

To: Joint Steering Committee for Development of RDA

From: Appendices Group

Subject: RDA appendices A and B

This March 19 revision replaces 5JSC/Chair/9/Chair follow-up/8, distributed earlier only to the JSC representatives; the missing information in appendix A has now been included in that draft appendix.

This report includes the following three sections:

- responses to JSC requests in 5JSC/Chair/9/Chair follow-up/5;
- drafts of RDA appendices A (capitalization) and B (abbreviations) with explanations – the appendices are attachments to this report;
- recommendations for changes in RDA instructions.

The citations to and wording of RDA instructions for chapters 1, 2, and 7 in this report and in the drafts of the appendices are those of the March 2008 editor's draft of those chapters. Citations to and wording of other RDA instructions are those of the latest public version of those chapters.

A. Responses to JSC requests in 5JSC/Chair/9/Chair follow-up/5

(1) from p. 2: "Re: The instructions on recording identifiers for persons, families, corporate bodies, works, and expressions, all specify using abbreviations as instructed in appendix B when recording the name of the agency, etc., responsible for assigning the identifier."

"The JSC request that the Appendices Group review which abbreviations in B.9 might apply, and whether they are justifiable."

- Recommendation from the Appendices Group:

Trying to identify which abbreviations may be appropriate when recording the name of the agency, etc., is not a realistic task because there isn't any way to predict which agencies, etc., might be assigning such identifiers. Cataloguers should decide how to record each name.

(2) from p. 3: "(4) The category 'terms used with numbering unless a particular instruction specifies otherwise' is recommended to cover the situations in RDA where the instruction says to use a term without specifying if it is to be given in full or as an

abbreviation; the term is shown as a full word in the examples for some instructions and as an abbreviation in the examples for other instructions.”

“The JSC have not made a final decision on whether to allow a general exception for terms used with numbering.”

“The JSC request that the Appendices Group review which abbreviations in B.9 might apply, and whether they are justifiable.”

- Recommendations from the Appendices Group:
 - a) Do not abbreviate words in numbering of serials (2.6); this recommendation supports the principle of representation. Retain abbreviations as found on sources of information.
 - b) Abbreviate words used with numbering in the preferred access points for musical works (6.21.0.3) because such abbreviations (e.g., *op.* and *no.*) are in common use and facilitate indexing and display. Those terms are included in the draft of appendix B (B.7).
 - c) Abbreviate words used for numbering within series and within subseries in the preferred access points for these works because such abbreviations facilitate indexing and display. Those terms are included in the draft of appendix B (B.7-B.10).
 - d) Abbreviate words used for numbering within series (2.11.8) and within subseries (2.11.16) to allow the series statement to be the preferred access point for the series in some situations. The latest change to AACR2 B.5B1 to allow the substitution of an abbreviation with the prescribed abbreviation has been retained in the draft of appendix B (B.4.1.1); the JSC will need to decide if this instruction (intended to increase the number of situations in which the series statement can be the preferred access point) will be retained even though it violates the principle of representation.

B. Drafts of RDA appendices A (capitalization) and B (abbreviations)

The drafts of these two appendices are attached. An explanation for each appendix is given here to provide the JSC with information about scope, decisions, structure, etc.

(1) Appendix A (capitalization)

a) The draft is a self-contained appendix on capitalization for *RDA* with counterparts to the alternatives in instruction 1.7.0 (general guidelines on transcription) repeated in the appendix.

i) The Appendices Group recommends moving some of the instructions now in the draft chapters 1, 5, and 8 related to capitalization to the appendix (information copied, sometimes modified, from those draft chapters is highlighted in yellow in the appendix A draft); specific instructions affected are included in section C of this report.

The alternative would be to include references in the appendix to instructions in the RDA chapters; the result would be a mixture of some general instructions in the chapters and some in the appendix. Including the less-often-used specific instructions on corporate body names with unusual capitalization and names beginning with Arabic/Hebrew articles in the chapters gives extra emphasis to those situations when other equally specific instructions (e.g., a merged title included in the new title) would appear in the appendix. Having all the instructions in one place will also facilitate updating of the instructions in the future.

ii) The Appendices Group recommends not incorporating capitalization instructions 1.7.1.1.2 and 1.7.1.2.1 (see section C below) into appendix A. The main purpose of those instructions seems to be replicating the capitalization requirements of an ISBD display. The reworded paragraph under RDA A.5 (to achieve the intent in AACR2 A.6A) falls in the same category. Those three instructions are shown in the appendix draft with strike-out. If the JSC does not agree to delete them from both the chapters and appendix A, the Appendices Group recommends that they appear only in the appendix in the positions shown.

iii) The RDA capitalization instructions 1.7.1.1.4 and 1.7.1.1.5 shown with double strike-out at A.4.1.4.4 and 4.1.4.5 in the appendix have been replaced with the simplified wording at A.4.1.3.

b) The sentence “If the addition is given in parentheses, capitalize the first word of the addition and any proper name” in A.2.4.1 in the appendix is not supported by an instruction in 9.1.1.2.1 for categories b) and e) to give those additions in parentheses. The examples there for those two categories show the AACR2-style punctuation being carried into *RDA*. See the revision in section C of this report.

c) The sections on English and other languages are copied from AACR2.

- i) Some of the terminology now in A.30.1 and A.31.1 was updated.
- ii) The specific instruction at AACR2 A12.D on capitalization of roman numerals was moved to A.5.3.
- iii) The LC German cataloging specialist recommended modifying the footnote for the A.38 section (was at AACR2 A.40) because some aspects of the spelling reform are being reversed; suggested replacement wording is given at A.38.

d) The Appendices Group did not update the examples in the sections for English and other languages copied from AACR2; they continue to illustrate the situations addressed. Examples in A.2-A.7 are a combination of examples from the AACR2 appendix, examples from RDA instructions proposed for deletion, and new examples.

(2) Appendix B (abbreviations)

a) For preferred names, the categories of abbreviations in B.2.1 in the draft appendix are those approved by the JSC in 5JSC/Chair/9/Chair follow-up/5.

b) For preferred titles, the first category in B.3.1 in the draft appendix was approved by the JSC in 5JSC/Chair/9/Chair follow-up/5. The second and third categories are described below.

-- category b): terms used with numbering for musical works and used with numbering within series and within subseries.

Although using abbreviations for terms used with numbering does not support the principle of representation, the Appendices Group recommends the use of these abbreviations. Because publishers are not consistent in presenting numbering that is needed for such access points, it is important to create consistency to keep the indexing and display functions as now until all systems can ignore content before the numerals.

There is overlap between this instruction and the AACR2 practice carried forward in B.4.1.1 (see the comment in paragraph c) just below).

The Appendices Group notes that that same addition proposed for 6.21.0.3 in section C of this report will need to be made for the RDA instruction on preferred access points for parts of series and subseries when it is written.

-- category c): “etc.,” in the collective titles *Laws, etc., Protocols, etc.,* and *Treaties, etc.*

The JSC has asked for the constituencies’ advice on the use of “etc.” for these access points as part of the review of the December 2007 draft of Sections 2-4, 9.

c) For transcribed elements, the Appendices Group recommends abbreviating words only in the categories listed below for the reasons noted. Abbreviating words in other categories is not recommended because doing so does not support the principle of representation.

- terms used with numbering within series and subseries. The abbreviations given in the tables in B.6-B.9 are in common usage. The wording in B.4.1.1 in the draft appendix is based on AACR2 B.5B1, a 2002 change initiated by the Program for Cooperative Cataloging to save time by allowing more transcribed statements to be access points for those libraries who give access points for series. This AACR2 policy does not support the principle of representation. The JSC will need to decide if the AACR2 policy should be carried over into *RDA*. (Note that B.3.1b in the draft appendix is the instruction on abbreviation of terms used with numbering in preferred titles.) Also see the revision for the abbreviation instruction 1.7.7.1 in section C below.
- units of measurement when recording dimensions and duration (confirming decisions made earlier by the JSC). The abbreviations given in the table in B.6 are in common usage.
- voices in annotations (e.g., “S” for “soprano” but only when more than one voice is given). The abbreviations given in the table in B.6 are in common usage.

d) The AACR2 rules B.7 and B.8 are not included in the draft appendix because the conditions for such compound abbreviations and terms in inflected languages do not exist for the categories of abbreviations being recommended for *RDA*.

e) The tables in B.6-B.9 have three columns in the draft for information during the review process. The column “rationale” in B.6 and the column “translation” in B.7-B.9 would not be included in the final version of the appendix.

f) The Appendices Groups thanks the catalogers at the Library of Congress who provided language assistance (and also for their work on the draft of appendix C, not acknowledged earlier).

C. Recommendations for changes in RDA instructions

The Appendices Group recommends the changes listed below to carry out the recommendations made in sections A and B of this report and in the drafts of appendices A and B.

- (1) 1.7.0: Revise 1.7.0.1 and 1.7.0.2 as shown below.

1.7.0 GENERAL GUIDELINES ON TRANSCRIPTION

- 1.7.0.1 ➤ When the instructions in chapters 2–4 specify transcription of an element as it appears on the source of information, follow the general guidelines on capitalization, punctuation, symbols, abbreviations, etc., given under [1.7.1–1.7.78](#) below. When the guidelines given under [1.7.1–1.7.78](#) refer to an appendix, follow the additional instructions given in that appendix as applicable to the element being transcribed. See appendix A for instructions on capitalization.
- Alternatives:*
- 1.7.0.2 If the agency creating the data has established in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given under [1.7.1–1.7.78](#) below and in the appendices.
- 1.7.0.3 If data is derived from a digital source of information using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata), transcribe the element as it appears on the source of information, without modification.
- 1.7.0.4 ➤ For instructions on transcribing numbers expressed as numerals or as words, see [1.8.0](#).

(2) [1.7.1](#): Delete this section and renumber 1.7.2–1.7.8 as 1.7.1–1.7.7.

~~1.7.1 CAPITALIZATION~~

Contents

- ~~1.7.1.1 Capitalization of titles~~
- ~~1.7.1.2 Capitalization of other transcribed elements~~

~~1.7.1.1 Capitalization of titles~~

- ~~1.7.1.1.1 ➤ When transcribing a title, capitalize the first word (or abbreviation of the first word).~~
- Exceptions:*
- ~~1.7.1.1.2 **Other title information.** Do not capitalize the first word (or abbreviation of the first word) in other title information unless the word (or abbreviation) is listed in [appendix A](#) (or [appendix B](#)) as one that requires a capital.~~

1.7.1.1.3

Arabic and Hebrew articles. If a romanized title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize the article, whether written separately or hyphenated with the following word.

~~ha-Milon he-hadash~~
(Milon *is* considered the first word and is therefore capitalized)

1.7.1.1.4

Compound terms. If the first word of a title is a compound term beginning with a lower case letter or letters (e.g., “e” for electronic) followed by one or more letters in upper case, capitalize only the secondary element of the compound term immediately following the introductory letter(s), whether or not the elements are separated by a hyphen.

~~eWell-being~~

~~e-Commerce security~~

~~iTV games and gambling~~

~~re+Organize~~

1.7.1.1.5

Internet addresses. If a title begins with an Internet address (or part of an Internet address), do not capitalize the first element if it is not capitalized on the source of information.

~~robgray.com~~

~~www.jurisdiction.com~~

~~www.advertising~~

1.7.1.1.6

- For the capitalization of other words within titles, follow the additional instructions given in [appendix A](#) as applicable to the language involved.

