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2.5B9. [Rev.]. Interpret the phrase "publications that are designed to receive additions" to mean "publications for which the publisher's intention, explicit or implicit, is to issue updates in the way of additions or replacements to be interfiled within the existing text."

12.0A. Scope. [New]

Monograph vs. Serial Treatment of Publications

Note the definition of "serial" in the glossary. The following guidelines are intended to help in applying this definition, particularly when questions arise as to the publisher's intention. The statements also include the aspects of Library of Congress policies that specifically reject some items from serial treatment. Excluded from consideration are monographic series, although the guidelines may be applicable to the analytics thereof.

1) Initial serial treatment. Catalog as a serial in the first instance an item with a title typical of the categories listed below, even though it does not carry a statement of intent--provided it carries a numeric or chronological designation (cf. 12.3). (Note that a date of publication or a copyright date is not to be regarded as a chronological designation.)

a) Items with titles that imply continuing publication.

"Advances in ..."
"Developments in ..."
"Progress in ..."

b) Items with titles that include a frequency statement, (up to and including "quinquennial"), except those listed in 3 and 4 below.

c) Items with contents of the following types:

U.S. and European college catalogs
court reports (unless they are transfer volumes of a loose-leaf publication)
session laws

d) Items for which it is known that a continuing subscription order can be placed with the publisher (except for conference, exhibition, and loose-leaf publications (cf. 4 below)).

e) Items that bear an ISSN (except for conference, exhibition, and loose-leaf publications) unless the ISSN applies only to a series within which the work is published.

2) Retrospective serial treatment. If 1 above does not apply, decide on serial treatment for the following types of items after evidence has appeared (according to information in the item, in bibliographies, or in the catalogs against which the item is being cataloged) that: a) other issues have been published with identical titles (with identical or closely related other title information), b) the person(s) or body or bodies responsible for its issuance have remained the same, and c) five items have been issued within a 15-year period.

almanacs
anthologies
bibliographies
catalogs (for college catalogs see A above)
"desk copy" editions of court rules, etc.
directories
guidebooks
handbooks
indexes
items of personal authorship[1/]
manuals
travel guides
"who's who"- type publications

3) Treatment as monographs

Reject from serial treatment items in the following categories, even if they are issued with a statement of frequency.

a) Items that lack a numeric or chronological designation (cf. 12.3). Do not consider the date of publication or the copyright date to constitute a chronological designation. A publication in this category may become a bona fide serial if at a later time it acquires such a designation (cf. 12.3D). EXCEPTION. Continue to make additions to existing serial entries on which the date of publication or the copyright date was used as the chronological designation according to earlier cataloging policies. (It is, therefore, prudent always to check whether a serial entry for such an item already exists.)

b) Items of the following types:

dictionaries
encyclopedias
publications of five-year plans and of other similar programs
general law codes; revised statutes
general administrative law codes
items issued for the duration of a single occurrence (e.g., a daily bulletin issued for the duration of a meeting)

Generally treat geographic atlases as monographs.

4) Special Problems

a) Conference and Exhibition Publications. Even though items of this class often give evidence that the event is held repeatedly (e.g., the name of the event includes numbering or frequency as part of its name or title), there is much unpredictability as to the stability of the name of a conference or exhibit or of the title under which its publications are issued. In addition, if cataloged as a serial, much of the necessary and desired detail in access points is lost, or the record will need to be updated frequently and ad infinitum to be of maximum use. International meetings especially tend to be published in different countries and thus, even if the language of the title page remains the same, the sponsoring bodies, editors, and the availability of the publication tend to vary from meeting to meeting.

Do not accept the presence of an ISSN or information as to continuing subscription orders as a guarantee of consistency. Scrutinize such an item with the above-mentioned problems in mind and catalog/recatalog it as a serial only if both of the following conditions are met

---

1/ If conditions a and c are met, catalog or recatalog as a serial a work of personal authorship not to be entered under the heading for a person (cf. LCRI 21.1A2) that emanates from a corporate body but for which the personal authorship varies from issue to issue.

1)) the name of the meeting or exhibition remains constant and this constancy is documentable for five consecutive issues within no wider than a 15-year period (by evidence in the item(s), in LC catalogs, or from bibliographies).

2)) the title remains constant and in the same language, and this constancy is documentable for five consecutive issues within no wider than a 15-year period (by evidence in the item(s) in hand, in LC catalogs, or from bibliographies).

b) Loose-leaf

1)) Do not catalog as a serial a publication that is loose-leaf for updating, nor any of its updates, revisions and supplements, although the latter are frequently issued in packages carrying a numeric or chronological designation suggestive of serial publication.

2)) Generally do not catalog as a serial loose-leaf material of permanent value (e.g., court decisions) that constitutes a section of a loose-leaf publication and that at the end of the year or from time to time is transferred from the loose-leaf binder to a permanent binder or is sent by the publisher to the subscriber in a permanent volume that contains the material previously received in loose-leaf format. (Access to the special section and the transfer volumes is provided by a title added entry/entries on the catalog record for the loose-leaf.)

3)) Catalog as a serial a loose-leaf publication that is issued periodically and does not contain individual pages to be interfiled with existing text but instead consists of numbered or dated issues for which there is no provision for revision of earlier issues and which are to be filed chronologically in binders.

4)) Catalog as a serial a loose leaf publication that is issued periodically (usually annually) with a basic volume covering a particular period plus individual pages to be interfiled into the basic volume (as 1979 plus pages to be interfiled; 1980 plus pages to be interfiled, etc.)

12.1B3. [Rev.]

Common Title/Section Title

In applying 12.1B3, consider all presentations of the common title and section title within the item. If any one source within the preliminaries presents both titles, consider 12.1B3 applicable, not 12.1B5, regardless of the proximity of the titles within the same source. (Treat the source containing both titles as the chief source of information for the item.)

If each title has its own separate numeric and/or chronological designation system and the section title cannot be analyzed (i.e., it is not a monographic series), record the section title as the title proper of the serial (12.1B1) and the common title as the title proper of a series (12.6B). (Apply this also to occasionally analyzable serials.) If the section title can be analyzed, record both titles as the title proper (i.e., as a common title followed by the title of a section or part).

In serial cataloging, cases arise in which it may be difficult to determine if the more comprehensive title is a common title or a series title. In case of doubt, generally treat the more comprehensive title as

a series, unless a) the other title is dependent on the more comprehensive title (cf. LCRI 25.6A), or b) the more comprehensive title is essentially general (e.g., "Acts," "Abstracts," "Journal," "Proceedings") and the other title includes or consists of a subject phrase that indicates a division of the general title (e.g., "Acta Universitatis Carolinae. Philologica").

21.30G. Related works. [Rev.] Formulate the added entry for another work according to the appropriate AACR 2 rule for the choice of main entry, form of heading, and form of the title proper (or the uniform title). (For additional guidance, see LCRI 21.30M). Apply this both to simple and to analytical added entries (cf. 21.30M).

If the work is already represented by a main or secondary entry heading on a pre-1981 MARC bibliographic record and the main entry does not conform to AACR 2 in choice of entry, update the main entry on the MARC bibliographic record. If the only difference is the form of a name or uniform title heading used in the main entry and the pre-1981 form of heading will be changed to its post-1980 form through the forthcoming programmatic update of the file (LCRI 26), do not update the MARC bibliographic record.

Do not update any pre-1981 non-MARC bibliographic records.

Note that an unnumbered supplement or "special number" to a serial is not treated as a series (cf. LCRI 1.6H) even if it appears in a formal series-like statement. Instead, mention it in a note (if not already recorded in the body of the entry) and make an added entry for the serial itself on the bibliographic record for the analyzable title.

If the supplement or special number relates to the serial as a whole, formulate an added entry consisting of the name of the serial followed by two spaces and either "Supplement" or "Special number" in English.

Balliol College record. Supplement.

If a supplement relates to a particular number of a serial, formulate an added entry consisting of the name of the serial, the number (preceded by two spaces), and the qualifier "(Supplement)."

Actualités-Service. No 306 (Supplement)
Bulletin (Association française pour l'étude du quaternaire). No 50 (Supplement)
Mondo. N. 33 (Supplement)
Regione Trentino-Alto Adige. N. 8, 1976 (Supplement)

If the supplement is to a title for which a series authority record exists, give the numbering in the form specified on the series authority record. This will insure that the added entry for the supplement to a particular number will file in proper relation to any series added entry for that number.

Actualités-Service ; no 306.
Actualités-Service. No 306 (Supplement)

If the supplement relating to a particular number of a serial is itself numbered (in relation to the number of the serial, not the whole serial), formulate the added entry as described above but include the number in the qualification.

Actualités-Service. No 306 (Supplement 1)
Actualités-Service. No 306 (Supplement 2)

21.30H. Other relationships. [New]

Added Entries for the Name or Repository Designation of a Manuscript

In following 21.30H, make an added entry under the name or the repository designation of a manuscript whenever one or more of the following conditions applies:

a) if the work is a facsimile edition of the manuscript;

b) if the name or designation appears as part of the title and statement of responsibility area;

c) if the name or designation is given greater emphasis than that given to the author or title of the work on the title page or in another prominent position, as on the cover;

d) if bibliographies and other reference sources identify the manuscript by its name or repository designation rather than by the author or title of the work.

Otherwise, do not make an added entry for the name or repository designation.

21.30M. Analytical Entries. [New]

Added Entries for Works

Added entries for works reflect the type of main entry heading of the work being represented in the tracing as follows:

Type of main entry	Type of added entry
Personal or corporate name heading title	Name heading/uniform
Title	Uniform title
Uniform title (e.g., Bible)	Uniform title

The phrase "added entries for works" in these instructions is intended to encompass all the various types of added entries listed above.

Added entries for works are of two types: analytical and simple. They are made on the basis of various rules, some of which prescribe an analytical added entry in explicit terms, others of which do not. Whenever the added entry is made to furnish an access point to the substance of a work contained in the item being cataloged, it should be an analytical added entry (cf. 21.7B, 21.13B, 21.30M, etc.). If the added entry serves only to provide an approach to the item being cataloged through a related work, however, and the text of this work is not present in the item being cataloged, then a simple added entry for the work is appropriate (cf. 21.12B, 21.19A, 21.28B, 21.30G, etc.)

The relationship that is expressed between works by means of an added entry, either analytical or simple, is limited to a single access point, namely, that of the main entry. An added entry in the form of the main entry heading for a work provides the sole access to the work it represents in the tracing on the catalog record for another work; do

not trace in addition any added entries for that work's title (when main entry is under a name heading), joint author, editor, compiler, translator, etc.

Analytical Added Entries

Formulate analytical added entries as follows:

Type of analytical a.e.	Components
Name heading/title	Name heading in catalog-entry form plus uniform title
Title	Uniform title
Uniform title (e.g., Bible)	Uniform title

In addition, following the uniform title, provide the language (if appropriate) and the publication date of the item being cataloged. In making analytical added entries, note especially the following details:

a) Reduce the publication date to a simple four digit form that most nearly represents the publication date (of the first volume or part if more than one) given in the publication, distribution, etc., area. Convert a hyphen to a zero.

Form in publication ... area	Form in analytical a.e.
1978	1978
c1978	1978
[1978?]	1978
[ca. 1978]	1978
1978, c1970	1978
1966 [i.e. 1965]	1965
[1966 or 1967]	1966
1978/1979	1978
1969 (1971 printing)	1969
c1942, 1973 printing	1942
[between 1906 and 1912]	1906
1394 [1974]	1974
anno XVIII [1939]	1939
1969-<1973>	1969
1970-1978	1970
<1975>-	1975
[18--]	1800
[197-]	1970
[197-?]	1970

b) Do not abbreviate the names of languages.

c) Do not enclose uniform titles within brackets.

d) Do not give in the tracing a title found in the item being cataloged that is different from the uniform title.

