

RDA Examples Guide

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1 PURPOSE AND SCOPE

This guide is designed to assist in the editing of contextual examples in RDA.

This guide:

- provides instruction on the content and style of RDA examples.
- presents some basic principles for choice of RDA examples.
- focuses on matters of style addressed in copyediting (or “mechanical” editing, as defined in *The Chicago Manual of Style*): capitalization, punctuation, spelling, abbreviations, etc.
- serves in part as a “style sheet” for RDA examples, documenting key aspects of sentence structure, phrasing, and word usage.

Certain instructions in this guide are specific to the English version of RDA. Translators of RDA should adapt those instructions as needed for their version. For example, in 6 Spelling, RDA translators should replace reference to *Webster's Third International Dictionary, Unabridged* with a dictionary appropriate to the language of translation. In 4.2, capitalization instructions for the explanatory notes may be replaced with instructions appropriate for the language of translation.

An **example** is defined here as data illustrating an RDA instruction. A contextual example may include an explanatory note.

An **explanatory note** is defined as an explanation that may be given below the example data.

In the example below, the example text is “Fifty key literary theorists” and the explanatory note is “Title proper”.

Fifty key literary theorists
Title proper

Bibliographic/authority data occurring within an explanatory note may be of two types: 1) that which is embedded in the explanation text and 2) that which follows the explanation text and is preceded by a colon. For the purposes of this guide, the type described in 2) is called **post-colon data**.

In the example below, “The lord of the rings” is bibliographic data embedded in the explanation text (type 1).

The two towers
Preferred title for a part of J.R.R. Tolkien's The lord of the rings

In the example below, “50 Cent” is post-colon data (type 2).

Jackson, Curtis
Pseudonym recorded as preferred name: 50 Cent

In the example below, "California Labor Code" and "Labor Code" are post-colon data (type 2).

Labor Code

Resource described: California Labor Code. Citation title: Labor Code

Note: Examples from RDA appearing in this guide are presented as they appear in the RDA Toolkit. The PDF version of RDA has a different format for examples.

2 GENERAL GUIDELINES

2.1 Basic principles for examples

These principles have been adapted from 6JSC/Chair/2 [<http://www.rda-jsc.org/docs/6JSC-Chair-2.pdf>] and RDA 0.10. Examples should

1. be illustrative and not prescriptive (i.e., examples should not be used in place of an instruction)
2. illustrate the instruction at which they appear
3. illustrate the alternative to an instruction only at the alternative
4. be unambiguous
5. require either no explanation or only a brief explanation
6. follow appendices A-H unless illustrating an alternative to instructions in those appendices
7. not introduce concepts not found in RDA (e.g., terms that would require definition)
8. be representative of the range of resources, agents (e.g., persons, families, and corporate bodies), and other entities or attributes.

While effort should be made to find examples that represent a diversity of persons, languages, etc., clarity is the most important principle for examples.

Examples using the same resource may be given for different instructions when appropriate. In particular, it is desirable to show some examples in the authorized access point instructions for which data elements are shown in the earlier instructions.

Some instructions may not require examples.

2.2 Use of explanatory notes

When an example is self-explanatory based on the context of the instruction, no explanatory note should be given.

When an explanatory note is given, enough information should be included to assist in understanding the example, but superfluous information should be omitted.

In the examples below, explanatory notes are given that provide enough information for the cataloger to know that an other distinguishing characteristic is recorded for two expressions of the same work because other expression elements, such as content type, would not distinguish the two expressions.

Dussollier

An audio recording of Victor Hugo's Notre-Dame de Paris narrated by André Dussollier

Huber

Another audio recording of Victor Hugo's Notre-Dame de Paris narrated by Élodie Huber

Explanatory notes may be used to explain the absence of expected data in an example.

Marine Awareness Workshop for Beqa Lagoon (1996 : Pacific Harbour International Hotel)
No applicable number

Explanatory notes may be used to explain the choices of a particular cataloging agency that are demonstrated in the example data.

I, Claudius (Television programme)
Term added by an agency following British spelling

When additional information about an example is needed in an explanatory note, it may be given as explanatory text and/or as part of a “resource described” explanatory note.

These two examples of authorized access points for treaties show two different methods of providing the date of a treaty in the explanatory notes.