1.7.1.2

Capitalization of other transcribed elements

1.7.1.2.1

- When transcribing the following elements, capitalize the first word (or abbreviation of the first word) in the element:

Edition statement

Designation of edition

Parallel designation of edition

Designation of a named revision of an edition

Parallel designation of a named revision of an edition

Production statement

Place of production

Parallel place of production

Producer's name

Parallel producer's name

~~*Publication statement*~~~~Place of publication~~~~Parallel place of publication~~~~Publisher's name~~~~Parallel publisher's name~~~~*Distribution statement*~~~~Place of distribution~~~~Parallel place of distribution~~~~Distributor's name~~~~Parallel distributor's name~~***Exception:***

- 1.7.1.2.2 Do not capitalize the first word (or abbreviation of the first word) in the element if the additional instructions given in [appendix A](#) applicable to the element being transcribed and the language involved indicate that the word or abbreviation is not to be capitalized.
- 1.7.1.2.3 ➤ For the capitalization of other words within transcribed elements, follow the additional instructions given in [appendix A](#) as applicable to the element being transcribed and the language involved.

(3) 1.7.2.1: Revise the example as shown below.

1.7.2 PUNCTUATION

- 1.7.2.1 ➤ Transcribe punctuation as it appears on the source, omitting punctuation on the source that separates data to be recorded as one element from data to be recorded as a different element, or as a second or subsequent instance of an element.
- ...aAnd then there were none
- What is it?...what is it not?
- 1.7.2.2 ➤ For instructions on the use of prescribed punctuation for the display of descriptive data in ISBD form, see [appendix D](#).

(4) 1.7.7: Revise 1.7.7.1 and 1.7.7.2 as shown below. Also see the comment about prescribed abbreviation in (2)c) in section B of this report.

1.7.7 ABBREVIATIONS

- 1.7.7.1 ➤ When transcribing the following elements, use abbreviations (or substitute one form of abbreviation with the prescribed abbreviation) as instructed in [appendix B](#) as applicable to the element being transcribed and the language and/or script involved:

Series statement

Numbering within series

Numbering within subseries

Edition statement

Designation of edition

Parallel designation of edition

Designation of a named revision of an edition

Parallel designation of a named revision of an edition

Production statement

Place of production

Parallel place of production

Producer's name

Parallel producer's name

Publication statement

Place of publication

Parallel place of publication

Publisher's name

Parallel publisher's name

Distribution statement

Place of distribution

Parallel place of distribution

Distributor's name

Parallel distributor's name

- 1.7.7.2 ➤ When transcribing other elements, do not abbreviate words (or substitute the prescribed abbreviation for an abbreviation appearing on the source of information) when transcribing titles or statements of responsibility. If a word appears in an abbreviated form on the source of information, transcribe the abbreviated form as it appears.

(5) 5.5: Revise 5.5.0.1 as shown below and delete 5.5.1; renumber 5.5.2-5.5.6 as 5.5.1-5.5.5.

5.5.0 GENERAL GUIDELINES

- 5.5.0.1 ➤ When recording a title for a work, follow the general guidelines on capitalization, numbers, accents, etc., given under [5.5.1–5.5.56](#) below. When those guidelines refer to an appendix, follow the additional instructions given in that appendix, as applicable. See appendix A for instructions on capitalization.

5.5.1 CAPITALIZATION

- 5.5.1.1 ➤ Capitalize the first word in the title and in each subdivision of the title.

Exceptions:

a) Arabic and Hebrew articles

- 5.5.1.1a.1 If a transliterated title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), and the article is recorded (e.g., in a variant title), do not capitalize the article, whether written separately or hyphenated with the following word:

~~ha Matsav ha shelishi~~

b) Corporate names with unusual capitalization

- 5.5.1.1b.1 If a title for a work begins with a corporate name with unusual capitalization, such as names spelled without an initial capital letter, or with a capital letter or letters following a lower case letter or letters, follow the capitalization practice of the body:

~~eBay bargan shopping for dummies~~

~~SympoTIC '06~~

~~ReMoCo '02~~

- 5.5.1.2 ➤ For the capitalization of other words within a title, follow the additional instructions given in [appendix A](#) as applicable to the language involved.

(6) [6.21.0.3](#): Revise 6.21.0.3.1 as shown below.

6.21.0.1 Scope

- 6.21.0.1.1 A **numeric designation** is a serial number, opus number, or thematic index number assigned to a musical work by the composer, publisher, or a musicologist.

6.21.0.2 Sources of information

- 6.21.0.2.1 ➤ Take information on numeric designations from any source.

6.21.0.3 Recording numeric designations

- 6.21.0.3.1 ➤ Record as many of the following numeric designations as can readily be ascertained. See appendix B for instructions on abbreviations.

6.21.0.3a a) Serial number

- 6.21.0.3a.1 If works with the same title and the same medium of performance are consecutively numbered in music reference sources, record the number.

no. 2
(Preferred title: Quartets; medium of performance: strings)

no. 5
(Preferred title: Symphonies)

6.21.0.3b b) Opus number

- 6.21.0.3b.1 Record the opus number, if any, and the number within the opus, if any.

op. 2, no. 1
(Preferred title: Sonatas; medium of performance: piano; serial number: no. 1)

op. 2, no. 2
(Preferred title: Sonatas; medium of performance: piano; serial number: no. 2)

- 6.21.0.3b.2 If there is a conflict in opus numbering among works of the same title and medium, or if the overall opus numbering of a composer's works is confused and conflicting, add to the opus number the name of the publisher originally using the number chosen. Add the publisher's name in parentheses.

op. 20 (Bland)
(Preferred title of the work by Cambini: Duets; medium of performance: flute, violin)

op. 20 (LeDuc)
(Preferred title of the work by Cambini: Duets; medium of performance: flute, violin)

6.21.0.3c c) Thematic index number

- 6.21.0.3c.1 In the case of certain composers, record the number assigned to a work in a recognized thematic index. Record the number in the absence of, or in preference to, a serial number and/or opus number. Precede the number by the initial letter(s) of the

bibliographer's name (e.g., K. 453²³) or a generally accepted abbreviation (e.g., BWV 232²⁴).

(7) 8.5: Revise 8.5.0.1 as shown below and delete 8.5.1; renumber 8.5.2-8.5.6 as 8.5.1-8.5.5.

8.5.0 GENERAL GUIDELINES

- 8.5.0.1 ➤ When recording a name, follow the general guidelines on capitalization, numbers, accents, etc., given under [8.5.1-8.5.6](#) below. When those guidelines refer to an appendix, follow the additional instructions given in that appendix, as applicable. See appendix A for instructions on capitalization.

~~8.5.1 CAPITALIZATION~~

- ~~8.5.1.1 ➤ Capitalize the first word in the first element and in each subdivision of the name.~~

~~**Exceptions:**~~

~~**a) Arabic and Hebrew articles**~~

- ~~8.5.1.1a.1 If a transliterated name begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize the article, whether written separately or hyphenated with the following word.~~

~~{ Example }~~

~~**b) Corporate names with unusual capitalization**~~

- ~~8.5.1.1b.1 For corporate names with unusual capitalization, such as names spelled without an initial capital letter, or with a capital letter or letters following a lower case letter or letters, follow the capitalization practice of the body.~~

~~eBay (Firm)~~

~~netViz Corporation~~

~~hHead (Musical group)~~

~~hEARd (Organisation)~~

~~drkoop.com, Inc.~~

- 8.5.1.2 ➤ For the capitalization of other words within a name, follow the additional instructions given in [appendix A](#) as applicable to the language involved.

(8) 9.1.1.2: Revise 9.1.1.2.1 as shown below.

ADDITIONS TO ACCESS POINTS REPRESENTING PERSONS

9.1.1.2 Title or other designation associated with the person

- 9.1.1.2.1 ➤ Add to the name one or more of the following elements (in this order), as applicable:
- a) a title of royalty (see [9.5.0.4](#)), nobility (see [9.5.0.5](#))
 - b) the term *Saint* (see [9.7.0.4](#))
 - c) title of religious rank (see [9.5.0.6-9.5.0.8](#))
 - d) the term *Spirit* (see [9.7.0.5](#)), enclosed in parentheses
 - e) a term indicating profession or occupation (see [9.17](#)) for a person whose name consists of a phrase or appellation not conveying the ideas of a person, enclosed in parentheses.

Anne, Queen of Great Britain

Sévigné, Marie Rabutin-Chantal, marquise de

Otto, von Botenlauben, Graf von Henneberg

Pius XII, Pope

Dositheos, Patriarch of Jerusalem

Ruricius I, Bishop of Limoges

Teresa, of Avila, Saint

Arundel, Philip Howard, Earl of, Saint

Augustine, Saint, Archbishop of Canterbury

Augustine, Saint, Bishop of Hippo

Molinari, Ricardo E. (Spirit)

Taj Mahal (Musician)

E-40 (Rapper)

(9) Missing instruction for preferred access points for parts in series and subseries:
When this instruction is added, it should include the reference to appendix B proposed for addition to 6.21.0.3.

Appendices Group:

John Attig

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APPENDIX A: CAPITALIZATION

A.1 GENERAL RULE

A.1.1 Unless there are specific instructions in A.2-A.8, capitalize words according to the instructions for the language involved. See A.9-A.52 for more information about specific languages; for other languages, consult style manuals for the language concerned.

Alternatives:

A.1.2 If the agency creating the data has established in-house guidelines for capitalization or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given in this appendix.

A.1.3 If data is derived from a digital source of information using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata), give transcribed and recorded elements without modification.

A.2 ACCESS POINTS FOR PERSONS, FAMILIES, CORPORATE BODIES, AND PLACES

A.2.1 General rule

A.2.1.1 In general, capitalize the first word of each access point and each subdivision. For corporate names with unusual capitalization, follow the capitalization practice of the body.

Alexander, of Aphrodisias

De la Mare, Walter

Musset, Alfred de

Cavour, Camillo Benso, conte di

Third Order Regular of St. Francis

Société de chimie physique

Ontario. High Court of Justice

Norske Nobelinstitutt

El Greco Society

eBay (Firm)

netViz Corporation

hHead (Musical group)

hEARd (Organisation)

doctorjob.com

A.2.2 Names beginning with Arabic or Hebrew articles

- A.2.2.1 If a transliterated name begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize it, whether written separately or hyphenated with the following word.

al-Jumhūriyah al-Islāmiyah al-Mūrītāniyah

A.2.3 Words or phrases characterizing persons

- A.2.3.1 Capitalize a word, or the substantive words in a phrase, characterizing a person and used as an access point (9.2.21-9.2.22). Capitalize proper names contained in such a phrase according to the instructions for the language involved (see A.9-A.52). Capitalize a quoted title within a personal name heading as instructed in A.4.

Physician

Lady of Quality

Citizen of Albany

Author of Early impressions

A.2.4 Additions to certain headings for persons

- A.2.4.1 Capitalize additions to access points for persons according to specific instructions (e.g., 9.1.1.2) and according to the instructions for the language involved (see A.9-A.52). If the addition is given in parentheses, capitalize the first word of the addition and any proper name.

Moses, Grandma

Deidier, abbé

Alfonso XIII, King of Spain

John, Abbot of Ford

Thomas (Anglo-Norman poet)

Brown, George, Rev.

A.2.5 Initialisms and acronyms

- A.2.5.1 Capitalize the letters of an initialism or acronym used by a corporate body according to the predominant usage of the body.

AFL-CIO

Unesco

A.2.6 Additions to name of families and corporate bodies

- A.2.6.1 Capitalize the first word of each addition to the name of a family or corporate body. Capitalize other words in the addition according to the instructions for the language involved (see A.9-A.52).

Bounty (Ship)

Knights Templar (Masonic order)

Regional Conference on Mental Measurement of the Blind
(1st : 1951 : Perkins Institution)

A.3 PREFERRED TITLES

A.3.1 General rule

- A.3.1.1 Capitalize a non-collective preferred title as instructed in A.4.

Hard times

Bava kamma

Nicene Creed

De bello Gallico

A.3.2 Collective titles

- A.3.2.1 Capitalize only the first word of a collective title (e.g., 6.2.7.3).

Works

Short stories

Instrumental music

Selected posters

A.3.3 Additions to preferred titles

- A.3.3.1 Capitalize the first word of each addition to any preferred title. Capitalize other words in the addition according to the instructions for the language involved (see A.9-A.52). For preferred titles for music, also see A.3.3.2; for preferred titles for series, also see A.3.3.3.