Simple Added Entries

Formulate simple added entries as follows:

Type of simple added entry	Components
Name heading/title	Name heading in catalog-entry form plus uniform title
Title	Uniform title
Uniform title	Uniform title

Note that subject entries for works are formulated in the same manner as simple added entries.

22.1B. [Rev.]

Spacing and Punctuation Conventions in Personal Name Headings in Access Points in Name Authority and Bibliographic Records

1) Initials/letters.

a) Name portion of heading

Periods. If the name of a person consists of or contains initials, insert a period after an initial if it is certain that the letter is an initial. In case of doubt, do not insert a period.

Eliot, T. S.
H. D.

If the name consists of separate letters that are presumed not to be initials, omit or include periods according to the predominant usage of the person.

X Y Z

Spaces. If the name contains two or more forenames represented by initials, consists entirely of initials, or consists entirely of separate letters that are not initials, leave a single space between the initials/letters in all cases.

Eliot, T. S.
H. D.
X Y Z

b) "Additions" to name heading.

Periods. Omit or include periods according to the predominant usage of the person (or their appearance in reference sources, if appropriate).

Spaces. Do not leave spaces between single initials/letters.

Brown, G. B., F.I.P.S.

Treat an abbreviation consisting of more than a single letter as if it were a distinct word, separating it with a space from preceding and succeeding words or initials/letters.

Brown, G. B., Ph. D.

2) Names with portions abbreviated or missing. If the personal name is abbreviated (two or more letters present as opposed to a single letter used as an initial) or if a forename is missing from a name entered under surname, do not leave open space after the abbreviation or missing forename. Instead, insert, as appropriate,

a comma and one space;

Matos, Śa, 1943-
not Matos, Śa, 1943-
Costa, Torres.
not Costa, Torres.
Valmer, capitaine.
not Valmer, capitaine.
Morrison, 1776-1815.
not Morrison, 1776-1815.
Mason, Mrs.
not Mason, Mrs.

a period;

Tissot.
not Tissot,
Corpeleijn, W. F. Th.
not Corpeleijn, W. F. Th
Junager, Sv.-Aa.
not Junager, Sv -Aa

a period and one space;

Enschedé, Ch. J.
not Enschedé, Ch J

a period, a comma, and one space;

Jones, Th., 1910-
not Jones, Th 1910-
Calles Ll., Alfonso.
not Calles Ll , Alfonso
Dahlan Aman, Mohd., Haji.
not Dahlan Aman, Mohd , Haji.

3) Names entered under last element of multiple element surname. When a name heading lacking any forename(s) is entered under the last element of a multiple element surname and a reference is traced from the surname in direct order, do not add a comma after the tracing.

Rosa, Ferreira da.
x Ferreira da Rosa

Reference generated from tracing:

Ferreira da Rosa
search under
Rosa, Ferreira da.

4) Surnames alone including prefixes/particles. If a name heading consisting entirely of one or more surnames also contains a separately written prefix/particle, see instructions in LCRI 22.5D.

5) Bibliographic description. Note that the spacing and punctuation conventions applied to personal names used in access points differ from those used in the descriptive portion of a bibliographic record; for the latter, see LCRI 1.0C.

Rule Application

In determining the name by which a person is commonly known "from the chief sources of information of works by that person issued in his or her language," include works issued both during and after the person's lifetime.

When the only works in the person's language are very early works, e.g., 15th-16th century, and the form of name appearing in them differs from the form used in modern reference sources in the person's language, prefer the latter.

Treat a music composer as an author and determine the name from the form found in the chief source for the published music. If no form in the published music is in the composer's language, determine the name from reference sources of the composer's country of residence or activity. If the name is not listed in these reference sources, use the name found in the published music.

[N.B. The following explanation and direction does not apply to authors writing in Portuguese (cf. LCRI 22.5C4).] When a person known primarily as an author is being established as a main or added entry and the chief source shows the name without forenames or forename initials, search briefly to see if there are other publications that could be called his or her works. If the search is successful, use the form that appears most frequently in the person's works. Otherwise, create the AACR 2 form for the person under surname without other names as it appears in the item being cataloged. Note the effect of 22.3A and the LCRI, however: it may be necessary to change the heading if subsequently received items show another form used more frequently.

For nonwriters (sculptors, painters, illustrators, and people who appear only as subjects), consider works "by" or about the person within the scope of "reference sources," as mentioned in footnote 1. Note that these sources must be issued in the person's language or in the language of his/her country of residence or activity.

"Conventional reference sources" is used here to refer to encyclopedias and such tools, while "other reference sources" is used to refer to any type of source other than conventional reference sources (these other sources are typically works by and about the person). The reason for making this distinction is that the next problem dealt with arises from having encountered a number of cases in which one form of name is consistently shown in the conventional reference sources, while another form as consistently appears in other reference sources. At such a time prefer the more truly "sought" form according to the cataloger's knowledge of the person and the cataloger's judgment of the sources in the particular case.

If the person being established is not an author or not known primarily as an author and the only source for the person's name is the item being cataloged, use the fullest form found anywhere in the item whenever the name varies in fullness. If the item gives both a nickname and a real name, use the real name.

Treat persons involved in the graphic aspects of cartographic materials as nonwriters (e.g., cartographers, engravers).

For persons known by only a phrase or other appellation that does not contain a real name (cf. 22.11), use the form found in English-language reference sources if the phrase, etc., was not used by the person but was assigned to the person by scholars later.

When a forename or surname is represented by an abbreviation, rather than by an initial, use in the heading the name for which the abbreviation stands provided there is no question as to what the name is or how it is spelled.

Brownridge, William
not Brownridge, Wm. (William)

Fernández-Rivera García, Manuela
not Fdez.-Rivera García, Manuela

22.5D. Surnames with separately written prefixes. [New]

Objective

The objective of this rule interpretation is to provide guidelines for the treatment of prefixes/particles (articles and prepositions) in certain names. Once a name and the appropriate references have been determined according to the appropriate rules, use the following guidelines in formulating the constitutent parts of the name heading and references.

Guidelines

1) General. Apply these guidelines, as appropriate to

a) the heading and to references in a name authority record;

b) to a main or added entry (including subject) in a MARC bibliographic record.

In the examples used in the guidelines, only the germane references have been shown.

2) Prefix/particle immediately following entry element. If the entry element of a name is followed directly by a prefix/particle without intervening data (e.g., forename(s), name(s) serving the function of a forename as in the case of certain Portuguese names, forename initial(s), separate the prefix/particle from the entry element by a comma and place the prefix/particle, etc., in the MARC record as part of the "c" subfield, the subfield for words and phrases associated with a name. The purpose of this practice is to provide consistent treatment in setting off the entry element of such names for reasons of searching and sorting, i.e., to prevent prefixes/particles from being treated as forenames.

Walle-Lissnijder,‡van de
x Lissnijer,‡Van de Walle-
x Van de Walle-Lissnijer
x Walle-Lissnijder, Edm. van de

De Sanctis
x Sanctis,‡De

Codemoy, Géraud de, d. 1684
x Fourneillis,‡des, d. 1684

Diego O., Carlos A. de
x Diego,‡de

but

De la Mare, Walter, 1873-1956.
x La Mare, Walter De. 1873-1956
x Mare, Walter De la, 1873-1956

Von Furstenberg, George M., 1941-
x Furstenberg, George M. von, 1941-

Cunha, Jose Antonio Flores da
x Cunha, Flores da
x Da Cunha, Jose Antonio Flores

3) Prefixes/particles in names lacking forenames but containing words or phrases associated with the name. Formulate such name headings with the prefixes/particles following any words or phrases associated with the name.

Winter,‡Doctor de
(do not make the reference Winter, de, Doctor)

L'Epée, Charles-Michel de, 1712-1789
x L'Epée,‡abbé de, 1712-1789

Lalande, Joseph Jérôme Le Français de, 1732-1807
x La Lande,‡M. de, 1732-1807
("M." is the abbreviation for "Monsieur)

La Fayette,‡Madame de, 1634-1693
x LaFayette,‡Madame de, 1634-1693
x Fayette,‡Madame de La, 1634-1693
x De La Fayette,‡Madame, 1634-1693
(do not make the references La Fayette, de, Madame, 1634-1693 or Fayette, de La, Madame, 1634-1693)

If such names include qualifications, formulate the data constituting the heading or references according to the pattern: entry element of the heading or reference, words or phrases associated with the name ("c" subfield data), prefix/particle, qualifier, and date.

Lettow-Vorbeck,‡General von (Paul Emil), 1870-1964
x Vorbeck, Lettow-,‡General von (Paul Emil), 1870-1964
x Lettow-Vorbeck,‡Colonel von (Paul Emil), 1870-1964
x Von Lettow-Vorbeck,‡Colonel (Paul Emil), 1870-1964

La Caille,‡abbé de (Nicolas-Louis), 1713-1762
x Caille,‡abbé de La (Nicholas-Louis), 1713-1762
x De La Caille,‡abbé (Nicholas-Louis), 1713-1762

Gatti de Galmond,‡Madame (Zoé Charlotte), 1812-1854
x De Gamond, Gatti,‡M. (Zoé Charlotte), 1730-1810
x Gamond, Gatti de,‡Madame (Zoé Charlotte), 1812-1854

Sigaud de La Fond,‡M. (Joseph Aignan), 1730-1810
x De La Fond, Sigaud,‡M. (Joseph Aignan), 1730-1810
x La Fond, Sigaud de,‡M. (Joseph Aignan), 1730-1810
x Fond, Digaud de La,‡M. (Joseph Aignan) 1730-1810

22.16A. [Rev.]. For names that conflict, see 22.18-22.20.

For references, apply the provisions in LCRI 26.

Apply the optional provision. This means adding within parentheses the full form of an initial used in the heading when the full form is known with certainty. (In case of doubt, do not add the full form.) Do not search solely to discover this information if there is no conflict.

When adding the full form, observe the following guidelines:

1) If the initial occurs in the forename portion of the surname-forename heading, give in the parenthetical addition not only the full form but also the other forenames that appear in the forename portion of the heading. However, do not include a particle or prefix that appears in the forename portion. Place the parenthetical addition directly after the forename portion and before any other additions (e.g., date, title).

Flam, F.A. (Floyd A.)

Smith, T.B. (T. Basil)

Wright, G.H. von (George Henrik), 1916-

Jaina, Pra. (Prakāśa)
("Pra." is the systematically romanized form of a single nonroman initial)

Smith, Arthur D. (Arthur Dwight), 1907-

Bvindi, Francis A.A. L. (Frances A.A. Lovemore), 1955-

2) If the initial occurs in the surname portion of the surname-forename heading, give in the parenthetical addition not only the full form but also the other surnames that appear in the surname portion of the heading. Place the parenthetical addition directly after the forename portion as in 1) above.

Rodríguez H. Guadalupe (Rodríguez Hernández)

3) If an initial occurs in both the forename and surname portions of a surname-forename heading, give in the parenthetical addition all the names that appear in the heading and in running form. Place the parenthetical addition directly after the forename portion as in 1) above.

González R., Pedro F. (Pedro Felipe González Rodríguez)

4) If the initial occurs in the name entered as a given name etc., given in the parenthetical addition all the names that appear in the heading. Place the parenthetical addition directly after the given name and before any other additions (e.g., date, title).

A. Samad Said (Abdul Samad Said), 1935-

M. Alicia (Mary Alicia), Sister, S.C.N.

5) If the heading consists solely of initials (cf. 22.10), give in the parenthetical addition the full form if there is no doubt what the initials stand for.

H.D. (Hilda Doolittle), 1886-1961

Extend the option to names established under 25.15A that consists of a surname and a term of address, etc., by giving in the parenthetical addition the forenames that belong with the surname. Do not include within the addition a particle or prefix that appears to the right of the comma in the heading. Place the parenthetical addition directly after the term of address, etc.

Petit, M. (Jean-Philippe)
("M." is known to stand for "Monsieur")

La Caille, abbé de (Nicolas-Louis), 1713-1762

Exceptions

1) Do not apply 22.16A to a name in which the letters of the forename initials used in the heading differ from the letters used in the full forename.

