

**To:** Joint Steering Committee for Development of RDA  
**From:** Kathy Glennan, ALA Representative  
**Subject:** Using the mark of omission when recording titles (RDA 6.2)

## **Abstract**

Add an instruction in RDA 6.2 to address recording the title for a work issued as a multipart monograph or serial when the title includes a date, name, number, etc. that varies from issue to issue or part to part. Add “varying words” to the corresponding instructions at 6.14.1.3, 6.19.1.3, 6.23.1.3, and 6.26.1.3.

## **Justification**

For the description of manifestations, RDA contains specific instructions about serial titles which include wording that varies from issue to issue or part to part:

RDA 2.3.1.4: *Recording Titles – Exceptions – Date, name, number, etc. that varies from issue to issue*

RDA 2.12.2.3: *Recording Title Proper of Series – Exception*

In both cases, numbering or any other text that varies from issue to issue or part to part is omitted from the transcription of the title, and the mark of omission is prescribed instead.

However, the instructions for determining the title of the work in RDA 6.2 lack similar guidance. The proposal below adds a new section at the end of RDA 6.2 to address this situation. The proposed changes use the Chapter 2 instructions as a model, to ensure that the same practice is followed when recording titles of manifestations and when recording preferred and variant titles of works.

ALA believes that these instructions should apply to multipart monographs as well as serials, and have therefore included multipart monographs in the scope of the revised instruction in Chapter 6. We note for future reference that multipart monographs should probably be included in the scope of the exceptions at 2.3.1.4 and 2.12.2.3. Unfortunately, due to time constraints, ALA was unable to include a modification of these instructions in the scope of our proposal this year.

ALA also proposes an exception not to use the mark of omission if the varying word occurs at the beginning of the title. In this situation we recommend simply omitting the varying word, primarily so that the title of the work will be more comprehensible to the catalog user. However, this approach was not unanimously endorsed by ALA; some felt that the mark of omission should be used when recording the title regardless of where the omitted term occurs.

The proposal also provides revisions to RDA 6.2.1.3 and the related instructions at 6.14.1.3, 6.19.1.3, 6.23.1.3, and 6.26.1.3 to incorporate the new sub-instruction.

## Impact

Because the practice codified in this proposal was followed under AACR2, ALA believes there will be little impact in implementing this change. However, we note that the changes to 6.2 would also affect the construction of some authorized and variant access points.

## Proposed revision

### Marked-up copy:

## 6.2 Title of the Work

### CORE ELEMENT

*Preferred title for the work is a core element. Variant titles for the work are optional.*

### 6.2.1 Basic Instructions on Recording Titles of Works

...

#### 6.2.1.3 General Guidelines on Recording Titles of Works

When recording a title of a work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and varying words at 6.2.1.4–6.2.1.910. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

#### 6.2.1.10 Varying Words in Titles of Works Issued as Multipart Monographs or as Serials

*If:*

the work is issued as a multipart monograph or a serial

*and*

the title of the work includes a date, name, number, etc., that varies from issue to issue or part to part

*then:*

omit the date, name, number, etc., when recording the title of the work. Use a mark of omission (...) to indicate such an omission.

**EXAMPLE**

Publication ... of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

Source of information reads: Publication twenty-five of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

The annual report of Governor ...

Source of information reads: The annual report of Governor Rhodes. The name of the governor changes with each specific term of office

***Exception***

If the title of the work begins with a date, name, number, etc. that varies from issue to issue or part to part, omit the varying word. Do not use the mark of omission (...) to indicate such an omission.

**EXAMPLE**

Annual report

Source of information reads: 2011 annual report

...

**6.14.1.3 General Guidelines on Recording Titles of Musical Works**

When recording a title of a musical work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

**6.19.1.3 General Guidelines on Recording Titles of Legal Works**

When recording a title of a legal work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

**6.23.1.3 General Guidelines on Recording Titles of Religious Works**

When recording a title of a religious work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### 6.26.1.3 General Guidelines on Recording Titles of Official Communications

When recording a title of an official communication, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, ~~and~~ abbreviations, and varying words at 6.2.1. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

Clean copy:

## 6.2 Title of the Work

### CORE ELEMENT

*Preferred title for the work is a core element. Variant titles for the work are optional.*

## 6.2.1 Basic Instructions on Recording Titles of Works

...

### 6.2.1.3 General Guidelines on Recording Titles of Works

When recording a title of a work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at 6.2.1.4–6.2.1.10. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### 6.2.1.10 Varying Words in Titles of Works Issued as Multipart Monographs or as Serials

*If:*

the work is issued as a multipart monograph or a serial

*and*

the title of the work includes a date, name, number, etc., that varies from issue to issue or part to part

*then:*

omit the date, name, number, etc., when recording the title of the work. Use a mark of omission (...) to indicate such an omission.

#### EXAMPLE

Publication ... of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

**Source of information reads:** Publication twenty-five of the Indiana University Research Center in Anthropology, Folklore, and Linguistics

The annual report of Governor ...

**Source of information reads:** The annual report of Governor Rhodes. **The name of the governor changes with each specific term of office**

### **Exception**

If the title of the work begins with a date, name, number, etc. that varies from issue to issue or part to part, omit the varying word. Do not use the mark of omission (...) to indicate such an omission.

#### **EXAMPLE**

Annual report

Source of information reads: 2011 annual report

...

### **6.14.1.3 General Guidelines on Recording Titles of Musical Works**

When recording a title of a musical work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### **6.19.1.3 General Guidelines on Recording Titles of Legal Works**

When recording a title of a legal work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### **6.23.1.3 General Guidelines on Recording Titles of Religious Works**

When recording a title of a religious work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.

...

### **6.26.1.3 General Guidelines on Recording Titles of Official Communications**

When recording a title of an official communication, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, abbreviations, and varying words at **6.2.1**. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable.