

**To:** Joint Steering Committee for Development of RDA  
**From:** Appendices Group  
**Subject:** RDA Part B abbreviations

At its Oct. 15-19, 2007 in Chicago, the JSC asked the Appendices Group to make recommendations about the use of abbreviations in preferred access points for persons, families, corporate bodies, places, and works, etc.

### **AACR2 policies**

The Appendices Group considered the AACR2 appendix B instructions on abbreviations in “headings” [i.e., preferred access points for persons, places, and corporate bodies] and for uniform titles [i.e., preferred access points for works, etc.].

♦ **Headings -- abbreviations:**

- 1) “those that are integral parts of the heading (e.g., *St.* (Saint), if the person or corporate body uses the abbreviation”
- 2) “designations of function (e.g., *comp.*) (see 21.0D)”
- 3) “certain names of larger places added to the name of another place (see 23.4) or to the name of a corporate body (see 24.4C2)”
- 4) “certain terms used with dates (e.g., *b.*, *fl.*) (see 22.17)”
- 5) “distinguishing terms added to names of persons, if they are abbreviated in the source from which they are taken (see 22.15B, 22.19B).”

♦ **Uniform titles – abbreviations:**

- 1) “those that are integral parts of the title”
- 2) “designations of parts of a work as instructed in a particular rule (e.g., *N.T.* (New Testament) (see 25.18A2))”
- 3) “the ampersand (&) in listing languages.”

### **Recommendations for RDA**

The Appendices Group makes recommendations for wording in the RDA appendix on abbreviations, lists related recommendations for instructions, gives explanations, and raises the issues listed below.

♦ Preferred access points for persons, families, corporate bodies, and places – abbreviations:

- 1) those that are integral parts of the name;
- 2) certain names of larger places added to the name of another place, a corporate body, or a family (see [section of appendix on abbreviations of place names]);
- 3) months or seasons used in dates added to the name;
- 4) distinguishing terms added to names of persons, if they are abbreviated in the source from which they are taken).

Explanations for RDA recommendations for abbreviations related to preferred access points for persons, families, corporate bodies, and places:

Some place names and months/seasons: the JSC approved the use of these abbreviations during its Oct. 15-19, 2007 meeting.

Those abbreviations that are integral parts of the name and distinguishing terms: the recommendation follows the principle of “take what you see.”

Designations of functions are not included because roles will be handled either as coded values or as terms spelled in full from a controlled list.

♦ Preferred access points for works, etc. – abbreviations:

- 1) those that are integral parts of the name;
- 2) certain names of larger places added to the name of another place used in additions to a name (see [section of appendix on abbreviations of place names]);
- 3) months or seasons used in dates added to the name;
- 4) terms used with numbering unless a particular instruction specifies otherwise;
- 4) those that are specified in a particular instruction (e.g., \_\_\_\_\_).

Explanations for RDA recommendations for abbreviations related to preferred access points for works:

Those abbreviations that are integral parts of the name: the recommendation follows the principle of “take what you see.”

Some place names and months/seasons: the JSC approved the use of these abbreviations during its Oct. 15-19, 2007 meeting; although they had not been listed in the AACR2 appendix, the abbreviations are being used by cataloguers adding qualifiers.

The use of an ampersand in listing more than one language wasn't included for two reasons: (a) because the JSC decided at its Oct. 15-19 meeting that separate access points will be created when more than one expression is present in a resource, there won't be that need to connect language names (the JSC noted that an RDA instruction is missing for the situation when the only expression has content in more than one language;

the Appendices Groups waits to see how that access point will be constructed); (b) the ampersand is a symbol rather than an abbreviation.

Related recommendations:

(1) The lack of “certain terms used with dates” in the persons, etc., recommended list reflects the Appendices Group’s positions that:

-- The abbreviations “b.,” “d.,” and “fl.” should not be included in dates recorded for these element sub-types (the JSC may want to include the terms as suggested labels in the RDA appendix on display).

-- The word “century” should be spelled out rather than abbreviated as “cent.”

-- The Latin abbreviation “ca.” should be replaced by English word “about.”

