/or the number of volumes extend well beyond the handful; and especially if the word “Series” (or an equivalent) is used in the Series title, you will obviously be dealing with a

Series. But there will be cases that are less clear. Feel free to consult the authors of this Guide if you are faced with a complicated choice.

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 [§4.4.1.](#))

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.¹²

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.¹³

In some journals published only in electronic form, every article has pages numbered from 1 onward.¹⁴ In this case, you should still record the page range, because leaving it blank raises the suspicion of a recording error.

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. The end page should be entered in unabbreviated form, e.g. 230-239 (and not 230-9).

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.¹⁵

¹² 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.

¹³ 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.

¹⁴ See e.g. <https://www.mdpi.com/2077-1444/12/11/986>.

¹⁵ 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

4.7 Date

Some online catalogs or journal websites nowadays furnish dates with specifications 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 1940-1941.¹⁶

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 Era¹⁷ (BE) year 2483 converts to 1940-1941 in CE:

Date	1941
Extra	Original Date: 2483 BE

2. In the era called *san*¹⁸ year 1370 converts to 1963-1964 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.

to ambiguity. We recommend you do the same when referring to other numbered entities within a volume (chapters, figures, plates, etc.).

¹⁶ 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.

¹⁷ https://en.wikipedia.org/wiki/Buddhist_calendar

¹⁸ 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.

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 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 Abbreviation

Always fill in this field with the standard abbreviations. Check the Appendix 1 “Journal abbreviations” for a full list.¹⁹ 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, you should generally use the pattern **NameDate_##**, named “author-date” scheme below. However, when referring to

¹⁹ The abbreviations will be used to render the bibliographic references in the HTML export of encoded XML files.

periodicals or series numbers, it is also possible to follow the pattern **AbbreviationNumber**, named “abbreviated title scheme” below.

4.10.1. Author-date scheme

4.10.1.1 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 consists of both separated by the mathematical symbol “+”. Example: **Coedes+Damais** for “Cœdès & 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”.²⁰ You can also use the journal abbreviation as per Appendix 1, when you need to quote volumes of a Journal, and in this case you must use the **short titles per year and volume** that have been created in the collections with prefix “J-” for most of the periodicals that regularly need to be references by DHARMA, e.g. NBG09_1871.

²⁰ 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](#).

In cases where no author's name is known, and it is also impossible to attribute the publication to an institution, you could use the editor's name. Resorting to **Anon** is allowed, although we encourage you to find another solution if possible.

Our policy for Khmer, Thai and Vietnamese names is unfortunately not yet fully crystallized, in part because we know the relevant languages and naming practices less well than the Indonesian and Indian ones.

Thai/Lao names are normally cited in the order FORENAME SURNAME and the forename determines the position in alphabetical order. So we recommend using ForenameSurname in a single name block for Thai/Lao names. You can add the original orthography in square brackets behind the romanized representation of the name, for which latter no standard system alas exists and you must try to follow what romanization, if any, the author himself has used in publications (and pray to the Buddha that the author has been consistent). See the entries KongkaewWeeraprajak1985_02 etc. in our Zotero library.

Khmer and Vietnamese practice is the reverse of the Thai/Lao, in the sense that SURNAME FORENAME is the standard citation order and that surname determines the place in alphabetical order.

Vietnamese names always consist in strings of monosyllabic or bisyllabic elements. As far as we know, the first of them always represents the surname. But none of us knows Vietnamese well enough to recognize any potential bipartite surnames. And Nguyen is a surname shared by more than 50% of Vietnamese (or so it seems), and therefore has very limited disambiguating force. Therefore, for Vietnamese, we think it makes sense to retain the entire name in the order it is printed, within a single name block. Follow the model of LeThiLien2007_01, HaVanTan1998_01, and NguyenTienDong1999_01 in our library.

Finally, it seems best to us to treat Khmer names as we treat western ones.

4.10.1.2 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.

If the publication doesn't have any publication date, use the abbreviation ND in uppercase, e.g. Roueche+FlandersND_01.

4.10.1.3 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 **##**.

Note that this block is not expected for journal entries. See [§4.2.2](#).

4.10.1.4 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 ERC-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.

4.10.2. Abbreviated title scheme

When referring to periodicals or series numbers, it can be more convenient to use a volume title than an editor or author name. For referring to the *Indian Archaeological Journal*, we thus use short titles of the form **AbbreviationDate**, e.g. **IAR2000-2001**.

