

## Appendix A: Abbreviations

**BACKGROUND:** *In order to facilitate filing and searching in online systems, most of the standard abbreviations formerly used in subject headings were discontinued in 1969, with a few exceptions. Other abbreviations were changed as a result of the adoption of AACR2 in 1981. This instruction sheet describes the present status of abbreviations in subject heading practice. For guidelines on punctuation and spacing of abbreviations, see Appendix D.*

**1. Policy for headings established in the subject authority file.** Generally, do not include abbreviations when establishing new subject headings, except when specifically authorized in this instruction sheet.

**2. Policy for headings established in the name authority file and used as subject headings.** When assigning personal, corporate body, or jurisdictional name headings as subject headings, assign them exactly as they appear in name authority records, including all abbreviations.

*LC practice:*

**3. Correction of existing records and headings in the subject authority file.** When an error involving an abbreviation on a bibliographic record is encountered, update the record following standard correction procedures. When an obsolete heading involving an abbreviation is encountered in the subject authority file, change it according to the provisions of H 193.

**4. Form and topical subdivisions with abbreviations.** Many standard subdivisions were formerly abbreviated on LC cards, and may still be encountered when working with pre-1970 records. Spell out in full all topical and form subdivisions when assigning headings to new works being cataloged. Use no abbreviations in form or topical subdivisions except **etc.** (cf. sec. 9, below). *Examples:*

\$x Description and travel	[ <i>not</i> \$x Desc. & trav.]
\$x History and criticism	[ <i>not</i> \$x Hist. & crit.]
\$x Periodicals	[ <i>not</i> \$x Period.]
\$x Politics and government	[ <i>not</i> \$x Pol. & govt.]
\$x Social life and customs	[ <i>not</i> \$x Soc. life & cust.]

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5. *Acronyms, initialisms, etc.* Establish concepts that are known primarily in an abbreviated form as such. Use the form of the abbreviation, acronym, etc., preferred in reference sources. Add a 4XX field with the spelled out form. *Examples:*

```
150 ## $a C.O.D. shipments
450 ## $a Cash on delivery shipments
450 ## $a Collect on delivery shipments

150 ## $a DBS/R (Computer system)
450 ## $a Datenbankbetriebssystem Robotron (Computer
      system)

150 ## $a DC-to-DC converters
450 ## $a Direct current-to-direct current converters

150 ## $a DDT (Insecticide)
450 ## $a Dichlorodiphenyltrichloroethane

150 ## $a MARC formats
450 ## $a Machine-Readable Cataloging formats

150 ## $a T-shirts
450 ## $a Tee shirts
```

6. *Ampersands.* Use ampersands in the following situations:

- *Name headings assigned as subjects.* When assigning a name heading established with an ampersand as a subject heading, retain the ampersand. *Examples:*

```
610 20 $a Black & Decker Manufacturing Company (Towson, Md.)
610 20 $a C.S. Wertsner & Son.
610 20 $a Dow Jones & Co.
```

- *Subject headings for named entities.* When establishing a subject heading for a proper-named entity tagged 110 or 151, establish it using an ampersand if the name is found only in that form in all sources consulted. Add a 4XX field with the ampersand spelled out as **and**. If the name is found in both a form that uses the ampersand and a form where **and** is spelled out, establish the heading using the spelled out form. Add a 4XX field using the ampersand form. *Examples:*

```
151 ## $a E & E Ranch (Tex.) [no other form found]
451 ## $a E and E Ranch (Tex.)
```

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### 6. Ampersands.

- **Subject headings for named entities.**

*Examples: (Continued)*

151 ## \$a Chesapeake and Ohio Canal (Md. and Washington,  
D.C.)  
451 ## \$a C & O Canal (Md. and Washington, D.C.)  
451 ## \$a C and O Canal (Md. and Washington, D.C.)  
451 ## \$a Chesapeake & Ohio Canal (Md. and Washington, D.C.)

- **Topical subject headings based on name headings.** When establishing a topical subject heading that is based on a name heading that includes an ampersand, retain the ampersand. *Examples:*

150 ## \$a Currier & Ives dinnerware  
150 ## \$a Bil & traktor (Firm) Strike, 1978

Do not use ampersands in the following situations:

- **Topical or form headings or subdivisions.** When establishing a form or topical heading tagged 150 (except those based on name headings, as noted above), spell out the word **and**. When establishing or assigning a form or topical subdivision, spell out the word **and**. For example, use **-History and criticism**, not **-Hist. & crit.**
- **Geographic qualifiers.** Spell out the word **and** when it is used to connect two elements in the qualifier of a geographic heading. For example, use **Harding, Lake (Ga. and Ala.)**, not **Harding, Lake (Ga. & Ala.)**.

**7. Coined plurals.** Form the plurals of letters and acronyms by adding the lowercase letter **s** without an apostrophe, provided that the resulting construction is clear and unambiguous.

*Examples:*

150 ## \$a Biological response modifiers  
450 ## \$a BRMs (Biochemistry)  
  
150 ## \$a Threshold limit values (Industrial toxicology)  
450 ## \$a TLVs (Industrial toxicology)

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### 8. Dates.

**a. Anno Domini; Before Christ.** Use the abbreviations **A.D.** and **B.C.**, when appropriate, but only after a specific year or span of years. Add **A.D.** to dates only if the dates in question span both B.C. and A.D. Add **B.C.** to all B.C. dates. If a date span is B.C., add **B.C.** only to the end of the span. *Examples:*

651 #0 \$a Egypt \$x History \$y 332-30 B.C.  
651 #0 \$a China \$x History \$y Han dynasty, 202 B.C.-220 A.D.

