

# Abbreviations, Capitalization, and Terms in specific languages

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## Overview

Data that conform to the RDA standard but are specific to language or specialist communities rather than international in scope, are not found in the Official RDA Toolkit.

Specialist communities create and maintain guidance for their communities' use.

This MGD identifies the PCC community's policies and best practices for Abbreviations and Capitalization used in bibliographic and authority records created according to PCC standards.

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## Changes from Original RDA

Original RDA	Official RDA
Information on Capitalization, Abbreviations, and Initial Articles for languages was spread out over three appendices: Appendix A, Capitalization; Appendix B, Abbreviations and Symbols; Appendix C, Initial Articles.	Information on Capitalization, Abbreviations, and Initial Articles for languages was moved temporarily to Community Resources. This MGD contains the same information in one resource external to the Official RDA Toolkit.

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## Abbreviations

### General abbreviations

This table presents content from the Anglo-American community that originated with instructions in AACR2 and original RDA.

Use the following abbreviations in normalized transcription or when constructing an access point or other structured description.

Term	Abbreviation
alto	A
Anno Domini	A.D.
baritone	Bar
bass	B
Before Christ	B.C.
et cetera	etc.
mezzo-soprano	Mz
opus	op.
soprano	S
tenor	T

For abbreviations of units of measurement and time, see Abbreviations for units.

## Abbreviations for units

This table presents content from the Anglo-American community that originated with instructions in AACR2 and original RDA.

Use the following abbreviations and symbols when constructing an access point or other structured description that uses a unit of measurement or a unit of time.

### Abbreviations for units of measurement

Units of measurement include length and speed.

Term for unit of measurement	Abbreviation or symbol
degrees [angles]	°

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feet	ft
foot	ft
frames per second	fps
inch	in
inches	in
inches per second	ips
minutes [angles]	'
revolutions per minute	rpm
seconds [angles]	"

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### Abbreviations for units of time

Term for unit of measurement	Abbreviation or symbol
hour	hr
hours	h
hours	hr
minute	min
minutes	m
minutes	min
second	sec
seconds	sec

years	a
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## Terms in Specific Languages

This is content from the Anglo-American community that originated with instructions in AACR2 and original RDA. The instructions here were intended for the use of cataloguers working with materials in this language but using English as their language of cataloging. Other instructions may need to be developed, or this page formally approved, when this language is the language of cataloging.

Apply the following guidance when recording a transcription for an unstructured description in a specific language or constructing an access point or other structured description by applying a string encoding scheme to words and phrases in the language.

### Terms in Afrikaans

#### Initial articles of names of RDA entities in Afrikaans

Treat the following words and prefixes as initial articles.

die

`n

---

### Terms in Albanian

#### Initial articles of names of RDA entities in Albanian

Treat the following words and prefixes as initial articles.

një

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## Terms in Arabic

### Capitalization of initial articles in Arabic

Apply the following guidance for capitalizing words and phrases in a specific language.

If a transliterated name or title begins with the Arabic article *al* in any of its various orthographic forms (e.g., *al*, *el*, *es*), do not capitalize the article, whether it is written separately or hyphenated with the following word.

### Initial articles of names of RDA entities in Arabic

Treat the following words and prefixes as initial articles.

ال

al-

El-

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## Terms in Baluchi

### Initial articles of names of RDA entities in Baluchi

Treat the following words and prefixes as initial articles.

al-

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## Terms in Basque

### Initial articles of names of RDA entities in Basque

Treat the following words and prefixes as initial articles.

bat\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.



## Terms in Bosnian

### Access points for manifestations

Abbreviations in access points for manifestations in Bosnian

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
broj	br.

### Manifestation statements

Apply the following guidance when recording a value of RDA Entity: name of RDA entity or element subtype.

Capitalization of manifestation statements in Bosnian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

bijelac

crnac

semit

Do not capitalize a proper adjective.

bosanski

Do not capitalize a name of a religion or a member of a religious group.

islam

musliman

Do not capitalize the pronoun ja.

Capitalize a pronoun of formal address.

Ti

Tvoj

Vi

Vam

Vas

Vaš

### **Capitalization of names of persons in Bosnian**

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person.

sultan Mehmed

magistar Imamović

direktor Kovačević

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Bosnian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a corporate body.

Udruženje izdavača i knjižara Bosne i Hercegovine

Republički zavod za zaštitu spomenika

Pozorište lutaka Sarajevo

## Names of places

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Bosnian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a place.

Bihaćki okrug

Mostarska opština

Ulica bosanska

Ulica Bosanske Srebrne

Opština Bosanski Brod

Capitalize the first word and proper nouns only in a name of an administrative division of a country.

Bosansko-podrinjski kanton

Srednjobosanski kanton, Općina Bihać

## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Bosnian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Capitalize the first word and proper nouns only in a name of a historic period and event.

Bronzano doba

Isa-begova vakufnama

Ustanak Desidijata pod Batonom

Prvi svjetski rat

Capitalize the first word and proper nouns only in a name of a holiday.

Kurban bajram

Božić

Ramazanski bajram

Sveti Petar, Međunarodni praznik rada

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## Terms in Brahui

### Initial articles of names of RDA entities in Brahui

Treat the following words and prefixes as initial articles.

al-

---

## Terms in Breton

### Initial articles of names of RDA entities in Breton

Treat the following words and prefixes as initial articles.

al

an

ar

eul\*

eun\*

eur\*

---

ul\*

un

ur\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

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## Terms in Bulgarian

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Bulgarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

българин

софиянец

семит

Do not capitalize a name of a religion or a member of a religious group.

будизъм

лютеранец

Do not capitalize a proper adjective.

софийски улици

Do not capitalize the pronoun аз.

Capitalize a pronoun of formal address.

Вие

Вий

Ви

Вас

Вам

## Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Bulgarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize свети and a term of rank, honor, or office if it is followed by a name.

МИНИСТЪР Даскалов

Свети Климент

Capitalize a term of rank, honour, or office that occurs in conjunction with the name of a well-known person.

Отец Паисий

Хаджи Димитър

Бачо Киро

In general, do not capitalize a term of rank, honour, office, or address.

министър

крал

отец

професор

отец Борис

## Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Bulgarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a corporate body.

Българска комунистическа партия

Организация на обединените народи

Държавна библиотека "Васил Коларов"

Български червен кръст

## Names of places

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Bulgarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word of a name of a place unless it is a common noun. Capitalize other words only if they are proper nouns.

Орлово гнездо

Бряг на слоновата кост

Стара Загора

Охридско езеро

село Белица

Червеният площад

ул. Шипка

Capitalize the first word and proper nouns only in a name of an administrative division of a country:

Обединена арабска република

Народна република България

Софийска област

Министерство на селскостопанското производство

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Bulgarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Capitalize the first word and proper nouns only in a name of a historic period and event.

Първата световна война

Великата октомврийска социалистическа революция

Възраждането

Битката при Косово поле

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## **Terms in Catalan**

### **Initial articles of names of RDA entities in Catalan**

Treat the following words and prefixes as initial articles.

el

els



en\*

l'

la

les

un\*

una\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

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## Terms in Croatian

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Croatian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

bijelac

crnac

semit

Do not capitalize a proper adjective.

hrvatski

Do not capitalize a name of a religion or a member of a religious group.

katoličanstvo

katolik

Do not capitalize the pronoun ja.

Capitalize a pronoun of formal address.

Ti

Tvoj

Vi

Vam

Vas

Vaš

## **Names of persons**

Capitalization of names of persons in Croatian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person.

kralj Tomislav

profesor Jurić

sveti Stjepan

## **Names of corporate bodies**

Capitalization of names of corporate bodies in Croatian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a corporate body.

Turistička zajednica grada Splita

Filozofski fakultet u Zagrebu

Savez samostalnih sindikata Hrvatske

## Names of places

Capitalization of names of places in Croatian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a place.

Slavonski Brod

Hrvatsko zagorje

Gundulićeva ulica

Trg bana Josipa Jelačića

Capitalize the first word and proper nouns only in a name of an administrative division of a country.