Seven sages of Rome (Southern version)

Guillaume (Chanson de geste)

Genesis (Middle High German poem)

Goyescas (Opera)

- A.3.3.2 In additions to preferred titles for music, do not capitalize words or abbreviations indicating medium of performance (6.20, 7.13), words or abbreviations accompanying serial or opus numbers (6.21), or words accompanying statements of key (6.22), unless the word is, or the abbreviation stands for, a proper name. For thematic index numbers (6.21.0.3c), follow the capitalization practice used in the thematic index.

Trios, piano, strings, no. 2, op. 66, C minor

Sonatas, piano, K. 457, C minor

Suites, ondes Martenot, piano, op. 120c

- A.3.3.3 In additions to preferred titles for series, do not capitalize words or abbreviations accompanying numbering for series unless the word or abbreviation is capitalized in the language concerned (see A.9-A.52).

v. 18

Heft 4

no. 7

pt. 1

ABA 16

A.4 TRANSCRIBED TITLES

A.4.1 General rule

- A.4.1.1 Capitalize the first word or the abbreviation of the first word in a title and in each subdivision of the title (2.3). For the capitalization of other words within titles, see A.9-A.52 for the language involved

The materials of architecture

The 1919/1920 Breasted Expedition to the Far East

Les misérables

IV informe de gobierno

Eileen Ford's a more beautiful you in 21 days

Journal of polymer science

Sechs Partiten für Flöte

Still life with bottle and grapes

Strassenkarte der Schweiz = Carte routière de la Suisse
= Carta stradale della Svizzera = Road map of Switzerland

The greenwood tree : newsletter of the Somerset and
Dorset Family History Society

Quo vadis? : a narrative from the time of Nero

King Henry the Eighth ; and, The tempest

An interpretation of The ring and the book

Selections from the Idylls of the king

... / by the Author of Memoirs of a fox-hunting man

A dictionary of American English on historical
principles

Les cahiers du cinéma

The anatomical record

Faust. Part one

Advanced calculus. Student handbook

Journal of biosocial science. Supplement

Acta Universitatis Carolinae. Philologica

Progress in nuclear energy. Series 2, Reactors

Exceptions:

A.4.1.2 ~~Other title information.~~ Do not capitalize the first word or the abbreviation of the first word in other title information (2.3.5) unless the word or abbreviation is listed in appendix A or appendix B as one that should be capitalized.

A.4.1.2 *Arabic and Hebrew articles.* If a romanized title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*) or with the Hebrew article *ha* (*he*), do not capitalize it, whether written separately or hyphenated with the following word.

ha-Milon he-hadash

- A.4.1.3 **Unusual capitalization.** For titles with unusual capitalization, follow the capitalization of the title as found on the resource.

eBay bargain shopping for dummies

SympoTIC '06

RoMoCo '02

eWell being

e-Commerce security

iTV games and gambling

re:Organize

robgray.com

www.jurisdiction.com

www.advertising

~~A.4.1.4 **Compound terms.** If the first word of a title is a compound term beginning with a lower case letter or letters (e.g., "e" for electronic) followed by one or more letters in upper case, capitalize only the secondary element of the compound term immediately following the introductory letter(s), whether or not the elements are separated by a hyphen.~~

~~A.4.1.5 **Internet addresses.** If a title begins with an Internet address (or part of an Internet address), do not capitalize the first element if it is not capitalized on the source of information.~~

A.4.2 Titles preceded by dashes indicating incompleteness

- A.4.2.1 Do not capitalize the first word of a title if it is preceded by punctuation indicating that the beginning of the phrase from which the title was derived has been omitted.

... and master of none

A.4.3 Titles of works that have merged or been absorbed

- A.4.3.1 When one work absorbs or merges with another and incorporates that work's title with its own, do not capitalize the first word of the incorporated title unless the instructions for the language involved (see A.9-A.52) require its capitalization for another reason.

Farm chemicals and crop life
not Farm chemicals and Crop life

A.4.4 Other transcribed elements

A.4.4.1 For the elements listed below, capitalize the first word (or abbreviation of the first word) in the element unless the instructions in A.9-A.49 for the language involved indicate that the word or element is not to be capitalized.

Edition statement elements:

Designation of edition
Parallel designation of edition
Designation of a named revision of an edition
Parallel designation of a named revision of an edition

Production statement elements:

Place of production
Parallel place of production
Producer's name
Parallel producer's name

Publication statement elements:

Place of publication
Parallel place of publication
Publisher's name
Parallel publisher's name

Distribution statement elements:

Place of distribution
Parallel place of distribution
Distributor's name
Parallel distributor's name

A.4.4.1 For elements not covered elsewhere in this appendix, see A.1.1.

A.5 NUMBERING

A.5.1 ~~**Numbering for serials.** Capitalize the first word or abbreviation of the first word of the element Numeric and/or alphabetic designation of first issue or part (2.6.1). If that element is lacking, capitalize the first word or abbreviation of the first word of the element Chronological designation of first issue or part (2.6.2).~~

~~Vol. 1, no. 1~~

~~No 1~~

~~Jun 2007~~

A.5.1 **Numbering within series and subseries.** Do not capitalize a term such as *v.*, *nr.*, *t.*, that is part of the numbering (2.11.8, 2.11.16) unless the instructions for a particular language (see A.9-A.52) require capitalization. Capitalize other words and alphabetic devices used as part of a numbering system according to the usage on the resource.

Bd. 33

group 4

no. 16

program 1

NSRDS-NBS 5

- A.5.2 ***Roman numerals.*** Capitalize roman numerals except those used in paging or page references and those appearing in lowercase in the source of information or in quoted notes. Do not capitalize roman numerals in paging or page references even when capital letters appear in the resource.

A.6 CARRIER

- A.6.1 When recording elements in chapter 3, capitalize only proper nouns and certain technical terms according to the instructions for the language involved (see A.9-A.52) and as required by certain instructions (e.g., 3.19.0.4, 3.20.0.5).

1000 pages

205 leaves of braille and Nemeth code

A.7 STANDARD NUMBERS

- A.7.1 Capitalize letters that are part of a standard number.

0046-225X

A.8 ANNOTATIONS ON ELEMENTS

- A.8.1 Capitalize the first word or abbreviation of a word in an annotation. If an annotation consists of more than one sentence, capitalize the first word of each subsequent sentence. See A4 for the capitalization of titles. Capitalize other words as instructed in A.9-A.52 for the language involved.

English Language

A.9 GENERAL RULE

- A.9.1 The rules for English-language capitalization basically follow those of the *Chicago Manual of Style*. Certain rules that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice.
- A.9.2 Where a rule prescribes the capitalization of the name of a person, corporate body, or place, or of a title of nobility, term of honour, appellation, epithet, etc., understand this to mean that each separate word or initial is to be capitalized excepting articles, prepositions, and conjunctions. However, in a place name, capitalize an article that forms an accepted part of the name according to gazetteers.A.12C.
- A.9.3 Capitalize a plural generic term when it precedes the distinctive nouns in two or more proper names. Do not capitalize the generic term when it follows the nouns.

Saints Constantine and Helen
Secretaries of Defense and State
Lakes Erie and Ontario
but Industry and Trade departments
Authorized and Revised versions

A.10. PERSONAL NAMES

Contents

- A.10.1 General rule
 - A.10.2 Names with prefixes
 - A.10.3 Titles preceding the name
 - A.10.4 Ordinal numerals following names of sovereigns and popes
 - A.10.5 Titles following a name or used alone in place of a name
 - A.10.6 Certain other terms following names
 - A.10.7 Terms of honour and respect
 - A.10.8 Epithets
 - A.10.9 Personifications
-

A.10.1. GENERAL RULE

A.10.1.1 Capitalize the name of a person (including initials).

D.H. Lawrence

H.D.

John the Baptist

Benjamin Franklin

C. Day-Lewis

A.10.2. NAMES WITH PREFIXES

A.10.2.1 If a name includes a prefix from a language other than English (e.g., *de, des, la, l', della, von, von der*), follow the usage of the person with regard to capitalization of the prefix. In case of doubt, capitalize it.

Daphne du Maurier; du Maurier

Eva Le Gallienne; Le Gallienne

Mark Van Doren; Van Doren

Mazo de la Roche; de la Roche

A.10.3. TITLES PRECEDING THE NAME

A.10.3.1 Capitalize any title or term of honour or address that immediately precedes a personal name.

Dame Judi Dench

Field Marshal Sir Michael Carver

Gen. Fred C. Weyand

Grandma Moses

John Henry Cardinal Newman

Mrs. Humphry Ward

Pope Paul VI

President Carter

Prime Minister Pierre Trudeau

Queen Elizabeth II

Rabbi Stephen Wise

Senator Hubert H. Humphrey

Sir Gordon Richards

Sister Mary Joseph

A.10.4. ORDINAL NUMERALS FOLLOWING NAMES OF SOVEREIGNS AND POPES

A.10.4.1 Capitalize an ordinal number expressed as a word or words used after the name of a sovereign or pope to denote order of succession.

King George the Sixth

John the Twenty-third

A.10.5. TITLES FOLLOWING A NAME OR USED ALONE IN PLACE OF A NAME

A.10.5.1. Royalty, nobility, baronets

A.10.5.1.1 Capitalize a title of royalty or nobility.

Elizabeth II, Queen of the United Kingdom; the Queen

Charles, Prince of Wales; the Prince of Wales; the Prince

Frank Pakenham, Earl of Longford; the Earl of Longford; the Earl

A.10.5.1.2 Do not capitalize *bart*.

Sir Thomas Beecham, *bart*.
(*A baronet is not a member of the nobility*)

A.10.5.2. Religious titles

A.10.5.2.1 Capitalize a religious title.

His Holiness Paul VI, Pope; the Pope

Most Rev. and Rt. Hon. Frederick Donald Coggan, Archbishop of Canterbury; the Archbishop of Canterbury

the Reverend Michael O'Sullivan, Pastor of Saint Peter's Church; the Pastor

the Dalai Lama

A.10.5.3. Civil and military titles

A.10.5.3.1 Do not capitalize a civil or military title.¹

Jimmy Carter, president of the United States; the president of the United States; the president

James Callaghan, prime minister; the prime minister

the Hon. Walter Stewart Owen, lieutenant-governor of British Columbia; the lieutenant-governor of British Columbia; the lieutenant-governor

Warren Earl Burger, chief justice of the United States; the chief justice of the United States; the chief justice

Gen. Bernard A. Rogers, chief of staff, U.S. Army; the general

James F. Calvert, rear admiral, USN

Hubert H. Humphrey, senator from Minnesota, the senator from Minnesota; the senator

¹ Capitalize such words as *president*, *prime minister*, and *governor* as instructed in A.15.2 when they designate the office rather than a particular person occupying the office.

Kingman Brewster, ambassador to the United Kingdom; the
ambassador to the United Kingdom; the ambassador

A.10.5.4. Professional and academic titles

A.10.5.4.1 Capitalize the title of a named professorship. In general, do not capitalize other professional and academic titles.

W. Carson Ryan, Kenan Professor of Education; the
professor

Robert Paul Bergman, associate professor of fine arts;
the professor

R.F. Bennett, president of the Ford Motor Company of
Canada; the president

Olga Porotnikoff, secretary, IFLA Committee on
Cataloguing

A.10.6. CERTAIN OTHER TERMS FOLLOWING NAMES

A.10.6.1 Capitalize the name or abbreviation of an academic degree, honour, religious order, etc.

C.D. Needham, Fellow of the Library Association

R.C. Strong, Ph.D., F.S.A.

Father Joseph Anthony Barrett, S.J.

Ralph Damian Goggens, Order of Preachers

A10.6.2 Capitalize *esquire*, *junior*, or *senior* (and their abbreviations) in a name.

John Mytton, Esq.

John D. Rockefeller, Jr.