**b. [...] century.** Spell out the word **century** in full. *Examples:*

650 #0 \$a English literature \$y 20th century.  
650 #0 \$a Twenty-first century.

**c. Circa.** Use the abbreviation **ca.** in period subdivisions, placing it before the date to which it refers. *Examples:*

651 #0 \$a United States \$x History \$y Colonial period, ca.  
1600-1775.  
650 #0 \$a Church history \$y Primitive and early church, ca.  
30-600.  
600 30 \$a Hoysala dynasty, ca. 1006-ca. 1346.

**d. Names of months.** Spell out names of months in full in subject headings and subdivisions. *Examples:*

651 #0 \$a Bulgaria \$x History \$y September Uprising, 1944.  
600 10 \$a Ford, Gerald R., \$d 1913-2006 \$x Assassination  
attempt, 1975 (September 5)

Use name headings with abbreviated months if they appear in that form in name authority records. *Example:*

610 10 \$a Italy \$k Treaties, etc. \$g Yugoslavia,  
1975 Nov. 18.

**9. Doctor; Doctor of [...].** Use the abbreviation used in the name authority record. *Examples:*

610 20 \$a Dr. Williams's Library \$v Catalogs.  
600 10 \$a Francis, John, \$c Dr. \$x Art collections.  
600 10 \$a Hartmann, Peter, \$c Dr. jur. \$x Poster collections.  
600 10 \$a Grant, David, \$c M.D.

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**10. *Et cetera.*** Use the abbreviation **etc.** in headings and subdivisions. *Examples:*

650 #0 \$a Law reports, digests, etc. \$z United States.  
650 #0 \$a Surveying \$v Handbooks, manuals, etc.

**11. *Geographic qualifiers.*** Most geographic headings are qualified by the name of the larger geographic unit. Jurisdictions that are to be abbreviated when used as geographic qualifiers are listed in H 810. *Examples:*

651 #0 \$a West (U.S.)  
651 #0 \$a Harpers Ferry (W. Va.)  
651 #0 \$a Harry S. Truman Dam (Mo.)  
651 #0 \$a Red River (Tex.-La.)

**12. *Great Britain.*** Spell out in full. The abbreviation **Gt. Brit.** is not authorized by RDA. *Examples:*

651 #0 \$a Great Britain \$x History.  
[*not* 651 #0 \$a Gt. Brit. \$x Hist.]

650 #0 \$a Women artists \$z Great Britain.  
[*not* 650 #0 \$a Women artists \$z Gt. Brit.]

610 20 \$a Labour Party (Great Britain)  
[*not* 610 20 \$a Labour Party (Gt. Brit.)]

610 10 \$a Great Britain. \$b Royal Navy.  
[*not* 610 10 \$a Gt. Brit. \$b Royal Navy.]

**13. *Mount; Mountain; Mountains.*** Spell out in full in subject headings for geographic features. *Examples:*

651 #0 \$a Fuji, Mount (Japan)  
651 #0 \$a Signal Mountain (Tenn.)  
651 #0 \$a Appalachian Mountains.

Use name headings with abbreviations if they appear in that form in name authority records. *Example:*

610 10 \$a Mt. Lebanon School District (Mount Lebanon, Pa.)

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**14. Mr.; Mrs.** Use name headings with the abbreviations **Mr.** or **Mrs.** if they appear in that form in name authority records. *Examples:*

```
610 20 $a Mr. A's Boys' Ranch $x History.  
600 00 $a Mr. Lucky. $t Trick dog training.  
600 10 $a Downing, Clyde, $c Mrs. $x Art collections $v Catalogs.
```

### 15. Numerals.

**a. Cardinal and roman numerals.** Spell out cardinal and roman numerals.  
*Examples:*

```
650 #0 $a One (The number)  
650 #0 $a Three-dimensional display systems.  
650 #0 $a Zero (The number)
```

*Exceptions:*

- When reference sources indicate that a numeral in a specific phrase is not normally spelled out, establish and assign the heading in that form.

*Examples:*

```
650 #0 $a 35mm cameras.  
650 #0 $a 4-H clubs.  
650 #0 $a TRS-80 Model III (Computer)
```

- For buildings established under their street addresses, numerals may be used.

*Example:*

```
610 20 $a 14 Wall Street (New York, N.Y.)
```

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### 15. Numerals. (Continued)

**b. Ordinal numerals.** Spell out an ordinal numeral if it is the initial element of a heading. *Examples:*

650 #0 \$a First communion.  
650 #0 \$a Fourth of July.  
650 #0 \$a Fifteenth century.  
650 #0 \$a Twenty-first century.  
650 #0 \$a Twelfth Avenue (Seattle, Wash.)

*Exceptions:*

- When reference sources indicate that a numeral in a specific phrase is not normally spelled out, establish and assign the heading in that form.

*Example:*

650 #0 \$a 20th Century Limited (Express train)

- For streets that have numerical names above one hundred, ordinal numerals may be abbreviated. *Example:*

651 #0 \$a 114th Street (Edmonton, Alta.)

Record ordinal numerals not in the initial position in a heading in the form **1st**, **2nd**, **3rd**, **4th**, etc. *Examples:*

650 #0 \$a Dacian War, 1st, 101-102.  
650 #0 \$a Dacian War, 2nd, 105-106.  
650 #0 \$a Church history \$y 3rd century.  
651 #0 \$a United States \$x Social life and customs  
\$y 20th century.

### 16. Saint (including foreign equivalents). Spell out in full in subject headings. *Examples:*

650 #0 \$a Saint Bernard dog.  
651 #0 \$a Saint Lawrence River.  
651 #0 \$a Saint Ninian's Island (Scotland)  
600 30 \$a Saint John family.