Reḍḍi, Vai. Si. Vi., 1926-

not

Reḍḍi, Vai. Si. Vi. (Emmanuru Cinna Venkata), 1926-

Jaina, Pi.

not

Jaina, Pi. (Prakāśa)

Ajgaonkar, G.F.

not

Ajgaonkar, G.F. (Gundu Phatu)

2) Do not apply 22.16A to a heading for a married woman that consists of her husband's surname and initial(s).

Renfro, Roy E., Mrs.
x Renfro, Helen Kay

not

Renfro, Roy E. (Roy Edward), Mrs.

Note: Do not add the fuller form to an existing heading falling into either of these categories:

1) The name authority record for it has already been coded "AACR 2" or "AACR 2 compatible"

2) The heading is represented by an access point on an existing bibliographic record in the catalog (i.e., the file against which the cataloging and searching is done) and is otherwise in accord with current policy

established heading: **Eddison, C. D.**
new information: "C. D." stands for "Carlcon Daniel"
(Do not change the heading to: Eddison, C. D. (Carlton Daniel))

established heading: **Jáuregui C., Juan Heriberto.**
new information: "C." stands for "Cordero"
(Do not change the headinig to: Jáuregui C., Juan Heriberto (Jáuregui Cordero))

However, if such a heading must be revised later, add the fuller form.

24.13. type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination."

For names of corporate bodies whose officiallanguage is english, French,or Spanish, we shall attempt a higher degree of uniformity bymaking a list of words used within these entities that normally imply administrative subordination. In addition to "committee" and "comission" (cf. the rule), other type 2 words for these languages are

English

administration
administrative ... (e.g., administrative office)
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)
office
panel
secretariat
service
task force
working party

French

administration
agence
bureau
cabinet
comité
commission
délégation
direction

groupe de ...
inspection
office
secrétariat
service

Spanish

administración
agencia
asesoría
comisaría
comisión
comité
coordinación
delegación
diputación
dirección
directoria
fiscalía
gabinete
gerencia
grupo de ...
jefatura
junta
negociado
oficina
secretaría
secretariado
servicio
superintendencia

For bodies with names in English, French, or Spanish, only names containing one or more of the words listed above are to be treated according to type 2.

For the type's second criterion, "providing the name of the higher body is required for the identification of the subordinate body," use judgment.

24.18. type 2. [Rev.]. Test a name against this type only if it contains "a word that normally implies administrative subordination." Whether or not a word has such an implication depends on whether it is used commonly in a particular jurisdiction as part of the names of government subdivisions. Use judgment; if in doubt, consider that the word in question does not have such an implication.

For names of government bodies whose official language is English, French, or Spanish, we shall attempt a higher degree of uniformity by making a list of words used within these entities that normally imply administrative subordination. In addition to "committee" and "commission" (cf. the rule), other type 2 words for these languages are

English

administration
administrative ... (e.g., administrative office)
advisory ... (e.g., advisory panel)
agency
authority
board
bureau
... group (e.g., work group)

office
panel
secretariat
service
task force
working party

French

administration
agence
bureau
cabinet
comité
commission
délégation
direction
groupe de ...
inspection
office
secrétariat
service

Spanish

administración
agencia
asesoría
comisaría
comisión
comité
coordinación
delegación
diputación
dirección
directoria
fiscalía
gabinete
gerencia
grupo de ...
jefatura
junta
negociado
oficina
secretaría
secretariado
servicio
superintendencia

For bodies with names in English, French, or Spanish, only names containing one or more of the words listed below are to be treated according to type 2.

If the name passes the test described above, then evaluate it in terms of the second criterion in type 2: "providing the name of the government is required for the identification of the agency." Apply this criterion in the following way: If the name of the government is stated explicitly or implied in the wording of the name, enter it independently; in all other cases, enter the name subordinately. (Note: In applying the single criterion of "name of government ... stated explicitly or implied," note the following special decision: "England," "Scotland," "Wales" imply "Great Britain.") Apply this interpretation to the names of agencies at any level of government. (If variant forms in the body's usage create doubt about whether or not the name includes the name of the government (as defined above), do not consider the name of the government as part of the name of the body.

If according to type 2 and this interpretation the body is entered under its own name, add the name of the government as a qualifier unless this name or an understandable surrogate is already present in the body's name (cf. 24.4C).

24.24A. Armed forces at the national level. [Rev.]

For forms for component branches, command districts, and military units of military services, define "component branch, command district, or military unit" as an agency which constitutes

1) A unit subject to combat service or an administrative unit over such units.

commands
corps
fleets
general staffs
military districts
regiments or divisions of infantry, etc.

2) A unit that serves as a direct support unit to category 1.

corps of engineers
legal units, e.g., judge advocate general
material command
medical corps
military police transport services

This means treating the following types of bodies under the general rules:

research agencies, e.g., laboratories, research centers, institutes, experiment stations, museums
schools, e.g., service academies, Air University
musical groups, e.g., military bands, choirs, etc.
armories, arsenals
base hospitals, other hospitals

Treat forts, bases, camps, airfields, etc., as jurisdictions (see LCRI 23.2A).

U.S. Civil War Units

When establishing either Union or Confederate fighting units of the U.S. Civil War, consult reference works (e.g., The Union Army (Madison, Wis. : Federal Pub. Co., 1908).

If the unit is one of a numbered sequence, use a uniform designation of the number in the heading for each unit in the sequence. Make the normal cross references required by designations found and also make a reference from a standardized form beginning with the state name as shown below (only this reference is illustrated)

Union units

United States. Army. Ohio Infantry Regiment, 29th (1861-1865)
(title page: Journal history of the Twenty-ninth Ohio Veteran Volunteers)
x Ohio Infantry, 29th Regiment (1861-1865)

United States. Army. Ohio Infantry Regiment, 48th (1861-1865)
(title page: History of the Forty-eighth Ohio Vet. Vol. Inf.)
x Ohio Infantry, 48th Regiment (1861-1865)

United States. Army. Pennyslvania Cavalry Regiment, 6th (1861-1865)
(title page: Annals of the Sixth Pennsylvania Cavalry)
x Pennsylvania Cavalry, 6th Regiment (1861-1865)

United States. Army. Pennsylvania Regiment, 7th (1861-1865)
(title page: The Seventh Pennsylvania Veteran Volunteer Cavalry)
x Pennsylvania Cavalry, 7th Regiment (1861-1865)

N.B.. Because of the high incidence of conflicts for Union units, a date qualifer (for the duration of the unit) is added routinely. Normally there is no such problem of conflict with Confederate units.

Confederate units

Confederate States of America. Army. Tennessee Infantry Regiment, 19th.
(title page: Old Nineteenth Tennesee Regiment, C.S.A.)
x Tennessee Infantry, 19th Regiment

Confederate States of America. Army. Alabama Infantry Regiment, 1st.
(title page: History of the First Regiment, Alabama Volunteer Infantry, C.S.A.)
x Alabama Infantry, 1st Regiment

25.5B. [Rev.]

Serials/Series

Create a uniform title for a serial (including numbered and unnumbered monographic series that are not unanalyzable multipart items) entered under title if the title proper of the serial is identical to the title proper of another serial in the catalog, regardless of whether the other serial is entered under title or under a name heading. (The "catalog" referred to here is the file against which the searching and cataloging is being done.) Serials catalogers are permitted to take into account any other serial of the same title they know of, whether or not it is in the catalog (e.g., it might be found in a reference work being searched by the serials cataloger for some other reason). Take into account only the main title of another serial, not variants traced as cross references or as added entries. For untraced series created before 1981, however, take into account any title under which an "untraced" series authority record is filed. In general, apply the following:

a) Do not predict a conflict. [For an exception to the conflict policy, see 6. Title Consisting of Corporate Name Alone below.]

b) Resolve the conflict by adding a uniform title to the bibliographic record for the serial being cataloged; do not add one also to the record for the serial cataloged earlier.

If the title proper of a serial consists of a common title and the title of a section or part (see 12.1B3), create a uniform title for the work only if there is another serial with exactly the same common title and title of a section or part. Do not create a uniform title when there is another serial with a title that is the same as the common title only. Disregard the fact that one or more of the section titles of a particular common title may bear a uniform title but other section titles of the same title do not or that a particular common title when appearing alone has a uniform title but the same common title appearing with its section titles does not.

Bulletin. Series A (Corporate Body Z)
Bulletin. Series A (Corporate Body Z)

but

Bulletin. Series W.
(Issued by corporate body Y but the entire title is unique)

Bibliography series (Corporate Body X)
Bibliography series (Corporate Body W)

but

Bibliography series. Philosophic works.
(Issued by corporate body W but the entire title is unique)

Exceptions:

a) When the common title is the title of a separately published main work and the section title is that of a work supplementary to it, create a uniform title for the section title if the main title, when appearing alone, has (or would have) a uniform title. (This exception applies only to a supplement title that is grammatically independent of the main title.)

Statistical bulletin (Corporate Body V)
Statistical bulletin (Corporate Body U)
Statistical bulletin (Corporate Body U).
Supplement.

b) When the common title has its own numbering, create a uniform title for the section title if the common title, when appearing alone, has (or would have) a uniform title.

Research monographs (Corporate Body T)
Research monographs (Corporate Body S)
Research monographs (Corporate Body S). Biological Studies.
("Research monographs" has its own numbering system)

Note: When a serial is issued in multiple editions in the same language, identify each edition uniquely.

Exceptions:

a) When a serial reappears as a reprint, as a microform copy or reissue, as a braille edition, etc., do not use a uniform title to distinguish one of these secondary manifestations from the original. If the original itself has a uniform title, use the same uniform title for the other manifestation. (If the original has no uniform title, do not use one for the other manifestation when the only reason for doing so would be to distinguish the original from the other manifestation.)

b) If multiple editions are identical except that one or more is numbered and one or more is unnumbered, do not identify each edition uniquely. However, if one of the editions is analyzed and classified as a collection, identify each edition uniquely.

Construct the uniform title using the title proper of the serial, followed by a parenthetical qualifier. Note that the uniform title created is used not only as the main entry heading on the bibliographic record for the serial itself but also whenever the serial is referred to in other access points (added entries or subjects) and in linking notes. If a uniform title is needed for a title proper consisting of a common title and a section title, add the qualifier after the section title.

Light (Brooklyn, New York, N. Y.)
Light (Toronto, Ont.)
Special report (Geological Society of London)
Special report (Northern Illinois University. Center for Southeast Asian Studies
Blue book contractors register (New York-New Jersey-Connecticut edition)
Blue book contractors register (Southern California edition)
Bulletin. Series A (North Dakota Geological Survey)
Bulletin. Series A (Utah Geological and Mineral Survey)

Exceptions:

a) If a section title represents a supplement and the main title has (or would have) a uniform title, the uniform title for the supplement consists of the uniform title of the main title followed by the title of the supplement.

Statistical bulletin (Botswana)
Statistical bulletin (Mali. Statistical Office). Supplement.

b) If a common title has its own numbering and the entry for it has (or would have) a uniform title, the uniform title for the section title consists of the uniform title of the common title followed by the section title.

Technical report (Minnesota. Division of Waters)
Technical report (Kansas Water Office)
Technical report (Kansas Water Office). Monograph Series

1) Choice of Qualifying Term

The terms most commonly used to qualify the title proper are the following:

a) Corporate body
b) Place
c) Place and date or Corporate body and date
d) Date

Apply the following criteria in determining which category of qualifying term is to be used:

a) Corporate body

Choose as the qualifying term the name of the corporate body with which the work originated or by which it was issued or published if the following condition applies: the title proper consists solely of one or more of the following elements (exclusive of articles, prepositions, and conjunctions):

an indication of type of publication
an indication of periodicity
an indication of subject content

Bulletin (Balai Pengolohan Galian (Indonesia))
Bulletin (California. Dept. of Water Resources)
Occasional paper (Australia. Bureau of Agricultural Economics)
Occasional paper (University of the West Indies (Cave Hill, Barbados). Institute of Social and Economic Research)
Geological circular (Ontario. Division of Mines)
Geological circular (University of Texas at Austin. Bureau of Economic Geography)

If more than one corporate body is associated with the work, choose as the qualifying term the name of the body responsible for the serial, rather than one only publishing it. If any other question arises as to the applicability to the item being cataloged of one or more of the three criteria listed above, use place for nonanalyzable or partially analyzable serials. For monographic series, generally use body.[1]

b) Place of publication

If the condition under a) above does not apply, prefer place of publication as the qualifying term.