Splitsko-dalmatinska županija

Istarska županija

Primorsko-goranska županija

Zadarska županija

Grad Zagreb

## Names of timespans

Capitalization of names of timespans in Croatian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Capitalize the first word and proper nouns only in a name of a historic period and event.

Srednji vijek

Seljačka buna

Krbavska bitka

Bitka na Mohačkom polju

Capitalize the first word and proper nouns only in a name of a holiday.

Sveti Petar

Tri kralja

Dan domovinske zahvalnosti

## Terms in Czech

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Czech

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
číslo	čís.
kniha	kn
svazek	sv.

Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Czech

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the pronoun já.

Capitalize a pronoun of formal address.

Ty

Tvůj

Tobě

Vy

Vám

Vás

Váš

### **Access points for persons**

Capitalization of names of persons in Czech

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank, honour, office, or address that is not associated with a name of a person.

doktor

král

ministr

svatý

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Czech

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize only the first word in a name of a corporate body.

Československá republika

Česká akademie věd a umění

Bratři čeští

Milosrdní bratři

Do not capitalize a name of a branch of a school, conservatory, university, ministry, or department of government.

ministerstvo školství

závodní rada

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Czech

Apply the following guidance for capitalizing words and phrases in a specific language.

If a name consists of a distinctive word and a generic word, only capitalize the distinctive word.

Tichý oceán

For the names of streets, capitalize the first word and any other word that is a derivative of a proper name.

U invalidovny

Na Smetance

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Czech

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

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## Terms in Danish

### Initial articles of names of RDA entities in Danish

Treat the following words and prefixes as initial articles.

de

den

det

en\*

et\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Danish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize adjectives derived from proper names.

europaesk

københavnsk

luthersk

svensk

Do not capitalize the personal pronoun

jeg

Capitalize the personal pronouns

De

Dem

Deres

Capitalize the familiar form *I* (you) to distinguish it from *i* (in).

### Access points for persons

Terms of rank in Danish

In general, do not capitalize terms of rank of persons.

fru Larsen

kong Haakon VII

Gustav, prins av Vasa

### Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Danish

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize the first word and the word following an adjective indicating royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate guideline.

Kungl. Biblioteket

Ministeriet for kulturelle anliggender

Selskabet for dansk skolehistorie



In general, capitalize only the first word of a compound name, other than a compound personal name.

Förenta staterna

Kronborg slot

Norske kirke

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Danish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the names of days of the week, of months, and of holidays.

jul

nyår

---

## **Terms in Dutch**

### **Initial articles of names of RDA entities in Dutch**

Treat the following words and prefixes as initial articles.

de

een\*

eene\*

het\*

'n

't\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### **Manifestation statements**

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Dutch

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a single letter that is the first word of a sentence if it is the interjection O, the pronoun U, or a letter referring to a letter of the alphabet (e.g., A is een aapje).

Do not capitalize any other single letter that is the first word of a sentence or the first word of a proper name. Capitalize the next word:

's Avonds is het koud

'k Weet niet wat hij zegt

's Gravenhage

Do not capitalize the pronoun ik.

In general, capitalize the following pronouns used in personal correspondence:

U

Uw

Gij

### **Access points for persons**

Capitalization of names of persons in Dutch

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the following prefixes if they are not preceded by a given name:

de

ten

van

### **Names of timespans**

Capitalization of names of timespans in Dutch

Do not capitalize a name of a day of the week or a name of a month.

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## **Terms in English**

### **Initial articles of names of RDA entities in English**

Treat the following words and prefixes as initial articles.

a

an

d'

de

the

ye

### **Preferred titles of works**

Terms for collective titles in English

Use the terms from [Terms for collective titles in English](#).

Use the terms from [Terms for Books of the Bible in English](#).

Titles of works

Capitalize a title of work as instructed at Titles of manifestations.

Do not capitalize words or abbreviations used for Work: numbering of part unless the word or abbreviation is capitalized in English.

For other terms associated with the title of a work, capitalize the first word of each term. Capitalize other words in the term as appropriate to English.

Do not capitalize words or abbreviations used for Expression: medium of performance of musical content or for Work: numeric designation of musical work, unless the word is, or the abbreviation stands for, a proper name.

#### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

#### Abbreviations in access points for manifestations in English

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
book	bk.
part	pt.
parts	pts.
volume	v.
volumes	v.

Do not use the abbreviations for part or parts when recording an extent of notated music.

#### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

#### Capitalization of manifestation statements in English

Apply the following guidance for capitalizing words and phrases in a specific language.

The guidelines for capitalization of terms in English are based on Chicago manual of style and modified to conform to the requirements of bibliographic metadata and cataloging practice.

Do not capitalize an article, preposition, or conjunction that is included in a name or title of an entity unless it is a Place: name of place.

Do not capitalize a word that is derived from a name when it is used with a specialized meaning.

Capitalize a plural generic term when it is used with distinctive nouns as part of two or more proper names. Do not capitalize a generic term that is not part of a proper name.

Capitalize the pronoun I.

Capitalize the interjections O and Oh.

Capitalize a letter that refers to a letter of the alphabet.

Capitalize the first part of a hyphenated compound term. Capitalize the second part of a hyphenated compound term if it is a noun or a proper adjective or if it has the same force as the first part. Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.

Do not capitalize a prefix joined with a hyphen to a capitalized word unless the other guidelines require its capitalization.

Capitalize a name of an ethnic or national group.

Capitalize an adjective derived from a name of an ethnic or national group.

Capitalize a name of a language.

Capitalize a name of a religion, sect, or specific religious movement. Also capitalize a name describing its members and any adjective derived from such a name.

Capitalize a name of a deity.

Do not capitalize a pronoun referring to a name of a deity unless capitalization is necessary to avoid ambiguity.

Do not capitalize a word derived from a name of a deity.

Capitalize Book when it refers to the entire Bible; otherwise, do not capitalize it.

Capitalize any term referring to the Christian Trinity.

Capitalize a word specifically denoting Satan.

Capitalize a name of a major Biblical or religious concept.

Capitalize the name of a creed or confession.

Capitalize a term referring to the Eucharist.

Capitalize a Latin name of a phylum, class, order, family, or genus, and a name of an intermediate grouping such as subclasses.

Do not capitalize a name of a species or a subspecies even if it is derived from a proper name.

Do not capitalize an English derivative of a scientific name.

Do not capitalize the terms sun and moon.

Capitalize a name of a soil classification.

#### Titles of manifestations

Apply the following guidance when recording a value of Manifestation: title of manifestation or element subtype.

#### Capitalization of titles of manifestations in English

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word or the abbreviation of the first word in a title, or in a title of an issue, part, or iteration (see Manifestation: Titles of manifestation of parts and iterations). Capitalize other words within titles as appropriate in English.

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.

If a title has unusual capitalization, follow the capitalization of the title as found on the source of information.

When one work absorbs or merges with another, the title of the absorbed or merged work is sometimes incorporated with the title of the work that absorbed or merged with it. When this occurs, do not capitalize the first word of the incorporated title unless capitalization is required for another reason.

Capitalize a formal or conventional title of a document such as a charter, constitution, legislative act, pact, plan, statement of policy, or treaty.

Do not capitalize a generic title when used alone or with an article (for example, constitution).

Capitalize a title of a sacred scripture, one of its divisions, a group of books, or an individual book.

Capitalize the first word of a title of a special selection from the Bible if it is commonly referred to by that title.

Capitalize a title of a version of the Bible.

In general, do not capitalize the first word or the abbreviation of the first word in Manifestation: other title information. Capitalize the first word or abbreviation if it is one that should be capitalized in English.

### **Names of persons**

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in English

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize all words and initials included in a name of a person.

If a name of person includes a prefix from a language other than English (e.g., de, des, la, l', della, von, von der), follow the capitalization that is used by a person for the prefix.

Capitalize a term of rank, honor, or address that immediately precedes a personal name.

Capitalize an ordinal number expressed as a word or words when it appears after a name of a sovereign or pope to denote an order of succession.

Capitalize a term of rank of royalty or nobility.

Do not capitalize the term bart.

Capitalize a religious term of rank.

Capitalize a term of honor of a revered person such as a prophet, guru, saint, or other religious leader.

Do not capitalize a civil or military term of rank.