If you choose this referencing scheme, you will probably want to use a display shorthand as well. See [4.15 Extra](#) for details.




4.10.3 Forthcoming publications

In cases in which you want to declare a forthcoming publication, you would apply the rule stated for the author's or authors' names, but the date block will be changed to a null pattern, being 0000, e.g. Schmiedchen0000_01.

4.10.4 Using Better BibTex to control your Short Titles

The tool Better BibTex is an extension developed for Zotero. It helps export bibliographic data for documents using text-based toolchains based on LaTeX or Markdown.

We won't use this tool for its main features, but for the possibility to declare citation keys. For DHARMA needs the "Citekey" will be matched with the content of the short title field. Citation keys have to be unique. It means that when a duplicate exists, the tool disambiguates it with a suffixed letter. The tool also allows you to display the keys in the central panel, thus the addition of the suffix makes it possible to identify duplicates at a glance.

Title	Creator	Date	Citekey
 Pesan Moral Edukatif Relief d...	Aang Pambudi Nug...	2015	AangPambudiNugroho2015_01
 Penelusuran beberapa fragm...	Aang Pambudi Nug...	2015	AangPambudiNugroho2015_01a
 Inskripsi Gerba I dan II: Tinja...	Aang Pambudi Nug...	2018	AangPambudiNugroho2018_01

Let's take a look at Aang Pambudi Nugroho's book in the DHARMA group library. The Citekey has been set on ShortTitle. As you can see in the screenshot, at the time this paragraph was written, the library contained two occurrences of the short title AangPambudiNugroho2015_01.

4.10.4.1 Install BetterBibTex

Installing BetterBibTex isn't mandatory. You can choose to add it, if you think it will help you manage your short titles or if you want to display them in the central panel.

First, download the latest version of the tool on the github: <https://github.com/retorquere/zotero-better-bibtex/releases>. Choose the XPI file.

1. In the main menu, go to Tools > Add-ons
2. Select 'Extensions'
3. Click on the gear in the top-right corner and choose 'Install Add-on From File...'
4. Fetch the .xpi file that you've just downloaded then click 'Install'
5. Relaunch Zotero

4.10.4.2 Configure BetterBibTex

The Better BibTeX configuration can be found under the regular Zotero preferences pane, under the tab 'Better BibTeX'. Under the tab 'Citation Keys', in the part called 'Citations keys', replace the content of the field 'Citation Key format' with [ShortTitle].

If you have been using this tool previously, you might need to configure it more carefully to match your own use with the one proposed for DHARMA, otherwise keep the default parameters.

To display the Citekey column in the central panel, select the window icon at the top-right corner of the columns names, and choose 'Citekey'.

Please note that generating the citekey can take a little while and require you to restart Zotero.

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 your 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.²¹ The DOI need not include a prefix that turns it into a URL.²²

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 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:

²¹ 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.

²² 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.

- 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.²³

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 updated 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 item²⁴

4.15 Extra

The Extra field can be used to store additional information that does not fit the Zotero data model. It should contain a list of key-value pairs, separated by newline characters; a colon (:) is used to separate keys from values:

Key1: Value1

Key2: Value2

...

²³ 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 should only be entered as <https://www.academia.edu/39367788>.

²⁴ E.g. 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.

The DHARMA application recognizes a single 'Shorthand' field. If given, it is displayed in bibliographic references and in bibliographic entries, replacing the string of the form 'Author Date' that would have been generated otherwise.

Take the following entry, for instance:

Dayalan, D. 2005. *Computer application in Indian epigraphy (Pallava period)*. 3 vols. New Delhi: Bharatiya Kala Prakashan.

References to it have the form 'Dayalan 2005'. However, if you add the following Shorthand field in the Zotero entry...

Shorthand: CAIE

... the generated entry will look like this:

CAIE. *Computer application in Indian epigraphy (Pallava period)*. 3 vols. New Delhi: Bharatiya Kala Prakashan.

... and references to it will have the form 'CAIE'.

It must be noted that the 'Shorthand' feature is only supported by the DHARMA application; the Zotero processor you use in Microsoft Word, etc., is unaware of it.