Arrow (Montréal, Québec)
Arrow (Castlegar, B.C.)
Transactions of the Illuminating Engineering Society (London, England)
Transactions of the Illuminating Engineering Society (New York, N.Y.)

If the work is published in more than one place, choose as the qualifying term the place that would be named first in the publication, distribution, etc., area, for the first issue published, or the earliest issue for which a place is known, or the earliest issue in hand--in that order of preference. (For monograph catalogers: if there is no collected set record to consult for this information, take it from the item being cataloged.) Exceptions:

1)) If the addition of place as a qualifying term is inadequate to resolve the conflict, because another work with the same title was published in the same place, then use the body for the qualifier as under a) above.

1/ The provision for corporate body as qualifier is currently in dispute. A final decision will be made at the ALA 1983 Annual Conference in Los Angeles, following which the paragraph will be reissued if necessary.

Contact (Toronto Nutrition Committee)
Contact (Real Estate Institute of Canada)
(Both works published in Toronto)

2)) If the title includes the intitials or other abbreviation of the issuing body's name, also use the name of the body as the qualifier under a) above.

AIJ proceedings (American Institute of Journalists)
AIJ proceedings (Association of Iron Joiners)

c) Other qualifiers

If the addition of corporate body or place alone is inadequate as a qualifying term, choose one of the following according to what is most appropriate for the particular situation.

1)) Use a combination of either corporate body and date or place and date, following the general criteria for choosing between corporate body and place under 1) Choice of Qualifying Term above.

Bulletin (Canadian Association of Medical Record Librarians : 1944)
Bulletin (Canadian Association of Medical Record Librarians : 1971)
(Published between 1969 and 1971 under title: CAMRL newsletter)

2)) Use the beginning date of publication alone (if the beginning date is unavailable, use the earliest date known)

San Francisco journal (1944)
San Francisco journal (1980)

Papers read before the Historical and Scientific Society of Manitoba (1945)
Papers read before the Historical and Scientific Society of Manitoba (1967)
(Published between 1965 and 1966 under title: Transactions of ...)

3)) Use any element or combination of elements extracted from the description of the work (e.g., edition statement, other title information) that will serve to distinguish it from other works entered under the same title.

2) Form of Qualifying Term

Enclose all qualifying terms, including combinations of terms, in parentheses, using a space-colon-space to separate terms of a different type.

Sludge (New York, N.Y. : 1965)

Record names of corporate bodies used as qualifying terms in catalog-entry form, retaining all marks of punctuation internal to the heading, including parentheses.

Studies in theology (Duckworth (Firm))

Record place names used as qualifying terms in the form prescribed for use as additions to headings (see 23.4A and 24.4C1, second paragraph).

Transactions of the Illuminating Engineering Society
(London, England)

3) Additions to Uniform Title Headings

The Library of Congress does not distinguish between the original and reissues of it either micro- or macroform (e.g., reprint editions, microform copies or reissues, braille editions). To others who wish to make the differentiation, we recommend adding a term such as "Reprint" as a subdivision (outside the parenthetical qualifier).

Art (Philadelphia, Pa.). Reprint (1970)
Art (Philadelphia, Pa.). Reprint (1977)

4) Changes in Uniform Title Headings

When the name of a corporate body is used as a qualifying term in the uniform title and the name of that body changes or the body's responsibilities for the publication are assumed by another body, create a new record (successive entry) using the new form of name (or the name of the body newly responsible) as the qualifying term in the uniform title. Relate the two records by means of a linking entry note, citing each in uniform title form. (If the titles are series, also make connecting references between the two titles.)

If something other than a corporate body has been used as a qualifying term, and there is a change in its form or in fact, do not change the uniform title and do not create a new entry. (A note may be added to the record indicating that a change has occurred.)

5) Main Entry Under a Name Heading

If a work is entered under a personal or corporate body heading, and the title is identical to the title of a different work entered under the same heading, create a uniform title for the work by adding to the title proper a qualifying term as instructed below.

Qualify the title proper by adding in parentheses the place of publication, provided the addition of the place name serves to distinguish the work from others with the same title proper that are entered under the same name heading.

If the addition of place as a qualifying term is not adequate, qualify the title proper by adding in parentheses a term consisting of date, other title information, an "edition" statement, or any other term or combination of terms that will serve to distinguish the work from others with the same title proper entered under the same name heading.

Canada. Dept. of Public Works.
[Annual report (1965)]
Annual report ...

Canada. Dept. of Public Works.
[Annual report (1977)]
Annual report ...
(Published from 1972-1976 under title: Report)

6) Title Consisting of Corporate Name Alone

If the title of a series entered under title consists solely of the name of a corporate body (including corporate name initials), always assign a uniform title that consists of the title qualified by the term "(Series)" even if there is no conflict. Apply this to all series, including those that are multipart items.

Centre de recherches d'histoire ancienne (Series)
Oxford Historical Society (Series)
HAZ (Series)

Monographs That Conflict

If a work (other than a serial) is entered under a title proper that is the same as the title proper main entry of another work, do not assign a uniform title to either work simply to distinguish them, even if there are multiple editions of either work.

France / préface de Pierre Mendès-France. — Genève ; New York : Nagel, 1955.

La France. — Paris : Librairie Larousse, 1967.

France. — Paris : Documentation francaise, 1972.

However, if another manifestation of one of these works requires a uniform title (e.g., a translation, excerpts) or if one of these works is used in a subject or added entry, assign a uniform title to the particular work according to the provisions for adding a qualifier to a serial title. (If a multipart monograph has been issued in multiple editions and is analyzable, treat each edition as a different work for purposes of assigning a uniform title; generally use the edition statement as the qualifying term.) This same uniform title must be used in all entries for the work. Existing records in which the work appears as a main or secondary entry must be changed. Note: Do not assign a uniform title if the conflicting work is being used only in an analytical added entry.

France (Nagel). English.
France / preface by Pierre Mendès-France ; translated by William H. Parker. — Geneva ; New York : Nagel, 1956.
(A translation of the 1955 work)

France (Nagel)
France / préface de Pierre Mendès-France. — Genève ; New York : Nagel, 1955.
(Revised bibliographic record for the 1955 work)

Radio and Television Programs

In the heading for a radio or television program, add to the name the qualifier "(Radio program)" or "(Television program)" in all cases.

U.S. Census Publications

For U.S. Bureau of Census publications that contain the census or parts of it, use a uniform title consisting of the name of the census, qualified by the year of the census. Add to this basic uniform title parts of the census as subdivisions.

title proper: 1972 census of construction industries
uniform title: Census of construction industries (1972)

title proper: Numerical list os manufactured products: 1972 census of manufactures
uniform title: Census of manufactures (1972). Numerical list of manufactured products

title proper: Census of housing, 1960
uniform title: Census of housing (1960)

Comics

If a comic strip, single panel cartoon, etc., is entered under its title, establish a uniform title for the work that consists of its title, followed by an appropriate parenthetical qualifier (e.g., "Batman (Comic strip)").

Motion Pictures

If a heading for a motion picture is under title and this heading is needed in a secondary entry, add the qualifier "(Motion picture)" to the title whenever the title is the same as a subject heading appearing in Library of Congress Subject Headings (latest edition) or the title has been used as the title of another work. (It does not matter if the other work is entered under title or under a name heading.) This same uniform title must be used in all entries for the work. (Existing records in which the motion picture is used as a main or secondary entry must be changed.) Note: Do not add a qualifier if the motion picture is used only in an analytical added entry.

new work

Copland, Aaron, 1900-
The red pony ...
(Music for the motion picture of the same title)

existing works

Steinbeck, John, 1902-1968.
The red pony ...
(A book)

The Red pony [motion picture] ...

added entry on the new work

I. Red pony (Motion picture)

revised record for the motion picture

Red pony (Motion picture)
The red pony [motion picture] ...

25.13. COMPOSITE MANUSCRIPTS AND MANUSCRIPT GROUPS. [Rev.]

Repository Name

When a heading for a composite manuscript or manuscript group contains the name of the repository, use the name of the repository that currently has possession of the manuscript (or the repository that last held the manuscript if it no longer exists). Use the current name of the repository in all cases. Make a reference from the repository given on the item being cataloged if it is not the repository used in the heading.

British Library. Manuscript. Arundel 384
x British Museum. Manuscript. Arundel 384

For the form of the repository's designation, use the form found on the first item received. For consistency, use this same form in subsequently established headings. However, if later items show another form as the predominant one, change the existing headings.

British Library. Manuscript. Additional 39996
British Library. Manuscript. Additional 43487

France. Bibliothèque nationale. Manuscript. Français 95
France. Bibliothèque nationale. Manuscript. Français 2137

Physical Aspects

When a publication is about one or more physical aspects of a manuscript, e.g., its illumination or the style of the hand in which it was written, the Subject Cataloging Division needs a heading separate from the one created for the written work contained in the manuscript. Furnish a heading based on the name of the manuscript or its designation in a repository, in that order of preference. Apply provisions b) and c) of 25.13 even if the manuscript is a single one containing a single work. If the manuscript contains a single work, refer from the heading for the written work to the heading for the manuscript and vice versa by means of see also references.

25.29D. Individual instruments. [Rev.]. Use the following instrument names: violoncello, English horn, contrabassoon, and timpani.

If the application of the subrules of 25.29D results in the separation of a composer's works between harpsichord or clavichord on the one hand and piano on the other, choose the instrument for which the major portion of the works of a given type was intended and use that instrument name for all works of the type. If the "major" instrument is not apparent, use "keyboard instrument."

25.32A1. [Rev.]. When selecting the title of a part of a musical work, follow 25.26A and 25.27A, but not 25.27B.

When all the parts of a musical work are identified by both a number and a title, use only the title in the uniform title.

Mozart, Wolfgang Amadeus
[Così fan tutte. Come scoglio]

When all the parts of a musical work are identified by both a number and a title and the title is the same for all the parts, use only the number in the uniform title.

Vivaldi, Antonio
[Estro armonico. N. 8]

When all the parts of a musical work are identified by a number and some of the parts are identified also by a title, use the number in the uniform title. Include also the title when there is one.

Schumann, Robert
[Album für die Jugend. Nr. 30]

Schumann, Robert
[Album für die Jugend. Nr. 2. Soldatenmarsch]

When a part of a musical work is subordinate to another part, include all the parts in the uniform title.

Praetorius, Hieronymous
[Opus musicum. Cantiones sacrae. O vos omnes]

When only the titles of the parts are used in the uniform title and two or more parts have the same title, if the addition of medium of performance, a descriptive phrase, or other elements according to 25.31B1 is not appropriate, resolve the conflict by adding within parentheses the number of the part in the set.

Milan, Luis
[Maestro. Pavana (No. 23)]

Milan, Luis
[Maestro. Pavana (No. 24)]

Milan, Luis
[Maestro. Fantasia del primero tono (No. 1)]

Milan, Luis
[Maestro. Fantasia del primero tono (No. 40)]

25.36. WORKS OF VARIOUS TYPES FOR ONE BROAD OR SPECIFIC MEDIUM AND WORKS OF ONE TYPE FOR ONE SPECIFIC MEDIUM OR VARIOUS MEDIA. [Rev.]