Concordat of Worms (1122 September 23)
Agreed to by Pope Callistus II and the Holy Roman Emperor Henry IV on 23 September 1122

Das Konkordat zwischen dem Heiligen Stuhle und dem Freistaate Baden (1932
October 12)
Resource described: Das Konkordat zwischen dem Heiligen Stuhle und dem Freistaate Baden vom 12. Oktober 1932

2.3 Situations requiring new examples

New examples may be added to accompany new instructions in RDA or changes in RDA instructions.

New examples may be added to illustrate different aspects of an instruction.

New examples should not be added when similar examples already appear in RDA.

In this context, "similar" means a similar cataloguing situation (e.g., two examples of names of persons represented by arabic numerals).

Existing examples may be edited, replaced, or deleted when they are erroneous or confusing

3 LANGUAGE AND SCRIPT

Generally, examples should illustrate decisions that would be made by an agency whose preferred language is English and preferred script is roman (see 0.10). For instructions when this would not be applicable, e.g., instructions on capitalization in specific languages, whatever language and script would be appropriate for the instruction should be used.

Transliterated examples follow the ALA-LC Romanization Tables [<http://hdl.loc.gov/loc.standards/docs.roman>].

At least one example for an instruction should be in English unless English-language examples would not be appropriate. When appropriate, non-English examples should also be provided.

4 CAPITALIZATION

4.1 Examples data

Capitalization of the examples data should follow Appendix A unless illustrating an alternative capitalization.

4.2 Explanatory notes

Capitalization of explanatory notes follows these principles:

- a) the first word of an explanatory note is capitalized
- b) a proper noun within an explanatory note is capitalized
- c) bibliographic/authority data within an explanatory note follows Appendix A capitalization.

5 PUNCTUATION

5.1 Examples data

Examples may have internal punctuation that is part of the examples data.

Why a duck?

Examples illustrating an element normally do not show the preceding or enclosing punctuation that is required for an ISBD presentation. Examples showing multiple elements, such as those in Chapters 24-28, use ISBD punctuation. (See RDA 0.10.)

Facsimile of: 2nd edition, revised. — London : Routledge, 1877

Partial description of the related resource

An example may show ISBD internal punctuation if needed for clarity (e.g., titles on resources with no collective title).

Examples illustrating authorized and variant access points use the punctuation specified in Appendix E except as noted below.

When providing an authorized access point for a work that combines the authorized access point for the person, etc. and the preferred title for the work, separate the authorized access point for the person, etc., and the preferred title with a period and a space except when the authorized access point for a person ends with an en dash. When the authorized access point for a person ends with an en dash, separate the access point for the person from the preferred title with a space-period-space.

Eakin (Family : New Castle County, Del.). Eakin family papers, 1781–1828

Thompson, Tim, 1942– . Puget Sound

For information on use of the hyphen and en dash, see the Editor's Guide, 4.1. Hyphens and dashes.

5.2 Explanatory notes

Use a colon within an explanatory note to separate post-colon data from the explanatory text.

Jackson, Curtis

Pseudonym recorded as preferred name: 50 Cent

The world of television

Title proper recorded as: The world of television

Use a period within an explanatory note to separate post-colon data from explanatory text that follows.

Title proper: Variations on a Czech love song. Other title information also appears in French

An explanatory note does not end with a mark of punctuation unless the

punctuation is part of quoted data or the punctuation is otherwise part of the text (e.g. it is part of post-colon data).

H., abbé

Name appears as: l'abbé H.

Guest, Christopher

not Haden-Guest, Christopher, Baron

Most common form: Christopher Guest. **Movie director does not use his title "Baron Haden-Guest"**

ISBD punctuation is used when multiple elements are given in the post-colon data of a "resource described" explanatory note.

Porter, Douglas R. Making smart growth work

Resource described: Making smart growth work / principal author, Douglas R. Porter ; contributing authors, Robert T. Dunphy, David Salvesen

Tutti i libretti di Bellini

Resource described: Tutti i libretti di Bellini / a cura di Olimpio Cescatti ; con una prefazione di Marzio Pieri. **Librettos for Bellini operas by various librettists**

For instructions on use of the hyphen and en dash, see the Editor's Guide, 4.1. Hyphens and dashes.

6 SPELLING

6.1 Examples data

In examples illustrating transcribed elements, the spelling appearing on the source is unchanged, unless the instruction indicates otherwise.

