

**To: Joint Steering Committee for Development of RDA**  
**From: Alan Danskin, British Library Representative**  
**Subject: Revision of 9.8.1.3, 9.9.1.3, 9.10.1.3, 9.11.1.3, 10.5.1.3, 11.3.1.3, 11.13.1.3, 16.2.2.4, 16.2.2.9.2, B.1, B.11 to eliminate use of abbreviations for places. British Library Follow up**

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## Status

6JSC/BL/10 was discussed by JSC on 7<sup>th</sup> November, 2013. Although there was substantial support for Change 1, JSC decided that a holistic review of Place is required and the use of abbreviations in place names was referred to the JSC Working Group on Places.

It was agreed that the proposal would not be withdrawn, but that BL would prepare a follow up document for reference by the Working Group.

Users of this document are advised that the examples have not been updated and do not necessarily reflect current punctuation conventions.

## Summary Description of Proposed Changes

This proposal recommends two broad changes to RDA:

- 1) Replace abbreviations used to contextualise place names associated with persons, families and corporate bodies:
  - Place of Birth
  - Place of Death
  - Country Associated with the Person
  - Place of Residence
  - Place Associated with the Family
  - Place Associated with the Corporate Body
  - Location of Conference
  - Location of Headquarters
  - Appendix B.11 Names of Certain Countries, States, Provinces, Territories, Etc.
  
- 2) Remove the distinction at 16.2.2.4 between recording names of jurisdictions, contextualised by the name of the larger jurisdiction in parentheses, and names of other entities

separated from the name of the associated place by comma space.

There are also a number of dependent changes, to remove references to B.11 and to identify and correct examples which use abbreviations of places. Further dependencies were identified in the constituency responses and have been included at the end of this document.

## Background

RDA contains several instructions which require the use of abbreviations in the names of places. The preferred list of abbreviations includes obsolete and ambiguous abbreviations.

RDA mandates two different methods of recording place names as contextual or qualifying information. The name of the larger place is recorded in parentheses if it is added to the name of a jurisdiction, but it is separated by comma space when added to other types of name.

For example

Newark (N.J.)  
Jurisdiction

Newark, N.J.  
Place of birth of sculptor Chakaia Booker

The use of commas to separate data elements is problematic and can result in ambiguity.

For example

Normanby (Redcar and Cleveland, England)

is recorded as

"Normanby, Redcar and Cleveland, England

and could be interpreted as a list of places.

At Chicago in November 2012, in response to 6JSC/ALA/19, JSC encouraged ALA:

"to work on further proposals for place names, including the elimination of abbreviations for place names and adding instructions for treating larger/smaller places as relationships"

The British Library discussed with ALA, who indicated that as it is not actively working on this we could proceed with a proposal.

The British Library has considered the impact on legacy data. On the basis of informal discussions with Gary Strawn and our own analysis, we believe the believe expansion of abbreviations is programmable, as Appendix B.11 is effectively a mapping. Irrespective of existing data, the changes could be applied in new RDA data.

## Changes to RDA Instructions

### *Change 1*

#### 1.1 Change 9.8.1.3 Recording Place of Birth

Delete third sentence of paragraph one and amend examples.

“Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B (B.11), as applicable.”

#### **Marked up copy**

Record the place (town, city, province, state, and/or country) in which the person was born. Record the place name as instructed in chapter 16 RDA. Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B (B.11 RDA), as applicable.

Record the place of birth as a separate element. Place of birth is not recorded as part of an access point.

#### **EXAMPLE**

~~N.Z.~~ New Zealand

Place of birth of filmmaker Peter Jackson

Radzymin; (Poland)

Place of birth of author Isaac Bashevis Singer

~~Newark, N.J.~~ Newark (New Jersey)

Place of birth of sculptor Chakaia Booker

Indicate the source of information by applying the instructions at 8.12.1.3 RDA

#### **Clean copy**

Record the place (town, city, province, state, and/or country) in which the person was born. Record the place name as instructed in chapter 16 RDA.

