

## CATALOG CARD RULES

### Margins

1st. 10 spaces from left edge of card

2d. 4 " further

Use 2d. margin for title and subject cards, and for title following author's name on 1st. line. i.e. title on second line begins at 4 spaces in, and then continues out at first margin.

### Red Ink

Use only for subjects, either topic or person if it is about him. Invert names, i.e. surname first.

### Black Ink

For all else. If a person is an editor, or is connected with the author or the writing in some way, use first line, 2d. indention, but in black ink, for name inverted.

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Sample title card

. How the Federal Reserve Banks made good.  
Aiken, Alfred L.

Sample

<sup>10 space</sup>  
Author) Black, Eugene Robert  
Title) 4 Looking forward; address before the 59th.  
annual convention of the American Bankers Association,  
Chicago, Illinois, Sept. 4-7, 1933.  
(Period.) COMMERCIAL AND FINANCIAL CHRONICLE. A.B.A. Con-  
vention Section, v.137:21-23, Sept. 23, 1941.

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Federal Reserve Banks

Aiken, Alfred L.

How the Federal Reserve Banks made good.

N.Y. Macm.1915.

25p.illus.

Reprint November 27, 1915.

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How the Federal Reserve Banks made good.

N.Y. Macm.1915.

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Reprint November 27, 1915.

*(see over for tracing)*

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Federal Reserve Banks

SAMPLES OF BOOK CARDS

CATALOG RULES

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~~Leedy, H. G.  
No entries.~~

# SAMPLES OF MAGAZINE CARDS

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Sample periodical subject card

Currency

Smith, J. L.

The reform of the currency.

ACADEMY OF POLITICAL SCIENCE. PROCEEDINGS.

V.1,no.2,1911.



Sample

(No author).

(Title)

Banking problems.

(Period.) AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE.  
THE ANNALS, v. XXXVI, no. 3, 1910.

(Note)

Contributors: A.P. Andrew, F.I. Kent,  
A. McRoberts, L.M. Jacob, J.F. Johnson, etc.

sample

~~Banking problems.~~  
~~AMERICAN ACADEMY OF POLITICAL AND SOCIAL SCIENCE.~~

Magazine title:

Review of Economics & Statistics

(not Harvard Review of Economic  
Statistics)

Samples - Periodicals

A.B.A. BANKING

(use this abbreviation)

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In periodical refs,  
if only date is given, without  
volume, put pages after date,

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Abbreviations to write out:

C + F Chron = Commercial + Financial

Amer. Econ. Rev = American <sup>Chronicle</sup> Economic Review

Finan. News = Financial News

Mag. of Wall St. = Magazine of Wall  
~~Street~~

Bourroughs Cl. House = Bourroughs Claring  
House

Amer. Bankers Ass'n J. = A. B. A. Journal