Capitalize words such as president, prime minister, and governor when they refer to the office rather than a particular person occupying the office.

Capitalize a term of rank of a named professorship. In general, do not capitalize other professional or academic titles.

Capitalize a name or abbreviation of an academic degree, honor, religious order, etc.

Capitalize a name of a particular decoration, medal, or award.

Capitalize a term of honor or respect.

Capitalize esquire, junior, or senior (and their abbreviations) in a name.

Capitalize an epithet occurring with, or used in place of a personal name.

Capitalize a personification.

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in English

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the name of an international organization or alliance.

Capitalize the full name of a legislative or judicial body; administrative department, bureau, or office; armed force (or component part of an armed force). If there is an accepted shortened form of name for any of these corporate bodies, capitalize the shortened form.

Do not capitalize other incomplete designations (except abbreviations) or adjectives derived from such a name.

Capitalize the name of a political party and of its members.

Do not capitalize the name of a political or economic system or school of thought or its proponents unless derived from proper nouns. In general, do not capitalize names of political groups other than parties.

Capitalize the name of an institution, association, conference, company, religious denomination or order, local church, etc., or of a department or division.

Do not capitalize an article preceding the name, even when it is part of the official name.



Do not capitalize a generic word (e.g., society, company, conference) when used alone or with an article.

Capitalize a noun, noun phrase, adjective, or adjectival phrase derived from the name of the body that refers to a member or members of the body.

Capitalize a trade name, variety name, or market grade. Do not capitalize a common noun following such a name.

## **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Abbreviations of names of places in English

Use the following abbreviations for words and phrases.

Apply the guidance at Abbreviations of terms in English for countries and states

Capitalization of names of places in English

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize an article in a name of a place if it forms an accepted part of the name according to gazetteers.

Capitalize a name of a geographic feature, region, etc. Do not capitalize a descriptive adjective that is not part of an accepted name.

Capitalize a name of a political division (e.g., a country, state, province, city). Capitalize a word such as empire, kingdom, state, country, and city following a proper name if it is a commonly accepted part of the name. Do not capitalize such a word when used alone to indicate a political division.

Capitalize a popular name of a place or a name of a legendary place.

Capitalize a name of a building, monument, or other structure, and a name of a road or street.

Capitalize a plural generic term when it is used with distinctive nouns as part of two or more proper names. Do not capitalize a generic term that is not part of a proper name.

Capitalize a name of a planet, satellite, star, constellation, asteroid, etc.

Capitalize the term Earth when it is used as a name of the planet.

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in English

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a name of a month of the year or day of the week.

Do not capitalize a name of a season.

Capitalize a name of a secular or religious holiday or of a religious season.

Capitalize a name of an historical or cultural event or of a major historical or cultural period.

Capitalize a name of a major Biblical event or religious concept.

Capitalize a distinctive word in the name of a geologic era, period, etc.

Do not capitalize a word such as era or period or a modifier such as early, middle, or late when it is used descriptively.

## Abbreviations of terms in English for countries and states

### **Abbreviations for countries and states**

Do not abbreviate the name of a city or town even if it appears in the list (e.g., Washington, D.C. not Wash., D.C. ). Do not abbreviate a name that is not in the list.

Name	Name
Alabama	Ala.
Alberta	Alta.
Arizona	Ariz.

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Arkansas	Ark.
Australian Capital Territory	A.C.T.
British Columbia	B.C.
California	Calif.
Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
District of Columbia	D.C.
Florida	Fla.
Georgia	Ga.
Illinois	Ill.
Indiana	Ind.
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Manitoba	Man.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.

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Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Brunswick	N.B.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New South Wales	N.S.W.
New York	N.Y.
New Zealand	N.Z.
Newfoundland	Nfld.
Newfoundland and Labrador	N.L.
North Carolina	N.C.
North Dakota	N.D.
Northern Territory	N.T.
Northwest Territories	N.W.T.
Nova Scotia	N.S.
Oklahoma	Okla.
Ontario	Ont.
Oregon	Or.
Pennsylvania	Pa.
Prince Edward Island	P.E.I.
Puerto Rico	P.R.

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Queensland	Qld.
Rhode Island	R.I.
Russian Soviet Federated Socialist Republic	R.S.F.S.R.
Saskatchewan	Sask.
South Australia	S.A.
South Carolina	S.C.
South Dakota	S.D.
Tasmania	Tas.
Tennessee	Tenn.
Territory of Hawaii	T.H.
Texas	Tex.
Union of Soviet Socialist Republics	U.S.S.R.
United Kingdom	U.K.
United States	U.S.
Vermont	Vt.
Victoria	Vic.
Virginia	Va.
Washington	Wash.
West Virginia	W. Va.
Western Australia	W.A.
Wisconsin	Wis.
Wyoming	Wyo.

## Terms for Books of the Bible in English

The preferred titles found in these lists are based on the Authorized Version of the Bible.

### Old Testament

Individual books of the Old Testament

Genesis

Exodus

Leviticus

Numbers

Deuteronomy

Joshua

Judges

Ruth

Samuel, 1st

Samuel, 2nd

Kings, 1st

Kings, 2nd

Chronicles, 1st

Chronicles, 2nd

Ezra

Nehemiah

Esther

Job

Psalms

Proverbs

Ecclesiastes

Song of Solomon

Isaiah

Jeremiah

Lamentations

Ezekiel

Daniel

Hosea

Joel

Amos

Obadiah

Jonah

Micah

Nahum

Habakkuk

Zephaniah

Haggai

Zechariah

Malachi

## Groups of books of the Old Testament

	Preferred title
1-2 Chronicles	Chronicles
Song of Solomon; Ruth; Lamentations; Ecclesiastes; Esther	Five Scrolls
Joshua; Judges; 1-2 Samuel; 1-2 Kings	Former Prophets
Ruth; Chronicles; Ezra; Nehemiah; Esther; Job; Psalms; Proverbs; Ecclesiastes; Song of Solomon; Lamentations; Daniel	Hagiographa
Genesis; Exodus; Leviticus; Numbers; Deuteronomy; Joshua; Judges	Heptateuch
Genesis; Exodus; Leviticus; Numbers; Deuteronomy; Joshua	Hexateuch
Joshua; Judges; Ruth; 1-2 Samuel; 1-2 Kings; Chronicles; Ezra; Nehemiah; Esther	Historical Books
1-2 Kings	Kings
Hosea; Joel; Amos; Obadiah; Jonah; Micah; Nahum; Habakkuk; Zephaniah; Haggai; Zechariah; Malachi	Minor Prophets
Genesis; Exodus; Leviticus; Numbers; Deuteronomy	Pentateuch
Isaiah; Jeremiah; Lamentations; Ezekiel; Daniel; Hosea; Joel; Amos; Obadiah; Jonah; Micah; Nahum; Habakkuk; Zephaniah; Haggai; Zechariah; Malachi	Prophets



---

Joshua; Judges; 1-2 Samuel; 1-2 Kings; Isaiah; Jeremiah; Ezekiel; Minor Prophets	Prophets (Neviim)
1-2 Samuel	Samuel

## Apocrypha

### Individual books of the Apocrypha

If the apocryphal book is not listed here, choose the title commonly found in reference sources as the preferred title.

Esdras, 1st

Esdras, 2nd

Tobit

Judith

Rest of Esther

Wisdom of Solomon

Ecclesiasticus

Baruch

Song of the Three Children

History of Susanna

Bel and the Dragon

Prayer of Manasses

Maccabees, 1st

Maccabees, 2nd

### Groups of books of the Apocrypha

---

Group	Preferred title
1-2 Esdras; Tobit; Judith; Rest of Esther; Wisdom of Solomon; Ecclesiasticus; Baruch; History of Susanna; Song of the Three Children; Bel and the Dragon; Prayer of Manasses; 1-2 Maccabees	Apocrypha
1-2 Esdras	Esdras
1-2 Maccabees	Maccabees

Third Book of Maccabees and Fourth Book of Maccabees are not considered to be books of the Apocrypha or part of the group called Maccabees.