(2) The JSC did not address the use of “etc.” in the access point for a conference held in three or more locations (11.4.1.3.6) [noted in 5JSC/Restricted/LC rep/2]. Because the instances of such a situation are few, the Appendices Group recommends revising the instruction to say to list all the locations.

(3) The JSC did not address the use of “etc.” in the instructions for collective titles “Laws, etc.,” “Treaties, etc.,” and “Protocols, etc.” (15.2.1.1.1a.1, 15.2.2.1.1, 15.2.2.2.1a.1, and 15.2.2.3.1 in the Sept. 2007 draft) [noted in 5JSC/Restricted/LC rep/2]. Because explaining the content covered by “etc.” in each situation would result in a lengthy title, the Appendices Group does not recommend that possibility. The Appendices Group does recommend asking the constituencies, in the cover letter for the draft to be distributed later this year, which of two solutions would be favored: no longer use such collective titles (already suggested by some law catalogers) or define “laws,” “treaties,” and “protocols” to mean the range of resources listed currently in the rules (as suggested by one LC Law Library staff member).

(4) The category “terms used with numbering unless a particular instruction specifies otherwise” is recommended to cover the situations in RDA where the instruction says to use a term without specifying if it is to be given in full or as an abbreviation; the term is shown as a full word in the examples for some instructions and as an abbreviation in the examples for other instructions.

-- This category would allow the following abbreviations (keeping these abbreviations would result in a general RDA practice to use abbreviations with numbers in any part of a description with exception of two situations below and would not change current practice):

14.2.4.1.1: instruction says number of the part and examples show “Nr. 5” and “no.,” etc.;

14.5: instructions for numeric designation say to give serial number and opus number with examples showing abbreviations (e.g., “no.” and “op.”);

18.1.1.1, c: instruction says to give the foliation and the example shows “fol.”

-- This category would allow the AACR2 practice in the following two situations but the RDA instructions should be reworded to use the word:

13.2.4.1.2: instruction says “general term” with listing (not a controlled list) showing only full words;

13.2.4.2.1: instruction says “designation of the part in the singular” with example showing “book”

(5) Re: abbreviations in specific instructions for preferred name for works, etc.:

-- The Appendices Group affirms the change from AACR2 to use the following words instead of the abbreviations for those words: “arranged” in 14.1.2.1; “accompaniment” and “unaccompanied” in 14.4.0.12.1.

-- The Appendices Group affirms the retention of the instruction in 14.5.0.3.1c.1 to use a generally accepted abbreviation for a thematic index number.

-- The Appendices Group recommends changing 16.1.3.1 to use the full word rather than the abbreviation “Ms.” for a particular manuscript of a religious work or reproduction of such a manuscript; the instruction 18.1.1.1.c specifies the use of the word “Manuscript” for other manuscripts.

(5) The wording “designations of parts of a work as instructed in a particular rule” from AACR2 was not included for the following reasons:

-- The AACR2 example for this wording was “O.T.” and “N.T.” and the JSC decided at its April 2007 meeting to spell out these parts.

-- The suggested wording “abbreviations in specific instructions” is more comprehensive.

Issues related to these recommendations:

LC practice for “St.” and “Mt.” (maybe others) in place names will diverge from the recommendation being made to retain abbreviations that are integral parts of the name; as a U.S. federal agency, the Library of Congress must use the GNIS approved spelled-out forms for those words regardless of found form.

The Appendices Group doesn’t understand the marking of “SSSR” in the 11.7.0.6.1 example as possibly being affected by the work of the Appendices Group. The name authority record in the LC/NAF for the body shows usage with the “SSSR” portion spelled out and usage with the letters. Does that marking of “SSSR” raise the question that initialisms are abbreviations? Even so, the presence of “SSSR” in the name would be covered by the category of abbreviations that are integral parts of the name.

Has the JSC made a decision about the continued presence of “U.K.” in the listing of geographic abbreviations despite the practice of some libraries to use “Gt. Brit.”? Is this an issue to raise in the cover letter for the Part B constituency review or to raise with managers as another category of bibliographic file maintenance? (The latter question could also be asked as a result of the JSC decision in April 2007 not to include an exception in RDA to abbreviate “Department” in names of corporate bodies.)