

Appendix B: Capitalization

BACKGROUND: This instruction sheet provides capitalization guidelines for establishing medium of performance terms.

1. Policy for established medium of performance terms. Transcribe existing medium of performance terms exactly as they appear in authority records, using capital letters as indicated.

2. Initial words. Lowercase the first word of a medium of performance term or reference unless it is a proper word. *Example:*

Northumbrian small pipe

solo vocal ensemble

washtub bass

3. Proper nouns and adjectives. Capitalize proper nouns and adjectives in medium of performance terms and references regardless of whether they are in the initial position. *Examples:*

Novachord

UF Hammond Novachord

ondes Martenot

UF ondium Martenot

4. Inverted UF references. Lowercase the word following a comma that would be in the initial position if the authorized reference were expressed as a phrase in direct word order, unless the word is a proper word. *Examples:*

border pipes

UF lowland pipes

UF pipes, lowland

cimbalom

UF hammered dulcimer, Hungarian

UF Hungarian hammered dulcimer

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5. Parenthetical qualifiers. Lowercase all words in a parenthetical qualifier, with the exception of proper words. *Examples:*

pipe (musical instrument)

setār (Iranian instrument)

6. Hyphenated compounds. When capitalizing the first part of a hyphenated compound, capitalize the second part also if it is a proper noun or proper adjective.

Do not capitalize the second part of a hyphenated compound if it modifies the first, or if the two parts constitute a single word. *Example:*

bass-baritone voice

multi-media

7. Capitalization rules for languages other than English. Use the current, appropriate rules for capitalization for the language concerned when establishing terms and making references. For guidance consult such sources as Appendix A of RDA and reference sources. In cases of conflict, generally prefer the capitalization rule in Appendix A of RDA.