4.16 A special case: Web Pages

Web pages are by definition problematic from the bibliographer's point of view, and in general we recommend avoiding citation of web pages if it can be avoided. When possible, try to use more specific item types offering fewer basic fields of information, such as Blog Post, Report, Article ... If you want to add a full website or a dataset, it may also be pertinent to add it under the Item Type software. Indeed, this option offers you the possibility to provide the language in which the data is expressed, the system used to display it as well as provide a clear mention of its version.

If it cannot be avoided, then use the Item Type "Web Page", but be aware that it has several limitations and that you will need to see how to record web pages on a case-by-case basis. This Item Type only allows recording a single web page and not a whole website. That is why you need to fill in both the fields "Title" and "Website Title". A date for online publication as well as an author, or the institution in charge of it, should be provided whenever possible. (You can record an institution as "author", although this is not a choice we recommend in other Item Types.) You always need to fill in the "URL" and "Accessed" fields (although the latter will not be displayed by DHARMA CSL). Examples:

Aditia Gunawan & Arlo Griffiths. 2014. "The Oldest Dated Sundanese Manuscript: An Encyclopedia from West Java, Indonesia." Manuscript of the Month. https://www.manuscript-cultures.uni-hamburg.de/mom/2014_03_mom_e.html.

Institute of Indology and Tamil Studies, Cologne University. "Cologne Digital Sanskrit Lexicon." <https://www.sanskrit-lexicon.uni-koeln.de/>.

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.

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

De Bhadracarī afgebeeld op den hoofdm...	Bosch	
Inscripties uit de Çailendra-tijd	Casparis	•
Selected inscriptions from the 7th to the...	Casparis	•
Barabuður	Casparis	
The dual nature of Barabuður	Casparis	

De Bhadracarī afgebeeld op den hoofdm...	Bosch	
▼ Inscripties uit de Çailendra-tijd	Casparis	•
Résumé en anglais		
Library Catalog Entry Snapshot		•
Link to Library Catalog Entry		
▼ Selected inscriptions from the 7th to the...	Casparis	•
2e exempl		
Ingebonden bij: Inscripties uit de Çail...		
Library Catalog Entry Snapshot		•
Barabuður	Casparis	

▼ Inscripties uit de Çailendra-tijd	Casparis	•
Résumé en anglais		
Library Catalog Entry Snapshot		•
Link to Library Catalog Entry		
▼ Inscripties uit de Çailendra-tijd	Casparis	•
2e exempl		
Ingebonden bij: Inscripties uit de Çail...		
Library Catalog Entry Snapshot		•
Barabuður		
The dual nature of Barabuður		

Show in Library
Duplicate Item
Move Item to Trash...
Export Item...
Create Bibliography from Item...
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

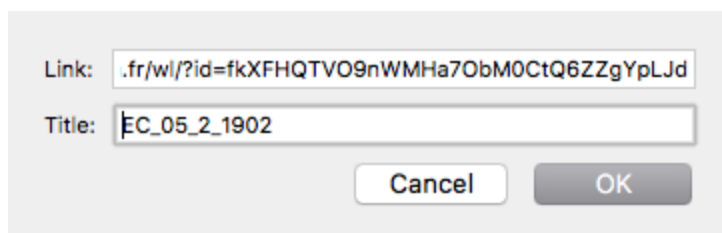
Sometimes, downloading a bibliographic entry from an online resource (such as JSTOR, if you have access, or any Open Access journal) will lead to a PDF file being automatically imported along with the bibliographic data. Such PDFs consume storage space, which the project has to pay for. As long as we 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. 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.²⁵ 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:

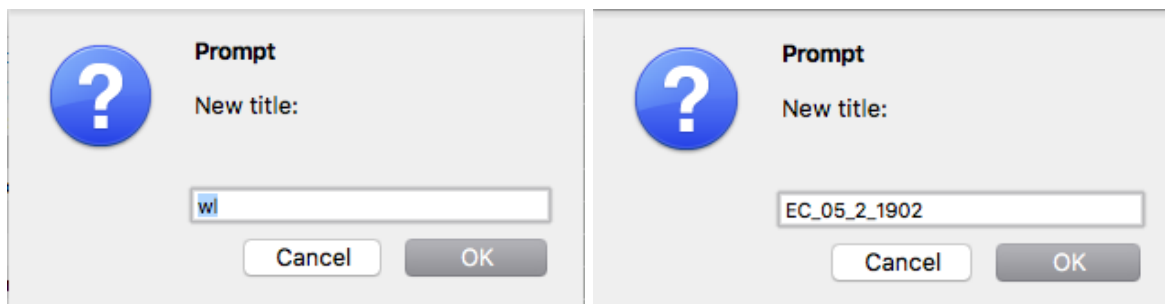
Title:

²⁵ 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_VariegedAdaptations.

