

# 2021 Magazine Call Number Guidelines

The enumeration should represent the issue date on the magazine. Month names will be represented numerically.

1. Indicate the year, followed by a forward slash.  
Example: 2021/
2. Indicate the numerical value of the month, season name, or special issue name.  
Example: 2021/01
3. For weekly magazines, input a forward slash followed by the issue date.  
Example: 2021/01/03

\*Use a hyphen for issues that span across years, months and/or days.

## Monthly and Weekly Examples

Date on Magazine	Enumeration
December 2020-January 2021	2020/12-2021/01
January 2021	2021/01
January/February 2021	2021/01-02
January/March 2021	2021/01-03
January/February/March 2021	2021/01-03
September 2021	2021/09
May 3, 2021	2021/05/03
July 7 & 17, 2021	2021/07/07-17
August 31 & September 7, 2021	2021/08/31-09/07

## Seasonal Examples

The full season name is written out: WINTER, SPRING, SUMMER, FALL, AUTUMN.  
For FALL and AUTUMN, use the term on the magazine.

Date on Magazine	Enumeration
Fall 2021	2021/FALL
Autumn 2021	2021/AUTUMN
Spring 2021	2021/SPRING
Spr. 2021	2021/SPRING
Winter 2021	2021/WINTER
Winter 2020/2021	2020-21/WINTER
Summer 2021	2021/SUMMER
Summer/Fall 2021	2021/SUMMER-FALL
Late Winter 2021	2021/LATE WINTER

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## 2021 Special Issues

Write out the issue name as it appears is on the magazine but remove the words *Special, Issue, Edition*.

<b>On Magazine</b>	<b>Enumeration &amp; Chronology</b>
Holiday Special Issue 2021	2021/HOLIDAY
Swimsuit Issue 2021	2021/SWIMSUIT
Cleveland Visitor's Guide 2021	2021/CLEVELAND VISITOR'S GUIDE
Classic Preview Issue 2021	2021/CLASSIC PREVIEW
City Guide 2020/2021	2020-21/CITY GUIDE
Ohio River Special Edition 2021	2021/OHIO RIVER

## Date Discrepancies

If the date on the cover does not match the spine date or the inside date, use the **cover date** when assigning the enumeration.