

To: Joint Steering Committee for Development of RDA
From: Bill Leonard, CCC representative
Subject: **Revision of Appendix D regarding capitalization practice**

CCC has noted an issue involving following ISBD capitalization practice.

Background and Recommendations

Capitalization is an aspect of display and as such should be out of the scope of a content standard such as RDA. RDA has accommodated this distinction by placing display instructions in appendices not essential to the implementation of this standard. Some display practices can be attributed to the International Standard Bibliographic Description (ISBD). Many of these are already found in Appendix D.1 ISBD Presentation.

One ISBD capitalization practice formerly found in AACR2 Appendix A.7B1 was not included in the text of RDA or in the appendices. That AACR2 rule resulted in the capitalization of the first word in an ISBD area.

CCC is proposing these changes:

1. CCC is recommending the addition of text to the beginning of Appendix D.1.2 ISBD Punctuation to cover capitalization of the first element in an area. The text from rule A.7 of *ISBD : International standard bibliographic description*, Consolidated edition, Berlin, 2011 can serve as a model.

In general, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements or parts of elements should also be a capital (e.g. parallel title, alternative title, section title). Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description.

2. CCC is also recommending the renaming of D.1.2 to Capitalization and Punctuation. It is not necessary to include the modifier ISBD since the entirety of D.1 is for ISBD. CCC does not consider this proposal to be in conflict with the changes requested by the ISBD Review Group in their discussion paper presented to the Joint Steering Committee.

Other Considerations

Instructions relating to capitalization in RDA would normally be expected to be in Appendix A, these changes are proposed for Appendix D because CCC considers them to be related solely to the needs of ISBD display rather than being generally applied capitalization instructions. Other issues have been identified relating to the structure, completeness and international application of Appendix A by the team responsible for the translation of RDA into French. The very ordering principle of the appendix, alphabetical order by the English name of the language, cannot be preserved in translation. Appendix A is structured such that the capitalization rules for languages other than English are formulated as exceptions to English language capitalization rules. This view of other languages as exceptions is not particularly friendly to the international adoption of RDA. When applying RDA in translation it is also extremely difficult for cataloguers to consult the rules for the language of the catalogue, as these are incomplete and must be used in conjunction with English language rules, some of which are not applicable. Some standard rules for French are missing (and were indeed missing in AACR2), this is probably also the case for other languages. Any action to mitigate the English language bias and complete the instructions for other languages would require considerable restructuring.

CCC notes that some of the instructions in Appendix A will be redundant should the text proposed below be added to D.1.2. For example, instructions A.5 and A.6 concern capitalization of the first element in certain ISBD areas. This proposal does not include changes to Appendix A to delete the redundant instructions as CCC feels that the resulting disruption in numbering would be too great when compared to the increase in clarity, particularly should a general revision of the appendix be undertaken. If JSC wishes to undertake a general revision of Appendix A, CCC is willing to lead a working group.

CCC also notes that the suggested text in 2.7.2.6 (Place of production not identified), 2.8.2.6 (Place of publication not identified), 2.9.2.6 (Place of distribution not identified) and 2.10.2.6 (Place of manufacture not identified) is capitalized, apparently to conform to the ISBD practice (in contrast to subsequent instructions where the suggested text is not capitalized), but no changes are suggested in this paper.

Proposed revision to Appendix D, D.1.2:

D.1.2 ~~ISBD~~ Capitalization and Punctuation

D.1.2.1 General Instructions

In general, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital. The first letter of the first word of some elements or *parts of elements* should also be a capital (e.g., parallel title, alternative title, section title). Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description.

Precede each area, other than the first area, or each occurrence of a note or standard number, etc., area, by a full stop, space, dash, space (. —) unless the area begins a new paragraph.

[remainder of D.1.2 unchanged]

Clean copy for Appendix D, D.1.2:

D.1.2 Capitalization and Punctuation

D.1.2.1 General Instructions

In general, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital. The first letter of the first word of some elements or *parts of elements* should also be a capital (e.g. parallel title, alternative title, section title). Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description.

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[remainder of D.1.2 unchanged]