

Appendix B: Capitalization

BACKGROUND: *This instruction sheet provides capitalization guidelines for establishing headings for named entities, including structures, events, movements, places, geographical features, etc. As a general rule, when a new heading for a named entity is established, all words in the heading are capitalized, including common nouns or adjectives which form an integral part of the name. Subject headings and subdivisions already established are assigned as they appear in the subject authority file.*

1. Policy for name headings used as subject headings. When using valid personal, corporate, and jurisdictional names and uniform titles as subject headings, transcribe them exactly as they appear on name authority records, including capital letters as indicated.

2. Policy for subject headings established in the subject authority file. Transcribe existing headings and subdivisions exactly as they appear in subject authority records, using capital letters as indicated.

3. Proper nouns and adjectives. Capitalize proper nouns and adjectives in subject headings, subdivisions, or references regardless of whether they are in the initial position. *Examples:*

150 ## \$a !Kung (African people)

150 ## \$a *Naborr (Horse)

150 ## \$a 9969 Braille (Asteroid)

150 ## \$a Tariff on X-ray equipment and supplies

100 0# \$a Jesus Christ \$x Anointing at Bethany

150 ## \$a Gosannen kassen ekotoba (Scrolls)

450 ## \$a Hachiman Tarō ekotoba (Scrolls)

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4. Initial words. Capitalize the first word of a subject heading, subdivision, or reference regardless of whether it is a proper name. *Examples:*

```
150 ## $a Teenage boys
450 ## $a Adolescent boys

150 ## $a Writing $x Materials and instruments

150 ## $a Serbo-Croatian language $y To 1500

151 ## $a Beauce (France)
451 ## $a La Beauce (France)

151 ## $a Cévennes Mountains (France)
451 ## $a Les Cévennes (France)
```

Exception: When a term is found in reference sources with the initial letter consistently lowercased, establish the heading (or reference) in that form. *Examples:*

```
150 ## $a p-adic numbers

150 ## $a p-divisible groups

150 ## $a 35mm cameras
450 ## $a 35 mm cameras

150 ## $a Three-manifolds (Topology)
450 ## $a 3-dimensional manifolds (Topology)
```

5. Capitalization according to reference sources. Capitalize any letter within a heading that appears as such in reference sources. Use this rule in establishing named systems, computer languages, tests, etc. *Examples:*

```
150 ## $a 4-H clubs
150 ## $a Agent Orange
150 ## $a California Basic Educational Skills Test
150 ## $a DC-to-DC converters
150 ## $a DDT (Insecticide)
151 ## $a IJssel Lake (Netherlands)
150 ## $a UNIMARC
150 ## $a PostScript (Computer program language)
150 ## $a SdKfz 251 (Half-track)
150 ## $a SP/k (Computer program language)
```

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6. Conjunctions, prepositions, and articles. Do not capitalize conjunctions, prepositions and the articles **a**, **an**, and **the** and their equivalents in other languages if they are not the first word in the heading, subdivision, or reference. *Examples:*

150 ## \$a Colors in the Bible

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

Exception: Capitalize **The** if it is the first word in a parenthetical qualifier, or the first word following a comma in an inverted heading. *Examples:*

150 ## \$a Jota (The Serbo-Croatian letter)

151 ## \$a Geysers, The (Calif.)

7. Inverted headings and subdivisions. Capitalize the word following a comma that would be in the initial position if the heading, subdivision, or reference were expressed as a phrase in direct word order. Capitalization is especially important to clarify inverted headings. *Examples:*

150 ## \$a Sculpture, Mandingo

150 ## \$a Medicine, Magic, mystic, and spagiric

150 ## \$a Coral Sea, Battle of the, 1942

151 ## \$a United States \$x History, Naval

150 ## \$a Measuring instruments

450 ## \$a Instruments, Measuring

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8. Parenthetical qualifiers. Capitalize the first word in a parenthetical qualifier, as well as any proper nouns or adjectives within a parenthetical qualifier. Also capitalize the first word that follows a colon within a parenthetical qualifier. *Examples:*

```
150 ## $a Chambri (Papua New Guinea people)
150 ## $a Citizenship as point of contact (Conflict of laws)
150 ## $a Wu (The Chinese word)
151 ## $a Thebes (Egypt : Extinct city)
```

Note: In the past, certain headings and subdivisions were established with parenthetical qualifiers beginning with lowercased prepositions or with other lowercased words. Continue using and establishing headings of this type in situations where a pattern for their use exists, but do not propose new headings of this type where no previous pattern exists. Example:

```
150 ## $a English language $v Conversation and phrase books
      (for secretaries)
```

