

Appendix B Standards for Spacing, Punctuation, Capitalization, Abbreviations, and Numerals in Bibliographic Records— with Special Instructions for Typed Cards

There are still many libraries that find it necessary to type at least some catalog cards locally. For these libraries, the following instructions illustrate a simple and generally effective method for doing so. The sections on punctuation, spacing, capitalization, abbreviations, and numerals are useful in creating original bibliographic records, whether they are input online in MARC format or are to be hand-typed.

The following formalized rules are arbitrary. In any particular setting, different spacing may be set for indentions. The important thing is to be consistent—especially concerning which information starts at the different indentions. Otherwise, users may find it difficult to read and understand the cards. In the following sections indention rules are given first. These are followed by detailed explanations of the typing rules (spacing, punctuation, capitalization, etc.) using International Standard Bibliographic Description (ISBD) format.

TYPED CARDS

Indentions

Standard printed cards from the Library of Congress have the great advantage of more than one style and size of type to help differentiate between distinct items on the card. Lacking this advantage, typewritten cards must rely upon a standardized system of spacing and punctuation for clarity. The following suggestions for spacing have been used successfully by many libraries.

The main entry heading begins nine spaces from the left margin of the card. This segment of nine spaces is called the first indention.

The second indention begins four typewriter spaces to the right of the main entry—or 13 spaces from the left margin. The second indention is used to align title, collation, notes, and tracing. Any of this information that is too long to be recorded on one line is brought back to the first indention in standard paragraph form. All added entries at the top of the card begin at the second indention.

Occasionally there is need of a third indention (16 spaces from the left margin or seven spaces to the right of the beginning of the main entry). This will occur in three instances:

1. When the author entry is too long to be contained on one line, the overflow is carried to the third indention. (To use the second indention in this case would be confusing because the title begins at the second indention.)
2. When an added entry is too long for one line, the second line will carry over to the third indention.
3. In the cataloging of one volume or piece of a set that is in progress, the succeeding volumes or pieces must be allowed for. In this case the typist will space to the third indention in the collation and type the specific material designation [e.g., "cassettes," "reels," or "v." (for "volumes")]. When the set is complete, it then becomes a simple matter to type the completed number of pieces directly to the left of the designation.

Card Format

The main entry heading begins on the fourth line from the top of the card. A typewritten catalog card is single-spaced throughout, with the following exceptions:

1. Double-space before the beginning of the first note.
2. Place the tracing at the bottom of the card, but above the hole.

Figure B.1 (see page 560) is a sample form showing the location of information on a catalog card, indentions, spacing after punctuation, and vertical spacing between parts of the card. Figure B.2 (see page 560) illustrates the format for the second card, which is to be used when there is too much information to fit onto one card. Detailed instructions for spacing, punctuation, and capitalization in the format are given in the following sections.

The Library of Congress carries the tracing for the card set in paragraph form at the bottom of the card just above the hole (see Fig. B.2). For typed cards the tracings, instead of being placed on the front, may be typed on the back of the main entry card. This is particularly true when the tracings are long. In any case, the form, once established, should not vary. The subject headings are typed first in order of importance. If they are equally important, the order does not matter, except that biographical headings, or others in which the person is the subject, always come first. Each subject heading is preceded by an arabic numeral.

Those entries that bring out descriptive elements of a book rather than its subject are preceded by roman numerals and come after all subject entries. As part of the tracing, they follow a specific order: joint author, editor, translator, or any other individual person who has helped to create the work; corporate entries or sponsoring agencies such as societies, university departments, bureaus, and the like; title; series.

Fig. B.1. Sample form for typed card.

1st indentation: 9 spaces from left margin
 2nd indentation: 13 spaces from left margin
 3rd indentation: 16 spaces from left margin

Call no. Added entry
 Second line of added entry (if necessary)
 Main entry heading
 Title proper [GMD] = Parallel title : other title / statement of responsibility. -- Edition statement / statement of responsibility relating to edition. -- Place of publication, distribution, etc. : Publisher, distributor, etc., date (Place of manufacture : Manufacturer, date of manufacture) extent of item : other physical details ; dimensions + accompanying material. -- (Series ; numbering)

○ (Continued on next card)

Fig. B.2. Sample form for supplementary typed card.