A.10.7. TERMS OF HONOUR AND RESPECT

A.10.7.1 Capitalize a term of honour or respect.

Her Majesty

His Royal Highness

His Holiness

Your Excellency

Your Grace

Your Honour

A.10.8. EPITHETS

A.10.8.1 Capitalize an epithet occurring with, or used in place of, a personal name.

the Iron Chancellor

Old Hickory

Bonnie Prince Charlie

Elroy "Crazy Legs" Hirsch

Jerome H. (Dizzy) Dean

Abraham Lincoln, the Great Emancipator

A.10.9. PERSONIFICATIONS

A.10.9.1 Capitalize a personification.

A dialogue between Death and a beautiful lady

Let Fame sound the trumpet

A.11. NAMES OF PEOPLES, ETC.

A.11.1 Capitalize the name of a people, race, tribe, or ethnic or linguistic group.

Africans

Celts

Germans

Hottentots

Mongols

Polynesians

Scandinavians

Slavs

Teutons

Yoruba

A.11.2 Capitalize an adjective derived from such a name.

African

Scandinavian

A.11.3 Capitalize the name of a language.

English

Estonian

A.12. PLACE NAMES

Contents

A.12.1 Geographic features, regions, etc.

A.12.2 Political divisions

A.12.3 Popular names

A.12.1. GEOGRAPHIC FEATURES, REGIONS, ETC.

A.12.1.1 Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of an accepted name.

Arctic Circle

Arctic Ocean

Asia; Asian continent

Atlantic; South Atlantic; southern Atlantic

Central America; central European (*but* Central Europe *when referring to the geopolitical entity*)

Cheviot Hills

the Continent (i.e., Europe); continental Europe; the European continent; Continental customs

East; the Orient; Far East(ern); Near East(ern); Middle East(ern); Eastern customs; oriental (adjective); eastern Europe (*but* Eastern Europe *when referring to the geopolitical entity*); the East (U.S.)

Great Lakes

Great Slave Lake

Isthmus of Suez

Mississippi Delta

North Temperate Zone

Sea of Marmara

South America; South American continent

Southeast Asia; southern Asia

Strait of Dover

Tropic of Capricorn; the tropics

the West, Far West, Middle West, Midwest (U.S.);
western, far western, midwestern

A.12.2. POLITICAL DIVISIONS

- A.12.2.1 Capitalize the name of a political division (e.g., a country, state, province, city). Capitalize a word such as *empire*, *kingdom*, *state*, *country*, and *city* following a proper name if it is a commonly accepted part of the name. Do not capitalize such a word when used alone to indicate a political division.

Austrian Empire; the empire

Eleventh Congressional District; the congressional district

New York City; the city of New York

Simcoe County; the county

Sixth Precinct; the precinct

Washington State; the state of Washington

A.12.3. POPULAR NAMES

- A.12.3.1 Capitalize a popular name of a place, or the name of a legendary place.

Atlantis

Bay Area

Benelux

the Channel (English Channel)

City of Brotherly Love

Erin
Eternal City
Latin Quarter
Middle Earth
New World
Old World
the Nutmeg State
Old Dominion
Panhandle
the Potteries
South Seas
the Village
West End

A.13. NAMES OF STRUCTURES, STREETS, ETC.

- A.13.1. Capitalize the name of a building, monument, or other structure; and the name of a road or street. Do not capitalize words such as *avenue*, *bridge*, *hotel*, and *park* when they are used alone. See A.15.5 for the capitalization of names of buildings in which religious bodies meet.

the Capitol
Central Park; the park
Cleopatra's Needle
Drury Lane Theatre; the theatre
Forty-second Street
Hoover Dam; the dam
Iroquois Lock
Jacques Cartier Bridge; the bridge
Oxford Circus; the circus
Pyramid of the Sun; the pyramid

Royal Air Force Memorial

A.14. DERIVATIVES OF PROPER NAMES

- A.14.1 Do not capitalize a word derived from a personal or place name when it is used with a specialized meaning.

angstrom unit

arabic numbers

bikini

bourbon whiskey

burnt sienna

cologne

diesel engine

hamburger

italicize

malapropism

melba toast

nile green

raglan sleeves

roman type

timothy grass

vernier telescope

A.15. NAMES OF CORPORATE BODIES

Contents

- A.15.1 International organizations and alliances
 - A.15.2 Government bodies
 - A.15.3 Political parties
 - A.15.4 Political and economic systems
 - A.15.5 Other corporate bodies
-

A.15.1. INTERNATIONAL ORGANIZATIONS AND ALLIANCES

A.15.1.1 Capitalize the name of an international organization or alliance.

Central Treaty Organization

Common Market

Hanseatic League; Hansa

Holy Alliance

International Monetary Fund

Little Entente

Organization of African Unity

Triple Alliance, 1882

United Nations; United Nations Security Council; the Security Council; the council

World Health Organization

A.15.2. GOVERNMENT BODIES

A.15.2.1 Capitalize the full name of a legislative or judicial body; administrative department, bureau, or office; armed force (or component part of an armed force); or an accepted shortened form of its name. Do not capitalize other incomplete designations (except abbreviations) or adjectives derived from such a name.

Agency for International Development

Atlantic Fleet

Canadian Armed Forces

Canadian Citizenship Branch

Central Office of Information

Circuit Court of the United States; the federal Circuit Court

Commission on Post-Secondary Education in Ontario

Congress; the Ninety-fifth Congress; congressional

Court of Appeals of the State of Colorado

Department of State; State Department

District Court for the Southern District of New York;
district court

Division of Education for the Disadvantaged

Domestic Council Committee on Illegal Aliens

First Army; the First

First Infantry Division

House of Commons

House of Representatives; the House; the lower house of
Congress

Juvenile and Domestic Relations Court; juvenile court;
domestic relations court

Middlesex Regiment; the Diehards; the regiment

Ministry of Agriculture, Fisheries, and Food

Parliament; parliamentary

Peace Corps

President of the United States (i.e., the office)

Prime Minister (i.e., the office)

Queen's Bench Division of the High Court of Justice

Royal Air Force

Royal Gloucestershire Hussars

Twenty-first Regiment of U.S. Infantry

United States Court of Appeals for the Second Circuit;
court of appeals

United States Navy

A.15.3. POLITICAL PARTIES

A.15.3.1 Capitalize the name of a political party and of its members.

Communist Party of Great Britain; Communist(s)

Democratic Party; Democrat(s)

Liberal Party; Liberal(s)

Nazi Party; Nazi(s)

A.15.4. POLITICAL AND ECONOMIC SYSTEMS

A.15.4.1 Do not capitalize the name of a political or economic system or school of thought or its proponents unless derived from proper nouns. In general, do not capitalize names of political groups other than parties.

anarchism

capitalism

egalitarianism

fascism

farm bloc

independent(s)

mercantilism

monarchism

mugwumps

nationalism

right wing

socialist bloc

but Benthamism

Marxism

Thatcherism

A.15.5. OTHER CORPORATE BODIES

A.15.5.1 Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc. (see A.16.4 for the names of religions), or of a department or division. Do not capitalize an article preceding the name, even when a part of the official name. Do not capitalize a generic word (e.g., *society*, *company*, *conference*) when used alone or with an article.

Abbey of Mont Saint-Michel

American Library Association

the Board of Regents of the University of California

Boy Scouts of America; a Boy Scout; a Scout

Canadian National Railways

Church of England

Christian Brothers

Church of the Redeemer

Conference, 1980 Advances in Reactor Physics and
Shielding

Congregation Anshe Mizrach

Fifty-second Annual Meeting of the American Historical
Association

First Baptist Church

Garrick Club

General Council of the United Church of Canada

General Foods Corporation

Green Bay Packers; the Packers; the team

Independent Order of Odd Fellows; IOOF; an Odd Fellow

Iowa Falls High School

League of Women Voters

Midwest Baptist Conference

Mosque of Sidi Okba

National Bank of New Zealand, Ltd.

National Dance Theatre Company of Jamaica

Order of Preachers

Presbyterian Church in Canada

Printed Circuit World Expo '81 West

Reference Section of the Canadian Library Association

Second Vatican Council; Vatican II

Society of Jesus; Jesuits; a Jesuit

Special Session on Ordered Fields and Real Algebraic
Geometry

Synod of Whitby

Temple Israel

Textile Workers Union of America; the union

Toronto Symphony Orchestra

Young Men's Christian Association

A.16. RELIGIOUS NAMES AND TERMS

Contents

- A.16.1 Deities
 - A.16.2 Names of Satan
 - A.16.3 Revered persons
 - A.16.4 Religions
 - A.16.5 Religious events and concepts
 - A.16.6 Creeds and confessions
 - A.16.7 The Eucharist
 - A.16.8 Sacred Scriptures
 - A.16.9 Special selections from the Bible
 - A.16.10 Versions of the Bible
-

A.16.1. DEITIES

A.16.1.1 Capitalize the name of a deity and any term referring to the Christian Trinity.

Adonai

Allah

the Almighty

Astarte

Brahma

Christ

the Father

the First Cause

Hera

Holy Ghost

Holy Spirit
Jehovah
King of Kings
Lamb of God
Mars
Messiah (Jesus Christ)
Minerva
the Omnipotent
Prince of Peace
Providence
Son of God
the Supreme Being
Vishnu
the Word
Yahweh
Zeus

- A.16.1.2 Do not capitalize a pronoun referring to the name of a deity unless capitalization is necessary to avoid ambiguity.

God as I understand him
The appearance of Christ after his resurrection
but God gives man what He wills
Trust Him who doeth all things well

- A.16.1.3 Do not capitalize words derived from the names of deities.

God's fatherhood, kingship, omnipotence
Jesus' sonship
godlike
messianic hope
but christological
Christ-like

A.16.2. NAMES OF SATAN

A.16.2.1 Capitalize a word specifically denoting Satan.

the Devil
His Satanic Majesty
Lord of the Flies
Lucifer
but a devil; the devils
devilled eggs
the devil's advocate

A.16.3. REVERED PERSONS

A.16.3.1 Capitalize an appellation of a revered person such as a prophet, guru, saint, or other religious leader.

the Apostle to the Gentiles
the Baptist
the Beloved Apostle
the Blessed Virgin
Buddha
the Fathers; church fathers
the Mahatma
Mother of God
Our Lady
Panchen Lama
the Prophet (i.e., *Mohammed*)
the Twelve
the Virgin (i.e., *Mary*)

A.16.4. RELIGIONS

A.16.4.1 Capitalize the name of a religion, sect, or specific religious movement. Capitalize also a name describing its members and any adjective derived from such a name. See A.15.5 for the names of denominations, orders, local churches, etc.

Anglicanism; an Anglican; Anglican communion

Arianism; Arian heresy

Buddhism; a Buddhist; Buddhist ideas

Catholicism; a Catholic

Christian Science; a Christian Scientist

Dissenter

Islam; Islamic; Muslim

Judaism; Orthodox Judaism; Reform Judaism; an Orthodox Jew

Lutheranism; a Lutheran

Protestantism; a Protestant

Shinto

Theosophy; Theosophist

Vedanta

Zen; Zen Buddhism

Zoroastrianism

A.16.5. RELIGIOUS EVENTS AND CONCEPTS

A.16.5.1 Capitalize the name of a major Biblical or religious event or concept.

Armageddon

the Assumption of the Virgin

the Captivity (Babylonian)

the Crucifixio

the Enlightenment (Buddhism)

the Hegira

Judgement Day
the Last Supper
Redemption
the Second Advent

A.16.6. CREEDS AND CONFESSIONS

A.16.6.1 Capitalize the name of a creed or confession.

Augsburg Confession
Nicene Creed
the Thirty-nine Articles

A.16.7. THE EUCHARIST

A.16.7.1 Capitalize a term referring to the Eucharist.

Communion
the Divine Liturgy
Holy Communion
the Lord's Supper
the Mass

A.16.8. SACRED SCRIPTURES

A.16.8.1 Capitalize the title of a sacred scripture, one of its divisions, a group of books, or an individual book.