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:



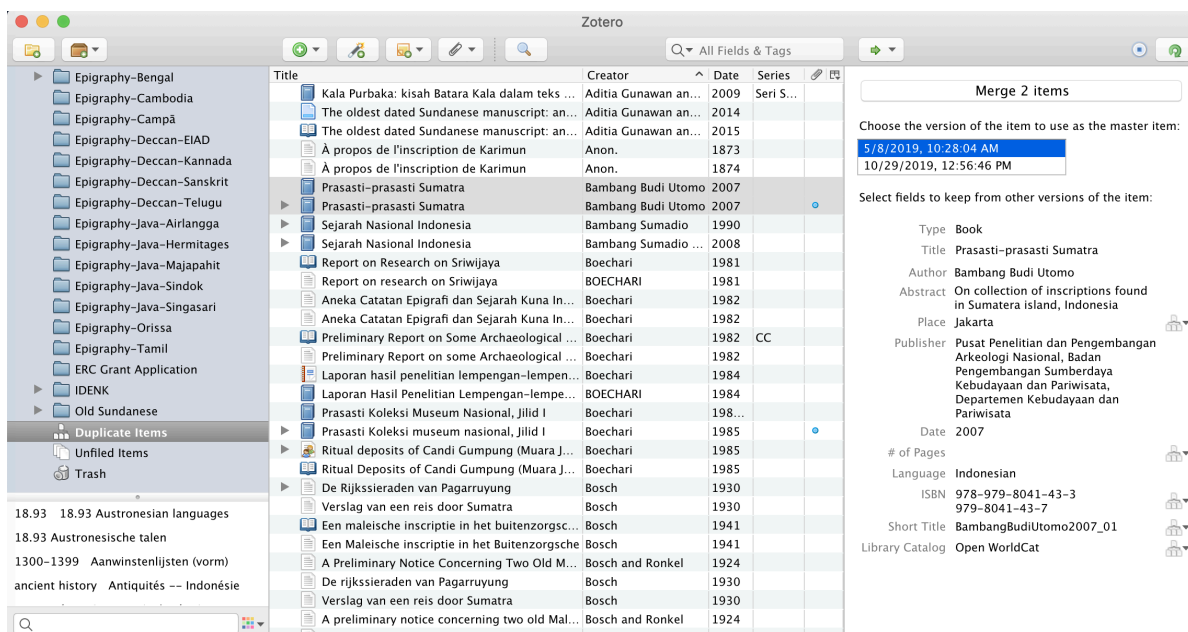
7. Duplicate items

While building up the ERC-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 ERC-DHARMA group library’s collections on the left pane.²⁶ Duplicate identification is based on similarity between title fields, 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. In other words, Zotero algorithm for recognizing duplicates is imperfect.

You should always use the merging function to handle duplicates rather than doing it manually and in the end deleting the superfluous version(s) of the item. Merging allows you to retain the data associated with the respective unmerged items, while deleting one item will cause loss of all the data associated with it.

²⁶ 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.

To merge items, position yourself in the “Duplicate Items” collections, and select a pair of items in the center pane.²⁷ If you click on one, Zotero simultaneously picks its duplicate(s). It will then display in the right pane all the fields which don’t contain identical information in the various versions.