Record the place of birth as a separate element. Place of birth is not recorded as part of an access point.

### EXAMPLE

New Zealand

Place of birth of filmmaker Peter Jackson

Radzymin (Poland)

Place of birth of author Isaac Bashevis Singer

Newark (New Jersey)

Place of birth of sculptor Chakaia Booker

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

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## 1.2 Change 9.9.1.3 Recording Place of Death

Delete third sentence of paragraph one and amend examples

### **Marked up copy**

Record the place (town, city, province, state, and/or country) in which the person died. Record the place name as instructed in chapter [16 RDA](#).

~~Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B ([B.11 RDA](#)), as applicable.~~

Record the place of death as a separate element. Place of death is not recorded as part of an access point.

### EXAMPLE

~~Surfside, Fla.~~ Surfside (Florida)

Place of death of author Isaac Bashevis Singer

~~Paris, France~~ (France)

Place of death of actor Tony D'Amario

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

### **Clean copy**

Record the place (town, city, province, state, and/or country) in which a person died. Record the place name as instructed in chapter [16 RDA](#)

Record the place of death as a separate element. Place of death is not recorded as part of an access point.

### EXAMPLE

Surfside (Florida)

Place of death of author Isaac Bashevis Singer

Paris (France )

Place of death of actor Tony D'Amario

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

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## 1.3 Change 9.10.1.3 Recording Country Associated with the Person

Delete third sentence of the first paragraph:

### Marked up copy

Record the country or countries associated with the person. Record the name of the country as instructed in chapter [16 RDA](#). ~~Abbreviate the names of countries as instructed in appendix B ([B.11 RDA](#)), as applicable.~~

Record a country associated with the person as a separate element. Country associated with the person is not recorded as part of an access point.

### EXAMPLE

Canada

Country associated with the author Michael Ondaatje, who was born in Sri Lanka in 1943, moved to England in 1954, and emigrated to Canada in 1962

Russia

France

~~U.S.—United States~~

Countries associated with the composer Igor Stravinsky

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

### Clean copy

Record the country or countries associated with the person. Record the name of the country as instructed in chapter [16 RDA](#).

Record a country associated with the person as a separate element.  
Country associated with the person is not recorded as part of an access point.

#### EXAMPLE

Canada

Country associated with the author Michael Ondaatje, who was born in Sri Lanka in 1943, moved to England in 1954, and emigrated to Canada in 1962

Russia

France

United States

Countries associated with the composer Igor Stravinsky

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

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## 1.4 Change 9.11.1.3 Recording Places of Residence, Etc.

Delete third sentence of the first paragraph and amend examples:

### **Marked up copy**

Record the place or places (town, city, province, state, and/or country) in which the person resides or has resided, or other significant place associated with the person. Record the place name as instructed in chapter [16 RDA](#). ~~Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B (B.11), as applicable.~~

Record a place of residence, etc., as a separate element. Place of residence, etc., is not recorded as part of an access point.

#### EXAMPLE

Jackson, ~~Miss.~~ (Mississippi)

Place of residence of author Eudora Welty

Oak Park, ~~Ill.~~ (Illinois)

Toronto, ~~Ont.~~ (Ontario)

Chicago, ~~Ill.~~ (Illinois)

Paris, ~~(France)~~

Key West, ~~Fla.~~ (Florida)

Cuba

Ketchum, ~~(Idaho)~~

Places of residence of author Ernest Hemingway

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

### **Clean Copy**

Record the place or places (town, city, province, state, and/or country) in which the person resides or has resided. Record the place name as instructed in chapter [16 RDA](#).

Record a place of residence as a separate element. Place of residence is not recorded as part of an access point.