9. Hyphenated compounds. When capitalizing the first part of a hyphenated compound, capitalize the second part also if it is a proper noun or proper adjective. Do not capitalize the second part of a hyphenated compound if it modifies the first or if the two parts constitute a single word. *Examples:*

```
150 ## $a Ecuador-Peru Conflict, 1981
150 ## $a Sabazius (Thraco-Phrygian deity)

[but 150 ## $a Twelve-tone system
      150 ## $a Twenty-first century]
```

10. Armed Forces. Capitalize the word **Forces** in the heading **Armed Forces** and in the subdivision –**Armed Forces**. *Examples:*

```
150 ## $a Armed Forces $x Civic action
151 ## $a United States $x Armed Forces $z Foreign countries
```

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11. [...] countries. Lowercase the word **countries** in phrase headings and subdivisions.
Examples:

```
651 #0 $a Arab countries $x History $y 20th century.  
650 #0 $a Canary Islanders $z Foreign countries.  
651 #0 $a Communist countries.  
651 #0 $a European Economic Community countries $x Economic  
conditions.
```

12. Terms attached to dates.

a. Anno Domini; Before Christ. Capitalize the abbreviations **A.D.** and **B.C.** (For details on the use of **A.D.** and **B.C.**, see App. A, sec. 8.a.) *Example:*

```
151 ## $a China $x History $y Han dynasty, 202 B.C.-220 A.D.
```

b. [...] century. Do not capitalize the word **century**. *Examples:*

```
150 ## $a English literature $y 20th century  
150 ## $a Twenty-first century
```

c. Circa. Do not capitalize the abbreviation **ca.** in period subdivisions. *Examples:*

```
151 ## $a United States $x History $y Colonial period, ca.  
1600-1775
```

13. Named dynasties. Do not capitalize the word **dynasty**. *Example:*

```
100 3# $a Achaemenid dynasty, $d 559-330 B.C.
```

14. Family names. Do not capitalize the word **family**. *Examples:*

```
100 3# $a Miller family  
100 3# $a Pasêk Kayu Sêlêm family
```

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15. Family names with initial particles. Headings for individual families derived from French, Spanish, Portuguese, Italian, German and Dutch may include the initial particles **De, Du, La, L', Von, Van**, etc. Capitalize initial particles in family names in both headings and references. *Examples:*

```
100 3# $a Baden family
400 3# $a Von Baden family
```

```
100 3# $a De Groot family
400 3# $a De Groote family
```

16. Named events. Capitalize all significant words in headings, subdivisions, or references that designate named events. *Examples:*

```
150 ## $a Watergate Affair, 1972-1974
```

```
150 ## $a Marinette Knitting Mills Strike, Marinette, Wis., 1951
```

```
151 ## $a Harpers Ferry (W. Va.) $x History $y John Brown's Raid,
1859
```

```
450 ## $a John Brown's Raid, Harpers Ferry, W. Va., 1859
```

```
151 ## $a Transylvania (Romania) $x History $y Peasant Uprising,
1784
```

```
550 ## $w g $a Peasant uprisings $z Romania
```

```
151 ## $a China $x History $y Qing Dynasty Restoration Attempt,
1917
```

```
450 ## $a Qing Dynasty Restoration Attempt, China, 1917
```

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16. *Named events.* (Continued)

Exception: The generic terms in the following subdivisions have, by convention, been lowercased. Continue to follow this convention when establishing new headings for any of these events. Do not, however, propose any new subdivisions to be added to this list.

- [. . .] colony, [date]
- [. . .] conquest, [date]
- [. . .] dynasties, [date]
- [. . .] dynasty, [date]
- [. . .] intervention, [date]
- [. . .] movement, [date]
- [. . .] occupation, [date]
- [. . .] period, [date]
- [. . .] periods, [date]
- [. . .] rule, [date]

Examples:

```
150 ## $a Painting, Chinese $y Three kingdoms-Sui dynasty,  
220-618  
151 ## $a Lebanon $x History $y Israeli intervention,  
1982-1984  
151 ## $a India $x History $y British occupation, 1765-1947  
151 ## $a United States $x History $y Colonial period, ca.  
1600-1775
```

17. *Cultural and archaeological periods.* Do not capitalize headings for cultural and archaeological periods, except for the initial word. *Examples:*

```
150 ## $a Bronze age  
150 ## $a Iron age  
150 ## $a Mesolithic period  
150 ## $a Paleolithic period, Lower  
150 ## $a Stone age
```