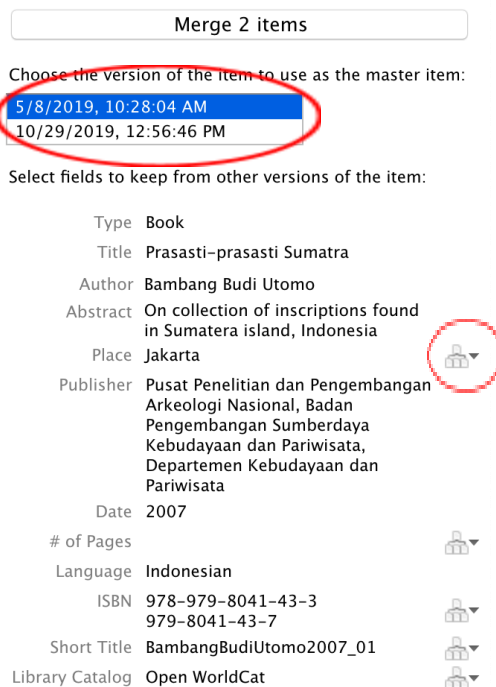


You can also select two or more duplicate items anywhere in your Zotero library, right-click, and select “Merge Items...” from the context menu to access the merging function. Whether you approach the duplicates through the first path, or through the second, they need to have the same Item Type (see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

You can use the Extra field as a visual warning for the fake duplicates, since its content will be displayed in the left panel when sorting the



²⁷ We advise you to sort the duplicate items by “title” rather than by

duplicates. To do so, add the value “fake duplicate” in the extra field on all the items wrongly identified as identical by the algorithm.

Appendix 1: Journal Abbreviations

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

	AA	Arts Asiatiques
		Anthropologie
AAA		Archives of Asian Art
AAAI		Aspek-Aspek Arkeologi Indonesia
AABIEC		Acta Asiatica: Bulletin of the Institute of Eastern Culture
		Art and Archaeological Research Papers
		Art Bulletin
		Amerta: Berkala Arkeologi
ABIA		Annual Bibliography of Indian Archaeology
ABORI		Annals of the Bhandarkar Oriental Research Institute
AI		Ancient India: Bulletin of the Archaeological Survey of India
		Annales du Musée Guimet, Bibliothèque de vulgarisation
ALB		Adyar Library Bulletin (Brahmavidyā)
ANSMN		American Numismatic Society Museum Notes and Monographs
AO		Acta Orientalia
AOH		Acta Orientalia Academiae Scientiarum Hungaricae
		Archaeology and Physical Anthropology in Oceania
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 Report 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
BAIRI		Bulletin of the Archaeological Institute of the Republic of Indonesia
		Bach Khoa
BB		Bahasa dan Budaja
		Bulletin of the Burma Historical Commission

BCAI	Bulletin de la Commission archéologique de l'Indochine	Bulletin du Comité d'Etudes de l'Annam et du Tonkin
BDCRI	Bulletin of the Deccan College Research Institute	
BDP	Berita Dinas Purbakala	
BEFEO	Bulletin de l'École française d'Extrême-Orient	
BIIBS	Bulletin of the International Institute for Buddhist Studies	
	Bulletin de l'Institut indochinois pour l'étude de l'Homme	
BIS	Berliner Indologische Studien	
BKI	Bijdragen tot de Taal-, Land- en Volkenkunde	
	Bulletin of the Museum of Fine Arts (Boston)	
BMJ	Brunei Museum Journal	
BPA	Berita Penelitian Arkeologi	
BPA(M)	Berita Penelitian Arkeologi (Medan)	
	Bulletin of the Research Centre of Archaeology of Indonesia	
BSEI	Bulletin de la Société des études indochinoises	
	Bulletin de la Société Française des Fouilles Archéologiques	
	Bulletin de la Société de Géographie commerciale	
BSOAS	Bulletin of the School of Oriental and African Studies	
	Buddhist Studies (Bukkyō Kenkyū)	
BSR	Buddhist Studies Review	
	Bulletin of Volcanology	
BY	Bulletin Yaperna: Berita Ilmu-ilmu Sosial dan Kebudayaan	
	Expedition	
EB	The Eastern Buddhist	
EI	Epigraphia Indica	
	Études d'Orientalisme	
EPHEA	École pratique des hautes études, IV ^e section, Sciences historiques et philologiques, Annuaire	
	Endowment Studies	
EW	East and West	
FA	Forum Arkeologi (Balar Bali)	
FMJ	Federation Museums Journal	
	France-Asie	

