Guide to Dates

1. All records must have at least 1 normal date
2. Display Dates are only required if ca. or Undated
3. Normal date for Undated is XXXX/YYYY

Display Dates:
YEAR MONTH DAY – YEAR MONTH DAY
Months and days are optional
Single Numbers have no 0 before (1972 April 5)
Ranges are dashes (-)

Normal Dates:
YYYY-MM-DD/YYYY-MM-DD
Months and days are optional
Single Numbers ALWAYS have 0 before (1972-04-05)
Ranges are slashes (/)

Here are some Date Examples

<table>
<thead>
<tr>
<th>Date</th>
<th>Date Normal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1912 (not needed)</td>
<td>1912</td>
</tr>
<tr>
<td>1942 October 24 (not needed)</td>
<td>1942-10-24</td>
</tr>
<tr>
<td>1934-1935 (not needed)</td>
<td>1934/1935</td>
</tr>
<tr>
<td>ca. 1982 December</td>
<td>1982-12</td>
</tr>
<tr>
<td>ca. 1990</td>
<td>1985/1995</td>
</tr>
<tr>
<td>1917 March – July</td>
<td>1917-03/1917-07</td>
</tr>
<tr>
<td>1950 Winter</td>
<td>1949-12/1950-03</td>
</tr>
<tr>
<td>1950 Spring</td>
<td>1950-03/1950-06</td>
</tr>
<tr>
<td>1950 Summer</td>
<td>1950-06-1950-09</td>
</tr>
<tr>
<td>1950 Fall (or 1950 Autumn)</td>
<td>1950-09/1950-12</td>
</tr>
</tbody>
</table>

For multiple dates that are not ranges (1923, 1925, 1934) use Date 2 and Date 3

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