Holy Bible
Holy Scriptures
Sacred Scriptures
New Testament
Old Testament
New Covenant

Gospels
Acts of the Apostles
Apocalypse of John
Epistles of Paul
Apocrypha
Five Scrolls
Historical Books
Minor Prophets
Pentateuch
History of Susanna
Song of Songs
Koran
Qu'ran
Zend-Avesta
Talmud Yerushalmi

A.16.8.2 Capitalize *book* when it refers to the entire Bible; otherwise, do not capitalize it.

the Book
but the book of Proverbs

the book of the Prophet Isaiah

the second book of Kings

A.16.9. SPECIAL SELECTIONS FROM THE BIBLE

A.16.9.1 Capitalize the first word of the name of a special selection from the Bible that is commonly referred to by a specific name.

the Beatitudes

the Decalogue

the Lord's prayer

the Miserere

the Nunc dimittis
the Shema
the Sermon on the mount
the Ten commandments

A.16.10. VERSIONS OF THE BIBLE

A.16.10.1 Capitalize the name of a version of the Bible (6.31.0.4).

Authorized Version
Confraternity Version
Jerusalem Bible
New American Standard Bible
New English Bible
Septuagint
Vulgate

A.17. NAMES OF DOCUMENTS

A.17.1 Capitalize the formal, or conventional, name of a document such as a charter, constitution, legislative act, pact, plan, statement of policy, or treaty.

Articles of Confederation
Atlantic Charter
Bill of Rights
British North America Act
Civil Rights Act of 1964
Constitution of Virginia; the constitution
Declaration of Independence
Fourteenth Amendment (U.S. Constitution)
Magna Charta
Marshall Plan; the plan

Reform Bill

Third Five Year Plan (India)

Treaty of Versailles; the treaty

Universal Copyright Convention; the convention

- A.17.2 In case of doubt whether the title of a document is its formal or conventional name, capitalize the title according to other rules in this appendix.

An act to amend the constitution and to prohibit taxes on property ...

A.18. NAMES OF HISTORICAL AND CULTURAL EVENTS AND PERIODS

- A.18.1 Capitalize the name of an historical or cultural event and of a major historical or cultural period.

Age of Discovery

Battle of Dunkirk

Boxer Rebellion

Dark Ages

Elizabethan Age

French Revolution

Grand National Steeplechase

Norman Conquest

Operation Deep Freeze

Reformation

Second Battle of the Marne

Second World War

Siege of Leningrad

Thirty Years' War

A.19. DECORATIONS, MEDALS, ETC.

- A.19.1 Capitalize the name of a particular decoration, medal, or award.

Bronze Star Medal

Congressional Medal of Honor

Iron Cross

Victoria Cross

A.20. NAMES OF CALENDAR PROVISIONS

A.20.1 Capitalize the name of a month of the year or day of the week.

January

Monday

A.20.2 Do not capitalize the name of a season.

winter

A.21. NAMES OF HOLIDAYS

A.21.1 Capitalize the name of a secular or religious holiday and of a religious season.

Advent

Boxing Day

Christmas Day

Epiphany

Feast of the Annunciation

Fourth of July

Lent

Ramadan

Saint Patrick's Day

Thanksgiving

A.22. SCIENTIFIC NAMES OF PLANTS AND ANIMALS

A.22.1 Capitalize the Latin name of a phylum, class, order, family, or genus, and names of intermediate groupings (e.g., subclasses). Do not capitalize the name of a species or subspecies even if it is derived from a proper name. Do not capitalize English derivatives of scientific names.

Arthropoda (*phylum*)

Insecta (*class*)

but arthropod (*from* Arthropoda)

A.23. GEOLOGIC TERMS

- A.23.1 Capitalize the distinctive word(s) in the name of a geologic era, period, etc. Do not capitalize words such as *era* and *period* and modifiers such as *early*, *middle*, or *late* when used only descriptively.

Eocene epoch

Jurassic period

Lower Triassic period

Mesozoic period

but the early Miocene

the late Eocene

A.24. ASTRONOMICAL TERMS

- A.24.1 Capitalize the name of a planet, satellite, star, constellation, asteroid, etc. Do not capitalize the words *sun* and *moon*. Capitalize *Earth* when it is used to refer to the planet.

Alpha Centauri

Canis Major

Little Dipper

Mercury

the Milky Way

North Star

A.25. SOIL NAMES

- A.25.1 Capitalize the name of a soil classification.

Alpine Meadow

Chernozem

Half Bog

Prairie

A.26. TRADE NAMES

- A.26.1 Capitalize a trade name, variety name, or market grade. Do not capitalize a common noun following such a name.

Choice lamb (*market grade*)

Formica (*trade name*)

Orlon (*trade name*)

Polaroid film (*trade name*)

Red Radiance rose (*variety*)

Yellow Stained cotton (*market grade*)

A.27. SINGLE AND MULTIPLE LETTERS USED AS WORDS OR PARTS OF COMPOUNDS

- A.27.1 Capitalize the pronoun *I* and the interjection *O* (*Oh*). Capitalize a letter that refers to a letter of the alphabet as such.

A major

H-bomb

U-boat

vitamin B

X-ray

Y is for yellow

- A.27.2 For corporate names with compound terms, see A.2.1.1. For titles beginning with a compound term, see A.4.1.3. If a compound term appears elsewhere in the resource with a single letter or multiple letters capitalized, follow the capitalization as found.

A.28. HYPHENATED COMPOUNDS

- A.28.1 If the rules require the capitalization of a hyphenated compound, capitalize the first part, and capitalize the second, etc., part if it is a noun or a proper adjective or if it has the same force as the first part.

Twentieth-Century

Basket-Maker

Blue-Black

Secretary-Treasurer

- A.28.2 Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.

French-speaking

Twenty-five

Co-ordinate

A.29. HYPHENATED PREFIXES

- A.29.1 Do not capitalize a prefix joined by a hyphen to a capitalized word unless other rules require its capitalization.

ex-President Roosevelt

pre-Cambrian

trans-Siberian

un-American

Other Languages

A.30 GENERAL RULE

- A.30.1 Apply the instructions for the capitalization of English (A.9-A.29) to the capitalization of another language unless a contrary instruction is provided in a section below treating that language or unless the transliteration table for the language adopted by the cataloguing agency provides otherwise.

A.31 CAPITALIZATION OF TRANSLITERATED ACCESS POINTS AND TITLES

- A.31.1 Capitalize words in transliterated access points and titles as instructed in A.30. If the language has no system of capitalization, capitalize the first word of a title or a sentence and the first word of the name of a corporate body or a subdivision of a corporate body. Capitalize proper names according to English usage.

A.32. BULGARIAN

Contents

- A.32.1 Proper names and their derivatives
A.32.2 Names of regions, localities, and geographic features, including streets, parks, etc.
A.32.3 Names of countries and administrative divisions

- A.32.4 Names of corporate bodies
 - A.32.5 Titles of persons
 - A.32.6 Personal pronouns
 - A.32.7 Names of calendar divisions
 - A.32.8 Names of historic events, etc.
-

A.32.1. PROPER NAMES AND THEIR DERIVATIVES

- A.32.1.1 Do not capitalize names of peoples, races, and residents of specific localities: българин; софиянец; семит.
- A.32.1.2 Do not capitalize names of religions and their adherents: будизъм; християнство; лютеранец.
- A.32.1.3 Do not capitalize proper adjectives: софийски улици.

A.32.2 NAMES OF REGIONS, LOCALITIES, AND GEOGRAPHIC FEATURES, INCLUDING STREETS, PARKS, ETC.

- A.32.2.1 Capitalize the first word unless it is a common noun. Capitalize other words only if they are proper nouns: Орлово гнездо; Ъряг на слоновата кост; Стара Загора; Охридско езеро; село Ъелица; Червеният площад; ул. Шпка.

A.32.3 NAMES OF COUNTRIES AND ADMINISTRATIVE DIVISIONS

- A.32.3.1 Capitalize the first word and proper nouns in names of countries and administrative subdivisions: Обединена арабска република; Народна република Ъългария; Софийска област; Министерство на селскостопанското производство.

A.32.4 NAMES OF CORPORATE BODIES

- A.32.4.1 Capitalize only the first word and proper nouns in the names of corporate bodies: Ъългарска комунистическа партия; Организация на обединените народи; Държвна библиотека "Васил Коларв"; Ъългарски червен кръст.

A.32.5 TITLES OF PERSONS

- A.32.5.1 Capitalize свети and titles of royalty, high government officials, and high ecclesiastical officials if they are followed by a name: Министър Даскалов; Свети Климент.
- A.32.5.2 Capitalize any title occurring in conjunction with the name of a well-known personage: Отец Паисий; Хаджи Димитър; Ъачо Киро.
- A.32.5.3 In general, do not capitalize other titles: инистър; крал; отец; професор; отец Борис.

A.32.6 PERSONAL PRONOUNS

- A.32.6.1 Do not capitalize аз.
- A.32.6.2 Capitalize *Вие* (Вий), *Ви*, *Вас*, and *ВаМ* when used in formal address.

A.32.7 NAMES OF CALENDAR DIVISIONS

- A.32.7.1 Do not capitalize the names of days of the week and of months.

A.32.8 NAMES OF HISTORIC EVENTS, ETC.

- A.32.8.1 Capitalize the first word and proper nouns in the names of historic events, etc:
Първата световна война; Великата окомврийска социалистическа
революция; Възраждането; Битката при Косово поле.

A.33. CZECH (BOHEMIAN)

Contents

- A.33.1 Proper names and their derivatives
 - A.33.2 Names of corporate bodies
 - A.33.3 Titles of persons
 - A.33.4 Personal pronouns
 - A.33.5 Names of calendar divisions
-

A.33.1 PROPER NAMES AND THEIR DERIVATIVES

- A.33.1.1 Capitalize only the distinctive word in geographic names consisting of a distinctive word and a generic word: *Tichý oceán*.
- A.33.1.2 Capitalize the first word and any other word that is a derivative of a proper name in names of streets: *U invalidovny; Na růžku; Na Smetance*.

A.33.2 NAMES OF CORPORATE BODIES

- A.33.2.1 In general, capitalize only the first word in names of corporate bodies:
Československá republika; Česká akademie věd a umění; Bratři čeští; Milosrdní bratři.
- A.33.2.2 Do not capitalize names of branches of schools, conservatories, universities, ministries, and departments of government: *ministerstvo školství; závodní rada*.

A.33.3 TITLES OF PERSONS

- A.33.3.1 Do not capitalize titles of persons: *doktor; král; ministr; svatý*.

A.33.4 PERSONAL PRONOUNS

A.33.4.1 Do not capitalize *já*.

A.33.4.2 Capitalize the pronouns of formal address: *Ty, Tvůj, Tobě; Vy, Vám; Vás, Váš*.

A.33.5 NAMES OF CALENDAR DIVISIONS

A.33.5.1 Do not capitalize the names of days of the week and of months.

A.34 DANISH. See Scandinavian languages (A.46).

A.35. DUTCH

Contents

- A.35.1 Single letter as the first word
 - A.35.2 Prefixes in personal names
 - A.35.3 Personal pronouns
 - A.35.4 Names of calendar divisions
-

A.35.1 SINGLE LETTER AS THE FIRST WORD

A.35.1.1 Capitalize the first word of a sentence if it is the interjection *O*, the pronoun *U*, or a letter referring to a letter of the alphabet as such (e.g., *A is een aapje*).

A.35.1.2 Do not capitalize any other single letter that is the first word of a sentence or the first word of a proper name. Capitalize the next word: *'s Avonds is het koud; 'k Weet niet wat hij zegt; 's Gravenhage*.

A.35.2 PREFIXES IN PERSONAL NAMES

A.35.2.1 Capitalize the prefixes *de, ten, van*, if not preceded by the Christian name.

A.35.3 PERSONAL PRONOUNS

A.35.3.1 Do not capitalize *ik*.

