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Cataloging Rules
of the
American Library Association
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Additions and Changes

1949-1958



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Foreword

In 1952 the Library of Congress issued a *Supplement 1949-51* to its *Rules for Descriptive Cataloging in the Library of Congress*. The content of this *Supplement*, over and above that indicated by its title, included revisions of the *A. L. A. Cataloging Rules for Author and Title Entries* and certain administrative documents affecting the application of both sets of cataloging rules at the Library of Congress and hence of interest to libraries contributing cataloging copy for printing or buying Library of Congress printed cards for use in their catalogs.

The present publication reprints all that was in the 1952 *Supplement* and includes all changes in both sets of rules that have been jointly adopted by the American Library Association and the Library of Congress since that time. Except for music, microprint materials, and one rule dealing with entry for motion pictures, however, it does not include rules or changes in rules for non-book materials. The additional material contained in this publication has appeared previously in issues of *Cataloging Service*, a bulletin issued by the Library's Processing Department. The title has been changed to indicate more clearly the scope of the contents.

C. SUMNER SPALDING, *Chief*
Descriptive Cataloging Division

THE LIBRARY OF CONGRESS
Washington 25, D. C.
January 1959

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Contents

Foreword

A. L. A. Cataloging Rules for Author and Title Entries

Choice of Main Entry	1
Personal Authors	7
Corporate Bodies as Authors	26
Geographic Headings	35
Added Entries. References	35
Appendixes:	
Rules of Style for Headings	37
Transliteration:	
Arabic	38
Armenian	46
Far Eastern Languages	47
Thai	57

Rules for Descriptive Cataloging in the Library of Congress

Separately Published Monographs	59
Issues, Offprints, etc.	63
Analytical Entries	63
Serials	64
Music	64
Facsimiles, Photocopies, and Microfilms	65
Appendixes:	
Glossary	66
Capitalization	66
Abbreviations	68

Memoranda on Policy and Procedure in Effect at the Library of Congress

Cataloging Categories (<i>General Order No. 1340</i>)	69
General Limitations (<i>Processing Department Memoranda No. 60 and 61</i>)	70
Limited Cataloging (<i>Processing Department Memorandum No. 70</i>)	73

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A. L. A. Cataloging Rules for Author and Title Entries

Additions and Changes

I. Choice of Main Entry

5C Add superior reference mark ^{4a} at the end of the caption for rule 5C and add footnote on p. 10:

^{4a} If the title of a Chinese, Japanese, or Korean periodical, newspaper, almanac, year-book, directory, etc., is given in two or more languages, prefer the title which corresponds to the language predominant in the text. If this title is in Chinese, Japanese, or Korean, give it in characters with the romanized form in a note. (Cf. RDC 3:23.) The title not selected for the body of the entry is noted, and an added entry or a cross reference is made. (An added entry is generally made except for serials cataloged with open entry).

If neither language is predominant and one of the languages is a western language prefer it for the body of the entry.

5C(3) Enclose in parentheses the place of publication in each of the examples for **Life** given in the second paragraph; e. g.,

Life (*Chicago*)

Life (*New York*) www.dbraulibrary.org.in

5D-E Add superior reference mark ^{4b} at the end of the captions for rule 5D-E and add footnote on p. 14.

^{4b} See footnote 4a, p. 10.

5F Insert the following examples before the last example:

Princeton University. *Louis Clark Vanuxem Foundation.*
Lectures.

Dartmouth alumni lectureships on the Guernsey Center Moore
Foundation.

Refer from

Dartmouth College. *Guernsey Center Moore Foundation.*
Dartmouth alumni lectureships ...

7B(1) Underscore the dates to indicate italics in the author headings of the examples.

12A(1) Substitute the following:

(1) Enter a setting, version, arrangement, or adaptation of a folksong or traditional melody under the person responsible for the setting. Add the designation "*arr.*" to the heading if such expressions as "arranged by" or "transcribed by" appear on the publication. If, however, such expressions as "based on" or "freely transcribed by" appear on the publication do not

use the designation. If the publication contains no statement on the nature of the setting, add the designation only if it is obvious that the setting has more the character of an arrangement than an original composition. Make added entry for the title¹⁵ of the folksong and for the title of the version, if different. If the person who made the setting is not known, enter under title.¹⁵

¹⁵ Title entries for folksongs may take the form of uniform headings following the rule for anonymous classics (33). The Library of Congress has not used uniform headings for folksongs and no change in its practice is intended because of the revision of the rule.

Specified as arrangement, transcription, etc.:

Gould, Morton, 1913— *arr.*

Sometimes I feel like a motherless child, Negro spiritual;
a Morton Gould string choir arrangement.

Specified as more than arrangement, transcription, etc.:

Coopersmith, Jacob Maurice, 1903—

Du alter Stefansturn; Viennese folk tune. Free transcription for string orchestra.

Nature of musical contribution of person responsible not specified:

Considered a composition:

Davidoff, Sydney Edward.

Pop goes the weasel.
(Cover title: *By Sydney E. Davidoff*)

Considered an arrangement:

Spalding, Albert, 1888—1953, arr.

Londonderry air, for viola and piano.
(Caption title: *Arranged by Albert Spalding*.)

Person responsible not specified:

The **Campbells** are comin'; a popular Scotch air, arr. for the piano forte.

15 Substitute the following:

15. Motion pictures.

A. Enter a film under the title under which it is released, followed by the explanatory phrase "Motion picture" or "Filmstrip" enclosed within parentheses. If the title under which the film is released is different from that of the original release, make an added entry for the original title, if available, and for any English title by which the film is known.

The magnetic tide (*Motion picture*)

Shoe-shine (*Motion picture*)

In Italian, with English titles added. Released in Italy under the title *Sciuscia*.

1. *Sciuscia* (*Motion picture*)

L'écureuil (*Motion picture*)

French version of Gray squirrel.
1. Gray squirrel (*Motion picture*)

If two or more distinct motion pictures or filmstrips are presented on one reel or strip, make a separate entry for each title.

The Truman story (*Motion picture*)

On reel with *They're in the Army now*.

They're in the Army now (*Motion picture*)

On reel with *The Truman story*.

Two or more films on a single reel or strip that can be considered parts of a whole may be cataloged as a single work.

Emperor waltz [and] You and you (*Motion picture*)

1. *Two Strauss waltzes presented on a single reel*

If a film lacks a title or a title cannot be identified, supply an appropriate title enclosed in brackets.

1. **Aviation activities in the A. E. F.** (*Motion picture*)

B. (1) Enter screen plays, scenarios, narrations, and stories written for the screen, if issued as literary works, according to the usual rules of entry (2, 3, 4, 22, 23, etc.) Make added entry under the title of the film when known, with designation "Motion picture" or "Filmstrip" enclosed within parentheses.

Cocteau, Jean, 1889- www.dbraulibrary.org.in

Orphée; film. Photos de Roger Corbeau.

1. *Orphée* (*Motion picture*)

Bost, Pierre, 1901-

La symphonie pastorale; 1. dialogues de 1 Pierre Bost [et] Jean Aurenche. Préf. de J. Delannoy.

"Un film de Jean Delannoy d'après l'œuvre d'André Gide. Adaptation pour l'écran de Jean Aurenche et Jean Delannoy."

1. Aurenche, Jean, joint author. II. Gide, André Paul Guillaume, 1889-1951. *La symphonie pastorale*. III. *La symphonie pastorale* (*Motion picture*)

(2) Enter dialogues, continuities, shooting scripts, etc. used in connection with the production of a film under a heading consisting of the title of the motion picture, followed by the designation "Motion picture script" enclosed within parentheses.

Westward the women (*Motion picture script*)

Westward the women; dialogue cutting continuity.

C. Enter pressbooks under a heading consisting of the title of the film with a designation "Motion picture pressbook" enclosed within parentheses.

The first legion (*Motion picture pressbook*)

The first legion.

- 17B** Change the first sentence to read: Enter under *praeses* (cf. Glossary.) dissertations issued before 1800 at continental European universities and faculties, and other universities and faculties using the same method of presentation.

Add example:

Bueno, Cosme, 1711–1798, *praeses*.