Subdivisions

For collections of vocal works or texts of vocal works, add "Vocal scores," "Chorus scores," "Librettos," "Texts," and/or name of language to any collective uniform title provided by 25.36A or 25.36B. (Note. Use "Texts" if the collection contains both librettos and other texts set to music.)

[Operettas. Vocal scores]
[Operas. Librettos. English & Italian]
[Masses. Latin]
[Vocal music. Texts. Polyglot]

25.36C. [New]. If the term "Selections" is added to a collective uniform title, add it as the last element.

[Songs. English & German. Selections]
[Operas. Librettos. English & Italian. Selections]
[Vocal music. Texts. Polyglot. Selections]
[Masses. Latin. Selections]
[Operettas. Vocal scores. Selections]

Appendix C.4C. [Rev.]. Apply C.4C to Chinese, Japanese, and Korean languages whenever a vernacular numeral represents a typographic variant of an arabic numberal or constitutes a numerical concept symbolized by an arabic number.

1) Consider that C.4C cannot apply to the following terms:
零,壹,貳,參,肆,伍,陸,柒,捌,玖,拾,一,二,三,四,五,六,七,八,九,
十,十一,十二,二十,三十,百,百一,百二十,千,万,萬,億,廿,卅, etc.

2) Convert the following to arabic numerals when they represent true numbers; otherwise romanize them as a word:

一〇	一一	二一	五一	一〇〇	一〇一	一九一八	五〇〇〇	一〇,	二〇, etc.
↓	↓	↓	↓	↓	↓	↓	↓	↓	↓
10	11	21	51	100	101	1918	5000	10	20

but

三八婦女節	七七事変	二・二六事件
san pa fu nu chieh	ch'i ch'i shih pien	Niniroku Jiken

Note: For the numerals from one to nine that have no equivalent arabic form, follow 1) above, except those used in dates.

一九八一年七月十二日

1981 nien 7 yüeh 12 jih
1981-nen 7-gatsu 12-nichi
1981-yŏn 7-wŏl 12-il

Exception: When a date is the principal element of a title proper in Japanese, romanize it in word form with its particular reading.

八月二日、天まで焼けた Hachigatsu futsuka, ten made yaketa

3) Retain arabic numerals as they appear in corporate names or titles.

20 世紀

20 shih chi
20-seiki
20-segi

1981年 — 1981 nien / 1981-nen / 1981-yŏn

If an arabic numeral has a particular reading in Japanese idiomatic usage, however, romanize it in word form.

週休2日制 — Shūkyū futsukasei

4a). Apply C.4C to Chinese and Korean ordinal numbers belonging to a sequence.

第一机械工业部 — Ti 1 chi chieh kung yeh pu

第二机械工业部 — Ti 2 chi chieh kung yeh pu

第一附属医院 — Ti 1 fu shu i yüan

第二附属医院 — Ti 2 fu shu i yüan

北京市第四建筑工程公司 — Pei-ching shin ti 4 chien chu kung ch'eng kung ssu

北京市第五建筑工程公司 — Pei-ching shih ti 5 chien chu kung ch'eng kung ssu

北京市第六建筑工程公司 — Pei-ching shih ti 6 chien chu kung ch'eng kung ssu

but

台湾第一銀行 — T'ai-wan ti i yin hang

第六感 — ti liu kan

第三喜 — ti san hsi

4b). Apply C.4C to Japanese ordinal numbers used in headings for divisions or sections of corporate bodies or divisions or branches of armed forces. (For ordinal numbers in titles, follow 1) - 3) above.)

大蔵省主税局税制第二課 — Japan. Ōkurashō. Shuzeikyoku. Zeisei Dai 2-ka.

陸軍第一師団 — Japan. Rikugun. Shidan, Dai 1.

but

第一師団レイテ戦記 Daiichi Shidan Reite senki

NAME AUTHORITIES MICHROFICHE

The cumulative microform edition of Name Authorities contains the verified records that are in the master file on the closing date of that quarter's issue. If on the closing day, a previously verified record is in the process of having changes made to it, the record will not appear in that issue. The corrected version of the record will appear in the next quarterly issue.

BIBLICAL FIGURES

Authority records for Biblical figures are created by descriptive catalogers for appearance in the name authority file for Jesus Christ, the Virgin Mary, and all mortals. Authority records are created by subject catalogers for appearance in LCSH for God, the Devil, Angels and archangels, gods such as Baal.

SOVIET UNION

The Library of Congress has received a number of inquiries concerning the scope of its AACR 2 headings in descriptive cataloging for the various governments of Russia before 1924.

The heading Russia is used for both the Imperial Government prior to March 12, 1917, and its successor the Provisional Government, March 12-November 7, 1917. (In pre-AACR 2 cataloging, LC used Russia for the Imperial Government and Russia (1917. Provisional govt.) for the Provisional Government.)

The heading Russian S.F.S.R. is used for both the Soviet Government for the period November 7, 1917-July 23, 1923, and for the constituent republic of the Soviet Union from 1923. The pre-AACR 2 form for these entities in LC was Russia (1917- R.S.F.S.R.).).

The heading Soviet Union is used for the Union of Soviet Socialist Republics from 1923. (Its pre-AACR 2 form in LC was Russia (1923- U.S.S.R.).)

The pre-AACR 2 heading Russia (1917-1922. Civil War Governments) was used for the various counterrevolution governments. Each will be separately established whenever it is needed in post-1980 cataloging.

For the use of these names in subject cataloging, see Cataloging Service Bulletin, no. 12, p. 53.

ROMANIZATION

The correction below should be made to the Persian romanization table that appeared in Cataloging Service, bulletin 119.

Change the example used on page 59, under paragraph 4(d) to

خانهٔ Khānah'i

Japanese

The revised manual for romanization of Japanese appended to this bulletin is intended primarily to achieve a closer harmony with the American national standard and to make significant improvements in word division practices. The current version of the manual is the result of extensive consultation with the American Library Association and the Committee on East Asian Libraries of the Association for Asian Studies and follows several months of experimentation at the Library of Congress. As this new version is applied, comments on its impact are welcome.

SUBJECT HEADINGS

SUBJECT HEADINGS OF CURRENT INTEREST

Fourth Quarter, 1982

Alzheimer's disease (Indirect)
Atomic bomb victims (Indirect)
Atomic weapons testing victims (Indirect)
Catalogs, On-line
City halls (Indirect)
Divorced men (Indirect)
Divorced mothers (Indirect)
Divorced people (Indirect) [Formerly: Divorcees]
Divorced women (Indirect)
Draft registration (Indirect)
Fashion merchandising (Indirect)
Foster grandparents (Indirect)
Generic products (Indirect)
Hot tubs (Indirect)
Hugging (Indirect)
Long-term care facilities (Indirect) [Formerly: Extended care facilities]
Psychosexual disorders (Indirect)
Tax incentives (Indirect)
Telephone fund raising (Indirect)
Video display terminals
Violent crimes (Indirect)

First Quarter, 1983

Abused parents (Indirect)
Aerobic dancing (Indirect)
Arms race
Big bang theory
Feminist motion pictures (Indirect)
Illegitimate children (Indirect)
Interest (Indirect) [Formerly: Interest and usury]

Interest rates (Indirect)
Leisure counseling (Indirect)
Telephone--Long distance
Toll-free telephone calls (Indirect)
Usury (Indirect) [Formerly: Interest and usury]
Volunteers (Indirect)

THE SUBDIVISION "CATALOGS"

The following is an expansion of the article in Cataloging Service, bulletin 114, page 8. Catalogs of library materials will be covered in the next issue.

Caution. Tracing numbers used in the text and examples below are not significant, since the actual order of tracings used in an individual case depends largely upon the class number assigned to the work. Moreover, in the examples given other topical headings may be required, depending upon the kinds of objects involved (for example, for antiquities, the additional headings required are described in Cataloging service, bulletin 112, page 18). However, since these additional headings are not pertinent to the present topic, they have been omitted.

General Rule. Use the subdivision **Catalogs** as a free-floating form subdivision under types of objects, including types of merchandise, art objects, products, publications, collectors' items, technical equipment, for listings of those objects that are available or are located at particular places or occur on a particular market, often systematically arranged with descriptive details, prices, etc., accompanying each entry.

Automobiles—Catalogs
Art objects—Catalogs
Food service—Equipment and supplies--Catalogs
Painting, French—France—Paris—Catalogs
Flags—United States—Catalogs

Companion Headings: The subdivision **Catalogs** is normally assigned to works that discuss objects located in particular places or particular collections. Assign headings in addition to the above whenever possible to bring out where the objects are located and in what collection, if any.

1) Objects in particular kinds of institutions. Assign an additional heading for the type of institution in which the objects are located with subdivision **Catalogs**, unless other provisions have been made, such as the use of **Catalogs, Union—[place]**.

1. [Objects]—Catalogs.
2. [Type of institution]—Catalogs.

1. Stone implements—Africa—Catalogs.
2. Archaeological museums and collections—Maryland—Catalogs.

1. Sculpture—Maryland—Baltimore—Catalogs.
2. Art museums—Maryland—Baltimore—Catalogs.

2) Objects in a particular institution or society and/or collection. Assign additional headings for the name of the institution (or society) and the name of the collection, if any, subdividing each by the subdivision **Catalogs.**

1. [Objects]—Catalogs.
2. [Name of institution or society]—Catalogs.
3. [Name of collection]—Catalogs

If the named collection is a private collection, interpose the subdivision **Private collections** in the heading of tracing 1.

1. [Objects]—Private collections—Catalogs.
2. [Name of institution or society]—Catalogs.
3. [Name of private collection]—Catalogs.

1. Stone implements—Africa—Catalogs.
2. John Smith Museum—Catalogs.
3. African Early Man Collection (John Smith Museum)—Catalogs.

1. Stone implements—Africa—Private collections—Maryland—Baltimore—Catalogs.
2. John Smith Museum—Catalogs.
3. Doe, John—Archaeological collections—Catalogs.

Note: Do not use the subdivision **Catalogs** under a partial title added entry used to bring out the name by which the collection is known.

Natural Objects And Musical Items. As an exception, use the subdivision **Catalogs and collections** instead of **Catalogs** under the particular objects, if they are natural objects or musical items. Do not interpose the subdivision **Private collections** between the heading for the objects and the subdivision **Catalogs and collections.**

Beetles—Catalogs and collections (Indirect)
Piano—Catalogs and collections (Indirect)

1. Wind instruments—Catalogs and collections—England—Luton (Bedfordshire)
2. Luton Museum and Art Gallery—Catalogs.
3. Ridley, Edward Alexander Keane—Musical instrument collections—Catalogs.

THE SUBDIVISION "ECONOMIC CONDITIONS"

Background. The subdivision **—Socioeconomic status** was formerly used under headings for special occupational groups. The use of the subdivision **—Socioeconomic status** has been discontinued and has been replaced by **—Economic conditions** and/or **—Social conditions**, as appropriate.

Procedures

1) Use the free-floating subdivision **—Economic conditions** under names of regions, countries, cities, etc.; under names of ethnic groups; and under classes of persons, including occupational groups, for works discussing the economic history or economic conditions in general of a place, ethnic group, or class of persons.

Use **—Economic conditions** under headings for specific occupational groups, when appropriate. Discontinue the practice of assigning only the heading for the occupational group for general works on its economic conditions and status.

Europe—Economic conditions
Zimbabwe—Economic conditions
Buffalo (N.Y.)—Economic conditions
Afro-Americans—Rhode Island—Economic conditions
Indians of North America—Economic conditions
Aged—Iowa—Economic conditions
Fishermen—United States—Economic conditions
Carpenters—Ohio—Canton—Economic conditions

2) Discontinue using the obsolete subdivision **—Socioeconomic status** under headings for special occupational groups. Instead, use the free-floating subdivision(s) **—Economic conditions** and/or **—Social conditions**, as appropriate.

Headings of the type **[class of persons]—Socioeconomic status**, e.g., **Farmers—Socioeconomic status**, are being cancelled as the need for their use arises.