For instructions on preferred titles of these individual works and compilations of these works, see Work: preferred title of religious work. Apocryphal books

## New Testament

### Individual books of the New Testament

Matthew

Mark

Luke

John

Acts

Romans

Corinthians, 1st

Corinthians, 2nd

Galatians

Ephesians

Philippians

Colossians

Thessalonians, 1st

Thessalonians, 2nd

Timothy, 1st

Timothy, 2nd

Titus

Philemon

Hebrews

James

Peter, 1st

Peter, 2nd

Epistle of John, 1st

Epistle of John, 2nd

Epistle of John, 3rd

Jude

Revelation

#### Groups of books of the New Testament

Group	Preferred title
General Epistles of James, Peter, John, Jude	Catholic Epistles
1-2 Corinthians	Corinthians

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All or miscellaneous Epistles	Epistles
1-3 John	Epistles of John
Romans; 1-2 Corinthians; Galatians; Ephesians; Philippians; Colossians; 1-2 Thessalonians; 1-2 Timothy; Titus; Philemon	Epistles of Paul
Matthew; Mark; Luke; John	Gospels
1-2 Timothy; Titus	Pastoral Epistles
1-2 Peter	Peter
1-2 Thessalonians	Thessalonians
1-2 Timothy	Timothy

---

### Terms for collective titles in English

These conventional collective titles are intended for use as values of Work: preferred title of work.

correspondence

essays

librettos

lyrics

novels

plays

poems

prose works

short stories

speeches

---

## Terms for medium of performance in English

These terms for instruments, voices, and ensembles are intended for use as values of Expression: medium of performance of musical content.

### Instruments

Use the following list of terms as a guide:

cello or violoncello

cor anglais or English horn

double bass (not bass viol or contrabass)

double bassoon or contrabassoon

harpsichord (not cembalo or virginal)

horn (not French horn)

kettle drums or timpani

piano (not fortepiano or pianoforte)

viola da gamba (not bass viol or gamba)

When alternatives are given, choose a term and use it consistently.

If considered important for identification or access, record the designation of key in which an instrument is pitched or terms indicating the range of an instrument.

If there are two or more percussion instruments, and the names of the individual instruments are not specified by the composer in the original title, use percussion.

### Continuo

Use continuo to identify a continuo part.

### **Solo voices**

Record a term from the following list:

soprano

mezzo-soprano

alto

tenor

baritone

bass

Record other terms as appropriate.

### **Large instrumental ensembles**

Record a term from the following list:

orchestra

string orchestra

band

Record orchestra for full or reduced orchestra.

### **Instrumental ensembles with one performer to a part**

Record an appropriate term for an instrumental ensemble with one performer to a part using the appropriate term for the instrument or family of instruments followed by the term ensemble.

Record instrumental ensemble for an instrumental ensemble with one player to a part consisting of instruments from two or more families of instruments when a more specific term is not available.

### **Choruses**

Record a term from the following list:

mixed voices

men's voices

women's voices

unison voices

Record other terms as appropriate.

### **Vocal ensembles with one voice to a part**

Record a term from the following list:

mixed solo voices

men's solo voices

women's solo voices

Record other terms as appropriate.

---

## Terms in Esperanto

### **Initial articles of names of RDA entities in Esperanto**

Treat the following words and prefixes as initial articles.

la

---

## Terms in Fijian

### **Initial articles of names of RDA entities in Fijian**

Treat the following words and prefixes as initial articles.

a

e dua na

e na dua

---

na

---

## Terms in Finnish

### Capitalization of manifestation statements in Finnish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

Do not capitalize a name of a religion, sect, or specific religious movement. Do not capitalize a name describing its members and any adjective derived from such a name.

Do not capitalize a name of a language.

Do not capitalize a name of a soil type.

### Capitalization of names of persons in Finnish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank indicating royalty, nobility, rank, or profession.

prinsessa Victoria

presidentti Sauli Niinistö

filosofian maisteri Manninen

Do not capitalize a term of honor or address of a revered person including the words.

äiti

isä

veli

sisar

isä Camillo

äiti Ursula



sisar Theresa

Exceptions include established phrases:

Äiti Teresa

Neitsyt Maria

Pyhä Neitsyt

Pyhä Äiti

Jumalan Äiti

Capitalize the word pyhä for a saint.

Pyhä Pietari

Pyhä Birgitta

Erik Pyhä

### Capitalization of names of corporate bodies in Finnish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a legislative or judicial body; an administrative department, bureau, or office; a religious denomination or order; or a local government.

eduskunta

hallitus

duuma

knesset

ylähuone

opetus- ja kulttuuriministeriö

korkein oikeus

kaupunginvaltuusto

hiippakunta

In most cases, do not capitalize a name of an institution, council, or committee, or a name of a department or division of a unit.

opintotukilautakunta

humanistinen tiedekunta

For exceptions, see the guidelines provided by the Institute for the Languages of Finland.

For the names of organizations, companies, and associations, follow the capitalization of the commonly known form of a name. In case of doubt, capitalize only the first word of a compound name.

Suomalaisen Kirjallisuuden Seura

Suomalaisen kirjallisuuden seura

### **Capitalization of names of places in Finnish**

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a name of a building, monument, or other structure. Capitalize a name of a geographic feature, region, etc., but do not capitalize a descriptive adjective that is not part of an accepted name.

Latinalainen Amerikka

Järvi-Suomi

koti-Suomi

entisajan Eurooppa

In general, follow the guidelines provided by the Institute for the Languages of Finland.

### **Capitalization of names of timespans in Finnish**

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Do not capitalize a name of a secular or religious holiday and of a religious season.

---

Do not capitalize a name of a geologic era, period, etc.

---

## Terms in French

### Initial articles of names of RDA entities in French

Treat the following words and prefixes as initial articles.

l'

la

le

les

un\*

une\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### Preferred titles of works

Apply the following guidance when recording a value of Work: preferred title of work or element subtype.

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in French

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
numéro	no

---

numéros	nos
partie	part.
parties	part.
volume	vol.
volumes	vol.

Do not use the abbreviations for *partie* or *parties* when recording an extent of notated music.

#### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

#### Capitalization of manifestation statements in French

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize names of members of religious groups, sects, religious orders, political and other organizations, names of religions, and names of languages.

les jésuites

les démocrates

le bouddhisme

l'anglais

Do not capitalize adjectives derived from names of members of religious groups, sects, religious orders, political and other organizations, names of religions, names of languages, geographic names, and adjectives indicating nationality.

la religion catholique

la région alpine

le peuple français

Capitalize nouns indicating nationality or residence. If the noun is a compound word, capitalize each part of the name.

les Français

les Montréalais

les Européens

les Belges flamands

les Anglo-Saxons

les Néo-Zélandais

les Sud-Américains

Do not capitalize a personal pronoun.

Titles of manifestations

Apply the following guidance when recording a value of Manifestation: title of manifestation or element subtype.

Capitalization of titles of manifestations in French

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize only the first word and proper nouns in names of documents such as charters, constitutions, legislative acts, pacts, plans, statements of policy, or treaties.

Accord général sur les tarifs douaniers et la commerce

Acte de l'Amérique du Nord britannique

Convention de Genève relative au traitement des prisonniers de guerre

Loi sur l'indemnisation des accidents du travail

## Access points for persons

Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

### Capitalization of names of persons in French

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a prefix consisting of an article or a contraction of an article and a preposition.

La Fontaine

Du Cange

Do not capitalize terms of rank indicating rank or office.

le roi

le ministre

le pape Léon X

Capitalize titles of address and titles of respectful address or reference.

Monsieur

Mme de Lafayette

Son Éminence

Sa Majesté le roi de France

Do not capitalize saint (sainte, etc.) when it refers exclusively to a person; otherwise capitalize it.

saint Thomas More

la cathédrale Saint-Lambert

l'été de la Saint-Martin

Capitalize État when it refers to a country, a nation, its territory, or its administration:

l'État de New York

les États baltes

le Conseil d'État

un coup d'État

l'état civil

l'état-major

#### Terms of rank

Record terms of honor, rank, or position that are commonly associated with the name by applying the instructions at Person: term of rank or honour or office.

### Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

#### Capitalization of names of corporate bodies in French

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize the first word, any adjectives preceding the first noun, the first noun, and all proper nouns in the names of corporate bodies.

