

B

ABBREVIATIONS

B.1 General Guideline

Use abbreviations prescribed in **B.7–B.11 RDA** as instructed in **B.2–B.6 RDA**.

B.2 Names of Persons, Families, Corporate Bodies, and Places

Use only the following abbreviations in names of persons, families, corporate bodies, and places:

- a) those that are integral parts of the name (e.g., “Wm.”) if the person, family, corporate body, or place uses the abbreviation
- b) certain names of larger places (see **B.11 RDA**) recorded as part of the name of another place (see **16.2.2.9 RDA** and **16.2.2.11 RDA**).

B.3 Titles of Works

Use only the following abbreviations in titles of works:

- a) those that are integral parts of the title
- b) *etc.* in the titles *Laws, etc.* (see **6.20.2.5 RDA**), *Protocols, etc.*, (see **6.29.1.33 RDA**), and *Treaties, etc.* (see **6.20.2.7–6.20.2.8 RDA**).

B.4 Transcribed Elements

For transcribed elements, use only those abbreviations found in the sources of information for the element.

If supplying all or part of a transcribed element, generally do not abbreviate words.

B.5 Other Elements

B.5.1 Dimensions

Use abbreviations prescribed in **B.7 RDA** for terms used for dimensions (see **3.5 RDA**).

Metric symbols are not abbreviations; such symbols are not followed by a full stop.

B.5.2 Extent of Storage Space

Metric symbols are not abbreviations; such symbols are not followed by a full stop.

B.5.3 Duration

Use abbreviations prescribed in **B.7 RDA** for terms used for duration (see **7.22 RDA**).

B.5.4 Numeric Designation

Use abbreviations prescribed in **B.7–B9 RDA** for terms used as part of the numeric designation of a musical work (see **6.17 RDA**).

B.5.5 Numbering of Issue or Part

Use abbreviations prescribed in **B.7–B.10 RDA** for terms used as part of the numbering of an issue or part (see **24.6 RDA**).

B.5.6 Medium of Performance of Musical Content

Use abbreviations prescribed in **B.7 RDA** for voices when recording two or more voices (e.g., “SA” for “soprano” and “alto”) as details of medium of performance of musical content (see **7.21 RDA**).

B.5.7 Additional Scale Information

Use abbreviations prescribed in **B.7 RDA** for terms used as part of additional scale information (see **7.25.5 RDA**).

Metric symbols are not abbreviations; such symbols are not followed by a full stop

B.5.8 Right Ascension

Use abbreviations prescribed in [B.7 RDA](#) for terms used for right ascension (see [7.4.4 RDA](#)).

B.5.9 Date

Use the abbreviations *A.D.* and *B.C.* when recording a date associated with a person (see [9.3 RDA](#)), family (see [10.4 RDA](#)), corporate body (see [11.4 RDA](#)), work (see [6.4 RDA](#)), or expression (see [6.11 RDA](#)).

B.5.10 Other Elements

Generally do not abbreviate words in elements other than those covered under [B.5.1 RDA](#) and [B.5.3–B.5.9 RDA](#).

Do not abbreviate words quoted in notes.

Generally do not abbreviate words recorded as part of details of an element.

B.6 Corresponding Words in Another Language

Use an abbreviation for the corresponding word in another language if the abbreviation commonly used in that language has the same spelling. In case of doubt, do not use the abbreviation.

B.7 Roman Alphabet Abbreviations

Term	Abbreviation
alto	A ¹
Anno Domini	A.D.
Band	Bd.
band	bd.
Bände	Bde.
baritone	Bar
bass	B
Before Christ	B.C.
bind	bd.

book	bk.
broj	br.
číslo	čís.
djilid	djil.
et cetera	etc. ²
folio	fol.
foot, feet	ft.
frames per second	fps
hour, -s	hr.
inch, -es	in.
inches per second	ips
jilid	jil.
kniha	kn.
knjiga	knj.
kötet	köt.
mezzo-soprano	Mz
minute, -s	min.
nombor	no.
nomor	no.
number, -s	no.
numer	nr.
numero (Finnish)	n:o
numéro (French)	no
numero (Italian)	n.
número (Spanish)	no.
Nummer	Nr.
nummer	nr.

opus	op.
part, -s	pt., pts. ³
parte	pt.
partie, -s	ptie, pties
revolutions per minute	rpm
ročník	roč.
rocznik	rocz.
second, -s	sec.
sešit	seš.
soprano	S
številka	št.
svazek	sv.
szám	sz.
Teil, Theil	T.
tenor	T
tome	t.
tomo	t.
volume, -s	v.
vuosikerta	vuosik.
zvázok	zv.
zvezek	zv.

