Appendix D: Punctuation

1. **Ending punctuation.** Demographic terms do not generally include a final mark of punctuation, such as a period. They may include a closing parenthesis as the final mark of punctuation if the term is established with a parenthetical qualifier. *Examples:*

   - Bahais

   - Conservative Party of Canada members (Canada : 2003- )

   - Navajo (North American people)

2. **Spaces within abbreviations.**

   *Note: For general guidelines on the use of abbreviations in subject headings, see Appendix A.*

   **a. General rule.** Leave no space after any periods within an abbreviation.

   **b. Acronyms and initialisms.** Leave no space after letters within an acronym or initialism. *Example:*

   - RNs (Nurses)

   **c. Abbreviations consisting of more than a single letter.** Leave one space between preceding and succeeding initials if part of an abbreviation consists of more than a single letter. *Example:*

   - Ph. D. students

3. **Open dates.** Add a blank space after an open date that is followed by a closing parenthesis. *Example:*

   - Conservative Party of Canada members (Canada : 2003- )

4. **Name headings used as the basis for demographic group terms.** When using an authorized name heading as the basis for a demographic group term, use the same punctuation, capitalization, diacritics and spacing indicated on valid LC/NACO name authority records. *Example:*

   - Fianna Fáil members (Ireland)