GN	Nachrichten von der Königlichen Gesellschaft der Wissenschaften und der Georg-Augusts-Universität zu Göttingen (philologisch-historische Klasse) — First the title was <i>Nachrichten von der Königlichen Gesellschaft ...</i> , later: <i>Nachrichten der Akademie der Wissenschaften in Göttingen</i> Geographical Review
HR	History of Religions
IA	Indian Antiquary International Area Studies
IAR	Indian Archaeology, A Review Institute of Bangladesh Studies Journal
IBSJ	Institute of Bengal Studies Journal
IC	Indian Culture
IESHR	The Indian Economic & Social History Review
IG	Indische Gids
IHQ	Indian Historical Quarterly
IHR	Indian Historical Review
IJJ	Indo-Iranian Journal
IMB	Indian Museum Bulletin
Iman	International Journal of the Malay World and Civilisation
IMW	Indonesia and the Malay World
INI	Inscripties van Nederlandsch-Indië
JA	Journal Asiatique
JAHRS	Journal of the Andhra Historical Research Society
JAIH	Journal of Ancient Indian History Journal of the American Geographical Society
JAOS	Journal of the American Oriental Society
JAS	Journal of the Asiatic Society
JAS-L	Journal of the Asiatic Society (Letters)
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
JASP	Journal of the Asiatic Society of Pakistan
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
JBihRS	Journal of the Bihar Research Society

JBurRS	Journal of the Burma Research Society
JBS	Journal of Burma Studies
JCBSSL	Journal of the Centre of Buddhist Studies, Sri Lanka Journal of the Center of Oxford Buddhist Studies
JESI	Journal of the Epigraphical Society of India (Bharatiya Purabhilekha Patrika) Journal of the Economic and Social History of the Orient
JFMSM	Journal of the Federated Malay States Museums
JGIS	Journal of the Greater India Society
JHI	Journal of the Historical Society (Univ. of Malaya)
JHS	Journal of the Historical Society of Singapore
JIABS	Journal of the International Association of Buddhist Studies
JIH	Journal of Indian History
JIM	Journal of Indian Museums
JIP	Journal of Indian Philosophy
JISOA	Journal of the Indian Society of Oriental Art
JMBRAS	Journal of the Malayan (later Malaysian) Branch of the Royal Asiatic Society
JO	Journal Officiel de la République Française
JOIB	Journal of the Oriental Institute (M.S. University of Baroda)
JOR	Journal of Oriental Research (Madras)
JPASB	Journal and Proceedings of the Asiatic Society of Bengal
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)
JRASB	Journal of the Royal Asiatic Society of Bengal
JRASB-L	Journal of the Royal Asiatic Society of Bengal (Letters)
JSBRAS	Journal of the Straits Branch, Royal Asiatic Society
JSEAH	Journal of Southeast Asian History
JSEAS	Journal of Southeast Asian Studies
JSS	Journal of the Siam Society
JUB	Journal of the University of Bombay
Jumantara	Jumantara: Jurnal Manuskrip Nusantara
KMA	Kalpataru: Majalah Arkeologi Kelantan Zaman Awal
LKPAP	Laporan Kegiatan Penelitian Arkeologi
MA	Majalah Arkeologi (diterbitkan oleh Lembaga Arkeologi FSUI)

MASB	Memoirs of the Royal Asiatic Society of Bengal
MBAS	Monthly Bulletin of the Asiatic Society
MCB	Mélanges chinois et bouddhiques
MIH	Malaysia in History
MISI	Majalah Ilmu-Ilmu Sastra Indonesia
MKAW	Mededelingen der Koninklijke Akademie van Wetenschappen
MKLvdT	Mededeelingen van de Kirtya Lieftrinck-van der Tuuk
MKS	Mon-Khmer Studies
MWP	Majalah Widya Pustaka (Fak. Udayana)
NBG	Notulen van de Algemeene en Bestuurs-vergaderingen van het Bataviaasch Genootschap van Kunsten en Wetenschappen
	Nghiên Cuu Lich-su
NIA	New Indian Antiquary
	Nederlandsch Indië Oud en Nieuw
	Nam-Phong
	Nantoh Shigaku (Journal of Ryukyuan Studies)
NSCWP	Nalanda-Sriwijaya Centre Working Paper
OV	Oudheidkundig verslag
	Purātan
	Purāmanthana
PIA	Pertemuan Ilmiah Arkeologi
PIHC	Proceedings of the Indian History Congress
PRASB	Proceedings of the Asiatic Society of Bengal
PSJA	Pratna Samiksha, A Journal of Archaeology
	Phô-Thông
Purbawidya	PURBAWIDYA: Jurnal Penelitian dan Pengembangan Arkeologi
PW	Pacific World
QBISM	Quarterly of the Bharata Itihasa Samshodhaka Mandala
QJMS	Quarterly Journal of the Mythic Society
	Revue archéologique
REHAP	Rapat Evaluasi Hasil Penelitian Arkeologi
	Renaissance Culturelle du Cambodge
RIMA	Review of Indonesian and Malayan affairs