Société de chimie physique

Grand Orchestre symphonique de la R.T.B.

Église réformée de France

Notable exceptions include:

Société des Nations

Capitalize the nouns and adjectives in hyphenated corporate names.

le Théâtre-Français

Do not capitalize the name of a political or economic system or school of thought or its proponents that is derived from a proper noun.

marxisme

cartésianisme

thomisme

Capitalize Église when it refers to the church as an institution.

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in French

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the nouns and adjectives in hyphenated names of places, buildings, monuments, or other structures.

le Bas-Canada

la Forêt-Noire

I' île-du-Prince-Édouard

les Palais-Royal

le Pont-Neuf

le Royaume-Uni

Do not capitalize a common noun used as a generic word in the name of a building, monument, or other structure. If the common noun is preceded by an adjective, capitalize both the noun and the adjective.

le château de Versailles

la chapelle Sixtine

la statue de la Liberté

la salle Wilfrid-Pelletier

le Grand Théâtre de Québec

In general, do not capitalize a common noun used as a generic word in a geographic name or in the name of a road or street.

la mer Rouge



l'île aux Oiseaux  
rue de la Nation  
avenue de l'Opéra  
3e Avenue

**Notable exceptions include:**

le Bassin parisien  
le Massif central

**Do not capitalize an adjective accompanying a proper geographic name if it specifies a part of the whole represented by the proper name.**

l'Amérique latine  
l'Asie centrale  
le bas Saint-Laurent  
l'Asie Mineure

**Capitalize a word such as empire, royaume, province, pays, and ville in the name of a political division if the word is accompanied by one or more adjectives. Also capitalize any adjective preceding such a word.**

la Confédération helvétique  
le Pays basque  
la République arabe unie  
le Troisième Reich

**Do not capitalize such a word when it is followed by a proper noun.**

la principauté de Monaco  
le pays de Galles  
la ville de Fribourg

Do not capitalize *église* when it indicates a building.

`l'église Notre-Dame`

## **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in French

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Do not capitalize a common noun used as a generic word in the name of a holiday such as *fête* and *jour*.

`la fête du Travail`

`le jour des Morts`

`le mercredi des Cendres`

For names of holidays that consist of a distinctive noun followed by an adjective or complement, capitalize only the noun.

`le Premier de l'an`

`l'Action de grâces`

`le Mardi gras`

---

## **Terms in Galician**

### **Initial articles of names of RDA entities in Galician**

Treat the following words and prefixes as initial articles.

`a`

`as`

---

o\*

unha

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

---

## Terms in German

### Initial articles of names of RDA entities in German

Treat the following words and prefixes as initial articles.

das

dem

den

der

des

die

ein\*

eine\*

einem

einen

einer

eines

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

## Preferred titles of works

Apply the following guidance when recording a value of Work: preferred title of work or element subtype.

## Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in German

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
Band	Bd .
Bände	Bde .
Nummer	Nr .

## Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in German

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize all nouns and words used as nouns.

das Buch

das Geben

die Armen

das intime Du

Not tun

ausser Acht lassen

aufs Neue

fürs Erste

im Voraus

die Übrigen

heute Mittag

im Grossen und Ganzen

das Hundert

das Tausend

**Do not capitalize a fraction when it directly precedes a noun or a cardinal number.**

ein viertel Kilogramm

um ein Viertel vor acht

**Do not capitalize a proper adjective unless otherwise indicated.**

die deutsche Sprache

**Capitalize an adjective that consists of a personal name followed by an apostrophe and the ending –sche, including its inflected forms. Do not capitalize other adjectives containing a personal name.**

die Darwin'sche Evolutionstheorie

das Wackernagel'sche Gesetz

die Goethe'schen Dramen

die platonische Liebe

eine kafkaeske Stimmung

**Capitalize an indeclinable adjective that is derived from a name of a place.**

Schweizer Ware

die Zürcher Bürger

Capitalize an adjective, pronoun, or numeral that is used in a name or title.

Alexander der Grosse

das Schweizerische Konsulat

Seine Excellenz

Friedrich der Zweite

Bund der Technischen Angestellten und Beamten

der Erste der Klasse

Do not capitalize the pronoun ich.

Capitalize the personal pronouns Sie and Ihr and their inflected forms when used in formal address.

Do not capitalize a pronoun.

jemand

ein jeder

der eine . . . der andere

die beiden

die meisten

Do not capitalize a cardinal number that is less than one million.

hundert

tausend

an die zwanzig

wir zwei

alle drei

bis drei zählen

Do not capitalize an adverb.

mittags

anfangs

morgen

montags

Do not capitalize a verbal phrase.

preisgeben

teilhaben

wundernehmen

zuteil werden

zumute sein

Words such as *schuld* or *leid* are considered to be adjectives when used in conjunction with the verbs *sein*, *werden*, or *bleiben*:

zu Mute sein

schuld sein

Do not capitalize an adjective that modifies a noun that is implied if the noun has been expressed elsewhere in the same sentence.

Hier ist die beste Arbeit, dort die schlechteste

---

## Terms in Ancient Greek

### Initial articles of names of RDA entities in Ancient Greek

Treat the following words and prefixes as initial articles.

hai-αι

hē-ή

ho-ό

hoi-οί

ta-τά

tain-ταῖν

tais-ταῖς

tas-τάς

tē-τη

tēn-τήν

tēs-τής

to-τό

tō-τω

τώ

toin-τοῖν

tois-τοῖς

ton-τόν

tōn-τῶν

του-τοῦ

tō-τω is the dative masculine/neuter singular form; τώ is the nominative/accusative dual form.

---



## Terms in Modern Greek

### Initial articles of names of RDA entities in Modern Greek

Treat the following words and prefixes as initial articles.

Roman transliteration

ē

ena\*

enan\*

enas\*

enos\*

hai

hē

heis\*

hen\*

hena\*

henan\*

henas\*

henos\*

ho

hoi

mia\*

mian\*

mias\*

o

oi

ta

tē

tēs

tis

to

ton

tōn

tou

tous

#### Monotonic orthography

η

ένα

έναν

ένας

ενός

μια

μιαν

μιας

ο

οι

τα

τη

της

τις

το

τον

των

του

τους

#### Polytonic orthography

αί

ή

εἰς

ἐν

ἕνα

έναν

ένας

ένός

ό

οί

μιά

μιάν

μιᾶς

τά

τή

τῆς

τίς

τό

τόν

τῶν

τοῦ

τούς

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### Abbreviations in access points for manifestations in Modern Greek

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
ἀριθμός	ἀρ.
μέρος	μέρ.
εὔχος	τεῦχ.
τόμος	τ.

## Terms in Hawaiian

### Initial articles of names of RDA entities in Hawaiian

Treat the following words and prefixes as initial articles.

he

ka

ke

na

o\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

## Terms in Hebrew

### Initial articles of names of RDA entities in Hebrew

Treat the following words and prefixes as initial articles.

ה

ha-

he-

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Hebrew

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
באנד	. בד
גליון	'גל
חוברת	'חוב
טייל	. טל

יֵאָרְגָאֲנִג	. יֵאָרְג
מִסְפָּר	'מִס
. נוֹמ	נוֹמֵעֵר

## Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Hebrew

Apply the following guidance for capitalizing words and phrases in a specific language.

If a transliterated name or title begins with the Hebrew article ha (he), do not capitalize the article, whether it is written separately or hyphenated with the following word.

---

## Terms in Hungarian

### Initial articles of names of RDA entities in Hungarian

Treat the following words and prefixes as initial articles.

a

az

egy\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

az is not treated as an initial article if used as az az (that) or ez az (this).

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Hungarian

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
kötet	köt.
szám	sz.

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Hungarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize nouns indicating nationality.

az oroszok

Do not capitalize adjectives derived from proper names.

budapesti

Do not capitalize the pronoun én.

Capitalize a pronoun of formal address.

Maga

### Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Hungarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a direct term of address.

