

GPO Policy in RDA Capitalization (all formats)

BACKGROUND: In preparation for the implementation of RDA, GPO is establishing its own policy for capitalization in resource transcription. RDA 1.7.1 Alternative option states, "If the agency creating the data has established in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given under RDA 1.7.2-1.7.9 and in the appendices. (see also the related Library of Congress Policy Statements, LCPS)"

INSTRUCTIONS: Catalogers must follow the sentence-style capitalization standard cited in *The Chicago Manual of Style* 17.51. In sentence style capitalization, only the first word in a title or a subtitle and any proper names are capitalized.

BASIC PROCEDURES: When cataloging a resource, regardless of its format, catalogers will ignore the capitalization provided on the piece and follow sentence-style capitalization, as explained in the instructions portion of this guidance.

Examples:

Reconnaissance geologic map of the Dubakella Mountains 15' quadrangle, Trinity County, California.

(proper names capitalized, first letter of first word capitalized, all other words lowercase)

Cibola National Forest, Magdalena Ranger District, New Mexico.

(all words capitalized because the entire title is composed of proper names)

An Act to Amend Public Law 95-232 to Repeal a Restriction on Treating as Indian Country Certain Lands Held in Trust for Indian Pueblos in New Mexico.

(all words capitalized because this is a proper title of a law)

The coral reef of south Moloka'i, Hawai'i : portrait of a sediment-threatened fringing reef.

(the initial article is capitalized because it is the first word in the title and no other words are capitalized except for proper nouns)

LEADERSHIP AND FORCE DEVELOPMENT.

(despite appearing in all capital letters, the first word of the title is capitalized and the rest of the letters must appear as lowercase, i.e., Leadership and force development.)

References

RDA, 1.7.1, Alternative. Transcription, General Guidelines on Transcription.

The Chicago Manual of Style, 17.51, Sentence-style capitalization.

Effective: September 6, 2011

Issued by: Jennifer Davis, Manager, LSCM, LTIS, Bibliographic Control Section

Issue Date: September 9, 2011