Certamen, ó conclusiones matemáticas, defendidas en esta real Universidad de S. Marcos, por Manuel Martínez de la Ruda, Pedro Ruiz, y Diego Machado, baxo la instruccion y direccion del Doct. D. Cosme Bueno.

I. Martínez de la Ruda, Manuel, respondent. II. Ruiz, Pedro, respondent. III. Machado, Diego, respondent.

- 19G** Add new paragraph:

G. Enter under the calligrapher a work which is issued expressly for the purpose of illustrating forms of writing. If the text is from a single work or by a single author, make an added entry for the author or text.

Alverá Delgrás, Antonio, 1815–1868.

Completa colección de muestras de letra española escrita por D. Antonio Alverá Delgrás.

Inglis, Esther, 1571–1624.

Les CL (i. e. cent cinquante) Pseaumes de David écrites en diverses sortes de lettres par Esther Anglois.

I. Bible. O. T. Psalms. French.

- 30A** Add superior reference mark ^{17a} at end of statement: Exception is made in favor of entry under pseudonym ...

Add footnote on p. 52:

^{17a} Dates or descriptive terms are not added to pseudonyms to differentiate catalog entries even when it is known that the pseudonym has been used by two or more persons. If a person known only by his pseudonym is the subject of a work cataloged, a device is created to distinguish his entries (author and subject) from those of other persons using the same pseudonym. For example:

Junius, *pseud.*

Junius, *pseud.*, author of the "Letters."

(The first heading is used for all persons using this pseudonym except the author of the famous "Letters of Junius.")

- 30A(3)** Change the references in the **Queen** example to read:

Dannay, Frederic, 1905–

For works written in collaboration with Manfred Lee,
under the name Ellery Queen

see

Queen, Ellery, *pseud.*

Lee, Manfred Bennington, 1905–

For works written in collaboration with Frederic Dannay,
under the name Ellery Queen

see

Queen, Ellery, *pseud.*

32C-D In regard to rule 32C and D, the question was raised whether it was necessary to make more than one added entry or reference for initials. There is little need of entry under initials for the general reader; the chief reason for their existence is to get together in the catalog the works of the same author. It was decided to make an arbitrary choice of the last initial, even though it is realized that some initials stand for compound names, forenames, or even corporate names. The sole exception is made when it is obvious before identification that the initials are not for a personal name. In the example which illustrates this exception, the reference from *Hermanos de las Escuelas Cristianas* to *Brothers of the Christian Schools* has been omitted as not pertinent to this rule, though it would appear in the catalog. For the present rule, substitute:

C. Initials, etc., identified. Enter under author's name books in which initials, asterisks, or other typographical devices, used in place of the author's name have been identified. Make added entry under title; make added entry, or reference if preferred, under initials, asterisks, etc. Make the added entry or reference for initials from the last letter, with the others inverted, unless it is obvious before identification that the initials are not those of a personal name.

[**Waldeck, Rosie (Goldschmidt)**] 1898-

Prelude to the past; the autobiography of a woman, by
R. G.

i. G., R. ii. Title.

or make reference:

G., R.

Prelude to the past www.dbraulibrary.org in
see

Waldeck, Rosie (Goldschmidt) 1898-

[**Bordelon, Laurent**] 1653-1730.

Les solitaires en belle humeur. Entretiens recueillis des
papiers de feu M. le marquis de M***

i. M***, marquis de. ii. Title.

or make reference:

M*, marquis de.**

Les solitaires en belle humeur

see

Bordelon, Laurent, 1653-1730.

[**Brothers of the Christian Schools**,

La Argentina; estudio físico, etnográfico, político, y económico, por H. E. C.

[*Note in book: Propiedad exclusiva de los H. E. C.*]

Make reference:

H. E. C. [*i. e.* **Hermanos de las Escuelas Cristianas**,

see

Brothers of the Christian Schools.

Initials, asterisks, etc., used in place of name of editors, compilers, translators, etc., receive similar treatment.

Pollok, Robert, 1798-1827.

The course of time, a poem. With a memoir of the author, an introductory notice, a copious index, and an analysis prefixed to each book. 12th American ed.

Prof. signed: N. W. F. i. e. Nathan Welby Fiske;

i. Fiske, Nathan Welby, 1798-1847, ed. ii. F., N. W., ed.

or make reference:

F., N. W.

see

Fiske, Nathan Welby, 1798-1847.

or

F., N. W., ed.

Pollok, Robert, 1798-1827.

The course of time

see

Fiske, Nathan Welby, 1798-1847.

D. Initials, etc., not identified. Enter under title books in which initials, asterisks, or other typographical devices not identified are used in place of the author's name. Make added entry under the initials (last letter, with the others inverted, unless it is obvious that the initials are not those of a personal name), asterisks, etc. www.dbraulibrary.org.in

Indiscretions of Dr. Carstairs, by A. De O.

i. O., A. De.

Relation d'un voyage de Pologne, fait dans les années 1688 et 1689.

Caption title: Relation d'un voyage de Pologne fait ... par Monsr. l'abbé F. D. S.

i. S., F. D.

Voyages et aventures du chevalier de * * *. Contenant les voyages de l'auteur.

i. * * *, chevalier de.

Un aventurier vous parle.

At head of title: ? ? ?

i. ? ? ?

Initials, asterisks, etc., used in place of name of editors, compilers, translators, etc., receive similar treatment.

Ducray-Duminil, François Guillaume, 1761-1819.

Celina; ou, A filha do mysterio. Traduzida do francez por M. P. C. C. d'A.

i. A., M. P. C. C. d', tr. ii. Title. iii. Title: A filha do mysterio.

Thompson, George.

Der Zar, Rasputin und die Juden. Meine Erlebnisse und Erinnerungen aus der Zeit vor und während des Krieges, vor und während der Revolution. Nach dem in englischer Sprache verfassten Manuskript wiedergegeben von **

i. **, tr.

II. Personal Authors

39B(1) Substitute the following:

(1) Enter under the prefix; refer from the part following the prefix, except for English names.

41A(2) Add as paragraph following the examples:

Exception. In the headings for Chinese, Japanese, or Korean names do not add titles which indicate nobility, office, or rank. (Cf. 55D-F and 56A-B.)

42 Add example at end of footnote 5 on p. 88:

Lin, Li, chin shih 1152. (Date at which a literary degree was conferred on a Chinese)

53 Substitute the following:

53. Religious orders, Names of persons in.

A. Enter a person who is a member of a religious order according to the following provisions. Enter under surname a person who uses a surname, followed by the forename used by the person, whether it is the person's original name or a name adopted upon entering the order. If only the name in religion is used, enter under it as a forename, adding in English, the designation *Father* for priests, *Brother* for those not priests, *Mother* for heads of religious houses or those called *Mother* by the order, and *Sister* for those not designated *Mother*. The latter designations are also added whenever needed to identify women with masculine names. (Cf. 41B.) Refer from the secular name if known, and from any other forms used which differ from the heading chosen.¹⁷

¹⁷The Library of Congress gives the name in religion or the secular name in a note in the lower right-hand corner of the catalog card in the following form:

Name in religion: *Father Louis, o. c. s. o.*
or *Secular name:* *Rose Mary Segale.*

Walsh, Edmund Aloysius, 1885-1956.

Garrigou-Lagrange, Réginald, 1877-

Refer from
Garrigou-Lagrange, Gontran.

Thans, Hilarion Antonius, 1884-

Refer from
Thans, Antonius.

Segale, Blandina, 1850-1941.

Refer from

Segale, Rose Mary.

Blandina, *Sister*.

Alfons van de Moeder van Smarten, *Father*, 1905-

Refer from

Lybaert, Marcel.

Alphonsus of the Mother of Sorrows, *Father*.

Bede, *Brother*, 1874-1939.

Refer from

Rouse, Michael Francis.

Theophane, *Sister*, d. 1944.

Refer from

Maier, Inez.

Parsons, Wilfrid, *Sister*, 1881-

Refer from

Parsons, Elsie Marie.

If dates are not available to distinguish two or more persons having the same religious name, add the initials of the order (or the name if initials are not available) in the heading. In case of duplication of names in references from religious names, add the initials or name of the order to each reference, even when dates are available, but on the next line rather than in the heading.