Felséges Uram

Do not capitalize terms of rank of nobility, including terms of rank that consist of an adjectival term derived from a place of origin, etc.

gróf Teleki Pál

körmendi Frim Jakab

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Hungarian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

---

## Terms in Iban

See SES AAP Persons

---

## Terms in Icelandic

### **Initial articles of names of RDA entities in Icelandic**

Treat the following words and prefixes as initial articles.

hin

hina

hinar

hinir



hinn

hinna

hinnar

hinni

hins

hinu

hinum

hiō

'r

---

## Terms in Indic languages

See SES AAP Persons

---

## Terms in Indonesian

See SES AAP Persons

---

## Terms in Irish

### Initial articles of names of RDA entities in Irish

Treat the following words and prefixes as initial articles.

an

an t-

an t

---

na

na h-

na h

an t and na h are treated as initial articles only in certain situations.

---

## Terms in Italian

### Initial articles of names of RDA entities in Italian

Treat the following words and prefixes as initial articles.

gl'

gli

i

il

l'

la\*

le\*

li\*

lo\*

un'

un\*

una\*

uno\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

## Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Italian

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
numero	n.
tomo	t.
volume	vol.

Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Italian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the name of members of a religious group, sect, religious order, political or other organization, the name of a religion, or a name of a language.

i protestanti

i benedettini

un democratico

il buddhismo

il francese

Do not capitalize an adjective derived from a name of members of a religious group, sect, religious order, political or other organization, a name of a religion, a name of a language, or a name of a person or a place, or an adjective indicating nationality.

la religione cattolica

la flora alpina

il popolo italiano

iconografia dantesca

Capitalize a noun that indicates nationality.

gl'Italiani

Do not capitalize the pronoun *io*.

Capitalize a pronoun of formal address.

Ella

Lei

Loro

## Access points for persons

Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Italian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person except for a ceremonial title consisting of a possessive pronoun and a noun expressing an abstract quality.

signora

il signor Donati

il duca d'Aosta

Umberto I, re d'Italia

Sua Santità

Sua Altezza Reale il principe Umberto

le LL. MM. il re e la regina

Do not capitalize san (santo, etc.) when referring exclusively to a person. Capitalize an abbreviated form.

san Francesco d'Assisi

S. Girolamo

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Italian

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize only the first word, proper nouns, religious terms, and the word following an adjective denoting royal or pontifical privilege in a name of a corporate body.

Istituto nazionale di fisica nucleare

Accademia nazionale de Santa Cecilia

Università cattolica del Sacro Cuore

Chiesa evangelica italiana

Pontificio Seminario francese

**Notable exceptions:**

Società delle Nazioni

Nazioni Unite

Croce Rossa

Capitalize Chiesa when it refers to the church as an institution.

Capitalize Stato when it refers to the nation.

Consiglio di Stato

## Names of places

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Italian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize *via* and its synonyms.

corso Umberto I

via Vittorio Veneto

Do not capitalize *chiesa* when it indicates a building.

la chiesa di S. Maria degli Angeli

Capitalize *San* (Santo, etc.) when it is an integral part of a name of a place.

Castel Sant'Angelo

## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Italian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Capitalize the proper names of centuries.

il Cinquecento

il Seicento

il sedicesimo secolo

---

## Terms in Malagasy

### Initial articles of names of RDA entities in Malagasy

Treat the following words and prefixes as initial articles.

ny

---

## Terms in Maltese

### Initial articles of names of RDA entities in Maltese

Treat the following words and prefixes as initial articles.

i l-

l-

---

## Terms in Māori

### Initial articles of names of RDA entities in Māori

Treat the following words and prefixes as initial articles.

he

ngā

te

---

## Terms in Neapolitan

### Initial articles of names of RDA entities in Neapolitan

Treat the following words and prefixes as initial articles.

'o

---

## Terms in Niuean

### Initial articles of names of RDA entities in Niuean

Treat the following words and prefixes as initial articles.

a

e

e taha

ha

ko e

---

## Terms in Norwegian

### Initial articles of names of RDA entities in Norwegian

Treat the following words and prefixes as initial articles.

de

dei

den

det

e

---



ei\*

ein\*

eit\*

en\*

et\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### **Manifestation statements**

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Norwegian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize adjectives derived from proper names.

eupeisk

københavnisk

luthersk

svensk

Do not capitalize the personal pronoun

jeg

Capitalize the personal pronouns.

De

Dem

Deres

Dykk

Dykker

## Access points for persons

Terms of rank

Apply the following guidance when recording a value of Person: term of rank or honor or office.

Terms of rank in Norwegian

In general, do not capitalize terms of rank of persons.

fru Larsen

kong Haakon VII

Gustav, prins av Vasa

## Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Norwegian

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize the first word and the word following an adjective indicating royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate guideline.

Kunl. Biblioteket

Ministeriet for kulturelle anliggender

Selskabet for dansk skolehistorie

In general, capitalize only the first word of a compound name, other than a compound personal name.

Förenta staterna

Kronborg slot

Norske kirke

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Norwegian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the names of days of the week, of months, and of holidays.

jul

nyår

---

## Terms in Occitan

### **Initial articles of names of RDA entities in Occitan**

Treat the following words and prefixes as initial articles.

il

l'

la

las

le

les

lh

lhi

li

lis

lo\*

los

lou

lu

un\*

una\*

uno\*

uns

us

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

---

## Terms in Old Provençal

### Initial articles of names of RDA entities in Old Provençal

Treat the following words and prefixes as initial articles.

ih'

l'

la

las

le

les

lh

lhi

li

lis

lo\*

los

lou

lu

un\*

una\*

uno\*

uns

us

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

---

## Terms in Panjabi

### Initial articles of names of RDA entities in Panjabi

Treat the following words and prefixes as initial articles.

Perso-Arabic script

ال

al-

These initial articles are used only in association with Arabic words.

---

## Terms in Persian

### Initial articles of names of RDA entities in Persian

Treat the following words and prefixes as initial articles.

ال

al-

These initial articles are used only in association with Arabic words.

## Terms in Polish

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Polish

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
numer	nr.
rocznik	rocz.

Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Polish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of residents of a city or town.

warszawianin

Do not capitalize a proper adjective.

mickiewiczowski

Do not capitalize a name of a religion or a member of a religious group.

katolicyzm

katolik

mahometanin

jezuici

Do not capitalize the pronoun ja.

Capitalize a pronoun of formal address.

Ty

Tobie

Twój

On

Ona

Jego

Jej

Jemu

Wy

Wam

Was

## Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Polish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person except in direct address.

papież

król

święty

## Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Polish

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize all words except conjunctions and prepositions in a name of a corporate body.

Towarzystwo Naukowe w Toruniu

Ewangelicko-Augsburski Kościół

## Names of places

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Polish

Apply the following guidance for capitalizing words and phrases in a specific language.



Capitalize each part of a compound geographic name. If the distinctive word in a compound name is in the nominative case and can stand alone, capitalize only the distinctive word.

Morze Bałtyckie

jezioro Narocz

Do not capitalize a geographic name applied to a wine, dance, etc.

tokaj

krakowiak

Do not capitalize a name of an administrative district or a geographic adjective.

województwo poznańskie

diecezja łomżyńska

## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Polish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Do not capitalize a name of a historic event or war.

pokój wersalski

wojna siedmioletnia

---

## Terms in Portuguese

### Initial articles of names of RDA entities in Portuguese

Treat the following words and prefixes as initial articles.

a

as

o\*

os

um\*

uma\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### **Manifestation statements**

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

#### Capitalization of manifestation statements in Portuguese

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize derivatives of proper names.

os homens alemães

os franceses

Capitalize names of positions or posts of dignitaries and titles of persons.

o Arcebispo de Braga

o Duque de Caxias

o Presidente da República

Senhor Professor

Do not capitalize the personal pronoun eu.

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Portuguese

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize igreja when it refers to the church as an institution.

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Portuguese

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

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## Terms in Rarotongan

### **Initial articles of names of RDA entities in Rarotongan**

Treat the following words and prefixes as initial articles.

ngā

te

---

## Terms in Romanian

### **Initial articles of names of RDA entities in Romanian**

Treat the following words and prefixes as initial articles.

o\*

---

un\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

## Terms in Russian

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Russian

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
выпуск	вып .
год	г .
головний	гол .
дополненный	доп .
заглавие	загл .
књига	књ .
книга	кн .
отделение	отд-ние
рїк	р .
том	т .
часть	ч .

## Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Russian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize я.

Capitalize pronouns of formal address.

Вы

Вам

Вас

Do not capitalize a name of an ethnic group or a member of an ethnic group.

араб

таджик

москвичи

Do not capitalize a name of a religion or a member of a religious group.

католицизм

католик

Do not capitalize proper nouns that are parts of adverbs.

по-пушкински

## Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Russian

Apply the following guidance for capitalizing words and phrases in a specific language.

---

Do not capitalize prefixes, prepositions, and conjunctions forming part of a proper name, except when they are connected to the following part of the name by a hyphen.

фон Клаузевиц

ван Бетховен

Ван-Гог

Capitalization of terms of rank or honor or office in Russian

Capitalize the terms of rank of the highest government officials.

Председатель Совета Народных Комиссаров

Маршал Советского Союза

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Russian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize only the first word and proper nouns in names of corporate bodies.

Академия наук СССР

Книжная палата

Профессиональный союз работников высшей школы и научных учреждений

Дом книги

If part of the name of a corporate body is in quotation marks, capitalize only the first word and proper nouns within the quotation marks.

завод "Фрезер"

совхоз "Путь к социализму"

If a corporate body is also known by a part of its name, capitalize the first word of the part when it appears in conjunction with the full name.

Государственный ордена Ленина академический Большой театр  
(Большой театр)

Do not capitalize the following words in the names of congresses, conferences, etc.

съезд

конференция

сессия

пленум

Do not capitalize совет when used to refer to the council of a society or institution.

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Russian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalization of names of regions, localities, and geographic features, including streets, parks, etc. in Russian

Do not capitalize a common noun forming part of a geographic name.

мыс Горн

остров Рудольфа

канал Москва-Волга

Capitalize a common noun forming an integral part of a name.

Кривой Рог

Белая Церковь

Богемский Лес

Capitalize the common noun if it is a foreign word that has not become a part of the Russian language.

Рю-де-ла-Пе (Рю—meaning street, Пе—meaning peace)

Сыр-Дарья (Дарья—meaning river)

Do not capitalize the title or rank of the person in whose honor a place is named.

остров королевы Виктории

мыс капитана Джеральда

Do not capitalize adjectives derived from geographic names.

московские улицы

Do not capitalize geographic names applied to wines, species of animals, birds, etc.

мадера

херес

сенбернар

Capitalization of names of countries and administrative divisions in Russian

Capitalize the first word in the commonly accepted names of groups of countries.

Балканские страны

Capitalize unofficial but commonly accepted names of countries, cities, and territorial divisions.

Советский Союз

Страна Советов

Приуралье

Белокаменная (for Moscow)

Capitalize administrative divisions of the USSR as follows:



Capitalize every word in the names of republics and autonomous republics.

Башкирская Автономная Советская Социалистическая Республика

Capitalize only the first word in the names of provinces, autonomous provinces, territories, regions, and village soviets.

Алма-Атинская область

Приморский край

Коми-Пермяцкий национальный округ

Егоршинский район

Краснинский сельсовет

Capitalize every word in the names of the highest Soviet and non-Russian governmental units and Communist Party organizations except those in parentheses and партия: Верховный Совет СССР (also of the Union republics and autonomous republics).

Совет Союза

Совет Национальностей

Всесоюзная Коммунистическая партия (большевиков)

Рейхстаг

Конгресс США

Правительствующий Сенат

Capitalize only the first word and proper nouns in the names of other governmental units.

Государственная плановая комиссия СССР

Народный комиссариат иностранных дел

Военный совет Закавказского военного округа

Do not capitalize the names of bureaus when used in the plural and when used in a general sense.

советы народных комиссаров

народный комиссариат

Capitalize Совет in Совет депутатов трудящихся : Загорский районный Совет депутатов трудящихся.

## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Russian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalization of terms for calendar divisions in Russian

Do not capitalize the names of days of the week and of months.

Capitalization of names of historic events, holidays, etc. in Russian

Capitalize the first word, the distinctive word, and proper nouns in the names of historic periods and events.

Великая Октябрьская социалистическая революция

Возрождение

Третья республика

Парижская коммуна

Кровавое воскресенье

Ленский расстрел

Бородинский бой

Do not capitalize the names of the five-year plans.

третья сталинская пятилетка; but соревнование имени Третьей Сталинской Пятилетки

Do not capitalize война in the names of wars.

Франко-Прусская война

Русско-Японская война

Великая Отечественная война

Отечественная война

---

## Terms in Samoan

### Initial articles of names of RDA entities in Samoan

Treat the following words and prefixes as initial articles.

le

'o le

'o lo

'o se

se

---

## Terms in Scots

### Initial articles of names of RDA entities in Scots

Treat the following words and prefixes as initial articles.

a

an

ane

---

## Terms in Shetland Dialect

### Initial articles of names of RDA entities in Shetland dialect

Treat the following words and prefixes as initial articles.

da

---

## Terms in Scottish Gaelic

### Initial articles of names of RDA entities in Scottish Gaelic

Treat the following words and prefixes as initial articles.

a'

am

an

an t-

na

na h-

---

## Terms in Serbian

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Serbian

Apply the following guidance for capitalizing words and phrases in a specific language.

belac

---

crnac

semit

Do not capitalize a proper adjective.

srpski

Do not capitalize a name of a religion or a member of a religious group.

pravoslavstvo

pravoslavac

Do not capitalize the pronoun ja.

Capitalize a pronoun of formal address.

Ti

Tvoj

Vi

Vam

Vas

Vaš

## **Names of persons**

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Serbian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person.

car Dušan

kralj Milutin

ministar

sveti Petar

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Serbian

Apply the following guidance for capitalizing words and phrases in a specific language.

Matica srpska

Vojvođanska banka

Beogradsko dramsko pozorište

Narodna biblioteka Srbije

Muzej Nikole Tesle

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Serbian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a place.

Velika Morava

Beogradska ulica

Trg Nikole Tesle

Fruška gora

Do not capitalize a name of an administrative division of a country when it is included with a name of place, unless it is the first word in a name.

Sremski okrug

Grad Beograd

Grad Niš

Zapadno-bački okrug

## **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Serbian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Capitalize the first word and proper nouns only in a name of a historic period and event.

Kameno doba

Boj na Kosovu

Prvi srpski ustanak

Kolubarska bitka

Bitka na Ivankovcu

Capitalize the first word and proper nouns only in a name of a holiday.

Sveti Sava

Veliki četvrtak

---

## Terms in Slovak

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Slovak

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
ročník	roč.
zväzok	zv.

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Slovak

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the pronoun *já*.

Capitalize a pronoun of formal address.

Ty

Tvůj

Tobě

Vy

Vám

Vás



váš

## Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Slovak

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank, honor, office, or address that is not associated with a name of a person.

doktor

král

ministr

svatý

## Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Slovak

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize only the first word in a name of a corporate body.

Československá republika

Česká akademie věd a umění

Bratři čeští

Milosrdní bratři

Do not capitalize a name of a branch of a school, conservatory, university, ministry, or department of government.

ministerstvo školství

závodní rada

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Slovak

Apply the following guidance for capitalizing words and phrases in a specific language.

If a name of a place consists of a distinctive word and a generic word, capitalize only the distinctive word.

Tichý oceán

For the names of streets, capitalize the first word and any other word that is a derivative of a proper name.

U invalidovny

Na Smetance

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Slovak

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

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## Terms in Slovenian

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Slovenian

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
knjiga	knj.
številka	št.
zvezek	zv.

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Slovenian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

arijec

semit

črnc

Capitalize only the distinctive words in a name of a nationality.

severni Korejec

zahodni Nemec

Do not capitalize a proper adjective.

slovenski jezik

Do not capitalize a name of a religion or a member of a religious group.

katolicizem

katoličan

Do not capitalize the pronoun jaz.

### **Names of persons**

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Slovenian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a term of rank of a person.

predsednik

sekretar

doktor

maršal Tito

kralj Matjaž

sveti Peter

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Slovenian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize the first word and proper nouns only in a name of a corporate body.