3) Further form or topical subdivisions. Further subdivide **—Economic conditions** by standard free-floating form or topical subdivisions when appropriate for the work being cataloged.

Europe—Economic conditions—Mathematical models
Women—Economic conditions—Statistics

Do not further subdivide **—Economic conditions** by **—History.**

4) Period subdivisions. Further subdivide **[place]—Economic conditions** by period subdivisions if there is sufficient material to warrant it. These period subdivisions are not free-floating and are printed in LCSH.

Europe—Economic conditions—1918-1945
Great Britain—Economic conditions—20th century
Haiti—Economic conditions—1971-

When appropriate, further subdivide **[place]—Economic conditions —[period subdivision]** by standard free-floating form or topical subdivisions used after **—Economic conditions.**

Europe—Economic conditions—20th century—Periodicals
Hungary—Economic conditions—1945-1968—Statistics
India—Economic conditions—1947- —Mathematical models

5) Assignment of headings

Title: The Economic History of the United States.
1. United States—Economic conditions.

Title: Regional Economic Disparity in India Since Independence.
1. India—Economic conditions—1947- —Regional disparities.

Title: Carpenters in Hawaii : a General Economic Study.
1. Carpenters—Hawaii—Economic conditions.

Title: The Socioeconomic Status of Librarians.
1. Librarians—Economic conditions.
2. Librarians—Social conditions.

ANIMAL AND PLANT NAMES

Background. Formerly, headings for names of plants and animals at particular taxonomic levels were established only when a work about an organism at that specific level was cataloged. Consequently the hierarchical xx references of existing headings had to be changed whenever a heading for an organism at an intermediate level was established. To save the editorial effort involved in frequent cancellation and replacement of xx references, in the early 1970s LC adopted the practice of always making the xx reference to a heading at the next higher level along the hierarchy of species-genus-family-order-class-phylum even if this required establishing a heading for which no work had been cataloged. Intermediate levels such as superfamilies or suborders were no longer established, or retained from the old system, unless the intermediate grouping was considered particularly helpful or warranted by common usage, e.g., butterflies and trout. Intermediate group names were used as additional xx references but did not replace the genus-family-order-class-phylum reference structure. The practice adopted at that time continues.

Procedures

1) Level of name. Establish names at the following taxonomic levels only: species, genus, family, order, class, phyllum or division. Do not establish intermediate levels such as suborders or superfamilies except for popular names for intermediate groups, such as butterflies and trout

2) Form of name

a) Latin or common name. Prefer the common name if it is broadly popular and unambiguous. Ascertain consensus and no conflict by reference to Webster's unabridged dictionary, other general dictionaries or encyclopedias, recent textbooks, popular field guides, and lists of official common names issued by societies or government agencies. Prefer Latin when the common name represents several levels (species, genus, family) or the term is not in general lay usage. In general, for organisms occurring only in foreign countries, prefer the Latin name. However, the local name may be used if it does not conflict with a common name from the United States. Do not begin a heading for the name of a plant or animal with the word "common," unless the name appears in that form in Webster's unabridged dictionary or some other authoritative source.

b) Singular or plural form of common name. Establish species in the singular form. Establish all higher levels in the plural form.

c) Parenthetical qualifiers of names. Use parenthetical qualifiers when necessary to distinguish two or more meanings of the same term.

Divers (Birds) vs. Divers [the people]

Cranes (Birds) vs. Cranes, derricks, etc.

Gag (Fish) vs. Gag (Surgical instrument)

Docks (Plants) vs. Docks

1)) Animals. Choose as qualifier the appropriate term from the list below

Invertebrates (Phyla)		Arthropoda (Classes)
Acanthocephala	Myzostomaria	Arachnida
Annelida	Nematoda	Crustacea
Arthropoda	Nemertinea	Insects
Brachiopoda	Onychophora	
Bryozoa	Pentastomida	Vertebrates (Classes)
Chaetognatha	Platyhelminthes	Amphibians
Coelenterata	Pogonophora	Birds
Ctenophora	Porifera	Fish
Echinodermata	Priapulida	Mammals
Echiuroidea	Protochordates	Reptiles
Enteropneusta	Protozoa	
Entoprocta	Pterobranchia	
Gastrotricha	Rotifera	
Gordiacea	Sipunculida	
Kinorhyncha	Sponges	
Mesozoa	Tardigrada	
Mollusks	Tunicata	

Organisms of the Arthropod phylum are qualified by the term **Arthropoda**, except for arachnids, crustaceans, and insects that are qualified at the class level.

2)) Plants. Choose as qualifier the appropriate term from the list below:

Algae	Lichens
Ferns	Liverworts
Fungi	Mosses

If none of these terms is appropriate, use the term **Plants** as the qualifier.

3) Authorities for names. Preference is given to:

a) The authorities followed by the Smithsonian Institution's taxonomists.

b) Work cataloged, when published by a renowned research institute. Use caution with foreign classifications that may conflict with American practice.

c) Taxonomic lists issued by American societies or government agencies, such as the American Entomological Society, United States Department of Agriculture, Environmental Protection Agency.

d) General thesauri and classifications such as the McGraw-Hill Synopsis, FAO lists, Wilson's Biological & Agricultural Index.

e) Webster's unabridged dictionary and other general reference books, textbooks, and field guides.

4) References

a) See from references. Make see references from Latin and English variants and from the inverted form when this would be helpful. Do not make see references beginning with the word "common."

b) See also from references. Make see also references from the next broader level in the hierarchy of family, order, class, phylum, or division.

If the species and genus are both established in the Latin form, the species is not assigned a see also reference from genus since the species name begins with the name of the genus.

Whenever necessary, establish the name of the next broader level in order to make the xx reference.

Make an additional xx reference from any intermediate group common name such as butterflies or trout. That is, a moth family name would have both xx Lepidoptera and xx Moths.

5) Geographic subdivision of names. Divide geographically Latin names at the level of order and above. Common names of animals may be divided at any level.

6) Classification numbers. Assign classification numbers to names when established, as specifically as the QL and QK schedules allow, which is usually at the family level.

7) Nonprint headings. The former practice of not printing Latin names below order level has been discontinued. All Latin names are now printed. Some headings that were nonprint when established have since been printed because they were generated by a xx reference to another heading. These headings will not have a proper reference structure or class number.

8) Animal and Plant Culture

a) Form of name. Establish names of domestic animal breeds and cultivated plant varieties in English, if possible. Establish such names in the singular unless they are group names for several breeds or varieties, such as hounds or melons.

b) Authorities for names. Seek authority for the name in the lists of breeds or varieties published by societies or government agencies such as the American Kennel Association or the United States Department of Agriculture.

c) Cross references. Make see references from synonymous names and xx references from group names.

d) Geographic subdivision of names. Divide domestic plant names geographically, e.g., Rice—Texas. Do not divide domestic animal breed names geographically since location is brought out by an additional subject entry for the type of animal subdivided by place, e.g. 1. Quarter horse. 2. Horses—Texas.

9) Animals with proper names. Establish headings for names of individual famous animals. Qualify such names in parentheses by the type of animal and assign xx references from the appropriate broader term and any other pertinent topics.

Citation (Race horse)
xx Race horses

Flipper (Dolphin)
xx Dolphins

Gargantua (Gorilla)
xx Circus animals
Gorillas

Henry (Horse)
xx Horses

Lassie (Dog)
xx Collies
Dogs

Miss Baker (Monkey)
xx Astronauts
Laboratory animals
Monkeys

Morris (Cat)
xx Cats

Old Abe (Eagle)
xx Eagles
United States—Armed Forces—Mascots

CHILDREN'S LITERATURE SUBJECT HEADINGS

Since 1979 each issue of the quarterly supplements to Library of Congress Subject Headings has contained the full cumulation of children's literature subject headings created since the beginning of the Annotated Card Program in 1965. We think that it may be useful to provide advance information about new children's literature subject headings. Therefore, below is the list of all of the headings created between October 1981 and December 1982. The reference structure for the headings has not been included but any scope notes have.

Adventure and adventurers--Fiction
Chimney sweeps
Chordates
Christianity--History
Cookery--Bananas
Cookery--Seafood
Drum and bugle corps
Echinoderms
Eggplant
English language--Textbooks for foreign speakers
Folk drama
Freedom of the press
French language materials
Here are entered works written in French intended primarily for general information or recreational reading. Such works with text also given in English are further subdivided by the subdivision Bilingual, i.e., French language materials--Bilingual. Reading texts in French containing material for instruction and practice in reading that language are entered under French language --Readers.
French language materials--Bilingual
French language--Readers
Here are entered reading texts in French containing material for instruction and practice in reading that language. Works written in French intended primarily for general information or recreational reading are entered under French language materials.
Galileo, 1564-1642
Handbooks, manuals, etc.
Household employees
Jungles--Fiction
Love--Fiction
Moneymaking projects
Morning
Motion picture theaters
Puppet plays
Puppets
Solidarity (Polish labor organization)

Spies--Fiction
Strangers
Swallowtail butterflies
Tardiness
Test tube babies

One new subdivision has been added to the list that appeared in the January-September 1981 supplement to LCSH.

Cartoons and comics
For fictional cartoons and comics, an additional entry is made under the heading [topic]--Fiction. For nonfiction cartoons and comics, an additional entry is made under the heading [topic]--Cartoons and comics.

Full information about subject headings for children's literature and the Annotated Card Program is given in LCSH 9.

Please let us know what you think of including this "advance notice" of children's literature subject headings in Cataloging Service Bulletin. Write to: Subject Cataloging Division
Library of Congress
Washington, D.C. 20540

SUBCLASS KDZ, KG-KH COMPLETED

The development of the classification for the law of the Americas, Latin America, and the West Indies has been completed. Notations have been assigned as follows:

KDZ	0-999	America. North America
	2000-2499	Bermuda
	3000-3499	Greenland
	4000-4999	St. Pierre and Miquelon
KG	0-999	Latin America
KG	3000-3999	Central America
KGA		Belize
KGB		Costa Rica
KGC		El Salvador
KGD		Guatemala
KGE		Honduras
KGF		Mexico
KGG		Nicaragua
KGH	0-8000	Panama
	9000-9499	Panama Canal Zone
KGJ		West Indies. Caribbean area
		Individual islands and groups of islands arranged alphabetically in KGK-KGZ, e.g.
KGN		Cuba
KGS		Haiti
KGV		Puerto Rico
KH		South America
KHA		Argentina
KHC		Bolivia
KHD		Brazil
KHF		Chile
KHH		Colombia
KHK		Ecuador
KHL		Falkland Islands

KHM	French Guiana
KHN	Guyana
KHP	Paraguay
KHQ	Peru
KHS	Surinam
KHU	Uruguay
KHW	Venezuela

The classification is now being indexed. Publication is anticipated sometime in 1984.

At the beginning of March 1983, the Subject Cataloging Division began assigning class numbers to newly cataloged legal materials falling within the scope of this classification.

This is the first subclass within Class K that consists entirely of tables of subject divisions designed to be applied uniformly to spans of numbers for countries and their political divisions. It is expected that the remainder of Class K will be developed in this manner and that the experience gained in developing and applying this schedule will serve to expedite completion of the Library of Congress Classification for law.

LIBRARY OF CONGRESS CLASSIFICATION

PROVISION FOR INDIVIDUAL LITERARY AUTHORS IN CLASS P

Background. Some changes in the procedures for cataloging works by or about individual literary authors occurred as a result of the adoption of AACR 2 on January 2, 1981. The document Freezing the Library of Congress Catalogs in Cataloging Service Bulletin, no. 8, states as a guiding principle that all literary works by a single person will be kept together regardless of the number of names under which the person may be entered and regardless of any change in the form of the heading for the person. Below are guidelines for implementing that decision.

Procedures

1) Searching. Each time a work is to be classed in a number for an individual literary author, search to determine whether a number in class P has been established for the author.

2) Authors with established numbers. If a number has already been established for the author, use the existing number.

