

To: Joint Steering Committee for Development of RDA  
From: Judith A. Kuhagen, Secretary, JSC  
Subject: Revision of RDA 1.7.3 (Punctuation)

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The text below reflects the decisions made by the Joint Steering Committee during its November 2013 meeting. This document was revised March 24, 2014 to add an example in 1.7.3.

### 1.7.3 Punctuation

Transcribe punctuation as it appears on the source.

#### EXAMPLE

...and then there were none

What is it?...what is it not?

Vessels on the Northwest coast between Alaska and California -- 1543–1811

I don't do dishes!

»... dass der Mensch was lernen muss.«

#### **Exceptions**

***Punctuation separating different elements.*** Omit punctuation that separates data to be recorded as one element from data to be recorded as a different element.

#### EXAMPLE

DDC 21

**Title appears on the source of information with punctuation separating it from the other title information:** DDC 21: international perspectives

Vanderbilt University

**Publisher's name appears on the source of information with punctuation separating it from the place of publication:** Vanderbilt University, Nashville

***Punctuation separating instances of the same element.*** Omit punctuation that separates data to be recorded as one element from data recorded as a second or subsequent instance of the same element.

EXAMPLE

Dakar

**Place of publication appears on the source of information with punctuation separating each place:** Ottawa – Dakar – Montevideo – Nairobi – New Delhi – Singapore

Add punctuation, as necessary, for clarity.

EXAMPLE

Travaillez mieux, vivez mieux

**Title appears on the source of information with each word on a separate line. Comma added for clarity**

by Louis Henkin (University Professor Emeritus and Special Service Professor, Columbia University), Gerald L. Neuman (Herbert Wechsler Professor of Federal Jurisprudence, Columbia Law School), Diane F. Orentlicher (Professor of Law, Washington College of Law, American University), David W. Leebron (Dean and Lucy G. Moses Professor of Law, Columbia Law School)

**Statement of responsibility appears on the source of information with each name, academic title, and affiliation on a separate line. Commas and parentheses added for clarity**

*[last paragraph unchanged]*