Društvo slovenskih književnikov

Državna založba Slovenije

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Slovenian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize only the first word and proper nouns in a name of a region, etc.

Ziljska dolina

Novo mesto

Škofja Loka

Daljni vzhod

Otok kraljice Viktorije

Rtič dobrega upanja

Ulica stare pravde

Capitalize the first word and proper nouns only in a name of an administrative division of a country.

Federativna socialistična republika Jugoslavija

Združene države Amerike

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

### Capitalization of names of timespans in Slovenian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

Do not capitalize the name of a historic period or event.

ledena doba

renesansa

francoska revolucija

boj na Mišaru

prva srbska vstaja

božič

velika noč

sveti Peter

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## Terms in Spanish

### Initial articles of names of RDA entities in Spanish

Treat the following words and prefixes as initial articles.

el

la

las

lo\*

los

un\*

una\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Spanish

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
número	no.

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Spanish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a derivative of a proper name.

las mujeres colombianas

Do not capitalize an adjective that is used substantively.

los franceses

Do not capitalize the pronoun yo.

Capitalize a pronoun of formal address.

Vd.

Vds.

Ud.

Uds.

In general, do not capitalize the first word of a question occurring within a sentence.

Quando viene la noche ¿cómo se puede ver?

## **Names of persons**

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Spanish

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize a title of honor and address only when it is in abbreviated form.

señor; Sr.

doctor; Dr.

general; Gral

Capitalize Su Excelencia, Su Majestad, etc., when used alone, whether written out or abbreviated. Do not capitalize these words when they are used with a name or another title.

su majestad Juan Carlos

su majestad el Rey

## **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Spanish

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize Iglesia when it refers to the church as an institution.



## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Spanish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a name of a day of the week or a name of a month.

## Terms in Swedish

### Initial articles of names of RDA entities in Swedish

Treat the following words and prefixes as initial articles.

de

den

det

en\*

et\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

### Access points for manifestations

Apply the following guidance when recording a value of Manifestation: access point for manifestation.

Abbreviations in access points for manifestations in Swedish

Apply the following abbreviations for words and phrases in a specific language.

Term	Abbreviation
nummer	nr.

## Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Swedish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize adjectives derived from proper names.

europ`eisk`

københav`nsk`

luthers`k`

svens`k`

Do not capitalize the personal pronoun

jag

Capitalize these personal pronouns in correspondence.

Ni

Eder

Er

## Terms of rank

Apply the following guidance when recording a value of Person: term of rank or honor or office.

Terms of rank in Swedish

In general, do not capitalize terms of rank of persons.

fru Larsen

kong Haakon VII

Gustav, prins av Vasa

## Names of corporate bodies

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

### Capitalization of names of corporate bodies in Swedish

Apply the following guidance for capitalizing words and phrases in a specific language.

In general, capitalize the first word and the word following an adjective indicating royal privilege in the names of corporate bodies. Capitalize other words, such as proper nouns, according to the appropriate guideline.

Kungl. Biblioteket

Ministeriet for kulturelle anliggender

Selskabet for dansk skolehistorie

In general, capitalize only the first word of a compound name, other than a compound personal name.

Förenta staterna

Kronborg slot

Norske kirke

## Names of timespans

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

### Capitalization of names of timespans in Swedish

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the names of days of the week, of months, and of holidays.

jul

nyår

---

## Terms in Tagalog

### Initial articles of names of RDA entities in Tagalog

Treat the following words and prefixes as initial articles.

ang

ang mga

ang m̃gã

mga

m̃gã

mga or m̃gã may be spelled as manga or maa.

---

## Terms in Tahitian

### Initial articles of names of RDA entities in Tahitian

Treat the following words and prefixes as initial articles.

e

e tahi

hui

ma

maa

mau

na

o

pue

---

tau

te

te hoe

---

## Terms in Tokelau

### Initial articles of names of RDA entities in Tokelau

Treat the following words and prefixes as initial articles.

he

ko na

ko te

nā

ni

o

te

---

## Terms in Tongan

### Initial articles of names of RDA entities in Tongan

Treat the following words and prefixes as initial articles.

e

ha

he

ko e

---

ko ha

koe

---

## Terms in Turkish

### Initial articles of names of RDA entities in Turkish

Treat the following words and prefixes as initial articles.

al-

---

## Terms in Ukrainian

### Manifestation statements

Apply the following guidance when recording a value of Manifestation: manifestation statement or element subtype.

Capitalization of manifestation statements in Ukrainian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize pronouns of formal address.

Do not capitalize a name of an ethnic group or a member of an ethnic group.

Do not capitalize a name of a religion or a member of a religious group.

Do not capitalize proper nouns that are parts of adverbs.

### Names of persons

Apply the following guidance when recording a value of Person: name of person or element subtype.

Capitalization of names of persons in Ukrainian

Apply the following guidance for capitalizing words and phrases in a specific language.

---

Do not capitalize prefixes, prepositions, and conjunctions forming part of a proper name, except when they are connected to the following part of the name by a hyphen.

Capitalization of terms of rank or honor or office in Ukrainian

Capitalize the terms of rank of the highest government officials.

### **Names of corporate bodies**

Apply the following guidance when recording a value of Corporate Body: name of corporate body or element subtype.

Capitalization of names of corporate bodies in Ukrainian

Apply the following guidance for capitalizing words and phrases in a specific language.

Capitalize only the first word and proper nouns in names of corporate bodies.

If part of the name of a corporate body is in quotation marks, capitalize only the first word and proper nouns within the quotation marks.

If a corporate body is also known by a part of its name, capitalize the first word of the part when it appears in conjunction with the full name.

### **Names of places**

Apply the following guidance when recording a value of Place: name of place or element subtype.

Capitalization of names of places in Ukrainian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize a common noun forming part of a geographic name.

Capitalize a common noun forming an integral part of a name.

Capitalize the common noun if it is a foreign word that has not become a part of the Ukrainian language.

Do not capitalize the title or rank of the person in whose honor a place is named.

Do not capitalize adjectives derived from geographic names.

Do not capitalize geographic names applied to wines, species of animals, birds, etc.

Capitalization of names of countries and administrative divisions

Capitalize the first word in the commonly accepted names of groups of countries.

Capitalize unofficial but commonly accepted names of countries, cities, and territorial divisions.

### **Names of timespans**

Apply the following guidance when recording a value of Timespan: name of timespan or element subtype.

Capitalization of names of timespans in Ukrainian

Apply the following guidance for capitalizing words and phrases in a specific language.

Do not capitalize the names of days of the week and of months.

Capitalization of names of historic events, holidays, etc.

Capitalize the first word, the distinctive word, and proper nouns in the names of historic periods and events.

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## Terms in Urdu

### **Initial articles of names of RDA entities in Urdu**

Treat the following words and prefixes as initial articles.

ال

al-

These initial articles are used only in association with Arabic words.

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## Terms in Walloon

### Initial articles of names of RDA entities in Walloon

Treat the following words and prefixes as initial articles.

des

ein\*

enne

l'

les

li

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

---

## Terms in Welsh

### Initial articles of names of RDA entities in Welsh

Treat the following words and prefixes as initial articles.

y

yr

---

## Terms in Western Frisian

### Initial articles of names of RDA entities in Western Frisian

Treat the following words and prefixes as initial articles.

de

---

'e

in

it

'n

't

---

## Terms in Western Panjabi

### Initial articles of names of RDA entities in Western Panjabi

Treat the following words and prefixes as initial articles.

ال

al-

These initial articles are used only in association with Arabic words.

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## Terms in Yiddish

### Initial articles of names of RDA entities in Yiddish

Treat the following words and prefixes as initial articles.

א

אן

דעם

דער

די

דיא

---

, דאס

אין

איינע

a

an

dem

der

di

die

dos

eyn\*

eyne\*

An asterisk (\*) indicates that the same form may be used in other contexts so care should be taken to determine the meaning before treating the word as an initial article.

## Update History

Date	Action
2024-05-09	Initial release

Document URL: <https://www.loc.gov/aba/rda/mgd/ses/mg-ses-abbreviations-capital-languages.pdf>