Call no. Added entry
 Second line of added entry (if necessary)
 Main entry heading
 Title proper [GMD] ... date of publication, etc. (Card 2)

Note 1.
 Note 2.
 ISBN

1. Subject heading--Subheading. 2. Subject heading--Subheading. I. Added entry. II. Title. III. Series.

○

Detailed rules and examples pertaining to the elements that make up the bibliographic record are discussed in chapters 3-13, 17-19, and 22-23 of this text. Works entered under title are typed in the form called the hanging indentation. The title begins at the first indentation and is continued at the second indentation. Physical description and notes are indented as for all other cards. See Fig. B.3.

Fig. B.3. Typed form for hanging indentation.

¹Title entry 1st indentation
²2nd indentation

Call no. ¹An Illustrated dictionary of geography / edited
 ²by R. Ogilvie Buchanan. -- London : Heinemann
 Educational, 1974.
 242 p. : ill. (some col.), col. maps ; 22 cm.
 ISBN 0-435-34390-4

1. Physical geography--Dictionaries.
 2. Geography--Dictionaries. I. Buchanan, Robert Ogilvie, 1894-

○

STANDARDS FOR SPACING, PUNCTUATION, CAPITALIZATION, ABBREVIATIONS, AND NUMERALS IN ISBD AND AACR

In 1972 the International Standard Bibliographic Description (ISBD) was adopted as a standard by the International Federation of Library Associations. Its major purpose was to facilitate the international exchange of bibliographic information by standardizing the elements to be used in the bibliographic description, assigning an order to these elements, and specifying a system of symbols to be used in punctuating these elements. In 1974 *AACR1* was revised to incorporate ISBD into its rules for description of monographs, and by the time of publication of *AACR2*, ISBD standards were included for description of all materials. In the following sections, except for the instructions relating specifically only to typed cards, the instructions follow ISBD and *AACR2R* standards.

Spacing

1. The main entry heading begins on the fourth line from the top of the card.
2. Single-space the lines, with the exceptions of double spaces before the first note and before the tracing.
3. The call number begins on the fourth line from the top of the card. Indent the call number one space from the left edge of the card.
4. Leave one space before and one space after
 - a. Equals signs
used to indicate parallel titles or other parallel information:
La motoneige au Québec = Snowmobiling in Quebec
used to separate alternative numbering systems in serials:
Vol. 4, no. 1- = No. 13-
used to separate ISSN from key title:
ISSN 0040-9898 = Toward freedom
 - b. Colons
used before other title information:
On the contrary : articles of belief, 1946-1961.
used between place of publication, etc., and publisher, etc.:
New York : Macmillan
used between the extent of item and other physical details in the physical description area:
1 disc (45 min.) : analog, 33 1/3 rpm, stereo.
used between standard number and terms of availability:
ISBN 0-87287-153-3 : \$15.00
used between different parts of additions to corporate names:
Alessandria (Italy : Province)
used in statements of computer file characteristics:
Computer data (2 files : 100, 450 records)
 - c. Diagonal slashes used to indicate a statement of responsibility:
Instrument pilot's guide / by L.W. Reithmaier
 - d. Dashes used following the periods (full stops) that precede the edition area, the material specific details area, the publication, distribution, etc., area, and the series area. In typescript a dash is made with two hyphens:
by L.W. Reithmaier. -- 2nd ed. -- Fallbrook, Calif.

26 cm. -- (Oxford in Asia university readings)

- e. Semicolons
used to indicate different functions of subsidiary responsibility:
by W.W. Hellon ; photography, Woodward C. Helton and James McKinney ; illustrator, Pete Dykes

used to precede dimensions in the physical description area:
219 p. : ill. ; 24 cm.