Anselm, *Brother*, *F. S. C.*

Anselm, *Brother*, *O. F. M. CAP.*

Mary Claire, *Sister*.

(Sisters of St. Joseph)

see

McNamara, Mary Claire.

Mary Claire, *Sister*, 1898-

(O. S. B.)

see

Lynch, Claire, 1898-

The prepositional phrase indicating place of birth is italicized when it is made part of the name in religion.

Claude d'Abbeville, *Father*, d. 1632.

Refer from

Foullon, Clément.

The word Saint is spelled out when it is the entry word of a name in religion, either as main entry or as a reference.

Saint Paul, *Mother*, 1861-1940.

Refer from

Gyles, Emily.

Le Clair, St. Ida, 1891-

Refer from

Le Clair, Mary Louise Georgianna Lillie.

Saint Ida, *Sister*, 1891-

(Sisters of the Presentation of Mary)

If the name Mary is written out by the author, retain it in the heading. If the name Mary is abbreviated by the author, indicating that the name following or preceding the initial is the distinctive part of the name, omit it both in purely religious names and in combinations of secular family name and religious name.

Mary Loretto, Sister, 1869-

Refer from

Carroll, Elizabeth.

Loretto, *Sister*.

Bernard, Mother, 1856-

Refer from

McGuire, Margaret.

Mary Bernard, *Mother*.

Townsend, Anselm, 1901-

(*name written Anselm M. Townsend*)

Refer from

Townsend, Thomas Archibald Bede.

Anselm, *Father*, 1901- www.dbraulibrary.org.in

(O. P.)

B. Enter under the original (i. e., the secular) name those persons who are decidedly better known by that name. Refer from the name in religion.²⁸

Merton, Thomas, 1915-

Refer from

Louis, *Father*, 1915-

(O. C. S. O.)

Lathrop, Rose (Hawthorne) 1851-1926.

Refer from

Mary Alphonsa, *Mother*.

Lathrop, Mary Alphonsa.

²⁸ See footnote 17, p. 100.

55C In the last paragraph, under the first example (*i. e.*, **Saladin, Sultan of Egypt and Syria, 1137-1193**) change the reference to read:

Ṣalāḥ al-Dīn Yūsuf ibn Ayyūb, *Sultan of Egypt and Syria*.

55D Delete the phrase "with the exception of those of the Ming and Ch'ing dynasties" and the last paragraph and examples of the Ming and Ch'ing emperors.

Add the following two examples below the one given in 55D:

Ming T'ai-tsu, Emperor of China, 1328-1398.

Refer from

Hung-wu.	{reign title}
Ming Hung-wu.	{name of dynasty and reign title}
Chu, Yüan-chang.	{personal name}

Ch'ing Shêng-tsu, Emperor of China, 1654-1722.

Refer from

K'ang-hsi.	{reign title}
Ch'ing K'ang-hsi.	{name of dynasty and reign title}
Hsüan-yeh.	{personal name}

55E Change present 55E. to 55H., insert new paragraphs E.-G., and add footnote 21a:

E. Enter Japanese emperors and empresses, except the currently ruling emperor, under the reign name (not to be confused, in the case of pre-Meiji emperors, with the era name). Refer from the personal name.

Kōmei, Emperor of Japan, 1831-1867.

Refer from

Osahito, Emperor of Japan.

Gosakuramachi, Empress of Japan, 1740-1813.

Refer from

Toshiko, Empress of Japan.

Enter the currently ruling emperor under his personal name.^{21a}

Hirohito, Emperor of Japan, 1901-

^{21a} The personal name is used in western countries; the Japanese, however, refer to their living royalty impersonally.

Enter consorts of Japanese emperors (except the consort of the currently ruling emperor and living empresses dowager, cf. 55, 2d paragraph) under their honorary names.

Shōken, consort of Meiji, Emperor of Japan, 1850-1914.

F. Enter Korean rulers under the name of the dynasty, followed by the temple name. Refer from reign titles and personal names of the emperors. The name of the dynasty is not to be separated from the temple name or reign title by a comma. The two characters which form the temple name are to be written as one word without a hyphen.

Yi Kojong, Emperor of Korea, 1852-1919.

Refer from

Yi T'aewang.	{name of dynasty and reign title}
Yi Hui.	{name of dynasty and personal name}
Yi Heui.	{name of dynasty and personal name}
Kojong.	{temple name}
T'aewang.	{reign title}
Hui.	{personal name}
Heui.	{personal name}

G. Enter kings and potentates of the Indian sub-continent under their given names, or the appellations by which they are popularly known, followed by the family name, name of the clan, or dynasty, if one is generally used with the given name. Add the vernacular equivalent of kingship or authority (such as Sultan, Raja, Maharaja, Nawab, Peshwa, Nizam, Thakor, Durbar, etc.) as the case may be, and the English form of the place name. In the absence of a vernacular title, the title in English is given. Refer from variant forms of the given name and from the family name, the name of the clan or the dynasty when one is used in the heading. Refer also from the title, in the inverted form, if it is considered necessary for identification.

Baji Rao I, *Peshwa*, 1700-1740.

Refer from

Bajirao I.

Bajirava I.

Bajee Rao I.

Bajeerao I.

Rao I, Baji.

Shuja-ud-daulah, *Nawab Wazir of Oudh*, 1732-1775.

Refer from

Jalal-ud-din Haidar, *Nawab Wazir of Oudh*.

Mirza Jalal-ud-din Haidar.

Oudh, Shuja-ud-daulah, *Nawab Wazir of*.

Shudjah-ed-Dowlah, *Sovereign of Bengal and Oude*.

Mirza-djelal-eddin Haider, www.dbraulibrary.org.in

Lakshmi Bāi, *Rani of Jhansi*, d. 1858.

Refer from

Jhansi, Lakshmi Bāi, *Rani of*.

Lachmi Bāi.

Daulat Rao Sindhia, *Maharaja of Gwalior*, 1780-1827.

Refer from

Sindhia, Daulat Rao, *Maharaja of Gwalior*.

Scindia, Daulat Rao.

Sindia, Doulat Rao.

Doulat Rao Sindia.

Dowlatrao Sindia.

Gwalior, Daulat Rao Sindhia, *Maharaja of*.

Chandragupta Maurya, *Emperor of Northern India*.

Refer from

Sandracottus.

Chandra-gupta, *Maurya*.

Candragupta Maurya.

55H Insert as second paragraph:

For Chinese and Korean presidents, the designation of their office is not added.

Hsü, Shih-ch'ang, 1858-1939.

- 56 Delete the sixth example (*i. e.*, **Yasuhito**, *Prince Chichibu*, 1902-) and add the following paragraphs:

A. Enter members of the immediate families of Japanese sovereigns before the Meiji period (*i. e.*, before 1868) under the names established by tradition, with the title in Japanese.

Shōtoku Taishi, 574?-622?

Toneri Shinnō, 676?-735.

Enter princes of the blood, during and after the Meiji period (*i. e.*, 1868 to date) under the name of the house founded by them on reaching majority, followed by the forename, and then the title in English.

Chichibu, Yasuhito, *Prince*, 1902-1953.

B. Enter members of the immediate families of Chinese and Korean sovereigns under real name and refer from title.

Yung-hsing, 1752-1823.

Refer from
Ch'ōng ch'in wang.

Yi, Ha-ūng, 1820-1898.

Refer from
Hūngsōn Kun.
Yi, Si-ūng.

- 57B Add paragraph, insert before last two examples:

Since title is omitted in headings for Chinese, Japanese, and Korean names (*cf.* 41A.) the entry is under family name followed by given name; or, for Manchu noblemen, under given name alone.

Delete title from last two examples.

- 64 In the first paragraph, delete the two examples (*i. e.*, **Muḥammad ibn Yūsuf**, *Abū 'Umar, al-Kindī*, 897-961, and **Muḥammad ibn Walīd**, *al-Turfūshī, called Ibn al-Rundaqah*, *ca.* 1059-*ca.* 1126) and substitute the following:

Muḥammad Qāsim.

Refer from
Qāsim, Muḥammad.

