

General Rules for Transcription

These rules apply to materials in all formats. For transcription rules specific to a particular material type or to an element within the description of a particular material type, see the instructions for that material type.

Contents

Capitalization	1
Titles of manifestations (MARC 245)	1
Edition statements (MARC 250)	3
Numbering within series and subseries (MARC 490).....	3
Names of persons, families, corporate bodies, and places.....	4
Initialisms and acronyms.....	4
Punctuation	5
Diacritical marks	7
Symbols	7
Spacing of initials and acronyms	9
Inaccuracies	10

Capitalization

Titles of manifestations¹ (MARC 245)

Capitalize the first word in a title.

EXAMPLES

245 #4 \$a The big book of stories from many lands

¹ RDA A.4

245 #4 \$a Les misérables
245 #0 \$a IV informe de gobierno
245 #0 \$a Journal of polymer science
245 #0 \$a Still life with bottle and grapes
245 #4 \$a Les cahiers du cinéma
245 #4 \$a The anatomical record
245 #0 \$a King Henry the Eighth ; \$b and, The tempest

Capitalize the first word in a parallel title, alternative title, or title referred to in another title:

245 #0 \$a Strassenkarte der Schweiz = \$b Carte routière de la Suisse = Carta stradale della Svizzera = Road map of Switzerland
245 #0 \$a Under the hill, or, The story of Venus and Tannhauser
245 #2 \$a An interpretation of The ring and the book
245 #0 \$a Selections from the Idylls of the king

Capitalize the first word in the title of a part, section, or supplement:

245 #0 \$a Faust. \$n Part one
245 #0 \$a Advanced calculus. \$p Student handbook
245 #0 \$a Journal of biosocial science. \$p Supplement
245 #0 \$a Acta Universitatis Carolinae. \$p Philologica
245 #0 \$a Progress in nuclear energy. \$n Series 2, \$p Reactors

Capitalize any proper nouns that appear within a title:

245 #4 \$a The 1919/1920 Breasted Expedition to the Far East
245 #0 \$a Harry Potter and the Order of the Phoenix
245 #2 \$a A dictionary of American English on historical principles

Apply language rules in RDA A.10-55 when applicable:

245 #0 \$a Sechs Partiten für Flöte

Do not capitalize the first word of a subtitle if it is not a proper noun and if the language rules don't call for it to be capitalized:

245 #4 \$a The greenwood tree : \$b newsletter of the Somerset and Dorset Family History Society
245 #0 \$a Quo vadis? : \$b a narrative from the time of Nero

If a title contains words with unusual capitalization, follow the capitalization of the title as found on the source of information:

245 #0 \$a eBay bargain shopping for dummies

245 #0 \$a SympoTIC '06
245 #0 \$a RoMoCo '02
245 #0 \$a eWell being
245 #0 \$a e-Commerce security
245 #0 \$a iTV games and gambling
245 #0 \$a re:Organize
245 #0 \$a robgray.com
245 #0 \$a www.jurisdiction.com

Do not capitalize the first word of a title if it is preceded by punctuation indicating that the beginning of the phrase from which the title was derived has been omitted:

245 #0 \$a ... and master of none

Edition statements² (MARC 250)

Capitalize the first word in a designation of edition.

EXAMPLES

250 __ \$a Draft.
250 __ \$a Household ed.
250 __ \$a Facsim. ed.
250 __ \$a Deuxième edition revue et augmentée.

Capitalize other words in an edition statement as applicable to the language involved:

250 __ \$a Neue Aufl.

Numbering within series and subseries³ (MARC 490)

Do not capitalize a term that is part of the numbering within a series or subseries unless capitalization is required according to the language involved.

EXAMPLES

490 1_ \$a ... ; \$v group 4
490 1_ \$a ... ; \$v no. 16
490 1_ \$a ... ; \$v program 1
490 1_ \$a ... ; \$v volume 14
490 1_ \$a ... ; \$v Band 33

² RDA A.5

³ RDA A.7

Capitalize other words and alphabetic devices according to the usage on the resource:

490 1_ \$a ... ; \$v NSRDS-NBS 5

[Names of persons, families, corporate bodies, and places⁴](#)

In general, capitalize the first word of each name, unless other conventions apply to names in the language involved (if so, see RDA A.10-55).

EXAMPLES

Alexander, of Aphrodisias
De la Mare, Walter
Musset, Alfred de
Cavour, Camillo Benso, conte di
Third Order Regular of St. Francis
Société de chimie physique
Ontario. High Court of Justice
El Greco Society

For names with unusual capitalization follow the capitalization of the commonly known form:

eBay (Firm)
netViz Corporation
hHead (Musical group)
doctorjob.com
lang, k. d.

[Initialisms and acronyms⁵](#)

For an initialism or acronym used by a corporate body, capitalize the letters according to the predominant usage of the body:

AFL-CIO
Unesco

⁴ RDA A.2.1

⁵ RDA A.2.5

Punctuation⁶

Generally, transcribe punctuation as it appears on the source.

EXAMPLES

245 #0 \$a ...and then there were none

245 #0 \$a What is it?...what is it not?

245 #0 \$a I don't do dishes!

Ignore punctuation that is used in a place where ISBD punctuation would be supplied.