A.35.3.2 In general, capitalize *U, Uw*, and *Gij* in personal correspondence.

A.35.4 NAMES OF CALENDAR DIVISIONS

A.35.4.1 Do not capitalize the names of days of the week and of months.

A.36. FINNISH

Contents

- A.36.1 Names of corporate bodies
 - A.36.2 Names of buildings
-

A.36.1 NAMES OF CORPORATE BODIES

- A.36.1.1 Capitalize only the first word and proper nouns in names of state and local government agencies, courts, and church bodies: *Erillinen komppania Kontula; Helsingin kaupunginkirjasto; Kauppa- ja teollisuusministeriö; Kirkon ulkomaanasiain toimikunta; Korkein oikeus; Suomen Unesco-toimikunta.*
- A.36.1.2 In general, capitalize only the first word and proper nouns in names of scientific and economic institutions of the state: *Kansallismuseon esihistoriallinen osasto; Geodeettinen laitos; Helsingin yliopisto.* Exceptions: *Suomen Akatemia; Suomen Pankki.*
- A.36.1.3 In the names of other institutions, societies, and firms, follow the usage of the body. If the usage is not known, capitalize all words.

A.36.2 NAMES OF BUILDINGS

- A.36.2.1 Capitalize proper nouns in the names of buildings: *kaupungintalo; Helsingin kulttuuritalo.*

A.37. FRENCH

Contents

- A.37.1 Proper names and their derivatives
 - A.37.2 Names of corporate bodies
 - A.37.3 Prefixes in names of persons
 - A.37.4 Titles of persons
 - A.37.5 Personal pronouns
 - A.37.6 Names of calendar divisions
 - A.37.7 Miscellaneous
-

A.37.1 PROPER NAMES AND THEIR DERIVATIVES

- A.37.1.1 Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *les jésuites; les démocrates; le bouddhisme; l'anglais* (the English language).
- A.37.1.2 Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names

of languages, geographic names, and adjectives denoting nationality: *la religion catholique; la région alpine; le peuple français.*

A.37.1.3 Capitalize nouns denoting nationality: *les Français.*

A.37.1.4 Do not capitalize a common noun used as a generic word in a geographic name: *la mer du Nord; l'île aux Oiseaux.*

A.37.2 NAMES OF CORPORATE BODIES

A.37.2.1 In general, capitalize the first word, any adjectives preceding the first noun, the first noun, and all proper nouns in the names of corporate bodies: *Société de chimie physique; Grand Orchestre symphonique de la R.T.B; Église réformée de France.* Notable exceptions: *Société des Nations; Nations Unies.*

A.37.2.2 Capitalize the nouns and adjectives in hyphenated corporate names: *le Théâtre-Français.*

A.37.3 PREFIXES IN NAMES OF PERSONS

A.37.3.1 Capitalize prefixes consisting of an article or a contraction of an article and a preposition: *La Fontaine; Du Cange.*

A.37.4 TITLES OF PERSONS

A.37.4.1 Do not capitalize titles designating rank or office: *le roi; le ministre; le pape Léon X.*

A.37.4.2 Capitalize titles of address and titles of respectful address or reference: *Monsieur; Mme de Lafayette; Son Éminence; Sa Majesté le roi de France.*

A.37.4.3 Do not capitalize *saint* (*sainte*, etc.) when it refers exclusively to a person; otherwise capitalize it: *saint Thomas More; but la cathédrale Saint-Lambert; l'été de la Saint-Martin.*

A.37.5 PERSONAL PRONOUNS

A.37.5.1 Do not capitalize a personal pronoun.

A.37.6. NAMES OF CALENDAR DIVISIONS

A.37.6.1 Do not capitalize the names of days of the week and of months.

A.37.7 MISCELLANEOUS

A.37.7.1 Do not capitalize *rue* and its synonyms: *rue de la Nation; avenue de l'Opéra.*

A.37.7.2 Do not capitalize *église* when it indicates a building: *l'église Notre-Dame.* Capitalize it when it refers to the Church as an institution.

A.37.7.3 Capitalize *état* when denoting the nation: *le Conseil d'État.*

A.38. GERMAN²

Contents

- A.38.1 Nouns
 - A.38.2 Proper names and their derivatives
 - A.38.3 Pronouns
 - A.38.4 Miscellaneous
-

A.38.1 NOUNS

- A.38.1.1 Capitalize all nouns and words used as nouns: *das Buch; das Geben; die Armen; das intime Du* (reference to the word *du*); *Not tun; ausser Acht lassen; aufs Neue; fürs Erste; im Voraus; die Übrigen; heute Mittag; im Grossen und Ganzen; das Hundert; das Tausend* (but *hundert* or *tausend* when used as cardinal numbers; see A.38.4b).

A.38.2 PROPER NAMES AND THEIR DERIVATIVES

- A.38.2.1 In general, do not capitalize proper adjectives: *die deutsche Sprache*.
- A.38.2.2 Capitalize adjectives that consist of a personal name followed by an apostrophe and the ending *-sche* (including its inflected forms): *die Darwin'sche Evolutionstheorie; das Wackernagel'sche Gesetz; die Goethe'schen Dramen*. Do not capitalize other adjectives containing a personal name: *die platonische Liebe; eine kafkaeske Stimmung*.
- A.38.2.3 Capitalize indeclinable adjectives derived from geographic names: *Schweizer Ware; die Zürcher Bürger*.
- A.38.2.4 Capitalize adjectives, pronouns, and numerals used as parts of a name or title: *Alexander der Grosse; das Schweizerische Konsulat; Seine Excellenz; Friedrich der Zweite; Bund der Technischen Angestellten und Beamten; der Erste der Klasse* (expressing rank). See also A.38.4b.

A.38.3 PRONOUNS

- A.38.3.1 Do not capitalize *ich*.
- A.38.3.2 Capitalize *Sie* and *Ihr* and their inflected forms when used in formal address.

A.38.4 MISCELLANEOUS

- A.38.4.1 Do not capitalize the following:
- a) pronouns (see also A.38.3): *jemand, ein jeder, der eine . . . der andere, die beiden, die meisten*
 - b) cardinal numbers under one million: *hundert, tausend, an die zwanzig, wir zwei, alle drei, bis drei zählen*
 - c) adverbs: *mittags, anfangs, morgen, montags*

² Note that aspects of the spelling reform officially introduced on August 1, 1998 are being modified.

- d) verbal phrases: *preisgeben, teilhaben, wundernehmen, zuteil werden, zumute sein* (but *zu Mute sein*) *schuld sein* (words such as *schuld* or *leid* are considered to be adjectives when used in conjunction with the verbs *sein, werden, or bleiben*)
- e) adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence: *Hier ist die beste Arbeit, dort die schlechteste*
- f) fractions, when they directly precede a noun or a cardinal number: *ein viertel Kilogramm* (but *um ein Viertel vor acht*).

A.39. HUNGARIAN

Contents

- A.39.1 Proper names and their derivatives
 - A.39.2 Titles of persons
 - A.39.3 Personal pronouns
 - A.39.4 Names of calendar divisions
-

A.39.1 PROPER NAMES AND THEIR DERIVATIVES

- A.39.1.1 Do not capitalize nouns denoting nationality: *az oroszok*.
- A.39.1.2 Do not capitalize adjectives derived from proper names: *budapesti*.

A.39.2 TITLES OF PERSONS

- A.39.2.1 Capitalize titles used in direct address: *Felséges Uram*.
- A.39.2.2 Do not capitalize titles of nobility, including those consisting of an adjectival term derived from place of origin, etc.: *gróf Teleki Pál; körmendi Frim Jakab*.

A.39.3 PERSONAL PRONOUNS

- A.39.3.1 Do not capitalize *én*.
- A.39.3.2 Capitalize pronouns used in formal address: *Maga*.

A.39.4 NAMES OF CALENDAR DIVISIONS

- A.39.4.1 Do not capitalize the names of days of the week and of months.

A.40. ITALIAN

Contents

- A.40.1 Proper names and their derivatives
- A.40.2 Names of corporate bodies
- A.40.3 Titles of persons
- A.40.4 Personal pronouns

- A.40.5 Names of calendar divisions
- A.40.6 Names of centuries
- A.40.7 Miscellaneous

A.40.1 PROPER NAMES AND THEIR DERIVATIVES

- A.40.1.1 Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages: *i protestanti; i benedettini; un democratico; il buddhismo; il francese* (the French language).
- A.40.1.2 Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic and personal names, and adjectives denoting nationality: *la religione cattolica; la flora alpina; il popolo italiano; iconografia dantesca*.
- A.40.1.3 Capitalize nouns denoting nationality: *gl'Italiani*.

A.40.2 NAMES OF CORPORATE BODIES

- A.40.2.1 In general, capitalize only the first word, proper nouns, religious terms, and the word following an adjective denoting royal or pontifical privilege in the names of corporate bodies: *Istituto nazionale di fisica nucleare; Accademia nazionale de Santa Cecilia; Università cattolica del Sacro Cuore; Pontificio Seminario francese; Chiesa evangelica italiana*. Notable exceptions: *Società delle Nazioni; Nazioni Unite; Croce Rossa*.

A.40.3 TITLES OF PERSONS

- A.40.3.1 Do not capitalize titles of persons except for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality: *signora; il signor Donati; il duca d'Aosta; Umberto I, re d'Italia*; but *Sua Santità; Sua Altezza Reale il principe Umberto; le LL. MM. il re e la regina*.
- A.40.3.2 Do not capitalize *san* (*santo*, etc.) when referring exclusively to a person; capitalize it when it is abbreviated and when it is an integral part of the name of a place, a building, etc.: *san Francesco d'Assisi*; but *S. Girolamo; Castel Sant'Angelo*.

A.40.4 PERSONAL PRONOUNS

- A.40.4.1 Do not capitalize *io*.
- A.40.4.2 Capitalize the pronouns of formal address: *Ella; Lei; Loro*.

A.40.5 NAMES OF CALENDAR DIVISIONS

- A.40.5.1 Do not capitalize the names of days of the week and of months.

A.40.6. NAMES OF CENTURIES

A.40.6.1 Capitalize the proper names of centuries: *il Cinquecento*; *il Seicento*; but *il sedicesimo secolo*.

A.40.7 MISCELLANEOUS

A.40.7.1 Do not capitalize *via* and its synonyms: *via Vittorio Veneto*; *corso Umberto I*.

A.40.7.2 Do not capitalize *chiesa* when it indicates a building: *la chiesa di S. Maria degli Angeli*. Capitalize it when it refers to the Church as an institution.

A.40.7.3 Capitalize *stato* when denoting the nation: *Consiglio di Stato*.

A.41 LATIN

A.41.1 Follow the instructions in A.9–A.29.

A.42 NORWEGIAN

A.42.1 See Scandinavian languages (A.46).

A.43. POLISH

Contents

- A.43.1 Proper names and their derivatives
- A.43.2 Names of corporate bodies
- A.43.3 Titles of persons
- A.43.4 Personal pronouns
- A.43.5 Names of calendar divisions
- A.43.6 Names of historic events, etc.

A.43.1 PROPER NAMES AND THEIR DERIVATIVES

A.43.1.1 Do not capitalize names of residents of cities and towns: *warszawianin*.

A.43.1.2 Do not capitalize adjectives derived from proper names: *mickiewiczowski*.

A.43.1.3 Do not capitalize names of religions and their adherents and names of members of religious orders: *katolicyzm*; *katolik*; *mahometanin*; *jezuici*.

A.43.1.4 Capitalize each part of a compound geographic name unless the distinctive word is in nominative case and can stand alone; in that case, capitalize only the distinctive word: *Morze Bałtyckie*; but *jezioro Narocz*.

A.43.1.5 Do not capitalize geographic names applied to wines, dances, etc.: *tokaj*; *krakowiak*.

A.43.1.6 Do not capitalize names of administrative districts and geographic adjectives: *województwo poznański*; *diecezja łomżyńska*.