Mālīk ibn Anas, *d.* 795.

Khalīl ibn Ishāq al-Jundī, *d.* 1365?

Refer from
al-Jundī, Khalīl ibn Ishāq.
Ibn al-Jundī, Khalīl ibn Ishāq.
Sīdī Khalīl.
Khalīl, Sīdī.

- 64A Delete the first example (*i. e.*, **Abū Bakr ibn al-Tufail**, **Abū Ja'far**, *al-Ishbīlī*, *d.* 1183) and the explanatory note)

64B Substitute the following:

B. Exception is made in favor of entry under another part of the name when a person has become generally known under his honorific name, surname, nickname, etc.

64C Change the references under the first example (*i. e.*, **Avicenna**, 980?-1037) to read:

al-Ḥusayn ibn ‘Abd Allāh, Abū ‘Alī, *called* Ibn Sīnā.
 Abū ‘Alī al-Ḥusayn ibn ‘Abd Allāh, *called* Ibn Sīnā.
 Ibn Sīnā, Abū ‘Alī al-Ḥusayn ibn ‘Abd Allāh.

65A(3) Change the reference Mūsā ibn Maimūn, Abū Imrān under the second example (*i. e.*, **Moses ben Maimon**, 1135-1204) to read:

Mūsā ibn Maymūn, Abū ‘Imrān.

65A(5) Change the reference al-Shaykh, Moses, under example (*i. e.*, **Alshech, Moses**) to read:

al-Shaykh, Moses.

66 Substitute the following:

66. **Japanese names.**

Enter Japanese writers under family name followed by given name, as in the case of western writers, according to the modified Hepburn system of romanization,³⁴ unless another romanized form of name has become firmly established through common usage. (Cf. 45B.) Refer from variant forms.

Murata, Harumi, 1746-1811.

Konoye, Fumimaro, 1891-1945.

Refer from
 Konoe, Fumimaro.

Fujiwara, Sadaie, 1162-1241.

Refer from
 Fujiwara no Sadaie.
 Fujiwara, Teika.
 Fujiwara no Teika.
 Teika.

³⁴ The choice of the reading (e. g., “kun,” or “on”) is determined by the author’s own usage, by the forms used in authoritative reference sources, or by analogy with those forms.

A. Exception is made in favor of entry under assumed name when such name has become more firmly established through common usage than the real name. The designation “pseud.” is not used in headings for pre-Meiji authors.

Rai, San’yō, 1780-1832.

Refer from
 Rai, Noboru.

Ihara, Saikaku, 1642-1693.

Refer from
Hirayama, Tōgo.

Katsushika, Hokusai, 1760-1849.

Refer from
Hokusai.
Katsushika, Iitsu.

B. Enter Japanese Buddhist priests of the pre-Meiji period under their priestly names (i. e., *hōki*) and those of the Meiji and post-Meiji periods under their surnames followed by priestly forenames. Refer from posthumous, honorific, and other names by which they are known.

Kūkai, 774-835.

Refer from
Kōbō Daishi.

Imamura, Emyō, 1867-1932.

For entry of Japanese emperors, see 55E.

67 Substitute the following:

67. Chinese names.

Enter Chinese writers under family name followed, after a comma, by given name. Given names and surnames of two characters (two syllables) are hyphenated and only the first syllable is capitalized. The names are romanized in the national or *Kuo-yü* (Peking) standard pronunciation according to the Wade-Giles system. Refer from all variant forms, including non-Chinese names. Exception is made for names which have become firmly established through common usage in another form, as noted in C.

Wang, An-shih, 1021-1086.

Ssü-ma, Ch'ien, ca. 145-ca. 86 B. C.

Lin, Ch'i-hung, 1889-

Refer from
Lynn, Jermyn Chi-hung.

Ch'ien, Ssü-liang, 1908-

Refer from
Chien, Shih-liang.

A. On the title pages of western publications, Chinese names sometimes occur in the normal Chinese order, and sometimes in the western order. If there is doubt as to which part of the name is the family name, refer from the part not used as entry word.

Ma, Hêng, 1880-

The fifteen different classes of measures as given in the Lü li chih of the Sui dynasty history, by Ma Hêng.

Refer from

Hêng, Ma.

Fêng, Han-chi, 1902-

The Chinese kinship system ... [by] Han Yi Fêng.

Refer from

Han, Yi Fêng.

Fêng, Han-yi.

B. The courtesy name, pseudonym, or other assumed name of a Chinese writer is used for entry only when the real name is not known, or when any of these names has become firmly established through common usage. If the courtesy name is used, it takes the place of the given name following the family name. In the case of religious names, mostly those of Buddhist priests, and of other assumed names that consist of two or more characters none of which is recognized as a surname, only the first syllable is capitalized, and all of the syllables are joined by hyphens.

Ch'ü, Yüan, ca. 343-ca. 277 B. C.

Refer from

Ch'ü, P'ing.

T'ao, Mêng-ho, 1887-

Refer from

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T'ao, Li-kung.

Fa-hsien, fl. 399-414.

T'ai-hsü, 1889-1947.

Mo-lang-tzü.

C. Chinese names for which particular romanized forms have become firmly established through common usage are to be entered under these forms, with reference from variant forms and real names.

Confucius.

Refer from

K'ung, Ch'iu.

{real name}

Kong-zeu.

{real name in a different romanization}

K'ung Fu-tzü.

{honorific title}

K'ung-tzü.

{honorific title}

Hoxinga, 1624-1662.

Refer from

Chêng, Ch'êng-kung.

Lin, Huan Heng, 1869-

Refer from

Lin, Wên-ch'ing.

Sun, Yat-sen, 1866–1925.

Refer from

- | | |
|------------------|--|
| Sun, Wên. | (<i>real name</i>) |
| Sun, I-hsien. | (<i>Yat-sen in standard Wade-Giles romanization</i>) |
| Sun, Chung-shan. | (<i>posthumous appellation—a name he assumed while living in disguise in Japan, where it is romanized as Nakayama</i>) |

For entry of Chinese emperors, see 55D.

67.5 Add the following rule:

67.5 Korean names.

Enter Korean writers under family name, separated from given name by a comma. Given names in two characters are hyphenated and only the first syllable is capitalized. The names should, as far as possible, be given in the McCune-Reischauer romanization including diacritical marks and indication of aspiration, with reference from any variant forms.

Ch'oe, Ch'i-wŏn, 858–951.

Namgung, Yŏm.

Refer from

Nam Kung, Yŏm.

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Sŏnu, Hak-wŏn.

Refer from

Sunoo, Harold H. W.

Sunoo, Hag Won.

Sun-u, Hak Wŏn.

A. The courtesy name, pseudonym, or other assumed name of a Korean writer is used for the entry only when the real name is not known, or when any of these names has become firmly established through common usage. If the courtesy name is used, it takes the place of the given name following the family name. The syllables of the courtesy name consisting of more than one character are hyphenated. If the pseudonym is used with the family name, it takes the place of the given name. The syllables of the pseudonym are written as one word.

Kim, Satkat, 1807–1868.

Refer from

Kim, Pyŏng-yŏn. (*real name*)

Kim, Nip. (*another reading of the pseudonym*)

B. Enter Korean Buddhist priests who died before the end of the Yi dynasty (1392–1910) under their priestly names. Refer from original, posthumous, and honorific names.

Iryōn, 1206-1289.

Refer from

Kim, Kyōn-miyōng.	<i>original name,</i>
Wōngyōng Ch'ungjo.	<i>honorific name,</i>
Pogak.	<i>posthumous name,</i>

Enter modern priests under their real names (surname and personal name). Refer from priestly names.

Pak, Han-yōng.

Refer from

Yōngho Hwasang.

C. In the case of authors whose names have become firmly established through common usage in another romanized form, prefer that form. Refer from any variant forms.

Rhee, Syngman, 1875-

Refer from

Yi, Sūng-man.

For entry of Korean emperors, see 55F.

70. Substitute the following :

70. Indic names.

The heading for an author of the Indian sub-continent is given in the transliterated form adopted by the author for publications in western languages or in use in reference sources; if none is given according to the literal transliteration.³⁷

The rules which follow give instructions for the choice of entry word in various cases. If it is not possible to apply these rules because of lack of information on the author's usage or of reference sources, enter under the last word and make cross references from all other parts of the name. Adequate references are essential.