For example, title appears on the source of information with punctuation separating it from the other title information:

DDC 21: international perspectives

Transcription: Ignore colon (i.e., do not transcribe it), and record as:

245 #0 \$a DDC 21 :\$b international perspectives

[ISBD prescribes space-colon-space between title and other title information]

Another example: imprint appears on title page as:

1985

Vanderbilt University, Nashville

Transcription: ignore comma and record as:

264 #1 Nashville :\$b Vanderbilt University, \$c 1985.

[ISBD prescribes space-colon-space between place of publication and name of publisher.]

Add punctuation, as necessary, for clarity.

⁶ RDA 1.7.3

EXAMPLE:

Title appears on the source of information with no punctuation and each word on a separate line

Travaillez
mieux
vivez
mieux

Transcription: you can add a comma for clarity:

245 #0 \$a Travaillez mieux, vivez mieux

(it means something like "work better, live better" or "better work, better life")

ANOTHER EXAMPLE:

Statement of responsibility appears on the source of information with each name, academic title, and affiliation on a separate line:

by

Louis Henkin
University Professor Emeritus and Special Service Professor
Columbia University

Gerald L. Neuman
Herbert Wechsler Professor of Federal Jurisprudence
Columbia Law School

Diane F. Orentlicher
Professor of Law
Washington College of Law
American University

David W. Leebron
Dean and Lucy G. Moses Professor of Law
Columbia Law School

Transcription: you can (and should!) add commas and parentheses for clarity:

245 ## \$a /\$c by Louis Henkin (University Professor Emeritus and Special Service Professor, Columbia University), Gerald L. Neuman (Herbert Wechsler Professor of Federal Jurisprudence, Columbia Law School), Diane F. Orentlicher (Professor of Law, Washington College of Law, American University), David W. Leebron (Dean and Lucy G. Moses Professor of Law, Columbia Law School).

Diacritical marks

Transcribe diacritical marks such as accents as they appear on the source of information.

In Connexion client:

- place your cursor directly after the character to which the diacritic applies
- press Ctrl+E
- choose the appropriate language from the pull-down menu
- diacritics used in that language will show up highlighted
- click on the diacritic you want to insert
- click "Insert and close"

In Voyager cataloging module:

- place your cursor directly after the character to which the diacritic applies
- choose the appropriate language from the pull-down menu
- Edit-->Special character entry
- find and highlight the diacritic you want to insert (diacritics are listed alphabetically by name)
- click "Insert and close"

Symbols

Whenever possible (i.e. when they are part of the ALA character set, and can be produced by tools you have available), transcribe symbols as found.⁷

⁷ Exception: ignore symbols indicating trademark, patent, etc. These include a superscript or subscript "R" enclosed in a circle (®) (ignore although included in the character set) and the superscript or subscript letters "TM" (™)

When symbols that are not part of the ALA character set are present on the source of information, use one of the following methods to approximate the symbol:

Use existing characters when this can be done without serious distortion or loss of intelligibility.

EXAMPLE

Preferred source


R̄ for tomorrow

Transcription

245 10 \$a Rx for tomorrow

EXAMPLE

Preferred source

When I was your age 

Transcription

245 10 \$a When I was your age STOP

Suggested note

500 ## \$a In title, "STOP" appears as a stop sign.

Substitute in the language of the context the word, phrase, etc., that is the obvious spoken/written equivalent (if unknown in the language of the context, use English); bracket the interpolated equivalent. If the element in the source is not preceded or followed by a space, in general precede or follow the bracketed interpolation by a space unless a space would create an unintended result for searching.

EXAMPLE

Preferred source

I ♥ a piano

Transcription

245 10 \$a I [love] a piano

Variant title

246 30 \$a I heart a piano

Suggested note:

500 ## \$a On title page "[love]" appears as a heart

EXAMPLE

Preferred source

A study of the ☩

Transcription

245 12 \$a A study of the [ankh]

Suggested note

500 ## \$a On title page "[ankh]" appears as the ankh symbol

Source: LC-PCC PS for 1.7.5 via RDA Toolkit

(There are many more instructions LC-PCC PS 1.7.5 for representing all kinds of symbols that you are not likely to encounter often.)

Spacing of initials and acronyms⁸

If separate letters or initials appear on the source of information without full stops between them, transcribe the letters without spaces between them, regardless of spacing on the source:

245 #0 \$a ALA rules for filing catalog cards

245 ## \$a ... / \$c prepared by members of the AIAA Technical Committees on Space Systems and Space Atmosphere Physics.

⁸ RDA 1.7.6

If such letters or initials have full stops between them, omit any internal spaces:

830 _0 \$a T.U.E.I. occasional papers in industrial relations

245 #4 \$a The most of S.J. Perelman

245 ## \$a ... / \$c edited by P.C. Wason and P.N. Johnson-Laird.

264 _1 \$a New York, N.Y. : \$b W.W. Norton & Company, \$c 2015.

Inaccuracies⁹

When instructed to transcribe an element as it appears on the source, transcribe an inaccuracy or a misspelled word as found.

On title page:

The wrold of television

Transcription:

245 #4 The wrold of television

Then add a 246 variant title entry with the corrected form:

246 1_ \$i Corrected title: \$a World of television

For inaccuracies in serial titles, correct the inaccuracy:

Source of information on v. 1, no. 1 reads:

Housing sarts

Transcription:

245 #0 \$a Housing starts.

⁹ RDA 1.7.9