

To: Joint Steering Committee for Development of RDA

From: Judith A. Kuhagen, JSC Secretary

Subject: RDA Appendix A

The text below reflects changes to RDA content from 6JSC/LC/1/rev and decisions made by the JSC during subsequent discussions via email and a conference call.

#### A.0 Scope

This appendix provides guidelines on capitalization for English and a selected number of other languages that are to be applied when transcribing or recording specified elements.

##### A.2.1 General Guideline

In general, capitalize the first word of each name; capitalize other words applying the guidelines given under A.10–A.55, as applicable to the language involved. For names with unusual capitalization, follow the capitalization of the commonly known form.

###### EXAMPLE

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  
El Greco Society  
eBay (Firm)  
netViz Corporation  
hHead (Musical group)  
doctorjob.com  
lang, k. d.

##### A.2.4 Other Terms Associated with Names of Persons

[no changes to 1<sup>st</sup> paragraph and its examples]

Capitalize the first word and any proper names in other designations associated with a person (see 9.6), in terms indicating field of activity (see 9.15), and in terms indicating occupation or profession (see 9.16).

###### EXAMPLE

Joan, of Arc, Saint, 1412-1431  
Butler, Jean (Composer)