RiSS	Rivista di Studi Sudasiatici
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
	Su-Dia
SEH	Social Evolution & History
SH	Studies in History
	Sayam haeng khwamlang
	Studia Islamika
SJ	Silpakorn Journal
	Singaporean Journal of Buddhist Studies
SoSc	Social Scientist
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
TKNAG	Tijdschrift van het Koninklijk Nederlandsch Aardrijkskundig Genootschap
	Tour du Monde
TNI	Tijdschrift voor Nederlandsch-Indië
	To Quc
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)
	Việt-Nam Khao Cô Tập-san
Wacana	Wacana: Jurnal Ilmu Pengetahuan Budaya
WZKM	Wiener Zeitschrift für die Kunde des Morgenlandes
WZKS	Wiener Zeitschrift für die Kunde Südasiens / Vienna Journal of South Asian Studies

ZDMG Zeitschrift der Deutschen Morgenländischen Gesellschaft
Zeitschrift für Indologie und Iranistik

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: **Arts Asiatiques**

Abbreviated form: **AA**

Variations:

- *Revue des Arts Asiatiques*

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

Abbreviated form: **BKI**

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**

Abbreviated form: **MKAW**

Variations:

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

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

Abbreviated form: **WZKS**

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*

Standardized form: **Göttinger Nachrichten**

Abbreviated form: **GN**

Variations:

- *Nachrichten von der Königlichen Gesellschaft der Wissenschaften und der Georg-Augusts-Universität zu Göttingen (philologisch-historische Klasse)*
- *Nachrichten der Akademie der Wissenschaften in Göttingen*

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.

COUNTRIES	ELEMENTS TO BE KEPT BEFORE THE SURNAME (first letter in uppercase)	ELEMENTS TO BE PLACED AFTER THE FORENAME (entirely in lowercase)
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 Le, La, Du Ex: [surname] Aus'm Weerth, [forename] Ernst de, den, en, ter, van, van den, van der Ex: [surname] van der Molen [forename] Willem an, auf, von, von der, zu, van [surname] von Hinüber, [forename] Oskar	
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] van der Molen, [forename] Willem	
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 record names for Anglophone authors

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 country²⁸ 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

²⁸ Most of them are accessible with VIAF: <https://viaf.org/>.

- [surname] Wisseman Christie, [forename] Jan

App. 3.3 Rules to record 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 "I" or "le" with epithets since it's not a part of an aristocratic name.
- Use I^{er} only for kings and emperors
- Use the I without the ^{er} 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. 3.4 Rules to record Dutch names

In international cataloguing rules, names of authors active before and after 1830 aren't dealt the same way. Such a case won't be followed in the DHARMA project. For Dutch names, the particles composing surnames will be filled systematically in the surname field. Those particles shall always be written with lowercase characters, such as van Naerssen rather than Van Naerssen.

The following list is to be understood as prefixes particles for Dutch surnames: de, den, en, ter, van, van den, van der.

- [surname] van der Molen, [forename] Willem

- [surname] van Naerssen, [forename] Frits Herman
- [surname] de Casparis, [forename] Johannes Gijsbertus

Dutch forenames can be given into a Latin form as well as in the main usual form. We recommend keeping the form most used in your research field or by default the one chosen by the author in his/her publication. In case of doubt, you can always check the name selected to identify the author in the [Royal Library of the Netherlands](#).

App. 3.5 Rules to record 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 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.”²⁹ But in our experience, what is said here about the Dutch-speaking (i.e., Flemish-speaking) part is perhaps incorrect. Indeed, the Belgian national bibliography³⁰ 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>>.

²⁹ Paula Goossens and Willy Vanderpijpen, *IFLA, names of persons for Belgium*, February 1995, p. 4. Accessible here: <https://www.ifla.org/node/4953>.

³⁰ Paula Goossens and Willy Vanderpijpen, *IFLA, names of persons for Belgium*, February 1995, pp. 1–3.