Indic titles, and honorific words³⁸ if necessary, whether given first or last, are to be added following the names, in the given order of titles. Refer from those titles which are used by other persons as names, with the exception of Sri and Srimati which are common terms of address.

³⁷ The transliteration table for Sanskrit using the Devanagari alphabet, and revised transliteration tables for the alphabets of the modern languages of Ceylon, India, and Pakistan, describing Library of Congress practice, which were issued in *Cataloging Service*, Bulletin 31, January 1954, are to be used.

³⁸ For descriptive and titular words in Indic names see S. R. Ranganathan, *Classified Catalogue Code* (Madras, Madras Library Association, 1934), p. 68-70, "A list of the more common South Indian words indicating caste or community" and K. A. Linderfelt, "List of oriental titles and occupations with their significance," in his *Eclectic Card Catalog Rules* (Boston, Cutter, 1890), p. 76-97.

As an aid to the understanding and treatment of Indic names there is quoted here Rule 1212 from S. R. Ranganathan, *Classified Catalogue Code* (Madras, Madras Library Association, 1934), together with some of the discussion which accompanies it:

In the case of modern Hindu names, the last substantive word in the name is to be written first and all the earlier words and initials are to be added thereafter; except that, in the case of South Indian names if the last substantive word merely indicates caste or community and the penultimate word is given in full on the title page; the two last substantive words are both to be written first in their natural order.

The substantive words in a modern Hindu name may represent one or more of the following:—

- (1) the personal name of the person;
- (2) the personal name of the father of the person;
- (3) the name of a place, usually of birth or of ancestral residence; and
- (4) the patronymic name denoting the caste or the profession, or any religious, academic, military or other distinction or place of residence or birth, of an ancestor.

These words do not occur in the same order in all cases.

About the middle of the nineteenth century a tendency appeared among the Hindus of North India and West India to assimilate their names to the English forms of Christian name and surname, by adopting the patronymic name as the surname and making the other words in the name answer to Christian names.

In Western India, the patronymic name is usually preceded by two names. The first name is the personal name and the second name is the personal name of the father—*e. g.* in Mohandas Karamchand Gandhi, Mohandas is the personal name of *Mahatma* Gandhi, Karamchand is his father's personal name and Gandhi is his patronymic name. Till about the middle of the nineteenth century, it was not the practice to give prominence to the third name. The second name also was not much used, except for purposes of distinguishing two or more persons having the same personal name. But now the fashion is to give prominence to the third name and to relegate the first two names to the status of initials.

In Bengal, the caste-name is usually preceded by a personal name originally treated as a single word. This single word is now, in most cases, split up into two words to be used as if they are two distinct Christian names, *e. g.* Ramamohan Roy has come to be written as Ram Mohan Roy; Rameshacandra Dutt, as Romesh Cunder Dutt; Citteranjan Das, as C. R. Das. It has also to be stated that certain caste names occur as double words, *e. g.* Raf Mahasal, Roy Choudhuri.

... [In] South India ... except in a few, very recent, cases, the word denoting caste or having some patronymic significance is subordinated to the personal name, though it is either written after it in full as a separate word or compounded with the personal name so as to form a single word, but is never contracted to initials. Some also omit it altogether. In the case in which it is omitted or assimilated with the personal name, the last word in the name is the personal name; otherwise, the penultimate word is the personal name. The word representing the personal name is usually preceded by one or two words. What the words represent would depend upon the part of South India to which the person belongs.

A. Enter Indic writers born prior to the middle of the nineteenth century under the first word of the name and refer from the last word or from any other word deemed necessary.

Īśvara Kaula, 1833-1893.

Refer from

Īśvarakaula.

Kaula, Īśvara.

Īśvara-kaula.

Narmadashankar Lalshankar, 1833-1886.

Refer from

Narmad.

Lalshankar, Narmadashankar.

Kavi, Narmadāsaṅkara Lālaśaṅkara.

Narmadāsaṅkara Lālaśaṅkara Kavi.

“Kavi”; i. e., “Poet,” is sometimes used as part of the name,

(1) Enter ancient and medieval Sanskrit authors, and Jain authors of Prakrit texts, under the Sanskrit form of name, without inversion. Refer from variant spellings, from the vernacular form of name if known, and from other names by which the author is known.

Āryabhaṭa, b. 476.

Refer from

Āryabhaṭa.

Arya Bhata.

Bhata, Arya.

Aśvaghoṣa.

Refer from

Aśvaghosha.

Āsmaghosa.

Assaghosa.

Ashwa Ghoshu.

Açvaghosha.

Bhadanta Aśvaghōṣa.

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Bhaṭṭojī Dikṣita.

Refer from

Dikṣita, Bhaṭṭojī.

Dikshita, Bhaṭṭojī.

Kavikarnapūra, b. 1525?

Refer from

Paramānandadāsa.

Karṇapūra Gosvāmin.

Gosvāmin, Karṇapūra.

(2) Enter Buddhist authors of Pali texts under the vernacular form of name, without inversion. Refer from the Sanskrit form of name, if known.

Dhammakitti, fl. 1240-1275.

Refer from

Dharmakirti, fl. 1240-1275.

Paññāloka, Bhikkhu, of Natikhsin.

Refer from

Prajñāloka, Bhikshu.

Bhikshu Prajñāloka.

Bhikkhu Paññāloka.

B. Enter a modern Indic author under his surname (usually the last) if a surname has been adopted according to western usage.

Bose, Chunilal, rai bahadur, 1861-

Refer from

Chunilāl Bose.

Chunilāl Vasu.

Vasu, Chunilāl.

Basu, Chuni Lal.

Chuni Lal Bose.

Mookerji, Radha Kumud, 1884-

Refer from

Radha Kumud Mookerji.

Rādhākumuda Mukhopādhyāya.

Mukhopādhyāya, Rādhākumuda.

Mukerjee, Radha Kumud.

Mukharji, Radha Kumud.

Mukerjee, Radhakamal, 1889-

brother of the preceding,

Refer from

Radha Kamal Mukerjee.

Rādhākamala Mukhopādhyāya.

Mukhopādhyāya, Rādhākamala.

Mookerji, Radha Kamal.

Tagore, Sir Rabindranath, 1861-1941.

Refer from

Ravindrānatha Thākura, *Sir*.

Thākura, *Sir* Ravindrānatha.

Rabindranath Tagore, *Sir*.

Khan, Sir Muhammad Zafrulla, 1893-

Refer from

Muhammad Zafrulla Khan.

Muhammed Zafrullah Khan.

Mohammed Zafrullah Khan.

Khan, Mohammad Zafrulla.

Khan, Zafarulla.

Zafarulla Khan, Mohammad.

Zafrulla Khan, Muhammad.

(1) Enter under compound family name if the author uses that form and refer from the part not chosen as entry word.

Das Gupta, Satish Chandra, 1882-

Refer from

Gupta, Satish Chandra Das.

Satish Chandra Das Gupta.

Satiṣa-chandra Dāsa-gupta.

Dāsa-gupta, Satiṣa-chandra.

Dasgupta, Satish Chandra.

Roy Chowdhury, Brajendra Kishore.

Refer from

Chowdhury, Brajendra Kishore Roy.
 Brajendra Kishore Roy Chowdhury.
 Vrajendra-kişora Rāya-chaudhuri.
 Rāya-chaudhuri, Vrajendra-kişora.

(2) If an author uses or adopts any part of his personal name or title, as a surname, enter under that name giving references from the part not chosen as entry word.

Singh, Avadhesh Narayan.

Refer from

Avadhesh Narayan Singh.
 Narayan Singh, Avadhesh.

Caveeshar, Sardul Singh, 1886-

Refer from

Şardul Singh, *kavişvara*, president of the Indian National Congress.
 Sardar Sardul Singh.
 Singh, Sardul, *caveeshar*.
 Kaveeshar, Sardul Singh, *sardar*.
 Kavişvara, Şardul Singh.

