

Canadian Nuclear Society

Cataloguing Scientific Reports written in the years
1942-1952: relating to the Montreal Laboratories and
Atomic Energy of Canada Limited, Chalk River
Laboratories

HANDBOOK

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Introduction:

In the interests of preserving Canada's nuclear history the Canadian Nuclear Society (CNS), with the cooperation the Atomic Energy of Canada Limited (AECL), have undertaken a project to catalogue the material produced by The National Research Council (NRC) for the years 1942 - 1952, when the NRC led Canada's efforts in the nuclear energy field. The material, which is located at the Chalk River Laboratories (CRL), was managed with a manual Card Index system consisting of over 3000 cards, making access cumbersome. It was, therefore, decided to create an electronic catalogue using contemporary library and information science approaches. To date, the relevant Index Cards have been converted to an electronic database using Microsoft Excel (Microsoft Office 2003).

This Handbook is the product of the cataloguing effort and is designed to provide a complete description and understanding of the database. Besides its use in documenting the database, it will be found useful by individuals who may wish to catalogue similar material in an already standardized manner to create complementary databases.

In order for the database to be the most useful to users, please ensure that all information is entered as accurately as possible: double check spellings (especially names) and reread all titles after they are typed. The information found within this handbook is meant to aid you in your interpretation of the reports and what to do when if there are any anomalies.

Entering Information into the Electronic Catalogue

The layout of the catalogue is as follows:

Date	Author	Title	Report No.	Sec. Ref. No.	Req. No.	Class.	Notes
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The following section explains what each field name stands for, what information is placed in each field, how to properly record the information into the catalogue, and what to do with already known discrepancies. Not all research reports will contain information for each field (i.e., column). If a report does not have information for a given field, leave the field blank for that item.

Date:

- *This is for the date of publication of the research report*
- Entering the date:
 - The format of the date on the research reports may vary, but all dates will be entered into the database as YYYY-MM-DD (year, month, day)
 - If there is more than one date, the earliest date will be recorded as the date, while the second date will follow in parentheses. If there is an obvious explanation as to why there is more than one date, the explanation will be recorded in 'Notes'
- Be careful not to use the declassification date.
- If there is no publication date, see if the title states when the report was created
 - Follow this date with ' -G' (space, dash, capital 'g'), which lets the user know that this is an educated guess but not necessarily correct
 - Using an educated guess instead of leaving the date blank allows the item to be sorted and listed with other reports from its probable time, instead of being listed at the end of the catalogue

Author:

- *This is for the author(s) of a document*
- Entering the author:
 - Despite how the author's name is written on the research report, all authors will be listed using the following format:
 - LAST NAME, TITLE FIRST NAME MIDDLE NAME(S) or, if initials are given instead of names, LAST NAME, TITLE INITIALS with no spaces between the initials and a period after each initial
 - E.g., Dr. Jane K. Doe would be listed as Doe, Dr. Jane K.
 - If there is more than one author, the second author will be listed after the first in the same format as above

- List in order that the authors are listed on the report (do not alphabetize them)
- If there is more than one author, list them all under the same item, but each name on its own line (in Excel, use Alt+Enter between each name to keep the list in the same cell):
 - Doe, Dr. Jane K.
 - Richards, K.

Title:

- *This is for the title of the research report and any subtitle information.*
- Entering the title
 - When entering the title, capitalize *only* the first word of each sentence and any proper nouns.
 - Proper nouns include: names, cities, branch names, division names, etc.
 - Exceptions:
 - Chemical compounds and formulas
 - Roman numerals
 - Any standalone letters (e.g., J-rod)
 - Use the same punctuation as found on the research report, except omit the final period at the very end of the title
 - E.g., “The Research About a Scientific Experiment: This is the Report” is entered into the catalogue as “The research about a scientific experiment: this is the report”
- Things to watch for:
 - If title begins with “memo to: ***** from: ***** re: *****,” put into title
 - Use colons for after ‘to’ and ‘from’
 - If there is a date in the title, enter exactly as found on report
 - Same goes for authors’ names
 - If the title contains any report numbers (referencing another report/item), write the reference number according to the report number rules section (page 5)
 - If series of initials, enter spaces as title is on card (i.e., if there are no spaces between the initials, enter initials with no spaces)
 - If there are times in the title (e.g., 9:00 a.m.) and they are typed with a period (e.g., 9.00 a.m.) change the period to a colon (e.g., 9:00 a.m.)
 - This makes the catalogue easier to search
 - If the title ends with a period, do not enter the period
- Spelling mistakes:
 - If the research report has any spelling mistakes in its title, correct them when entering the title into the database
 - If you are not sure if it is a mistake or not, do *not* correct but make a note of the possible correct spelling in the ‘Notes’ field
 - E.g., “The sceintist performed some research” would be entered as “The scientist performed some research”