1 score (8 p.) ; 31 cm.

used in the publication, etc., area to separate two places or two places and publishers, etc.:
Toronto ; New York

London : Oxford University Press ; Berkeley : University of California Press

used to precede numbering of a series or subseries:
Studies in Nigerian languages ; no. 1

used to separate projection from statement of scale in cartographic materials:
Scale 1:50,000 ; Transverse Mercator proj.

used to separate a new sequence of numbering from an old sequence of numbering in serials:
No. 1 (Winter 1970)-no. 20 (Fall 1974) ; Vol. 1, no. 1 (Jan. 1975)-
- f. The plus sign used to separate accompanying materials from the dimensions in the physical description area:
30 cm. + 1 atlas
- g. The mark of omission (...) used to show omission of part of an element:
by Jack P. Segal ... [et al.]
5. Leave one space after
 - a. all commas, closing parentheses, and closing square brackets
 - b. periods (full stops) that end each area of the description or that are used after abbreviations
 - c. colons that follow the introductory wording in notes:
Title on spine: Eighteenth century Franklin County deeds
6. Leave two spaces after
 - a. the period (full stop) separating the titles and statements of responsibility of works in an item lacking a collective title:
Henry Esmond : a novel / by Thackeray. Bleak house : a novel / by Dickens
 - b. each item in the tracing:
I. Title. II. Series.

7. Omit the space before all commas, periods (full stops), hyphens, closing parentheses, and closing square brackets.
8. Omit the space after all opening parentheses, opening square brackets, and hyphens that are followed by additional information.

NOTE: The peculiarities of ISBD spacing result from the dual use of punctuation marks: they can be used either as marks of punctuation or as marks of separation. The function of a mark in a particular instance determines the spacing around it. The ISBD rules for punctuation and spacing were designed for international standardization of bibliographic format so that records could be exchanged between countries and would have clearly identifiable parts regardless of language differences or differences in meaning of punctuation marks. The ISBD rules also simplify the conversion of bibliographic records to machine-readable form.

Punctuation

1. Use commas
 - a. in the statement of responsibility between names of persons or bodies performing the same function but which are not connected with a conjunction in the chief source of information:
by Martin L. Bowers, Jon R. Carr, William Knight
 - b. between the name of the publisher, etc., and the date of publication, etc., or between name of manufacturer and date of manufacture in the publication, distribution, etc., area:
American Library Association, 1978
 - c. between variations in dates in the publication, etc., area:
1989, c1986
 - d. between different pagination sections of a printed work:
xxi, 259, 27 p., 15 leaves of plates
 - e. between the series or subseries and its ISSN:
Studies in biology, ISSN 0537-9024
 - f. to separate a surname and a forename
 - g. following personal names, when additions are made:
Smith, Paul, 1941-

John Paul II, Pope
 - h. to separate a smaller place from its larger jurisdiction when both are used as an addition to a name:
Hope Valley (Durham, N.C.)
 - i. wherever required by grammar and there is no punctuation prescribed in the rules

2. Use semicolons
 - a. to indicate different functions of subsidiary responsibility:
by John Hinterberger ; illustrated by Jacques Rupp
 - b. preceding dimensions in the physical description area:
ill. (some col.) ; 30 cm.

1 score (28 p.) ; 28 cm.
 - c. preceding the numbering of a series or subseries:
(Studies in Nigerian languages ; no. 1)

(Studies in biology, ISSN 0537-9024 ; no. 102)
 - d. between a series of titles by the same author from a work lacking a collective title:
Romeo and Juliet ; King Lear ; Macbeth / by William Shakespeare. --
 - e. between two places of publication, etc., in the publication, etc., area:
London ; New York :
 - f. between two separate places of publication, etc., and publishers, etc.:
London : Oxford University Press ; Berkeley : University of California Press
 - g. between two sequences of numbering, dates, etc.:
Vol. 10, no. 3 (Mar. 1983)-vol. 12, no. 12 (Dec. 1985) ; no. 1 (Jan. 1986)-
 - h. between statement of scale and projection in cartographic materials:
Scale 1:50,000 ; Transverse Mercator proj.
3. Use periods (full stops)
 - a. at the end of the publication, distribution, etc., area unless the final mark of punctuation is a square bracket or a right-hand parenthesis:
Oxford University Press, 1979.

Aero Publishers, 1979 [c1976]
 - b. at the end of each note:
Includes index.

Title from container.
 - c. at the end of each entry in the tracing:
1. Sociology.

