

**Bibliographic Style Manual/Guide de rédaction bibliographique.** DANIELLE THIBAUT. Ottawa: National Library of Canada, 1990. 194 p. ISBN 0-660-13267-2.

A manual is a manual, but everyone knows that some manuals are easy to use and some are miserable. The new *Bibliographic Style Manual* will become a useful tool for researchers, librarians, and anyone else who needs to cite a published work because it is easy to use, straightforward, well organized, and has lots of examples.

This manual is well laid out with a detailed table of contents, a list of illustrations, and a useful introduction. The manual is divided into two main parts. Part one sets out the general conventions for creating entries for all document types, and explains and defines many of the terms and concepts which are part of bibliographic description. Part two lists the elements that must be recorded for various formats (maps, machine-readable records, etc.) and special types of documents (government documents, theses, etc.). A handy little side flap on the cover provides a summary chart of the General Entry Outline and the fields and elements (including punctuation) for the already experienced user who simply needs a quick reminder.

For archives, this is a useful manual for many of the different media we collect. The scope for the conventions provided for manuscripts and machine-readable records, however, is disappointing. Both are very limited and exclude much of the material collected by archives and used and cited by researchers. A manuscript is considered "usually a draft that is preliminary to the final, commercially printed version of the work" and the section on machine-readable records states that it "covers only the conventions for the bibliographic description of diskettes. . ."

Still, this is a very useful publication to have in any reference room or research institution. Hopefully the archival profession can use this as a model to produce a user-friendly manual more closely suited to our more specific needs.

**Cynthia Lovering**  
National Archives of Canada

**Guide to the Records of the Canadian Unitarian and Universalist Churches, Fellowships and Other Related Organizations.** HEATHER M. WATTS, comp. Halifax: Archives Committee, 1990. viii, 301 p. \$10.00.

The *Guide to the Records of the Canadian Unitarian and Universalist Churches, Fellowships and Other Related Organizations* serves as a useful reference tool for those interested in liberal religion in its Canadian expression. The result of two years of research and records surveying, the *Guide* is of particular interest to both scholars and the general public as it effectively chronicles over 170 years of this "most freely unorthodox" denomination.

In surveying the records of approximately one hundred active or defunct churches and fellowships, Ms. Watts has conveniently included an historical sketch of the movement in Canada — a movement, incidentally, that did not merely mirror its more widely known American counterpart — as well as a well-structured Users' Guide. The *Guide* illustrates the many problems of surveying the records of a denomination that, due to its very unstructured and free-wheeling style, was not conducive to effective and orderly records management. These problems were discussed by Ms. Watts in an article