For other elements, example data should illustrate decisions made by an agency whose preferred language is English (see 3 LANGUAGE AND SCRIPT) and either British or American spellings may be used with explanatory text provided as needed.

I, Claudius (Television programme)

Term added by an agency following British spelling

6.2 Explanatory notes

Use the online edition of *Webster's Third New International Dictionary, Unabridged*.

The following spellings identified in Webster's as variants are used as the preferred spelling in explanatory notes (excluding internal examples):

analyse (not analyze)
catalogue (not catalog)
centre (not center)
colour (not color)

For internal examples found within explanatory notes, see 6.1.

7 ABBREVIATIONS

7.1 Examples data

Examples may contain abbreviations when illustrating a transcribed element that contains an abbreviation, when illustrating instructions on abbreviations, or when otherwise illustrating situations when abbreviations are appropriate (e.g. elements that follow Appendix B).

7.2 Explanatory notes

Explanatory notes should not contain abbreviations except for those listed in the RDA Editor's Guide, 6. Abbreviations, and abbreviations used in internal examples.

For internal examples found within explanatory notes, see 7.1.

8 STRUCTURE, PHRASING, AND WORD USAGE

8.1 Examples boxes

Examples are placed within instructions in shaded boxes with the label EXAMPLE. Example boxes may have caption titles if needed (e.g., to subdivide categories of examples).

EXAMPLE

Different Spelling

Di Pietro

Different spelling recorded as preferred name: DiPietro

Caragher

Caraher

Carraher

Different spelling recorded as preferred name: Carragher

An example box may contain one example or multiple examples. There is no set limit for the number of examples that may appear within a box.

RDA instructions may contain multiple example boxes.

When an RDA instruction contains several paragraphs, an example box should immediately follow the paragraph(s) to which it pertains to avoid confusion.

An example may be one line or multiple lines of text. A line space indicates the end of an example.

In the examples below, "Ann Arbor, Mich." and "Tylers Green, Buckinghamshire" represent one example and "Toronto", "Buffalo", and "London" represent a second example.

Ann Arbor, Mich.

Tylers Green, Buckinghamshire

Toronto

Buffalo

London

Explanatory notes appear underneath an example with no line space in between. If an example is multiple lines of text, the explanatory note appears below the last line.

Domenico

Dominikus

Dominique

English language form recorded as preferred name: Dominic

Explanatory notes may be one line or multiple lines. When an explanatory note spans multiple lines, there is no line space.

8.2 Terminology

Use terms listed in the RDA glossary consistently, as defined, throughout the text.

8.3 Recurring phrases

Use recurring phrases listed in the RDA Editor's Guide and the RDA Editor's Guide--Appendix A when appropriate. In addition, use these recurring phrases in the explanatory notes:

Source of information reads:
Resource described:
[...] recorded as:
Dimensions of a [...]
Authorized access point for [...]:
[...] appears in original script as:

8.4 Relationship designators

When using a relationship designator in an example, omit the parenthetical qualifier for the relationship designator.

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9 FONT FEATURES

9.1 Type of font

For examples that require diacritical marks, precomposed Unicode characters should be used if possible so that they will display properly in both the Toolkit and in the PDFs. When providing transliterated Cyrillic script examples requiring the combining double inverted breve, use Times New Roman. Use other fonts as needed for non-Latin script examples.

9.2 Bold

Caption titles for examples appear in bold typeface.

In the Toolkit, explanatory notes appear in bold typeface except for embedded bibliographic/authority data or the post-colon data.

Dussollier

An audio recording of Victor Hugo's Notre-Dame de Paris narrated by André Dussollier

British journal of applied physics

Title of part recorded as title proper. Common title, which does not appear on the same source, recorded as title proper of series: Journal of physics

9.3 **Bold italic**

The word “not” appears within an example in bold italic typeface to contrast one form of data with another.

H.D.

not Hilda Doolittle

The word “but” appears in bold italic typeface between two examples or sets of examples to show when an instruction would apply and when it would not.

Minas Gerais (Brazil). Secretaria de Indústria, Comércio e Turismo

Name: Secretaria de Indústria, Comércio e Turismo

but

ACS Office of Statistical Services

Name: ACS Office of Statistical Services