

BACKGROUND: This instruction sheet provides general guidelines on UF references for demographic group terms. For specific information about UFs in a particular category, see the instruction sheet for the category (e.g., L 530, Language Category).

1. General rule. After deciding which term or phrase is to represent a concept when formulating a new demographic group term, add all other equivalent words and phrases found while conducting authority research as UFs to the new term. *Examples:*

Fathers

UF Dads

Veterinarians

UF Animal doctors

2. Providing references beginning with significant words. In addition to the above UFs, rearrange the words of the new term and its alternative forms so that additional UFs are provided under each significant word in the filing position, as long as the resulting combination of words represents an expression under which a catalog user might logically be expected to search. The standard means of accomplishing this is by inverted references, although phrase equivalents of inverted forms are also used. *Examples:*

Holocaust survivors

UF Survivors, Holocaust

Kindergarteners

UF Infant school students

UF Kindergarten students

UF Students, Infant school

UF Students, Kindergarten

Gang members

UF Members of gangs

[Use of a phrase instead of an inverted reference]

Apply this provision liberally to collocate terms, particularly when terms consist of a common noun modified by an adjective or adjectival phrase and may not be linked by a common category or BT. *Examples:*

2. Providing references beginning with significant words. (Continued)

The following two terms each consist of a modified noun, but are not in the same category. *Dentistry students* is categorized as a social group and *Eighth grade students*, as an Educational Level group.

Dentistry students

UF Students, Dentistry

Eighth grade students

UF Students, Eighth grade

In the following example, *Americans* is categorized in the Nationality/Regional category, while *Armenian Americans* and *Cuban Americans* are in the Ethnic/Cultural category. Inverted UFs are made for the latter to collocate them with the base term *Americans*.

Americans

Armenian Americans

UF Americans, Armenian

Cuban Americans

UF Americans, Cuban

Exception: Do not make an inverted UF in instances where a BT is made that begins with the same word or words as the UF or where the term is in a hierarchy leading up to the same word(s). *Example:*

Landscape architects

BT Architects

[The UF *Architects, Landscape* is not made because the BT *Architects* begins with the same word.]

3. Providing references from alternative spellings, word endings, etc. If alternative spellings are possible, including word endings, etc., make additional UFs covering those possibilities. *Example:*

Kings

UF Czars (Kings)

UF Tsars (Kings)

UF Tzars (Kings)

Mainers

UF Down Easters

UF Downeasters

3. Providing references from alternative spellings, word endings, etc. (Continued)

Do not make a UF reference from a form in which the only difference is the presence of a hyphen, diacritic, or capital letter because these forms “normalize” to the same string of characters as the authorized term itself.

In terms based on another authorized term, do not make UF references that repeat alternative spellings or variants that are already covered by a UF reference in the basic term.

4. “Used for” references from changed or cancelled terms. If an authorized term is changed to a new form, make a UF from the old form to the new one (see L 423).

5. Upward “used for” references. Occasionally it is appropriate to make UF references from other than strictly synonymous words or phrases in order to inform the catalog user that a particular concept is entered under another, usually broader, term. A UF from a specific word or phrase to a broader authorized term is referred to as an “upward” reference. *Example:*

Overweight people
UF Obese people

Make references of this type only when it is clearly impractical to establish specific terms for the separate concepts.

6. Abbreviations, acronyms, etc. When a concept is well known both in its fully spelled-out form and as an acronym or abbreviation, make UFs from the abbreviated forms if the full form is selected as the form of the authorized term. Generally, add an explanatory qualifier to the acronym or abbreviation. *Example:*

Nurses
UF RNs (Nurses)

If a demographic group is better known as an acronym or in abbreviated form, select that form for the authorized term. Make a UF from the full form of the authorized term.

7. Foreign words or phrases. In general, do not add UFs to demographic groups from their equivalents in foreign languages. However, such references may be made from foreign words or phrases that are in widespread use in English-language sources.

Note: This provision does not apply to terms in the National/Regional, Ethnic/Cultural, or Language categories. For instructions on foreign-language UFs for those terms, see the instruction sheets for the categories.

8. Pejorative or outdated terminology. Generally avoid making UFs for pejorative or long-disused terminology.

Words or phrases that were formerly pejorative but are not any longer may be provided as UFs. For example, research indicates that use of the word *Cheeseheads* to refer to people from Wisconsin was pejorative but is now considered acceptable, so it may be a UF to **Wisconsinites**.