Buck, Pearl S. (Pearl Sydenstricker), 1892-1973
(PS3503.U198)

Note: An author's name may have been printed in the schedule in a pre-AACR 2 form. Regardless of the form of the name appearing in the schedule, always use the AACR 2 form of the name as the subject heading.

3) Authors whose form of name changes significantly under AACR 2. In some cases, the AACR 2 form of an author's name is significantly different from the form that had been used previously (i.e. the entry element changes to a different word), e.g., Clemens, Samuel Langhorne, 1835-1910, changed to Twain, Mark, 1835-1910.

In all such cases, continue to use the existing literary author number, if any, derived from the earlier form of the name. The number will be printed in the appropriate P schedule, together with a see reference from the AACR 2 form of the name.

If, however, the established number has been used only as a bracketed number and no works have actually been classed in the number, establish a new number for the author based on the AACR 2 form of the name.

Classical authors in class PA. Forms of headings for many classical authors have changed under AACR 2 (Homerus to Homer, Aristoteles to Aristotle; Vergilius Maro, Publius to Virgil; etc.). Since entry elements and filing positions will remain substantially the same, however, it is not necessary to adjust the captions nor to add *see* references from the new forms of names in class PA.

4) Authors entered under more than one name. A small number of authors who write under several pseudonyms, none of which is predominant, are, under AACR 2, entered under whichever name is used in the work being cataloged. For example, individual works by John Creasey may be entered under John Creasey, Gordon Ashe, Michael Halliday, J.J. Marric, etc.) according to the name used in the individual work. Always class all works by or about such authors in the single number that has been established for the author, regardless of the name under which the work being cataloged has been entered. The number is printed in the appropriate P schedule together with *see* references from all pseudonyms.

Note: Always select the name from which the literary author number was derived to use as the subject heading for biography and criticism of the author. Assign that name in its AACR 2 form.

5) Other literary author numbers to be printed in the P schedules. In addition to authors whose names change significantly under AACR 2 and authors entered under multiple pseudonyms, individual numbers for all authors or works in the following categories will be printed in the P schedules:

a) literary authors born before 1875

b) anonymous works published before 1899

c) literary authors who have pseudonyms, regardless of date of birth. For all pseudonymous authors, make *see* references from all names not used as the basis for the literary author number.

6) Authors without established numbers. Establish new literary author numbers in the same manner as previously, deriving the number from the AACR 2 form of the name. Make a *see* reference from any earlier form of the name if it has a different entry element, from any pseudonym(s), or from the author's real name if the number is derived from a pseudonym. If a number has been established but assigned only as a bracketed alternate number, continue to use that number provided there has been no substantial change in the heading for the author under AACR 2.

General principles for formulating literary author captions and see references in the P schedules

1) Use the form of name, if any, established by the descriptive cataloger, including dates if they are readily available, but omit the designation "pseud.," or any other additions to the name.

PR4650-4698 Eliot, George, 1819-1880 (II)

not

PR4650-4698 Eliot, George, pseud., i.e. Marian Evans, afterwards Cross, 1819-1880 (II)

2) Do not list the various pseudonyms or alternate forms of names in parentheses or quotation marks after the name chosen as the caption.

PL842.A43 Yamada, Yoshihiko, 1894-1975

not

PL842.A43 Yamada, Yoshihiko, 1894-1975 (Kida, Minoru)

PS2156.J3 Judson, Emily Chubbuck, 1817-1854

not

PS2156.J3 Judson, Emily Chubbuck, 1817-1854 ("Fanny Forester")

3) Do not make *see* references from variant names that are not pseudonyms but merely foreign language renderings of the name.

PA5610.E43 Elytēs, Odysseas
reference: Alepoudelēs, Odysseas, *see* .E43 (*variant name*)

not

Elytis, Odysseus, *see* .E43 (*the author's name as rendered in English language publications*)

4) Do not make *see* references from multiple forms of the same name varying in fullness but all beginning with the same, or substantially the same, entry word. Make the *see* reference from only one such name, choosing the most commonly used form whenever possible.

Ferrars, E.X., 1907- , *see* PR6003.R458

not

Ferrars, E.X., 1907- , *see* PR6003.R458
Ferrars, Elizabeth, 1907- , *see* PR6003.R458

PUBLICATIONS

MACHINE-READABLE DATA FILES

Cataloging Machine-Readable Data Files: An Interpretive Manual, Sue A. Dodd, was published recently (Chicago, American Library Association, 1982. 247 p. ISBN: 0-8389-0365-7). This manual, which can be ordered from ALA for $35.00 a copy, covers not only the cataloging aspects of machine-readable data files but also their general characteristics and documentation, guidelines for bibliographic conventions to be used by MRDF producers, and levels of record-keeping.

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JAPANESE

Contents

1. Romanization system

The modified Hepburn system of romanization as employed in Kenkyusha's New Japanese-English Dictionary (3rd and later editions) is used. For the syllabic nasal, "n" is always used preceding "b," "m," and "p." Romanization for words of foreign origin follows the American National Standard system for the romanization of Japanese, e.g., ベトナム Betonamu; ヴェトナム Vetonamu.

2. Word reading

The reading of Japanese words follows standard Japanese language usage, insofar as this can be determined from standard Japanese dictionaries. A current modern reading is preferred to an obsolete one, except where the usage of standard authorities has established a particular reading for a particular name or book title.[1/] If there are various readings, the reading that appears most frequently in dictionaries is used.

3. Capitalization

A. Personal names

a. Capitalize each word of a personal name, except the particle no.

Sugawara no Takasue no Musume 菅原孝標女

b. Capitalize titles and terms of address, except for cases under 5.4Bc.

Kōbō Daishi 弘法大師

B. Place names. Capitalize each separately written word of a geographic name.

Yokohama	横浜	Nihon Rettō	日本列島
Yūraku-chō	有楽町	Taiheiyō	太平洋
Bōsō Hantō	房総半島	Tōyō	東洋

1/ 日本 is romanized as Nihon unless the usage of standard authorities has established a particular reading, e.g., Dai Nippon Teikoku, Nippon'ichi, Nippon eitaigura, etc.

C. Corporate names. Capitalize each separately written word of a corporate name, except particles and conjunctions.

Sensō o Kirokusuru Kai 戦争を記録する会

Nihon Rikugun 日本陸軍

D. Documents and publications

a. Capitalize the first word of the title of a publication (book, periodical, series, etc.).

Tsurezuregusa 徒然草

Chūō kōron 中央公論

b. Capitalize the first word of the name of a document (law, regulation, etc.).

Rōdō kumiaihō 労働組合法

Rōdō iinkai kisoku 労働委員会規則

E. Historical events and periods

a. Capitalize each word of the name of a historical event.

Dainiji Sekai Taisen 第二次世界大戦

Niniroku Jiken 二・二六事件

Meiji Ishin shi 明治維新史

b. Capitalize the first word of the name of a historial period.

Jōmon jidai 縄文時代

Rikuchō jidai 六朝時代

Heianchō 平安朝

Shōwaki 昭和期

F. Peoples and languages. Capitalize names of peoples and languages.

Nihonjin 日本人

Amerikajin アメリカ人

Nihongo 日本語

Eigo 英語

G. Religions and sect. Capitalize names of religions and sects.

Bukkyō 佛教

Kirisutokyō キリスト教

Shintō 神道

Zenshū 禅宗

H. Derivatives of proper names. Lowercase words derived from names of places or religions, when the derived words are no longer considered to be proper names.[2]

nihontō	日本刀
nihonshu	日本酒
nihonga	日本画
butsuga	佛画
washitsu	和室
wafuku	和服
yōshu	洋酒
kutaniyaki	九谷焼
kokutani	古九谷
kanji	漢字
kanpō	漢方
kan'yaku	漢薬
zendera	禅寺
zensō	禅僧
kirisutosha	キリスト者

4. Punctuation

A. Transcribe a centered point (•) used for dividing words as a comma if it makes the meaning of romanized words clear.

Chūgoku Shikoku no mingei 中国・四国の民芸

Pōru Kurōderu ポール・クローデル

Matsumoto Seichō, Yamamoto Shūgorō shū 松本清張・山本周五郎集

B. Transcribe brackets (「...」) used in the manner of quotation marks ("...") as quotation marks.

5. Word division

5.1. Sino-Japanese (on) compound.[3]

A. Write binary compounds as single words.

ichigen ikkō 一言一行

Rikuchō jidai 六朝時代

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[2] For a proper name that contains another proper name, see 5.4, exceptions.

[3] A compound means a word consisting of two or more Chinese characters, or of Chinese characters and kana, or of kana alone, whether established by dictionary usage or not.

Nihon kokusei jiten	日本国政事典
kokumin shugi	国民主義
keizai ronshū	経済論集
Indo tetsugaku shiyō	印度哲学史要
Tōyō Gakkai	東洋学会
Keiō Gijuku Daigaku Keizai Gakubu	慶応義塾大学経済学部
Tōkyō Daigaku Kyōyō Gakubu	東京大学教養学部

B.

a. Write trinary and derived compounds as single words as long as they contain no more than one binary or trinary compound.

keizaiteki	経済的
seibutsugaku	生物学
jinseikan	人生観
yuibutsuron	唯物論
kenkōhō	健康法
daijinbutsu	大人物
daiōjō	大往生
jibika	耳鼻科
koseibutsugaku	古生物学
hōshakaigaku	法社会学
shinkansen	新幹線 4/
kyūtaisei	旧体制 4/

b. Write trinary pseudo-compounds formed by the addition of a single character as single words.

gōshisō	業思想
kakusensō	核戦争
kakukazoku	核家族
ryōseikatsu	寮生活
shinkenchiku	新建築
daijiten	大辞典
daihatsumei	大発明

4/ For a word beginning with such characters as 新, 旧 etc., consult any current dictionary to determine whether it is part of a word or is a prefix to the following word or words (cf. 5.3A). If it is appropriate, apply 5.1Bb below.

If, however, a single character is enclosed within brackets used as quotation marks, apply 4B.

"jin" shisō 「仁」思想 "kaku" ronsō 「核」論争

C. Write single characters in succession constituting a pseudo-compound as one word.

todōfuken	都道府県
shikuchōson	市区町村
shichōson	市町村
shinōkōshō	士農工商
ishokujū	衣食住

D. Hyphenate grouped compounds involving phonetic changes.

jochū-bōkō	女中奉公
bungei-dokuhon	文芸読本
kabushiki-gaisha	株式会社 5/
gōshi-gaisha	合資会社

E. Hyphenate one or more single-character modifiers having a common substantive.

shō-chūgakkō	小・中学校
shō-chū-kōtō gakkō	小・中・高等学校
shō-chūkibo kigyō	小・中規模企業
jō-gesuidō	上・下水道
nō-san-gyoson	農山漁村
nō-kō-kōgyō	農・工・鉱業
bun-shi-tetsugaku	文・史・哲学
Meiji sanjūshichi-hachinen	明治三十七・八年

When single character modifiers form a binary or trinary compound, however, follow 5.1A or 5.1B above.

chūshō kigyō	中小企業
Bunri Gakubu	文理学部
rikagaku jiten	理化学辞典
dōshokubutsu jikken	動植物実験

5/ For proper names, use Kabushiki Kaisha, e.g., Nissan Jidōsha Kabushiki Kaisha.