Shastri, Vishva Bandhu, 1896-

Refer from

Vishva Bandhu Shastri.
 Vişvabandhuśāstri.
 Vishva Bandhu Vidyārthi Śāstri.
 Śāstri, Vishva Bandhu Vidyārthi.
 Vidyārthi, Vishva Bandhu, *śāstri*.
 Vidyārthi Śāstri, Vishva Bandhu.
 Vişva Bandhu Śāstri.

C. If a modern Indic author has not adopted a surname according to western usage, enter under the personal name (the first word—except title) adding other names in the given order. (See exception, Rule D.) Refer from the last word and, when more than two words are given, from the last two words.

Raghu Vira.

Refer from

Vira, Raghu.
 Raghuvira.

Dahyabhai Dholshaji, 1866-1901.

Refer from

Dholshaji, Dahyabhai.
 Dhōlasāji, Dāhyābhāi.

D. Enter a South Indian author under his personal name (which is usually the last or penultimate word) as used by the author. If the personal name is

the penultimate word, the last two words are to be considered a compound name. Refer from other parts of the name.

Gopaldaswami Ayyangar, Sir Narasimha, diwan bahadur,
1882-

Refer from

Ayyangar, Sir Narasimha Gopaldaswami.

Narasimha Gopaldaswami Ayyangar, Sir, diwan bahadur.

Aiyangar, Sir Narasimha Gopaldaswami.

Iyengar, Sir Narasimha Gopaldaswami.

Gopaldaswami Iyengar, Sir Narasimha.

Gopalswamy Iyengar, Sir Narasimha.

Menon, Maniketh Madhava, 1900-

Refer from

Madhava Menon, Maniketh.

Maniketh Madhava Menon.

Menon, Madhava.

Ranganathan, Shiyali Ramamrita, rao sahib, 1892-

Refer from

Shiyali Ramamrita Ranganathan, rao sahib.

70.5 Add the following rule:

70.5. Indonesian names.

Under this rule are included Arabic, Chinese, Dutch, Indian, Javanese, Sumatran, Malayan, and other names for Moslems, Christians, Hindus, and Buddhists living in the Indonesian Archipelago. Because of different usages in the various islands, and changes occurring throughout Indonesia during the twentieth century, Indonesian names present many difficulties to the cataloger. In addition, the new spelling introduced officially on April 1, 1947 (e. g., "u" is now used instead of "oe") must be taken into consideration.

The rules which follow give instructions for the choice of entry word in various cases. If it is not possible to apply these rules either because of lack of information on the author's usage or lack of reference sources, enter under the last word (except as noted below) and make cross references from all other parts of the name that might conceivably be used as entry.

A. Enter Indonesian writers under the family name when known.³⁹ When there is no known family name enter under the personal name and when there are two or more personal names enter under the last word of the name, as though it were a surname. The new spelling is to be preferred.

Make references freely from variant forms and from parts of the name not chosen as entry word.

³⁹ Among some Indonesians a man having only a single personal name, or a personal name and a title, will on the occasion of his marriage adopt a surname, which his wife will also adopt. Usually after a surname has been so adopted the personal names are no longer used. Until recently this surname would not be retained by the children of the marriage, but now, due to western influence, it is sometimes retained. Among other Indonesians it is customary for the wife and/or the children to adopt as a surname the first personal name of the husband and father.

Sukarno, Pres. Indonesia, 1901-*(personal name, no surname)**Refer from*

Sukarno, Ahmed.
 Sukarno, Achmed.
 Soekarno, Abdur Rahim.
 Soekarno, Achmed.
 Bima, *pseud.*
 Boeng Karno, *pseud.*
 Bung Karno, *pseud.*

Sutomo, 1888-*(personal name, no surname)**Refer from*

Soetomo, 1888-

Sukarno, Gunadi.*(two personal names, one used as surname)**Refer from*

Gunadi Sukarno.
 Goenadi Soekarno.
 Soekarno, Goenadi. www.dbraulibrary.org.in

Palindih, Rustam Sutan, 1898-*(surname and personal names)**Refer from*

Rustam Sutan Palindih.
 Sutan Palindih, Rustam.
 Soetan Palindih, Roestam.
 Roestam Soetan Palindih.

B. Indonesian titles⁴⁰ and honorific words, if used by the author, are to be added, in italics, following the name, when it is definitely known that they are used as titles. When titles or honorific words appear to have been adopted as names, either personal or family, they are to be treated accordingly.

⁴⁰ Indonesian titles. The following list is incomplete as only some of the more commonly used titles are listed. A few variant spellings are also noted.

adipati	ide aju (<i>ide ajoe</i>)	radja (<i>raja</i>)
anak agung (or agoeng)	ide bagus (<i>ide bagoes</i>)	ratu (<i>ratoo, ratoh</i>)
gde	marah	sidi
anak agung (or agoeng)	mas	siti
istri	ngabel (<i>ngabehi, ngabüh</i>)	sultan (<i>soeltan</i>)
andi	nganten	susuhunan (<i>soesoehoenan</i>)
aria (<i>arja, aryo, ardjuh</i>)	pangeran	sutan (<i>soetan</i>)
datuk (<i>datoek, dato,</i>	raden	tengku (<i>tungku</i>)
datoh)	raden adjeng	tjokorde
desa	raden aju	tjokorde gde
dewe gde	raden arla	tjokorde istri
gusti (<i>goesti</i>)	raden mas	tubagus (<i>toebagoes</i>)
gusti gde (<i>goesti gede</i>)	raden nganten	tumenggung (<i>toemeng-</i>
gusti aju (<i>goesti ajoe</i>)	raden pandji	goeng)
ide	raden roro	tunku (<i>toenkoe</i>)

Some titles are also formed by adding one or more words to *datuk*, *mas*, *pangeran*, *raden mas*, etc.

The word "gelar," often found in Indonesian names, means "titled" (i. e., the words which follow "gelar" are the person's title)

"Hadji" is a religious title used in all parts of Indonesia.

"Pedanda" is a religious title used in Bali.

Some of the more commonly used terms of address are:

bung (boeng) — brother, when used as term of respect.	entjik (che, entje, inche, tje)—mister or mistress.	njonja—mistress. nona—miss.
empu (mpu)—mister.	ibu (boe, bu, iboe) — mother, when used as term of respect.	pak (pa')—father, when used as term of respect.
engku (ungku)—mister.		tuan (toean, toh, wan)— mister.

Purbatjaraka, raden mas ngabei, 1884—

{personal name and title}

Refer from

Raden Mas Ngabei Purbatjaraka.

Poerbatjaraka, *raden mas ngabei*.

Amrullah, Abdul Malik Karim, hadji, 1908—

{several personal names, one of which is used as surname}

Refer from

Amrullah, Hadji Abdul Malik Karim.

Hadji Abdul Malik Karim Amrullah.

Abdul Malik Karim Amrullah, *hadji*.

Abdoel Malik Karim Amroellah, *hadji*.

Amroellah, Hadji Abdoel Malik Karim.

Hamka, *pseud.*

Mulia, Todung Sutan Gunung.

*{part of title adopted as surname and part as fore-
names—originally a one-word personal name and a
three-word title}*

Refer from

Todung, *sutan gunung mulia*.

Todoeng, *soetan goenoeng moelia*.

Sutan Gunung Mulia, Todung.

Gunung Mulia, Todung Sutan.

Goenoeng Moelia, Todoeng Soetan.

Soetan Goenoeng Moelia, Todoeng.

Moelia, Todoeng Soetan Goenoeng.

Azis, Andi Abdul.

{title used as forename}

Refer from

Andi Abdul Azis.

Abdul Azis, *andi*.

Abdoel Azis, *andi*.

Andi Azis.

Rusli, Marah, 1898-*(title used as forename)**Refer from*

Marah Rusli.

Roesli, Marah.

Rusli, *marah*.**Hanifah, Abu, 1906-***(title formerly used but now dropped)**Refer from*Abu Hanifah, *datuk maharadja emas*.Aboe Hanifah, *datoek maharadja emas*.

Datuk Maharadja Emas Abu Hanifah.

Datoek Maharadja Emas Aboe Hanifah.