A.43.2 NAMES OF CORPORATE BODIES

- A.43.2.1 Capitalize all words except conjunctions and prepositions in the names of corporate bodies: *Towarzystwo Naukowe w Toruniu; Ewangelicko-Augsburski Kościół.*

A.43.3 TITLES OF PERSONS

- A.43.3.1 Do not capitalize titles of persons except in direct address: *papież; król; święty.*

A.43.4 PERSONAL PRONOUNS

- A.43.4.1 Do not capitalize *ja*.
- A.43.4.2 Capitalize the pronouns of formal address: *Ty, Tobie, Twój; On, Ona, Jego, Jej, Jemu; Wy, Wam, Was.*

A.43.5 NAMES OF CALENDAR DIVISIONS

- A.43.5.1 Do not capitalize the names of days of the week and of months.

A.43.6 NAMES OF HISTORIC EVENTS, ETC.

- A.43.6.1 Do not capitalize names of historic events and wars: *pokój wersalski; wojna siedmioletnia.*

A.44. PORTUGUESE

Contents

- A.44.1 Proper names and their derivatives
 - A.44.2 Titles of persons
 - A.44.3 Personal pronouns
 - A.44.4 Religious terms
 - A.44.5 Names of calendar divisions
-

A.44.1 DERIVATIVES OF PROPER NAMES

- A.44.1.1 Do not capitalize derivatives of proper names: *os homens alemães; os franceses.*

A.44.2 TITLES OF PERSONS

- A.44.2.1 Capitalize names of positions or posts of dignitaries and words that designate titles: *o Arcebispo de Braga; o Duque de Caxias; o Presidente da República; Senhor Professor.*

A.44.3 PERSONAL PRONOUNS

A.44.3.1 Do not capitalize *eu*.

A.44.4 RELIGIOUS TERMS

A.44.4.1 Capitalize *igreja* when referring to the Church as an institution.

A.44.5 NAMES OF CALENDAR DIVISIONS

A.44.5.1 Do not capitalize the names of days of the week and of months.

A.45. RUSSIAN

Contents

- A.45.1 Proper names and their derivatives
- A.45.2 Names of regions, localities, and geographic features, including streets, parks, etc.
- A.45.3 Names of countries and administrative divisions
- A.45.4 Names of corporate bodies
- A.45.5 Titles of persons
- A.45.6 Pronouns
- A.45.7 Names of calendar divisions
- A.45.8 Names of historic events, etc.

A.45.1 PROPER NAMES AND THEIR DERIVATIVES

A.45.1.1 Do not capitalize prefixes, prepositions, and conjunctions forming part of a proper name, except when they are connected to the following part of the name by a hyphen: Фон Клаузеиц; ван Бетховен; Ван-Гог.

A.45.1.2 Do not capitalize names of peoples, races, and residents of specific localities: араб таджик; москвичи.

A.45.1.3 Do not capitalize the names of religions and their adherents: католицизм; католик.

A.45.1.4 Do not capitalize proper nouns that are parts of adverbs: по-пушкински.

A.45.2 NAMES OF REGIONS, LOCALITIES, AND GEOGRAPHIC FEATURES, INCLUDING STREETS, PARKS, ETC.

A.45.2.1 Do not capitalize a common noun forming part of a geographic name: мыс Горн; остров Рчдолъфа; канал Москва-Июлга.

A.45.2.2 Capitalize a common noun forming an integral part of a name: Кривой Рог; Белая Церковь; Богемский Лес.

- A.45.2.3 Capitalize the common noun if it is a foreign word that has not become a part of the Russian language: Рю-де-ла-Пе (Рю–meaning street, Пе–meaning peace); Сыр-Дарья (Дарья–meaning river).
- A.45.2.4 Do not capitalize the title or rank of the person in whose honour a place is named: остров королевы Виктории; мыс капитана Джеральда.
- A.45.2.5 Do not capitalize adjectives derived from geographic names: московские улицы.
- A.45.2.6 Do not capitalize geographic names applied to wines, species of animals, birds, etc.: мадера; херес; сенбернар.

A.45.3 NAMES OF COUNTRIES AND ADMINISTRATIVE DIVISIONS

- A.45.3.1 Capitalize the first word in the commonly accepted names of groups of countries: Балканские страны.
- A.45.3.2 Capitalize unofficial but commonly accepted names of countries, cities, and territorial divisions: Советский Союз; Страна Советов; Приуралье; Белокаменная (for Moscow).
- A.45.3.3 Capitalize administrative divisions of the USSR as follows:
- a) Capitalize every word in the names of republics and autonomous republics: Башкирская Автономная Советская Социалистическая Респубlia.
 - b) Capitalize only the first word in the names of provinces, autonomous provinces, territories, regions, and village soviets: Алма-Атинская область; Приморский край; Коми-Пермяцкий национальный округ; Егоршинский район; Краснинский сельсовет.
 - c) Capitalize every word in the names of the highest Soviet and non-Russian governmental units and Communist Party organizations except those in parentheses and партия: Верховный Совет СССР (also of the Union republics and autonomous republics); Совет Союза, Совет Национальностей; Всесоюзная Коммунистическая партия (большевнков); Рейхстаг; Конгресс США; Правительствующий Сенат.
 - d) Capitalize only the first word and proper nouns in the names of other governmental units: Государственная плановая комиссия СССР; Народный комиссариат иностранных дел; Военный совет Закавказского военного округа.
 - e) Do not capitalize the names of bureaus when used in the plural and when used in a general sense: советы народных комиссаров; народный комиссариат.
 - f) Capitalize Совет in Совет депутатов трудящихся : Загорский районный Совет депутатов трудящихся.

A.45.4 NAMES OF CORPORATE BODIES

- A.45.4.1 Capitalize only the first word and proper nouns in names of corporate bodies: Академия наук СССР; Книжная палата; Профессиональный союз работников высшей школы и научных учреждений; Дом книги.

- A.45.4.2 If part of the name of a corporate body is in quotation marks, capitalize only the first word and proper nouns within the quotation marks: завод "Фрезер"; совхоз "Путь к социализму".
- A.45.4.3 If a corporate body is also known by a part of its name, capitalize the first word of the part when it appears in conjunction with the full name: Государственный ордена Ленина академический Большой театр (Большой театр).
- A.45.4.4 Do not capitalize the following words in the names of congresses, conferences, etc.: съезд; конференция; сессия; пленум.
- A.45.4.5 Do not capitalize совет when used to refer to the council of a society or institution.

A.45.5 TITLES OF PERSONS

- A.45.5.1 Capitalize the titles of the highest government officials: Председатель Совета Народных Комиссаров; Маршал Советского Союза.

A.45.6 PRONOUNS

- A.45.6.1 Do not capitalize я.
- A.45.6.2 Capitalize pronouns of formal address: Вы; Вам; Вас.

A.45.7 NAMES OF CALENDAR DIVISIONS

- A.45.7.1 Do not capitalize the names of days of the week and of months.

A.45.8 NAMES OF HISTORIC EVENTS, ETC.

- A.45.8.1 Capitalize the first word, the distinctive word, and proper nouns in the names of historic periods and events: Великая Октябрьская социалистическая революция; Возрождение; Третья республика; Парижская коммуна; Кровавое воскресенье; Ленский расстрел; Бородинский бой.
- A.45.8.2 Do not capitalize the names of the five-year plans~ tret\$y stalinskaq pqtiletka` but sorevnovanie imeni Tret\$ej Stalinskoj Pqtiletki.
- A.45.8.3 Do not capitalize война in the names of wars: Франко-Прусская война; Русско-Японская война; Великая Отечественная война; Отечественная война.

A.46. SCANDINAVIAN LANGUAGES

Contents

- A.46.1 Derivatives of proper names
 - A.46.2 Names of corporate bodies
 - A.46.3 Compound names
 - A.46.4 Titles of persons
 - A.46.5 Personal pronouns
 - A.46.6 Names of calendar divisions
-

A.46.1 DERIVATIVES OF PROPER NAMES

A.46.1.1 Do not capitalize adjectives derived from proper names: *europsk; københavnsk; luthersk; svensk*.

A.46.2 NAMES OF CORPORATE BODIES

A.46.2.1 In general, capitalize the first word and the word following an adjective denoting royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate rule: *Kungl. Biblioteket; Ministeriet for kulturelle anliggender; Selskabet for dansk skolehistorie*.

A.46.3 COMPOUND NAMES

A.46.3.1 In general, capitalize only the first word of a compound name, other than a compound personal name: *Förenta staterna; Kronborg slot; Norske kirke*.

A.46.4 TITLES OF PERSONS

A.46.4.1 In general, do not capitalize titles of persons: *fru Larsen; kong Haakon VII; Gustav, prins av Vasa*.

A.46.5 PERSONAL PRONOUNS

A.46.5.1. Danish

A.46.5.1.1 Do not capitalize *jeg*. Capitalize *De; Dem; Deres*. Capitalize the familiar form *I* (you) to distinguish it from *i* (in).

A.46.5.2. Norwegian

A.46.5.2.1 Do not capitalize *jeg*. Capitalize *De; Dem; Deres; Dykk; Dykkar*.

A.46.5.3. Swedish

A.46.5.3.1 Do not capitalize *jag*. Capitalize *Ni, Eder, and Er* in correspondence.

A.46.6 NAMES OF CALENDAR DIVISIONS

A.46.6.1 Do not capitalize the names of days of the week, of months, and of holidays: *jul; nyår*.

A.47 SERBO-CROATIAN (ROMAN AND CYRILLIC ALPHABETS)

Contents

- A.47.1 Proper names and their derivatives
- A.47.2 Names of regions, localities, and geographic features, including streets, parks, etc.

- A.47.3 Names of administrative divisions of countries
- A.47.4 Names of corporate bodies
- A.47.5 Titles of persons
- A.47.6 Personal pronouns
- A.47.7 Names of calendar divisions
- A.47.8 Names of historic events, holidays, etc.

A.47.1 PROPER NAMES AND THEIR DERIVATIVES

- A.47.1.1 Do not capitalize names of peoples and races: *bijelac; crnac; semit*.
- A.47.1.2 Do not capitalize proper adjectives: *srpskohrvatski jezik*.
- A.47.1.3 Do not capitalize names of religions and their adherents: *katoličanstvo; katolik*.

A.47.2 NAMES OF REGIONS, LOCALITIES, AND GEOGRAPHIC FEATURES, INCLUDING STREETS, PARKS, ETC.

- A.47.2.1 Capitalize only the first word and proper nouns: *Tetovska kotlina; Velika Morava; Bliski istok; Ulica bosanska; Ulica Branka Radičevića; Trg žrtava fašizma; Park bratstva i jedinstva*.

A.47.3 NAMES OF ADMINISTRATIVE DIVISIONS OF COUNTRIES

- A.47.3.1 Do not capitalize names of administrative divisions of countries: *primorsko-krajiška oblast; zagrebčaki kotar*.

A.47.4 NAMES OF CORPORATE BODIES

- A.47.4.1 Capitalize only the first word and proper nouns in the names of corporate bodies: *Jugoslovenska akademija znanosti i umjetnosti; Udruženje književnika Srbije; Hrvatsko narodno kazalište u Zagrebu; Savez komunista Jugoslavije; Centralni komitet Saveza komunista Jugoslavije*.

A.47.5 TITLES OF PERSONS

- A.47.5.1 Do not capitalize titles of persons: *predsednik Tito; kralj Georg; ministar; sveti Petar*. However, capitalize *sveti* when it appears in the name of a holiday (see A.47.8.2).

A.47.6 PERSONAL PRONOUNS

- A.47.6.1 Do not capitalize *ja*.
- A.47.6.2 Capitalize the pronouns of formal address: *Ti, Tvoj, Ti; Vi, Vam, Vas, Vaš*.

A.47.7 NAMES OF CALENDAR DIVISIONS

- A.47.7.1 Do not capitalize names of days of the week and of months.

