**CERES Guidelines:**

**Bibliographies and Taxonomy of Publication Types and Titles**

**Land Grant University Publications**

This information is to provide guidance in developing bibliographies as part of the CERES grant program.

**1. BIBLIOGRAPHIES:**

A. Purpose of CERES bibliographies:

1. To document the universe of historical print *serials* *and series* published by your land grant university. If you are one of the 29 states that has already been funded through USAIN NEH funding to produce a bibliography, you need only extract the relevant entries from your existing bibliography and add any new ones as the date range has been extended to 1988.
2. To use as a basis for setting priorities for digitization of titles.
3. To keep track of what has already been digitized, what you will digitize in the proposed project, and what remains to be digitized (if remaining titles are deemed important enough).

B. Inclusions:

1. State level serial publications produced by the land grant university.
2. All serial titles in a given category in which you are proposing to provide access by digitization and to preserve.
3. Publications that go up to 1988.
4. Serial entries only (not individual numbers).
5. Title history, i.e. antecedent titles and name changes.
6. Dates covered; number of volumes or numbers in the series.
7. County level publications.

B. Exclusions:

1. Monographs, maps, pamphlets.
2. Entries for individual numbers of items in series, e.g. for individual Agricultural Experiment Station Bulletins

**2. TAXONOMY OF PUBLICATION TYPES AND TITLES:**

1. **Experiment Station Publication Types:**
	1. Agricultural Experiment Station. Annual Report
	2. Agricultural Experiment Station. Bulletin
	3. Agricultural Experiment Station. Technical Bulletin
	4. Agricultural Experiment Station. Research Bulletin
	5. Agricultural Experiment Station. Special Report/Special Bulletin
	6. Agricultural Experiment Station. Miscellaneous publication
	7. Agricultural Experiment Station. Information Series
2. **Extension Service Publication Types:**

Land Grant universities have historically published a very wide variety of series and serials on the full range of topics of interest to the citizenry in relation to all aspects of agriculture, horticulture, natural resources, food, nutrition, health, families, youth, communities, 4-H, agricultural business/finance/marketing, rural education, etc. Each state is different in how it titles their series. The range of serial titles typically used is staggering, but examples of a few of the most frequently encountered include:

1. Extension “Bulletins”, “Circulars”, “Digests” or “Miscellaneous Publication, “Fact Sheets”, and “Notes” on various topics and/or issued from various departments of the university extension service.
2. Lesson plans
3. Wildlife management series
4. Educational tools
5. Invasive plant series
6. Seniors series
7. Research bulletins
8. Home garden series
9. Forum for family and consumer issues
10. Etc., etc. etc.
11. **Other Common Land Grant Publication Types:**
	1. Research reports produced by individual departments or programs within a land grant university are common. They are most often relatively short publications in numbered series on a single subject complete in an issue. Examples from the fields of agricultural economics and rural sociology, for example, include titles such as:
* Agricultural Economics Staff Paper
* AE Paper
* A.E. & R.S.
* Occasional Paper
* Staff Paper/Staff Paper Series
* Research Reports
* Rural Development Working Paper
* International Development Paper
* International Agriculture Research Report
* Mimeo Reports
* Discussion Paper
* Rural Education Yearbook