El Hakim, *pseud.*Hakim, El, *pseud.*

C. Enter Chinese Indonesian writers under the family name, separated from the given name, or names, by a comma. The given names are written as separate words, each capitalized, unless the writer himself hyphenates them. Chinese Indonesian names usually occur on the title pages in the normal Chinese order; i. e., family name followed by given names. If there is any doubt as to which part of the name is the family name, refer from the part not used as entry word. When the characters for the names are known make a reference from the Wade-Giles romanization of the name, hyphenating given names and surnames in two characters (two syllables) and capitalizing only the first syllable. If a Chinese Indonesian author's name is known only in the form of Chinese characters, he is entered under the Wade-Giles romanization of his name. (Cf. 67.)

Oei, Tjong Bo, 1922-*Refer from*

Bo, Oei Tjong.

Ui, Tjong Bo.

Huang, Tsung Mo.

Mo, Huang Tsung.

Lim, Yauw Tjin.*Refer from*

Lin, Yawjen.

Tjin, Lim Yauw.

Lim, Jauw Tjin.

Lin, Yao-chên.

Enter a Chinese Indonesian married woman under her husband's surname, followed (after a comma) by her given name or names (hyphenated or not according to the writer's usage) which are in turn followed by her maiden name in parentheses. These names are usually given on the title pages in the normal Chinese order; i. e., husband's surname, maiden name, given name or names.

Sim, Tit-kho (Tiong)*Refer from*

Sim, Tiong Tit-kho.

Sim Tiong, Tit-kho.

Tit-kho, Sim Tiong.

If a Chinese Indonesian has also a Moslem name, enter under the one or the other according to his usage.

Lie, Kiat Teng.*Refer from*

Teng, Lie Kiat.

Ali, Muhammad.

Muhammad Ali.

Karim, Bagindo, 1907-*Refer from*

Bagindo Karim.

Kho, Tiauw Tian.

Tian, Kho Tiauw.

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III. Corporate Bodies as Authors**71** Add paragraph, at end, and footnote:

The headings for corporate bodies are given in the vernacular unless the pertinent rule provides for the use of another language. In the case of languages not using a Latin alphabet, the headings are transliterated or romanized.^{1a}

^{1a} In catalogs that exclude materials in languages not written in the Roman, Cyrillic, or Greek alphabets, English or other European language forms of names may be preferred for the corporate bodies of countries where the vernacular is one of these excluded languages.

72A Delete the second example and insert the following examples in alphabetical position after the first paragraph:**China.** *Wai chiao pu.**Refer from*China. *Ministry of Foreign Affairs.***Japan.** *Mombushō.**Refer from*Japan. *Ministry of Education.***Korea (Republic)** *Naemubu.**Refer from*Korea (Republic) *Ministry of Home Affairs.*

Delete the last sentence in footnote 3.

75 Substitute the following and add footnotes:

75. **Executive or administrative departments, etc.**

Enter executive or administrative departments⁵ as subheadings under the country, state, city, or other jurisdiction.

U. S. *Dept. of the Interior.*

Refer from

U. S. *Interior, Dept. of the.*^{5a}

Argentine Republic. *Ministerio de Guerra.*

Refer from

Argentine Republic. *Guerra, Ministerio de.*

A. Subordinate units. Enter a subordinate unit⁵ of an executive or administrative department directly under the name of the jurisdiction, except as qualified below. Refer from the name of the unit as subheading under the agency⁵ to which it is directly attached, as well as from variant forms of the name of the unit.

U. S. *Bureau of Foreign and Domestic Commerce.*

Refer from

U. S. *Dept. of Commerce. Bureau of Foreign and Domestic Commerce.*

U. S. *Foreign and Domestic Commerce, Bureau of.*

Italy. *Direzione generale dei telegrafi.*

Refer from

Italy. *Ministero dei lavori pubblici. Direzione generale dei telegrafi.*

Italy. *Telegrafi, Direzione generale dei.*

Nebraska. *Division of Nebraska Resources.*

Refer from

Nebraska. *Dept. of Agriculture and Inspection. Division of Nebraska Resources.*

Nebraska. *Resources, Division of Nebraska.*

New York (City) *Bureau of Public Health Education.*

Refer from

New York (City) *Dept. of Health. Bureau of Public Health Education.*

New York (City) *Public Health Education, Bureau of.*

⁵ The word department is here used to mean the highest unit of governmental administration, whether called department, ministry, secretariat, division or some similar term, or a foreign equivalent. The term subordinate unit is used to mean any unit of the department, regardless of the degree of subordination. The word agency is used to mean either the department or one of its units.

^{5a} Many libraries use such subheadings in the inverted form (e. g., U. S. *Interior, Dept. of the*) or obtain the same arrangement by underlining the key word.

If the name of the subordinate unit is too general to indicate its function in the country, state, city, or other jurisdiction or is such that one of the same name might exist in another agency, enter the unit as a subheading under the larger agency to which it is either directly or indirectly attached. Omit intervening units that are not necessary to define the function of the subordinate unit.

U. S. *Dept. of Labor. Consumers' Division.*

U. S. *Agricultural Marketing Administration. Consumers' Counsel Division.*

U. S. *Treasury Dept. Division of Public Relations.*
(not **U. S.** *Treasury Dept. Office of the Secretary of the Treasury. Division of Public Relations,*)

France. *Ministère de l'armement et des fabrications de guerre. Direction de la main d'œuvre.*

New York (State) *Dept. of Commerce. Bureau of Planning.*

New York (City) *Dept. of Health. Bureau of Records and Statistics.*

Subheadings for subordinate units may be omitted if the extent or the anticipated extent of the material under the heading does not warrant subdivision. In particular, if the functions of the subordinate unit are concerned with the administration of the agency of which it forms a part (as, for example, a Division of Administration, a Bureau of Publications, or an Office of Personnel), the subheading is generally omitted. Refer from the form not used.^{5b} However, use the subheading for a library or other institution which forms an integral part of an agency (cf. 72A, Exception) even though no other publication of that agency is listed.

^{5b} References of value only to the catalogers need not be included in a catalog for the public.

U. S. *Dept. of State. Division of Departmental Personnel.*
(not **U. S.** *Dept. of State. Division of Departmental Personnel. Personnel Relations Section,*)

Peru. *Departamento de Ganadería.*
(not **Peru.** *Departamento de Ganadería. Servicio Veterinario,*)

U. S. *Patent Office. Library.*

France. *Centre national de la recherche scientifique. Laboratoire du calcul mécanique.*

Alabama. *Dept. of Archives and History. Library.*

Saxony. *Statistisches Landesamt. Bibliothek.*

Enter bureaus and offices subordinate to a ministry, or an agency, of the Chinese, Japanese, or Korean Governments as a subheading of the ministry or agency. Refer from variant forms, including those in English (and forms which appear in other languages on the publications).

Japan. *Shihōshō. Keijikyoku.*

Refer from

Japan. *Criminal Affairs Bureau.*

Japan. *Shihōshō. Criminal Affairs Bureau.*

Japan. *Keijikyoku.*

China. *Wai chiao pu. Ou Mei ssū.*

Refer from

China. *Bureau of European and American Affairs.*

China. *Wai chiao pu. Bureau of European and American Affairs.*

China. *Ou Mei ssū.*

75B-E Delete 75B. Change 75C., D., E. to 75B., C., D.

79 Underscore the dates to indicate italics in the author headings given as examples.

81A Change (Cf. 74.) to (Cf. 74 and 75.) and delete the last example.

82 Add as third paragraph:

If the name begins with the name of a county of the United States or Canada that needs to be distinguished from another county of the same name, insert the name of the state or province in the body of the heading, so that it may serve the double purpose of identification and filing arrangement. If there is an abbreviated form for the state or province, it is used.

86 Underscore the dates to indicate italics in the author headings given as examples.

88A Insert the following parenthetical statement after the word incumbent in the first sentence: (or, in the case of Japan, the name of the reign)

Add examples:

Japan. *Treaties, etc., 1926-* (*Shōwa*)

China. *Treaties, etc., 1952.*

88B Underscore the dates to indicate italics in the author headings of the examples.