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18. Named movements. Capitalize only the initial word of a named movement. *Examples:*

```
150 ## $a Anti-Nazi movement
151 ## $a China $x History $y Reform movement, 1898
150 ## $a Ecumenical movement
150 ## $a Gay liberation movement
150 ## $a Pro-life movement
150 ## $a Stakhanov movement
150 ## $a Symbolism (Literary movement)
```

19. Named schools. Capitalize only the initial word when establishing headings or subdivisions for named schools (i.e., groups of painters, economists, architects, etc., that are under a common local or personal influence producing a general similarity in their work). *Examples:*

```
150 ## $a Chicago school of theology
150 ## $a Classical school of economics
150 ## $a Marxian school of sociology
150 ## $a Flower arrangement, Japanese $x Ko school
```

LC practice:

*Some headings of this type have been established with the word **school** uppercased. Change these headings as they are encountered in the subject authority file to the form specified above.*

20. Scientific names of plants and animals. Capitalize only the initial word of the scientific name of a plant or animal species or subspecies, even if subsequent words include proper nouns or adjectives. *Examples:*

```
150 ## $a Anguilla japonica

150 ## $a Litchi chinensis
450 ## $a Nephelium litchi

150 ## $a Pinus sibirica
450 ## $a Pinus cembra sibirica
```

Retain capitalization of initial or single words when a scientific name is included in another heading. *Examples:*

```
150 ## $a Captive Cyanoramphus unicolor
150 ## $a Captive Felidae
```

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21. Geographic headings. Capitalize both generic and proper nouns and adjectives in names of places, regions, sites, metropolitan areas, and named geographic and geological features, including coasts, islands, rivers, valleys, watersheds, etc., in English headings or references. For non-English headings and references apply the appropriate capitalization rules according to Appendix A of RDA and reference sources. *Examples:*

```
151 ## $a Alaska, Gulf of (Alaska)
151 ## $a Assateague Island National Seashore (Md. and Va.)
151 ## $a Atlantic Coast (Canada)
151 ## $a Beluga Lake (Alaska)
151 ## $a Boundary Waters Canoe Area (Minn.)
151 ## $a Dakota Aquifer
151 ## $a Death Valley (Calif. and Nev.)
151 ## $a Ionian Islands (Greece)
151 ## $a Kostromskai' a' taezhnai' a' biologicheskai' a' stant' s' ii' a'
      Region (Russia)
151 ## $a McKinley, Mount, Region (Alaska)
151 ## $a Beijing Metropolitan Area (China)
151 ## $a Pennsylvania Dutch Country (Pa.)
151 ## $a Po River Valley (Italy)
151 ## $a Stone Creek Site (Alta.)
151 ## $a Tokyo Region (Japan)
151 ## $a Valley Forge National Historical Park (Pa.)
151 ## $a Washington Region

151 ## $a Parco naturale della Maremma (Italy)
451 ## $a Maremma, Parco naturale della (Italy)
451 ## $a Parco della Maremma (Italy)

151 ## $a Tatar Strait (Russia)
451 ## $a Tatarskiĭ proliv (Russia)
```

*Note: Lowercase the word **regions** in the heading **Arctic regions**. Example:*

```
151 ## $a Arctic regions $x Aerial exploration
```

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22. Capitalization rules for languages other than English. Use the current, appropriate rules for capitalization for the language concerned when establishing headings and making references. For guidance consult such sources as Appendix A of RDA and reference sources. In cases of conflict, generally prefer the capitalization rule in Appendix A of RDA. *Examples:*

151 ## \$a Tatar Strait (Russia)
451 ## \$a Tatarskiĭ proliv (Russia)

*Strait is capitalized in the English heading **Tatar Strait (Russia)** in accordance with sec. 21, above. The Russian word for strait, **proliv**, as part of the vernacular UF reference, is lowercased because it appears as such in Russian encyclopedias and because lowercasing is consistent with the capitalization rules for Russian geographic names in Appendix A of RDA.*

151 ## \$a Balkan Mountains (Bulgaria)
451 ## \$a Stara planina (Bulgaria)

110 2# \$a Hôtel de ville (Marseille, France)
410 2# \$a City Hall (Marseille, France)

110 2# \$a Neues Rathaus (Leipzig, Germany)
410 2# \$a New City Hall (Leipzig, Germany)

151 ## \$a Parc provincial des Laurentides (Québec)
451 ## \$a Laurentides Provincial Park (Québec)
451 ## \$a Parc national des Laurentides (Québec)