I. Title. II. Series.

- d. between a series of separate titles and statements of responsibility from a work lacking a collective title:
The sorcerer's apprentice / Dukas. Night on bald mountain / Mussorgsky.
 - e. preceding the title of a supplement or section:
Journal of chemical engineering. Supplement
 - f. between the title of a series and the title of a subseries:
Pacific linguistics. Series C
 - g. after abbreviations as indicated by the current usage of the language concerned:
ill.

min.
 - h. before subheadings of a corporate body heading:
United States. Antarctic Projects Office
4. Use parentheses
- a. to enclose the place and name of the manufacturer:
(London : Wiggs)
 - b. to enclose the series area:
(Books that matter)
 - c. to specify the number of components as part of the extent of an item:
1 microfiche (140 fr.)

1 tape (1 hr. 15 min.)

3 v. (xix, 1269 p.)
 - d. in the physical description area to indicate some of the illustrative matter is in color:
ill. (some col.)
 - e. for the physical details of accompanying material in the physical description area:
2 v. ; 32 cm. + 1 atlas (159 leaves of plates : 25 col. maps ; 43 cm.)
 - f. to enclose statements of coordinates and equinox in cartographic materials:
(W 126°--W 64°/N 49°--N 23°)
 - g. to enclose a date following a numeric and/or alphabetic designation:
No. 1 (Jan. 1989)

- h. for designation of theses:
Thesis (M.A.)--University of Denver, 1988.
 - i. to enclose qualifications to the standard number or terms of availability:
ISBN 0-87287-161-4 (pbk.)
\$10.00 (\$8.00 to students)
 - j. to enclose date, number, place, or other designation added to a corporate or geographic name:
Franklin County Legal Journal (Corporation)
 - k. to enclose data giving characteristics of computer files:
Computer program (1 file : 350 statements)
5. Use colons
- a. before other title information:
Human action : a treatise on economics

French rooster : [poem]
 - b. between place of publication, etc., or manufacture and the name of the publisher, etc., or manufacturer:
New York : Macmillan
 - c. between the extent of item and other physical details in the physical description area:
1 globe : col., plastic, mounted on metal stand
 - d. between standard number and terms of availability:
ISBN 0-87287-153-3 : \$15.00
 - e. between different additions to corporate names:
WUNC (Radio station : Chapel Hill, N.C.)

Symposium on Computer Applications in Medical Care
(14th : 1990 : Washington, D.C.)
 - f. between the introductory wording and the main content of notes:
Bibliography: p. 190-191.

Summary: A poetical journey into the unconscious of a woman in search of personal power.

First ed. published with title: Technical topics for the radio amateur.

Credits: Script, Al DeZutter.
 - g. in the scale ratio in cartographic materials:
Scale 1:250,000

Note that in f. there is no space before the colon, and in g. there is no space before or after the colon. In these cases, the colon is used as a mark of punctuation rather than a mark of separation.

6. Use period (full stop) and dash
- preceding the edition area, the material specific details area, the publication, distribution, etc., area, and the series area:
/ drawn by Robert Morgan. -- Rev. ed. -- Scale
1:500,000. -- London :
- ; 78 x 80 cm. -- (World climatology series)
- In the cases in a. the format is period-space-hyphen-hyphen-space. The dash is represented by two hyphens on the typewriter.
7. Use dashes
- for sequence in a contents note:
Contents: The ethic of the group / L.C. Eiseley -- Science
and human values / G. Seldes -- Law and the limits /
W. Hurst.
- In this case, the format is space-hyphen-hyphen-space.
- in thesis notes:
Thesis (Ph.D.)--Yale, 1979.
 - to precede subdivisions in subject headings:
Zip code--New York (N.Y.)--Maps
- Note that there is no space before or after the dash in b. or c.
8. Diagonal slashes are used before the statement of responsibility in the title and statement of responsibility area, the edition area, the series area, and the contents note:
Introduction to sociology / Paul Sites
(Reports / British Library, Research & Development ; no. 5416)
9. Use equals signs
- before parallel titles and other parallel information:
La nuit : Etüde für Klavier = Night : piano study
 - before alternative numbering systems in serials:
Vol. 4, no. 1- = No. 13-
 - before a key title in the standard number area:
ISSN 0190-1427 = AJS update
10. Plus signs are used to separate accompanying materials from the dimensions in the physical description area:
30 cm. + 1 disc
11. Question marks are used to denote
- conjectural additions:
[Pittsburg? Calif.]
Pittsburg [Calif.?)