#### EXAMPLE

Jackson (Mississippi)  
Place of residence of author Eudora Welty

Oak Park (Illinois)  
Toronto (Ontario)  
Chicago (Illinois)  
Paris (France)  
Key West (Florida)  
Cuba

Ketchum (Idaho)  
Places of residence of author Ernest Hemingway

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

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## 1.5 Change 10.5.1.3 Recording Places Associated with the Family

Delete third sentence of first paragraph and amend examples:

### Marked up Copy

Record the place or places (e.g., town, city, province, state, and/or country) in which the family resides or has resided or has some connection. Record the place name as instructed in chapter [16 RDA](#). ~~Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix B ([B.11 RDA](#)), as applicable.~~

Record places associated with the family as separate elements, as parts of access points, or as both. For additional instructions on recording a place as part of the authorized access point, see [10.10.1.4 RDA](#).

#### EXAMPLE

Philippines

Sydney, N.S.W. (New South Wales)

Armagh, Northern Ireland (Northern Ireland)

Jamestown, Wash. (Washington)

Québec  
~~Minn-Minnesota~~  
~~Wis-Wisconsin~~

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

### **Clean Copy**

Record the place or places (e.g., town, city, province, state, and/or country) in which the family resides or has resided or has some connection. Record the place name as instructed in chapter [16 RDA](#).

Record places associated with the family as separate elements, as parts of access points, or as both. For additional instructions on recording a place as part of the authorized access point, see [10.10.1.4 RDA](#).

#### **EXAMPLE**

Philippines

Sydney (New South Wales)

Armagh (Northern Ireland)

Jamestown (Washington)

Québec  
Minnesota  
Wisconsin

Indicate the source of information by applying the instructions at [8.12.1.3 RDA](#).

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## **1.6 Change - 11.3.1.3 General Guidelines**

Delete third sentence of first paragraph:

Record places associated with the corporate body by applying these instructions, as applicable:

location of conference, etc. (see [11.3.2 RDA](#))

location of headquarters (see [11.3.3 RDA](#)).

See chapter [16 RDA](#) for instructions on choosing and recording place names. ~~Abbreviate the names of countries, states, provinces, territories, etc., as instructed in appendix [B RDA](#) ([B.11 RDA](#)), as applicable.~~



Record places associated with the corporate body as separate elements, as parts of access points, or as both. For additional instructions on recording a place as part of the authorized access point, see [11.13.1.3 RDA](#).

### **Clean copy**

Record places associated with the corporate body by applying these instructions, as applicable:

location of conference, etc. (see [11.3.2 RDA](#))  
location of headquarters (see [11.3.3 RDA](#)).

See chapter [16 RDA](#) for instructions on choosing and recording place names.

Record places associated with the corporate body as separate elements, as parts of access points, or as both. For additional instructions on recording a place as part of the authorized access point, see [11.13.1.3 RDA](#).

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## **1.7 Change - 16.2.2.9.2 Places in a State, Province, Territory, Etc.**

Delete third sentence of first paragraph and amend examples.

### **Marked up Copy**

If the place is in a state, province, territory, etc., of one of the countries listed at [16.2.2.9.1 RDA](#), record the name of the state, etc., in which it is located as part of the preferred name.

Record the preferred name for the place by applying the instructions at [16.2.2.4 RDA](#). ~~Abbreviate the name of the larger place as instructed in appendix B ([B.2 RDA](#)), as applicable.~~

#### **EXAMPLE**

Darwin ~~(N.T.)~~(Northern Territory)

Jasper ~~(Alta.)~~(Alberta)

Clayoquot Land District ~~(B.C.)~~(British Columbia)

Cook County ~~(Ill.)~~(Illinois)

Alexandria (~~Va.~~)(Virginia)  
Latah Soil and Water Conservation District (Idaho)  
Washington (~~D.C.~~)(District of Columbia)  
San Juan (~~P.R.~~)(Puerto Rico)  
Kiev (Ukraine)  
Split (Croatia)

### **Clean Copy**

If the place is in a state, province, territory, etc., of one of the countries listed at [16.2.2.9.1 RDA](#), record the name of the state, etc., in which it is located as part of the preferred name.

Record the preferred name for the place by applying the instructions at [16.2.2.4 RDA](#).