¹ Use only when recording details of medium of performance of musical content to indicate voice range of vocal works when two or more voices are given.

² Use only in the titles "*Laws, etc.*," "*Protocols, etc.*," and "*Treaties, etc.*"

³ Do not use when recording the extent of notated music.

B.8 Cyrillic Alphabet Abbreviations

Term	Abbreviation
ВЫПУСК	ВЫП.

ГОД	Г.
ГОЛОВНИЙ	ГОЛ.
ДОПОЛНЕННЫЙ	ДОП.
ЗАГЛАВИЕ	ЗАГЛ.
КНИГА	КНЬ.
КНИГА	КН.
ОТДЕЛЕНИЕ	ОТД-НИЕ
РІК	Р.
ТОМ	Т.
ЧАСТЬ	Ч.

B.9 Greek Alphabet Abbreviations

Term	Abbreviation
□ριθμός	□ρ.
μέρος	μέρ.
τε□χος	τε□χ.
τόμος	τ.

B.10 Hebrew and Yiddish Abbreviations

Term	Abbreviation
באנד	.בד
גליון	‘גל
חוברת	‘חוב
טייל	.טל
יררגאנג	.י'רג
מספר	‘מס
נומער	.נומ

B.11 Names of Certain Countries, States, Provinces, Territories, etc.

Use the abbreviations in **Table 1 RDA** for the names of certain countries and of the names of states, provinces, territories, etc., of Australia, Canada, and the United States when the names are recorded:

- a) as part of the name of a place located in that state, province, territory, etc. (see **16.2.2.9**) or other jurisdiction (see **16.2.2.11 RDA**)
- b) as the name or part of the name of a place associated with a family (see **10.5**) or corporate body (see **11.3 RDA**)

Do not abbreviate the name of a city or town even if it has the same name as a state, etc., listed in *Table 1* (e.g., *Washington, D.C.* not *Wash., D.C.*). Do not abbreviate any place name that is not in the list.

TABLE 1

Name	Abbreviation
Alabama	Ala.
Alberta	Alta.
Arizona	Ariz.
Arkansas	Ark.
Australian Capital Territory	A.C.T.
British Columbia	B.C.
California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
District of Columbia	D.C.
Distrito Federal	D.F.
Florida	Fla.
Georgia	Ga.
Illinois	Ill.

Indiana	Ind.
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Manitoba	Man.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Brunswick	N.B.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New South Wales	N.S.W.
New York	N.Y.
New Zealand	N.Z.
Newfoundland	Nfld.
Newfoundland and Labrador	N.L.
North Carolina	N.C.
North Dakota	N.D.
Northern Territory	N.T.

Northwest Territories	N.W.T.
Nova Scotia	N.S.
Oklahoma	Okla.
Ontario	Ont.
Oregon	Or.
Pennsylvania	Pa.
Prince Edward Island	P.E.I.
Puerto Rico	P.R.
Queensland	Qld.
Rhode Island	R.I.
Russian Soviet Federated Socialist Republic	R.S.F.S.R
Saskatchewan	Sask.
South Australia	S. Aust.
South Carolina	S.C.
South Dakota	S.D.
Tasmania	Tas.
Tennessee	Tenn.
Territory of Hawaii	T.H.
Texas	Tex.
Union of Soviet Socialist Republics	U.S.S.R.
United Kingdom	U.K.
United States	U.S.
Vermont	Vt.
Victoria	Vic.
Virgin Islands	V.I.
Virginia	Va.

Washington	Wash.
West Virginia	W. Va.
Western Australia	W.A.
Wisconsin	Wis.
Wyoming	Wyo.