

Appendix D: Punctuation

1. Period at the end of a heading. Place a period at the end of a subject heading. *Examples:*

600 10 \$a Reagan, Ronald.
650 #0 \$a Presidents \$z United States \$v Biography.

Exception: Omit the final period if the final element in the heading is a closing parenthesis, an open date, or a mark of ending punctuation. *Examples:*

650 #0 \$a Seasonal variations (Economics)
650 #0 \$a Education \$z Washington (D.C.)
651 #0 \$a United States \$x Economic policy \$y 2009-
600 10 \$a Clinton, Bill, \$d 1946-
600 10 \$a Sienkiewicz, Henryk, \$d 1846-1916. \$t Quo vadis?

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. *Examples:*

650 #0 \$a C.O.D. shipments.
651 #0 \$a Egypt \$x History \$y To 332 B.C.
651 #0 \$a Washington (D.C.)

b. Initials within a corporate name. Leave no space within adjacent initials where a personal name forms part of a corporate name or part of a subject heading. *Example:*

610 20 \$a C.S. Wertsner & Son.

c. Acronyms. Leave no space after letters within an acronym. *Examples:*

650 #0 \$a DYNAMO (Computer program language)
650 #0 \$a MARC formats.

d. Abbreviations within date spans. Leave no space after an abbreviation and the hyphen of a date span. *Example:*

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

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2. Spaces within abbreviations. (Continued)

e. Space after final period of an abbreviation. Leave one space between the final period of an abbreviated term and a word that follows. *Examples:*

```
650 #0 $a C.O.D. shipments.  
650 #0 $a Breakage, shrinkage, etc. (Commerce)  
650 #0 $a Church finance $x History $y Early church,  
ca. 30-600
```

f. Initials in personal name headings. Leave one space within adjacent initials in personal name headings. *Examples:*

```
600 10 $a Manchester, P. W. $q (Phyllis Winifred)  
600 10 $a Smith, J. J., $q (Jim J.), $d 1910-
```

g. 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. *Examples:*

```
651 #0 $a Charleston (W. Va.)  
600 10 $a Rast, A. Th. B.
```

h. Ampersands. Leave one space before and after an ampersand. *Example:*

```
610 20 $a Columbus & Greenville Railway.  
651 #0 $a J & R Landfill (Ill.)
```

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LC practice:

3. Open dates. Do not add a blank space after an open date that is followed by a \$v, \$x, or \$t subfield. *Examples:*

600 10 \$a Rodríguez, Gabriel, \$d 1974- \$v Exhibitions.

↑

Do not add a blank space here

600 10 \$a King, Stephen, \$d 1947- \$t Shining

↑

Do not add a blank space here

If an open date is followed by a \$k subfield, add a blank space and a comma after the date.
Example:

400 1# \$w nnen \$a Woods, Donald, \$d 1933- , \$k in motion pictures.

↑

Add a blank space and comma here

4. Name headings used as subject headings. Use the same punctuation, capitalization, diacritics and spacing indicated on valid AACR2 name authority records. *Examples:*

610 20 \$a Eglise de St-Joachim (Saint-Joachim, Québec)
[no period after St]

610 20 \$a C.S. Wertsner & Son.

If a name heading ends with a closing parenthesis or mark of ending punctuation other than a period, retain this punctuation before adding the subdivision. *Examples:*

610 20 \$a Association of Flight Attendants (U.S.) \$v Periodicals.

600 10 \$a Sienkiewicz, Henryk, \$d 1846-1916. \$t Quo vadis?
\$v Illustrations.

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5. Subheadings. Subheadings are used in name headings to designate relationships between units and subunits, and function like subdivisions in subject headings. Like a subdivision, a subheading appears in a separate subfield which is indicated by a delimiter. For this discussion of punctuation, titles in author/title entries are also treated as subheadings. *Examples:*

```
610 20 $a Yale University. $b Library.  
610 10 $a United States. $b Army. $b Chaplain Corps.  
600 10 $a Shakespeare, William, $d 1564-1616. $t Sonnets.  
630 00 $a Bible. $p Mark.
```

If the \$a subfield includes a parenthetical qualifier, place a period after the parentheses.
Example:

```
610 10 $a New York (N.Y.). $b Department of Social Services.
```

6. Use of commas before free-floating terms and phrases. See H 362, sec. 2.