To: Joint Steering Committee for Development of RDA
From: Judith A. Kuhagen, Secretary, JSC
Subject: Revision of RDA 1.7.3 (Punctuation)

The text below reflects the decisions made by the Joint Steering Committee during its November 2013 meeting. This document was revised March 24, 2014 to add an example in 1.7.3.

1.7.3 Punctuation

Transcribe punctuation as it appears on the source.

EXAMPLE

...and then there were none

What is it?...what is it not?

Vessels on the Northwest coast between Alaska and California -- 1543–1811

I don't do dishes!

»... dass der Mensch was lernen muss.«

Exceptions

Punctuation separating different elements. Omit punctuation that separates data to be recorded as one element from data to be recorded as a different element.

EXAMPLE

DDC 21
Title appears on the source of information with punctuation separating it from the other title information: DDC 21: international perspectives

Vanderbilt University
Publisher’s name appears on the source of information with punctuation separating it from the place of publication: Vanderbilt University, Nashville
**Punctuation separating instances of the same element.** Omit punctuation that separates data to be recorded as one element from data recorded as a second or subsequent instance of the same element.

**EXAMPLE**

Dakar

*Place of publication appears on the source of information with punctuation separating each place:* Ottawa – Dakar – Montevideo – Nairobi – New Delhi – Singapore

Add punctuation, as necessary, for clarity.

**EXAMPLE**

Travaillez mieux, vivez mieux

*Title appears on the source of information with each word on a separate line.*

*Comma added for clarity*

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*Statement of responsibility appears on the source of information with each name, academic title, and affiliation on a separate line. Commas and parentheses added for clarity*

[last paragraph unchanged]