A.47.8 NAMES OF HISTORIC EVENTS, HOLIDAYS, ETC.

- A.47.8.1 Capitalize proper nouns in the names of historic periods and events: *kameno doba; srednji vijek; oktobarska revolucija; boj na Mišaru; prvi srpski ustanak.*
- A.47.8.2 Capitalize the first word and proper nouns in the names of holidays: *Božić; Veliki četvrtak; Nova godina; Sveti Petar.*

A.48 SLOVAK

- A.48.1. Follow the instructions in A.33.

A.49. SLOVENIAN

Contents

- A.49.1 Proper names and their derivatives
 - A.49.2 Names of regions, localities, and geographic features, including streets, parks, etc.
 - A.49.3 Names of countries and administrative divisions
 - A.49.4 Names of corporate bodies
 - A.49.5 Titles of persons
 - A.49.6 Personal pronouns
 - A.49.7 Names of calendar divisions
 - A.49.8 Names of historic events, holidays, etc.
-

A.49.1 PROPER NAMES AND THEIR DERIVATIVES

- A.49.1.1 Do not capitalize names of peoples and races: *arijec; semit; črnec.*
- A.49.1.2 Capitalize only the distinctive words in the names of nationalities that consist of more than one word: *severni Korejec; zahodni Nemec.*
- A.49.1.3 Do not capitalize proper adjectives: *slovenski jezik.*
- A.49.1.4 Do not capitalize the names of religions and their adherents: *katolicizem; katoličan.*

A.49.2 NAMES OF REGIONS, LOCALITIES, AND GEOGRAPHIC FEATURES, INCLUDING STREETS, PARKS, ETC.

- A.49.2.1 Capitalize only the first word and proper nouns: *Ziljska dolina; Novo mesto; Škofja Loka; Daljni vzhod; Otok kraljice Viktorije; Rtič dobrega upanja; Ulica stare pravde.*

A.49.3 NAMES OF COUNTRIES AND ADMINISTRATIVE DIVISIONS

- A.49.3.1 Capitalize the first word and proper nouns in the names of countries and administrative subdivisions: *Federativna socialistična republika Jugoslavija; Združene države Amerike.*

A.49.4 NAMES OF CORPORATE BODIES

- A.49.4.1 Capitalize the first word and proper nouns in the names of corporate bodies:
Društvo slovenskih književnikov; Državna založba Slovenije.

A.49.5 TITLES OF PERSONS

- A.49.5.1 Do not capitalize titles of persons: *predsednik; sekretar; doktor; maršal Tito; kralj Matjaž; sveti Peter*. However, capitalize *sveti* when it appears in the name of a holiday (see A.49.8).

A.49.6 PERSONAL PRONOUNS

- A.49.6.1 Do not capitalize *jaz*.
- A.49.6.2 Capitalize the pronouns of formal address: *Ti, Tebe, Tebi, s Teboj; Vidva, Vidve, Vaju, Vama; Vi, Vas, Vam, z Vami.*

A.49.7 NAMES OF CALENDAR DIVISIONS

- A.49.7.1 Do not capitalize the names of days of the week and of months.

A.49.8 NAMES OF HISTORIC EVENTS, HOLIDAYS, ETC.

- A.49.8.1 Capitalize proper nouns in the names of historic events, holidays, etc.: *ledena doba; renesansa; francoska revolucija; boj na Mišaru; prva srbska vstaja; božič; velika noč; Sveti Peter.*

A.50. SPANISH

Contents

- A.50.1 Derivatives of proper names
 - A.50.2 Titles of persons
 - A.50.3 Personal pronouns
 - A.50.4 Religious terms
 - A.50.5 Names of calendar divisions
 - A.50.6 Questions within a sentence
-

A.50.1 DERIVATIVES OF PROPER NAMES

- A.50.1.1 Do not capitalize derivatives of proper names: *las mujeres colombianas.*
- A.50.1.2 Do not capitalize adjectives used substantively: *los franceses.*

A.50.2 TITLES OF PERSONS

- A.50.2.1 Capitalize titles of honour and address only when they are abbreviated: *señor, Sr.; doctor, Dr.; general, Gral.*

- A.50.2.2 Capitalize *Su Excelencia*, *Su Majestad*, etc., when used alone, whether written out or abbreviated. Do not capitalize these words when they are used with a name or another title: *su majestad Juan Carlos*; *su majestad el Rey*.

A.50.3 PERSONAL PRONOUNS

- A.50.3.1 Do not capitalize *yo*.
- A.50.3.2 Capitalize the pronouns of formal address: *Vd.*, *Vds.* (*Ud.*, *Uds.*).

A.50.4 RELIGIOUS TERMS

- A.50.4.1 Capitalize *iglesia* when it refers to the Church as an institution.

A.50.5 NAMES OF CALENDAR DIVISIONS

- A.50.5.1 Do not capitalize the names of days of the week and of months.

A.50.6 QUESTIONS WITHIN A SENTENCE

- A.50.6.1 In general, do not capitalize the first word of a question occurring within a sentence: *Cuando viene la noche ¿cómo se puede ver?*

A.51 SWEDISH.

- A.51.1. See Scandinavian languages (A.46).

A.52. UKRAINIAN

- A.52.1 Follow the instructions in A.45.

APPENDIX B: ABBREVIATIONS

B.1 GENERAL RULE

B.1.1 Use abbreviations as instructed in B.2-B.5. Use the abbreviations prescribed in B.6-B.10.

Alternatives:

B.1.2 If the agency creating the data has established in-house guidelines for abbreviations or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given in this appendix.

B.1.3 If data is derived from a digital source of information using an automated scanning, copying, or downloading process (e.g., by harvesting embedded metadata or automatically generating metadata), give transcribed and recorded elements without modification.

B.2 PREFERRED NAMES OF PERSONS, FAMILIES, CORPORATE BODIES, AND PLACES

B.2.1 Use only the following abbreviations in preferred 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 added to the name of another place (16.2.4, 16.2.6-16.2.8) or to the name of a family or corporate body (10.1.1.4, 11.1.1.3)
- c) *A.D.* and *B.C.* used with dates
- d) distinguishing terms added to names of persons, if they are abbreviated in the source from which they are taken (9.1.1.2)

B.3 PREFERRED TITLES

B.3.1 Use only the following abbreviations in preferred titles:

- a) those that are integral parts of the title
- b) terms used with numbering for musical works (6.21.0.3) and used with numbering within series and within subseries ([to be added])
- c) "etc." in the collective titles *Laws, etc.* (6.24.1.1), *Protocols, etc.*, (6.23.1.32.7), and *Treaties, etc.* (6.24.2).

B.4 TRANSCRIBED AND RECORDED ELEMENTS

B.4.1 Numbering within series and subseries

B.4.1.1 Abbreviate words, or substitute one form of abbreviation with the prescribed abbreviation, for terms used with numbering within series (2.11.8) and within subseries (2.11.16).

B.4.2 Dimensions

B.4.2.1 Abbreviate words for terms used for dimensions (3.5).

B.4.3 Duration

B.4.3.1 Abbreviate words for terms used for duration (7.14.0.3).

B.4.4 Other elements

B.4.4.1 Use only those abbreviations found in the sources of information for the element.

B.4.4.2 If supplying elements or parts of elements, use judgment about abbreviating words. Do not abbreviate words if the resulting information might not be clear.

B.4.5 Annotations on elements

B.4.5.1 Do not abbreviate words in quoted annotations.

B.4.5.2 Abbreviate words for voices (e.g., "SA" for "soprano" and "alto") in annotations when two or more are given.

B.4.5.3 Use judgment about abbreviating words in other annotations. Do not abbreviate words if the resulting information might not be clear.

B.5 CORRESPONDING WORDS IN ANOTHER LANGUAGE

B.5.1 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.6 ROMAN ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	RATIONALE
alto	A ¹	In common use
Anno Domini	A.D.	JSC decision for dates
Band	Bd.	Used with numerals
band	bd.	Used with numerals
Bände	Bde.	Used with numerals
baritone	Bar ¹	In common use

bass	B ¹	In common use
Before Christ	B.C.	JSC decision for dates
bind	bd.	Used with numerals
book	bk.	Used with numerals
broj	br.	Used with numerals
číslo	čís.	Used with numerals
djilid	djil.	Used with numerals
et cetera	etc. ²	Under JSC discussion
folio	fol.	Used with numerals
foot, feet	ft.	Units of measurement
frames per second	fps	Units of measurement
hour, -s	hr.	Units of measurement
inch, -es	in.	Units of measurement
inches per second	ips	Units of measurement
jilid	jil.	Used with numerals
kniha	kn.	Used with numerals
knjiga	knj.	Used with numerals
kötet	köt.	Used with numerals
mezzo-soprano	Mz ¹	In common use
minute, -s	min.	Units of measurement
nombor	no.	Used with numerals
nomor	no.	Used with numerals
number, -s	no.	Used with numerals
numer	nr.	Used with numerals
numero (Finnish)	n:o	Used with numerals
numéro (French)	no	Used with numerals
numero (Italian)	n.	Used with numerals
número (Spanish)	no.	Used with numerals
Nummer	Nr.	Used with numerals
nummer	nr.	Used with numerals
opus	op.	Used with numerals
part, -s	pt., pts. ³	Used with numerals
parte	pt.	Used with numerals
partie, -s	ptie, pties ³	Used with numerals
revolutions per minute	rpm	Units of measurement
ročník	roč.	Used with numerals
rocznik	rocz.	Used with numerals

second, -s	sec.	Units of measurement
sešit	seš.	Used with numerals
soprano	S ¹	In common use
številká	št.	Used with numerals
svazek	sv.	Used with numerals
szám	sz.	Used with numerals
Teil, Theil	T.	Used with numerals
tenor	T ¹	In common use
tome	t.	Used with numerals
tomo	t.	Used with numerals
volume, -s	v.	Used with numerals
vuosikerta	vuosik.	Used with numerals
zvázok	zv.	Used with numerals
zvezek	zv.	Used with numerals

- ¹ Use only in annotations notes to indicate voice range of vocal works when more than one voice is given.
² Use only in collective titles "*Laws, etc.*," "*Protocols, etc.*," and "*Treaties, etc.*"
³ Do not use in recording the extent of notated music.

B.7 CYRILLIC ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TRANSLATION
выпуск	вып.	issue
год	г.	year
головний	гол.	chapter
дополненный	доп.	supplementary
заглавие	загл.	chapter
књига	књ.	book
книга	кн.	book
отделение	отд-ние	section
рік	р.	year
том	т.	volume
часть	ч.	part

B.8 GREEK ALPHABET ABBREVIATIONS

TERM	ABBREVIATION	TRANSLATION
ἀριθμός	ἀρ.	number

μέρος	μέρ.	part
τεύχος	τεύχ.	part, issue
τόμος	τ.	volume

B.9 HEBREW AND YIDDISH ABBREVIATIONS

TRANSLATION	TERM	ABBREVIATION
volume (Yiddish)	באנד	.בד
sheet, issue (Hebrew)	גליון	גל'
booklet, journal volume (Hebrew)	חוברת	חוב'
part (Yiddish)	טייל	.טל
year of publication (Yiddish)	יארגאנג	.יארג.
number (Hebrew)	מספר	מס'
number (Yiddish)	נומער	.נומ.

B.10 NAMES OF CERTAIN COUNTRIES, STATES, PROVINCES, TERRITORIES, ETC.

B.10.1 Use the abbreviations in the B.10.3 list of the names of certain countries and of states, provinces, territories, etc., of Australia, Canada, and the United States when they are given:

- a) as additions to certain other place names (16.2.4, 16.2.6-16.2.8)
- b) as additions to names of families and corporate bodies (10.1.1.4, 11.1.1.3)

B.10.2 Do not abbreviate the name of a city or town even if it has the same name as a state, etc., in the list (e.g., *Washington, D.C.* not *Wash., D.C.*). Do not abbreviate any place name that is not in the list.

B.10.3

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.
Yukon Territory	Yukon