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.
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.)
Appendix D: Punctuation

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.
Appendix D: Punctuation

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.