5.2 Native Japanese (kun and jūbakoyomi or yutōyomi) compounds

A. Nouns

a. Write compound nouns as single words.

wareware	我々
wagahai	我輩
kirisame	霧雨
teashi	手足
yamatodamashii	大和魂
mizusakazuki	水盃
ukiyoe	浮世絵
chanoma	茶の間
chanoyu	茶の湯
kokoroarigao	心有顔
iyagarase	嫌がらせ
kogirei	小綺麗
rikutsudōri	理屈通り

Write separately modifiers which are not part of compounds.

waga hokori	我が誇り
waga musuko	わが息子
waga machi	我が町
waga kyōdo	我が郷土

In case of doubt, prefer the separate form.

waga kuni	我国(わが国)
waga ko	我が子
waga tomo	我友(わが友)
chichi haha	父母
ani imōto	兄妹
are kore	あれこれ

b. Write separately a kun single character word modifying a compound.

onna ekaki	女絵かき
aji jiman	味自慢
koto gassō	琴合奏

mizu shigen	水資源
kome sōdō	米騒動
otoko aite	男相手

B. Verbs

a. Write simple and compound inflected verbs, with their auxiliaries, as single words.

shihaisuru	支配する
doraibusuru	ドライブする
yomiuru	読み得る
nashienai	なし得ない
kansuru	関する
omoidasu	思い出す

b. Write verbs separately from adverbs or inflected adjectives and verbs.

dō kangaeru	どう考える
ā shitai	あゝしたい
sō suru	そうする
kō naru	こうなる
tsuyoku naru	強くなる
utsukushiku naritai	美しくなりたい
ikite ita	生きていた
kaette kuru	帰って来る
yatte miyō	やって見よう
itadaite ikimasu	載いていきます

c. Write honorific auxiliaries or potential auxiliaries, dekiru and dekinai, separately from other part of the verb.

ookuri itashimashō	お送り致しましょう
odekake asobashimasu ka	お出掛け遊ばしますか
gaman dekiru ka	我慢出来るか
gaman dekimasen	我慢出来ません

C. Adjectives. Write compound inflected adjectives as single words.

bimyōnaru	微妙なる
ikanaru	如何なる
miryokuaru	魅力ある

teikōnaki 抵抗なき

dōdōtaru 堂々たる

osorubeki 恐るべき

ayamatta sahō, ayamariyasui sahō 誤った作法・誤り易い作法

D. Adverbs and conjunctions. Write compound adverbs and conjunctions as single words.

tokuni 特に

narabini 並に

tomoni 共に

tsuini 遂に

ikani 如何に

suguni 直ぐに

matawa 又は

aruiwa 或いは

E. Particles. Write particles separately from other words and from each other.

kōfuku e no michi 幸福への道

E wa dare ni de mo kakeru 絵は誰にでも描ける

Sō iu hon o yomu no ga tanoshii そういう本を読むのが楽しい

anata to watashi to あなたとわたしと

kumo no ue ni 雲の上に

anata no tame ni あなたの為に

nonki na ojisan nonki ni kamaeru 呑気な小父さん呑気に構える

yunīku na sonzai ユニークな存在

5.3 Prefixes, suffixes, etc.

A. Write separately a single-character prefix modifying on or kun compounds following it.

zen shushō enzetsushū 前首相演説集

ko shachō kaikoroku 故社長懐古録

shin okurigana 新送りがな

shin shokuminchi shugi 新植民地主義

kyū dōtokuritsu 旧道徳律

kyū dojin shakai 旧土人社会

Dai jinmei jiten 大人名事典

shō bungaku jiten 小文学辞典

chō senshinkoku	超先進国
chō genjitsu shugi	超現実主義
han sensō undō	反戦争運動
han sensōron	反戦争論
kaku jidai	各時代
kaku todōfuken	各都道府県
kaku musan seitō	各無産政党
hi bunkateki	非文化的
hi sabetsu shakai	非差別社会
ichi toshokan'in	一図書館員
ichi kinen shashin	一記念写真

B. Hypenate a single character modifying, or modified by, foreign words generally written in katakana.

shō-enerugī	省エネルギー
kaku-enerugī	核エネルギー
datsu-enerugī	脱エネルギー
shō-ene	省エネ
enerugī-gen	エネルギー源
karorī-hyō	カロリー表
irasutorēshon-teki	イラストレーション的

If the foreign word in katakana together with a single character is a long-established word or a corporate name, however, romanize it as one word.

Amerikajin	アメリカ人
kirisutosha	キリスト者
Saiensusha	サイエンス社
sābisugyō	サービス業

C. Write the suffix tō or nado 等,など, hen 編, 篇 used for sections of books, and shō 抄, 鈔 for excerpts or commentaries, kō 考, 稿 for treatise or drafts, and ten 展 for exhibitions, separately from the word preceding them unless they form Sino-Japanese compounds, e.g., 前編, 私考, 草稿, 特別展.

kyōdō kiken kōi tō no kinshi ihan	共同危険行為等の禁止違反
kyō konogoro omoidasu koto nado	今日この頃思い出すことなど
senzen sengo hen	戦前戦後編
Nihon shokunikushi shō	日本食肉史抄

Nihon insho kō	日本印書考
Shina shoshigaku kō	支那書誌学稿
Tōzai bijutsu kōryū 300-nen ten	東西美術交流300年展

D. Write a single-character substantive modified by on or kun compounds as part of the word preceding it.

Ochiboshū	落穂集
Kokinshū	古今集
Kokin wakashū	古今和歌集
Bunka jinmeiroku	文化人名録
Nihon seifu gyōsei kikōzu	日本政府行政機構図
Nichi-Ro gaikō jūnenshi	日露外交十年史
Gakkō toshokanhō	学校図書館法
Kokubunji shiryō chōsa hokokusho	国分寺資料調査報告書
Meiji Taishō bungakushi	明治大正文学史
Kagoshima-ken fūbutsushi	鹿児島県風物誌
shizen kagakusha	自然科学者
jibi inkōka	耳鼻咽喉科
kyōdai shimaitachi	兄弟姉妹達
Rōdō Kijunkyoku	労働基準局
Asahi Shinbunsha	朝日新聞社
Nihon Bungaku Kenkyūkai	日本文学研究会

If the word romanized together with a single-character substantive becomes meaningless, hyphenate it with the word preceding it.

Nihon gunkoku-shugika	日本軍国主義下
hatten-tojōkoku	発展途上国

5.4 Proper names

A. Write proper names and titles of books separately from modifiers or words modified by them.

Rinkān den	リンカーン伝
Niwa Fumio shū	丹羽文雄集
Genji monogatari shō	源氏物語抄
Shin jidai	清時代
Min Shin jidai	明清時代

To shi shō	杜詩抄
Nihon shi	日本史
Beikoku shi	米国史
Tōyō shiron	東洋史論

Exceptions

(1) For proper names (include corporate names) that contain other proper names, follow 5.1A-B, 5.2A, and 5.3D above.

Edojō	江戸城
Shijōgawara	四條河原
Sohōkai	蘇峰会
Onogumi	小野組
Gendai Nihonshi Kenkyūkai	現代日本史研究会

(2) Write names of historical periods with single-character generic terms as single words.

Shinchō	清朝	Meijiki	明治期

(3) For names of ships, write such suffixes as maru or go separately from the preceding word.

Asama Maru	浅間丸
Hayabusa Gō	はやぶさ(隼)号
Purejidento Uiruson Gō	プレジデント・ウイルソン号

(4) Hyphenate such single characters as 的, 型, 式, 流, 産, 製, 派, 系, 本, 版, etc., which can be suffixed to any proper names.

Nihon-teki	日本的
Honkon-gata	香港型
Tanaka Chiyo-shiki	田中千代式
Hōshō-ryū	宝生流
Hokkaidō-san	北海道産
Taiwan-sei	台湾製
Tanaka-ha	田中派
Nakasone-kei	中曽根系
Kanda-bon	神田本
Kanazawa Bunko-ban	金沢文庫版

B. Write titles and terms of address separately from personal names.

a. Write separately a title that precedes a personal name.

Sei Sabieru	聖サビエル

b. If a title or a term of address following a personal name consists of a binary or trinary compound, write it separately from the personal name.

Meiji Tennō	明治天皇
Taiken Mon'in	待賢門院
Kitashirakawa no Miyasama	北白川の宮様
Nichiren Shōninsama	日蓮上人様
Takezawa Sensei	竹沢先生

c. Hypenate a title or a term of address when it consists of a single character or kana for san, sama, chan, kun, etc., and follows a personal name.

Bashō-ō	芭蕉翁
Kakushin-ni	覚信尼
Gotoba-in	後鳥羽院
Okiku-san	お菊さん
Nakamura-kun	中村君
Tarō-chan	太郎ちゃん
Non-chan kumo ni noru	ノンちゃん雲に乗る
Sa-shi	左氏

C. Geographic names

a. Hyphenate generic terms used as part of the name of jurisdictions or streets.

Tōkyō-to	東京都
Chiyoda-ku	千代田区
Yūraku-chō	有楽町
Yamaguchi-ken	山口県
Yokohama-shi	横浜市
Ogawa-machi	小川町
Ogasawara-mura	小笠原村

Exceptions

(1) Write generic terms separately if they form Sino-Japanese compounds.

Ogasawara sonchō	小笠原村長
Ogawa chōshi	小川町史
Chiyoda Kuritsu	千代田区立
Yokohama shisei	横浜市政
Tōkyō tomin	東京都民
Yamaguichi kenpō	山口県報

(2) Write koku as part of the name of a country.

Nihonkoku	日本国
Manshūkoku	満洲国
Kankoku	韓国

(3) Write Kuni separately if preceded by no in the name of a province.

Musashi no Kuni	武蔵国 (武蔵の国)

b. Write modifiers differentiating places of the same name as part of the name, if they are part of the name of a jurisdiction.

Higashiizu-chō	東伊豆町
Kamikitayama-mura	上北山村

If the modifiers are not part of the name of a jurisdiction, write them separately.

Minami Yamashiro	南山城
Tōnan Ajia	東南アジア

c. Write compound names designating merged places or containing a larger place name as single words.

Ujiyamada-shi	宇治山田市
Aizuwakamatsu-shi	会津若松市

d. Hyphenate generic terms for stations and harbors following place names.

Tōkyō-eki	東京駅
Yokohama-kō	横浜港

If the generic terms form Sino-Japanese compounds, however, write them separately.

Tōkyō ekichō	東京駅長
Yokohama kōwan	横浜港湾

e. Write generic terms for geographic features as part of the name.

Sumidagawa	隅田川
Asamayama	浅間山
Biwako	琵琶湖
Shinanoji	信濃路
Saipantō	サイパン島

If the generic terms form Sino-Japanese compounds, however, write them separately.

Biwa kohan	琵琶湖畔
Asama sanroku	浅間山麓

D. Abbreviated forms

a. Write words consisting of or containing abbreviated proper names as single words.

Nōbi Heiya	濃尾平野
Keihin kōgyō chitai	京浜工業地帯
Meishin kōsoku dōro	名神高速道路
Shin'etsusen	信越線
Ōbeijin	欧米人
ryūō gakusei	留欧学生
Eishibun	英詩文
tainichi bōeki	対日貿易
Kiki kayō	記紀歌謡

Hyphenate, however, a compound consisting of abbreviated names of countries or languages, except when the compound is normally elided.

Nichi-Ro gaikō jūnenshi	日露外交十年史
Nichi-Ei-Doku igo shōjiten	日英独医語小辞典
Sen-Man sōsho	鮮満叢書
Nikka daijiten	日華大辞典
Nitchū kankei	日中関係

b. Write contracted compound proper names as single words.

Chūkyō jūyō bunkenshū	中共重要文献集
Mantetsu chihō gyōseishi	満鉄地方行政史
Soren no Nihon kenkyū	ソ連の日本研究

Hokushi Jiken no keika	北支事件の経過
Saō monogatari	沙翁物語
Fukuō hyakuwa	福翁百話

5.5 Numerals.

A. Write cardinal numbers under 100, and the numbers 100, 1,000, 10,000, and 100,000, etc., as single words, if spelled out. Separate by hyphens the hundreds, thousands, tens of thousands, etc., in numbers over 100.

sen-kyūhyaku-hachijūsannen	千九百八十三年

B. Write the ordinal prefix dai, numerators, and other suffixes as part of the numbers they precede or follow, if spelled out. Write them separately from the words they modify.

daisan seiryoku	第三勢力
Dainiji Sekai Taisen kaikoroku	第二次世界大戦回顧録

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