- Periodic table letters, chemical compounds
 - Type the letters (including capitalization) exactly as shown
 - If any numbers need to be higher or lower, select the character (e.g., with O² – select the ‘2’), go to ‘Format’, ‘Cell’, and select ‘superscript’ or ‘subscript’ depending on what is needed
- Quotation marks:
 - If complete title is quotations, do not enter them
 - If a specific word has quotations, include them in the catalogue
- If a degree is in the title (e.g., 90°) type as written, using superscript
 - E.g., Type ‘90o’, highlight the ‘o’, go to ‘Format’, ‘Cells’, select ‘superscript’
- Use mathematical symbols when appropriate
 - ‘Insert’, ‘Symbol’, find the appropriate symbol and insert
 - Commonly Greek characters
 - γ (gamma) should be changed from Ariel font to Times New Roman so that it doesn’t look like a ‘v’

Report No.:

- *Stands for report number and is the primary number for retrieving reports. In most cases, there is only one reference number and it is the report number.*
- *The secondary reference number (sec. ref. no.) and requisition number (req. no.) follow the same rules.*
- Entering the report number:
 - All reference numbers are entered as AAA-### (letters, followed by a dash, followed by the numbers)
 - Omit all periods and spaces
 - If there is a clarification after the number (e.g., AAA-###b), type the clarification in parentheses
 - E.g., AAA-###(b)
 - If parentheses are already included to keep numbers separate, change to dashes
 - E.g., AA-5(1) or AA-(5)1 become AA-5-1 and do *not* become AA-51
 - If two sets of letters, separate with a dash
 - AA/A-## becomes AA-A-##
 - Same rule for two sets of numbers beside each other
 - If more than one report number (e.g., AAA-1 & 2) write separately on separate lines
 - AAA-1, AAA-2
- To keep in mind:
 - Use numbers, not roman numerals
 - If capital and lower case letters, do not change capitalization but take out any unnecessary dashes or spaces
 - E.g., AA aaa - ## becomes AAaaa-##
 - If it is an errata or revision, add these details *underneath* the reference number, even if they come before on the card

- E.g., Errata to AA-## is entered as ‘AA-## (Errata to)’
- If longer than field size, alt+enter at appropriate spot and space twice
 - E.g., Miscellaneous
Section ###

Sec. Ref. No.:

- *Stands for secondary reference number; this covers any AECL and NRC numbering*
- Enter following the same format as report numbers
- Found after the report number

Req. No.:

- *Stands for requisition number*
- Identified by the ‘req. no.’ preceding the number
- Enter following the same format as report numbers.
 - Except: do not enter ‘req. no.’; simply enter the number

Class.:

- *Stands for classification and is the most recent security classification level that has been placed on the report.*
- Enter the corresponding short form to the items classification:
 - Available: AVL
 - Confidential: CONF
 - Declassified: DE/C
 - For Limited Distribution: FLD
 - Limited: LTD
 - Not For Publication: NFP
 - Official Use Only: OUO
 - Restricted: RES
 - Unrestricted: U/R
- Note: ‘For Official Use Only’ is entered without the ‘for’ (simply ‘OUO’)
- If more than one category for an item, enter one underneath the other in order of appearance on the card

Notes:

- *The notes section is for any information that is relevant to the research report but does not fit into any of the other fields. It is also for any explanations of any irregularities about the report or the report’s information.*
- If any information on the card is unclear once it is recorded in the fields, make a note in this field.
- Try to keep the notes clear but concise.
- Examples of notes:
 - Extra words that will improve the searchability of the database
 - Every item that has ‘aluminum’ in its title, should have ‘aluminium’ in the notes (and vice versa)

- Every item that has a short form in its title (e.g., div., br. chem., etc.) should have the actual word in the notes (e.g., division, branch, chemical, etc.)
- Any title with an acronym that has periods (e.g., A.B.C.) should have the acronym without periods in the notes (ABC)
- Some reports have declassified versions or are the declassified versions of other reports. If this is the case, be careful to note whether:
 - declass. version *is* AAA-### **OR**
 - (the report is the) declass. version *of* AAA-###

Example catalogue entries:

Date	Author	Title	Report No.	Sec. Ref. No.	Req. No.	Class.	Notes
90-01-12	Dickens, Charles	Research report on science: using science to live better without aluminum	ABC-123		1234	AVL	Aluminium
91 -G		Meeting with James Bond in the summer of 1991	CBA-456	BAC-312		AVL	
95-03	Dickens, Charles Bond, James Dickens, Dr. Dorothy	The summer we went to France	CBA-455			AVL	