#### **EXAMPLE**

Darwin (Northern Territory)  
Jasper (Alberta)  
Clayoquot Land District (British Columbia)  
Cook County (Illinois)  
Alexandria (Virginia)  
Latah Soil and Water Conservation District (Idaho)  
Washington (District of Columbia)  
San Juan (Puerto Rico)  
Kiev (Ukraine)  
Split (Croatia)

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### **Change 1.8 – B.11 Names of Certain Countries, States, Provinces, Territories, Etc.**

Delete this section

### **Marked up Copy**

~~B.11~~

~~Names of Certain Countries, States, Provinces, Territories, Etc.~~

Use the abbreviations in [table B.1 RDA](#) for the names of certain countries and for the names of states, provinces, territories, etc., of Australia, Canada, and the United States when the names are recorded:

a)

as part of the name of a place located in that state, province, territory, etc. (see [16.2.2.9 RDA](#)) or other jurisdiction (see [16.2.2.11 RDA](#))

b)

as the name or part of the name of a place associated with a person (see [9.8 RDA](#)–[9.11 RDA](#)) family (see [10.5 RDA](#)), or corporate body (see [11.3 RDA](#)).

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

TABLE B.1

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

Name	Abbreviation
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.

Name	Abbreviation
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.A.
South Carolina	S.C.
South Dakota	S.D.

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

## Other Changes to Appendix B

### Change 1.9 – B.1 General Guidelines

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B.1 General Guideline **LC-PCC PS**

Use the abbreviations listed at **B.7 RDA**–**B.11 B10 RDA** as instructed at **B.2 RDA**–**B.6 RDA**.

## **Clean Copy**

B.1 General Guideline **LC-PCC PS**

Use the abbreviations listed at **B.7 RDA–B10 RDA** as instructed at **B.2 RDA–B.6 RDA**.

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## **Change 1.10 – B.2 Names of Persons, Families, Corporate Bodies, and Places**

### **Marked up copy**

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

For the names of persons, families, corporate bodies, and places, use only the following those abbreviations:

a)

~~those~~ that are integral parts of the name (e.g., “Wm.”) if the person, family, corporate body, or place uses the abbreviation.

b)

~~certain names of larger places (see **B.11 RDA**) recorded as part of the name of another place (see **16.2.2.9 RDA** and **16.2.2.11 RDA**)~~

### **Clean Copy**

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

For the names of persons, families, corporate bodies, and places, use only those abbreviations that are integral parts of the name (e.g., “Wm.”) if the person, family, corporate body, or place uses the abbreviation.

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## ***Change 2***

### **16.2.2.4 Recording the Preferred Name**

Amend paragraph 5 to remove the restriction of the instruction to jurisdictions.

Delete paragraph 6 to remove different practice for other types of entity.

Add new example to first example block

Delete second example block

## MARKED UP COPY

### 16.2.2.4 Recording the Preferred Name LC-PCC PS 2013/07

Record as the preferred name of a place the form most commonly found in gazetteers or other reference sources. If an instruction at [16.2.2.8 RDA](#)–[16.2.2.14 RDA](#) indicates otherwise, apply the specific instruction instead.

When recording the preferred name of a place, include an initial article if present.

#### EXAMPLE

The Dalles

Los Angeles

El Centro

Le Mans

al-Ghardaqah

Y Bala

The Hague

#### Alternative LC-PCC PS

Omit an initial article (see appendix [C RDA](#)) unless the name is to be accessed under the article.

#### EXAMPLE

Dalles

**not** The Dalles

Ghardaqah

**not** al-Ghardaqah

Bala

**not** Y Bala

Hague

**not** The Hague

**but**

La Ronge

Los Angeles

Record as part of the name of a place (other than a country or a state, etc., listed at [16.2.2.9.1 RDA](#), [16.2.2.10 RDA](#), or [16.2.2.11 RDA](#)) the name of the larger place in which it is located or the larger jurisdiction to which it belongs (see [16.2.2.9 RDA](#)–[16.2.2.14 RDA](#)).