- uncertain dates:
[1892?]
[189-?]
[18--?]
12. Use hyphens
- to follow the numeric and/or alphabetic designation and/or the date of first issue of a serial:
No. 1 (Jan. 1978)-
 - to show time periods of more than one unit of time (e.g., more than one month, more than one year, etc.):
Goodwin, Emily, 1948-

United States--History--1961-1969.
13. Use square brackets:
- to show that the information enclosed has been supplied from a source other than the prescribed source of information according to AACR2R:
Christiana [Oslo]

3e [ed.]

French rooster : [poem]

(The prescribed sources of information vary according to the specified area of the record and the type of material being cataloged. These are discussed in general in chapter 3 of this textbook, and more specifically in chapters 4-7.)
 - to enclose the general material designation (GMD):
The curious campaign of the comma king [filmstrip]

It should be noted that adjacent elements in one area that require square brackets should be enclosed in the same set, except for the GMD, which is always enclosed in its own square brackets:
-- [S.l. : s.n., 1974?]

Elements in different areas that require brackets are each enclosed in their own set of brackets:
/ [Compiler, Dencho Vlaev]. -- [Sofia] :
14. Omissions of parts of elements, such as an unimportant part of a long title, or all but the first responsible party when more than three are named, are indicated by three dots, called "the mark of omission":
The Dickens concordance, being a compendium of names and characters and principal places in all the works of Charles Dickens ...

(Example continues on page 570.)

/ [edited by] Henry P. David . . . [et al.]

It should be noted that omissions of *entire* elements or areas are not indicated by the mark of omission.

Capitalization

The rules for capitalization, in general, follow standard style for the language involved. Rules for capitalization are given extensive coverage in *AACR2R*, appendix A, first covering rules in general and then giving specific rules by language. An important exception to normal usage is that a title is written like an ordinary sentence; the first word is capitalized, e.g.,

The will to live.
Act one.

If, however, the main entry of a work is its title proper, and if the first word of such a title is an article, the next word is also capitalized, e.g.,

The Will to live.
An Introduction to the physical sciences.

A rule revision is in process that will change this capitalization rule in *AACR2R*. The new rule omits this latter exception. When this goes into effect, the word following an article will not be capitalized regardless of choice of main entry, unless, of course, the word is a proper noun. The capitalization of other words in the title is governed by ordinary rules for capitalization; e.g.,

Across five Aprils
The Spirit of St. Louis.

The first word of every title, alternative title, or parallel title is capitalized, e.g.,

Letters from the West, or, A caution to emigrants.
El gato = The cat.

Abbreviations

Acceptable abbreviations are used in the description areas except in the recording of titles and statements of responsibility and in quoted notes. Acceptable abbreviations are those listed in *AACR2R*, appendix B. Some abbreviations may be used only for a heading (see B.2), and single letter abbreviations are not used to begin a note. When in doubt, the cataloger should *not* abbreviate.

Numerals

Rules for numerals are given in *AACR2R*, appendix C. There are rules prescribing when to substitute arabic for roman numerals; when to spell out numerals; when to substitute Western-style numerals for Oriental numerals; and how to record inclusive numbers, alternative dates, and ordinal numerals.

PRE-ISBD CATALOGING FORMAT

Before the introduction of ISBD in the United States in 1974, the cataloging differed from present cataloging in some ways. Less information was recorded, but what was given appeared in basically the same order as that information does now. The punctuation and spacing were simpler, in one sense, because punctuation was used only for punctuating, not also for separating areas and elements of description. In another sense, however, there was more difficulty in judging, for example, whether to use a comma, semicolon, or colon before a subtitle. And because "double punctuation" was strictly avoided, new catalogers often had difficulty learning, for example, not to precede or follow a square bracket with the comma or period called for by rules of grammar (e.g., the correct form was [New York] Macmillan [1961] *not* [New York], Macmillan, [1961]). A side-by-side comparison of ISBD punctuation and pre-ISBD punctuation may be found in the first edition of *Cataloging with Copy*, appendix F, and many examples of pre-ISBD copy appear throughout that edition.

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INTRODUCTION TO CATALOGING AND CLASSIFICATION

eighth edition

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