App. 3.6 Rules to record 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
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] von Goethe, [forename] Johann Wolfgang
 - [surname] van Beethoven, [forename] Ludwig
3. Surname with a titular prefix followed by a preposition, if the person uses it:
 - [surname] von Schack, [forename] Adolf Friedrich Freiherr
4. Surname with a titular prefix followed by a preposition, if the person doesn't use it:
 - [surname] von Weizsäcker, [forename] Richard
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] von der Hagen, [forename] Friedrich Heinrich
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] von Strauß und Torney, [forename] Lulu

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. 3.7 Rules to record Indonesian names

The following rules attempt to put into practice the recommendations of the National Library of Indonesia to write the names.³¹ 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 Disempurnakan* (EYD).³² 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

³¹ 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/>.

³² http://badanbahasa.kemdikbud.go.id/lamanbahasa/sites/default/files/pedoman_umum-ejaan_yang_disempurnakan.pdf

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
- Batak³³
 - [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
 - [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 for *brahmana* caste, Anak Agung for *ksatriya* caste), (c) marker relating to ritual function (Ida Pedanda, Pemangku), (d) birth order marker (Putu/Wayan for 1st child, Made/Kadek for the 2nd, Komang/Nyoman for the 3rd, Ketut for the 4th, while the 5th child in many families again takes the name

³³ See https://id.wikipedia.org/wiki/Daftar_marga_Suku_Batak for a long list of Batak *margas*.

Putu/Wayan, etc.), (e) clan membership marker (Carma, Pasek), and (f) personal name(s). Whatever may be the actual combination we find, these names are treated as a 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 (e.g. for baptismal names), 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. 3.8 Rules to record 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. 3.9 Rules to record Lusophone/Portuguese names

The following rules were taken from the IFLA Names of Persons, checked and approved by the Biblioteca Nacional de Portugal, December 2009.³⁴ 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
	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 Morais e Castro
	Compound: originate from a religious entity, a place or other geographical names,	Castelo Branco de Corte Real de Santo Agostinho

³⁴ https://www.ifla.org/files/assets/cataloguing/pubs/ifla_names_of_persons_portugal_2009.pdf.

	or other compound forms, thus meant to form an individual expression and sometimes preceded by a preposition	
--	--	--

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

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. 3.10 Rules to record 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, proposition 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 Granade
- 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. 3.11 Rules to record 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,³⁵ 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*. 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 ³⁶ / 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>)

³⁵ Francis Britto, 1986, Personal Names in Tamil Society, Anthropological Linguistics, Vol. 28, No. 3 (Fall, 1986), pp. 349-365.

³⁶ According to Britto (1986: 357), most commonly encountered caste names are: Aiyar, Aiyangar, Chettiyar, Gounder, Mudaliyar, Nadar, Pillai, Reddiyar, Thevar, and Udayar.

K.G.	Sankara	Aiyar
K.G.	Sankara	
N.N.	N.N.	Pillai
T.A.	Gopinatha	Rao
Cu.	Irācavēl	
சு.	இராசவேல்	
A. Ki.	Cēṣāttiri	
அ. கி.	சேஷாத்திரி	
	Saṅkaraṇ Rāmaṇ	
	ஸங்கரன்ராமன்	
“Forename”	“Surname”	

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	
“Forename”	“Surname”	

App. 3.12 Rules to record Thai and Lao names

Local and consequently international practice imposes that a Thai or Lao given name appears before the corresponding family name, and determines the alphabetic position of the name as a whole. In order to accommodate this practice and obtain the desired result on display, Thai and Lao names shall be recorded using only a single field. When available, the name as spelt in native script can be added in square brackets within the same single field. Thus, an author whose forename is Kongkaew and whose surname is Weeraprajak shall be recorded as follows:

- [name] Kongkaew Weeraprajak [कोंगแก้ว วีระประจักษ์]

App. 3.13 Rules to record Vietnamese names

coming in due course — see for the time being §4.10.1

App. 3.14 Rules to record Burmese names

coming in due course

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

This appendix is to be fleshed out in later editions of this guide. The following are preliminary notes.

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.³⁷

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.³⁸ 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.

³⁷ Rules for Telugu, Kannada, Laotian, Thai, Khmer, etc. to be possibly added in next versions. 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.

³⁸ For more information, see: https://en.wikipedia.org/wiki/Hepburn_romanization.