When the place name is being used as the conventional name for a government (see [11.2.2.5.4 RDA](#)), Enclose the name of the larger place in parentheses.

#### EXAMPLE

Budapest (Hungary)

Normandy ((Redcar and Cleveland) England)

Precede the name of the larger place by a comma when the place name is used in the following elements:

the location of a conference, etc., (see [11.3.2 RDA](#))

the location of the headquarters of a corporate body (see [11.3.3 RDA](#))

the place of origin of a work (see [6.5 RDA](#))

a place associated with a person (see [9.8 RDA](#)–[9.11 RDA](#)), family (see [10.5 RDA](#)), or corporate body (see [11.3 RDA](#)).

#### EXAMPLE

Budapest, Hungary

Place name recorded as the location of the corporate body with the preferred name: Rumbach Utcai Zsinagóga

## CLEAN COPY

### 16.2.2.4 Recording the Preferred Name [LC-PCC PS 2013/07](#)

Record as the preferred name of a place the form most commonly found in gazetteers or other reference sources. If an instruction at [16.2.2.8 RDA](#)–[16.2.2.14 RDA](#) indicates otherwise, apply the specific instruction instead.

When recording the preferred name of a place, include an initial article if present.

#### EXAMPLE

The Dalles

Los Angeles

El Centro

Le Mans

al-Ghardaqah

Y Bala

The Hague

### Alternative [LC-PCC PS](#)

Omit an initial article (see appendix [C RDA](#)) unless the name is to be accessed under the article.

#### EXAMPLE

Dalles

*not* The Dalles

Ghardaqah  
**not** al-Ghardaqah

Bala  
**not** Y Bala

Hague  
**not** The Hague

**but**

La Ronge

Los Angeles

Record as part of the name of a place (other than a country or a state, etc., listed at 16.2.2.9.1 RDA, 16.2.2.10 RDA, or 16.2.2.11 RDA) the name of the larger place in which it is located or the larger jurisdiction to which it belongs (see 16.2.2.9 RDA–16.2.2.14 RDA).

Enclose the name of the larger place in parentheses.

**EXAMPLE**

Budapest (Hungary)

Normandy ((Redcar and Cleveland) England)

## Other affected instructions:

6.5.1.3 (*Recording Place of Origin of the Work*): If Change 1 in this proposal is approved, we assume that a similar change should be made to remove the third sentence of the first paragraph of this instruction as well:

Record the place of origin of the work. Record the place name as instructed in chapter 16. Abbreviate the names of countries, states, provinces, territories, etc., as instructed in Appendix B (B.11), as applicable.

[remainder of instruction unchanged]

### *Removing other place abbreviations:*

1) Because the focus of this proposal is to remove abbreviations associated with places, consider replacing “U.S.S.R.” with “Soviet Union” in the following:

- 16.2.2.9 (Places in Australia, Canada, the United States, the former U.S.S.R., or the former Yugoslavia)
- 16.2.2.9.1 (States, Provinces, Territories, Etc.)
- 16.2.2.12 (Places in Other Jurisdictions)
- Index entry: U.S.S.R., place names, 16.2.2.9

2) In relation to the review of the examples affected by this proposal, consider

removing the use of “Washington, D.C.” until the U.S. constituencies can address the appropriate form of this place name.

*RDA Index*: The following references should be removed from the index:

Australian place names, 16.2.2.9, ~~B.11~~

Canada, place names, 16.2.2.9, ~~B.11~~

Cities and towns See also Political jurisdictions  
~~abbreviations, B.11~~  
[remainder of entry unchanged]

Countries See also Jurisdiction, larger, in place names; Political jurisdictions  
~~abbreviations, B.11~~  
[remainder of entry unchanged]

Place names, 16 See also entries beginning, Place of  
~~abbreviations, B.11~~  
abbreviations in names, 16.2.2.9, 16.2.2.12, B.2, ~~B.11~~  
[remainder of entry unchanged]

States, names of See also Jurisdiction, larger, in place names  
~~abbreviations, B.11~~  
[remainder of entry unchanged]