89A Delete the following examples:

France. *Parlement (Paris)*

France. *Parlement (Toulouse)*

(Present Library of Congress practice is to add the place name in parentheses if it refers to the jurisdictional area. The city name following a comma is used to show location of the court. If, in the past, a period has been used in the heading, this precedent may be followed.)

89I Substitute the following:

I. Enter court rules, plain text or annotated, under the name of the court or group of courts governed by the rules, as subheading under country, state, etc. If a promulgating body other than the court is named, make an added entry for that body.

Canada. *Supreme Court.*

Rules of the Supreme Court of Canada, 1945.

Washington (State) *Superior Courts.*

General rules of the Superior Courts of the State of Washington, adopted by the several Superior Court judges ... 1910.

California. *Superior Court.*

Rules adopted by the Judicial Council of California regulating the business of the Superior Court. Effective August 1, 1928.

i. California. Judicial Council.
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U. S. *District Courts.*

Rules of civil procedure for the District Courts of the United States, adopted by the Supreme Court of the United States ...

i. U. S. Supreme Court.

If the work contains rules governing two courts or groups of courts, enter under the first and make added entry for the second.

Wisconsin. *Supreme Court.*

Rules of practice of the Supreme and Circuit Courts of the State of Wisconsin. Established by the Supreme Court at the June term, 1849.

i. Wisconsin. Circuit Courts.

If the work contains rules governing more than two courts (or groups of courts) use the term *Courts* in the main entry as subheading under country, state, etc. Make added entries for the individual courts and groups of courts named as governed by the rules, and for the promulgating body when it is named.

Delaware. *Courts.*

Rules of the Superior Court, Court of Chancery, Orphans' Court, Court of General Sessions, and Supreme Court of the State of Delaware ... Published by the authority of the several courts. 1917.

i. Delaware. Superior Court. **ii.** Delaware. Court of Chancery.
iii. Delaware. Orphans' Court. **iv.** Delaware. Court of General Sessions. **v.** Delaware. Supreme Court.

Texas. *Courts.*

Rules for the courts of Texas. Adopted by order of the Supreme Court ... 1887.

i. Texas. Supreme Court.

91B Substitute the following:

B. Use of place in heading.

(1) If the name of the place does not appear in the corporate name, add it in the established form (cf. 153) when the activities of the society are local. Refer from the place.

Civic Symphony Orchestra Society, Fort Wayne.

Refer from

Fort Wayne. Civic Symphony Orchestra Society.

Club Católico, Montevideo.

Refer from

Montevideo. Club Católico.

Asociación Amigos del Arte, Buenos Aires.

Refer from

Buenos Aires. Asociación Amigos del Arte.

The name of the institution with which a society is associated is preferred to the name of the place, if the use of the place name would make the heading ambiguous or misleading.

Friends of the Library (Johns Hopkins University)

not **Friends of the Library, Baltimore.**

Refer from

Johns Hopkins University. *Library. Friends of the Library.*

(2) If the activities of the society are not local and the geographical location is needed to distinguish two or more societies of the same name, add the name of the country, state, province, county, city, etc., as is most appropriate.

Association of Principals of Technical Institutions (Gt. Brit.)

Association of Principals of Technical Institutions (India)

Sociedad Nacional de Minería (Chile)

Sociedad Nacional de Minería (Peru)

(3) If the name of a society begins with the name of a county of the United States or Canada which needs to be distinguished from another county of the same name, insert the name of the state or province in the body of the heading, so that it may serve the double purpose of identification and filing arrangement. If there is an abbreviated form for the state or province, it is used.

Washington County (Miss.) Historical Society.

Washington County (N. Y.) Bible Society.

Essex County (Mass.) Teachers' Association.

Essex County (Ont.) Tourist Association.

91C Delete the period in each of the five examples.

92 Add new paragraph to **Exceptions**:

C. Enter a Chinese, Japanese, or Korean institution under the name of the institution in the romanized form, followed by the name of the place in which it is located if this is not a part of the name. Refer from variant forms, including those in English (and forms which appear in other languages on the publications) and from the name of the place, if known. If the name of an institution begins with a term denoting government or private foundation, such a term is dropped, unless it forms the distinguishing part of the name.

Chung-shan ta hsüeh, *Canton, China.*

Refer from

Canton, China. Chung-shan ta hsüeh.

Canton, China. Sun Yat-sen University.

Canton, China. National Sun Yat-sen University.

Kuo li Chung-shan ta hsüeh.

Sun Yat-sen University, *Canton, China.*

National Sun Yat-sen University, *Canton, China.*

96 Underscore the dates to indicate italics in three of the author headings given as examples.

97 Change final statement to read: But local Rotary clubs and the local clubs of similar societies are entered individually, using a short form of name, with the addition of the city or town, so that the file will be alphabetical by place.

Add examples:

Kiwanis Club, *Toronto.*

Lions Club, *Lynchburg, Va.*

98C(2) Underscore the date to indicate italics in the author heading given as one of the examples.

102 Designate the first paragraph as **A.** and change **Exceptions A.** and **B.** to (1) and (2). Add new paragraph:

B. Enter the institutions founded, owned, or controlled by societies under the place where located or under their own names. (Cf. 92 and 92A.) However, the institutions of a society which lack individual names are entered as subheadings under the name of the society.

Buffalo. Museum of Science.

(Administered by the Buffalo Society of Natural Science)

Refer from

Buffalo Society of Natural Science. *Museum of Science.*

Shirley Institute, *Manchester, Eng.*

(Headquarters and research station of the British Cotton Industry Research Association)

Refer from

British Cotton Industry Research Association. *Shirley Institute.*

Manchester, Eng. Shirley Institute, *Didsbury.*

Indian Central Cotton Committee, Bombay. *Technological laboratory.*

Refer from

Technological laboratory of the Indian Central Cotton Committee.

Bombay. Technological laboratory of the Indian Central Cotton Committee.

Hawaiian Sugar Planters' Association. *Experiment station, Honolulu.*

Refer from

Experiment station of the Hawaiian Sugar Planters' Association.

Honolulu. Experiment station of the Hawaiian Sugar Planters' Association.

Hispanic Society of America. *Library.*

Sociedad Científica Argentina. *Biblioteca.*

104 Change heading to read:

104. State, provincial, and county institutions (U. S. and Canada).

Change first paragraph to read:

Enter state, provincial, and county institutions of the United States and Canada under the name of the state, province, or county. Add the name of the place where located following the name of the institution. Refer from the name of the place and from the name of the institution.

Add to present examples:

Talbot Co., Md. Free Library, Easton.

Refer from

Talbot County Free Library, Easton, Md.

Easton, Md. Talbot County Free Library.

Retain unchanged the parts of the rule following these examples.

119 Underscore the dates to indicate italics in the author headings given as examples.

120F Underscore the date to indicate italics in the author heading of the example.

131-132, 134-135 Underscore the dates to indicate italics in the author headings given as examples.

135A Add examples:

Fédération nationale des travailleurs du sous-sol. *48. congrès, Montceau-Les-Mines, 1946.*

Association Henri Capitant pour la culture juridique française. *1. congrès international, Quebec and Montreal, 1939.*

- 136 Underscore the dates to indicate italics in the author headings given as examples.
- 137 Underscore the dates to indicate italics in the author headings of the examples and delete the period before (*Projected, not held*) in the last example.
- 138B Underscore the date to indicate italics in the author heading given as the first example.
- 139C Delete the words "either added entries or" in the phrase "with either added entries or references for each of the governments or bodies" and add the following sentence: The references may be either "see" or "see also" references depending upon the wording of the name of the committee.

Underscore the date to indicate italics in the fourth author heading given as an example.

- 143 Add superior reference mark ^{45a} at the end of the first sentence, after the word "names," and add footnote on p. 208:

^{45a} The phrases "Zaidan hōjin" and "Shadan hōjin," which ordinarily precede the names of Japanese foundations, are not treated as part of the name.

- 144 Add superior reference mark ^{46a} at the end of the second sentence, after the word "retained," and add footnote on p. 209:

^{46a} Terms of incorporation in Chinese, Japanese, and Korean corporate names are retained only when they form an integral part of the name.

- 144D The Library of Congress has decided to simplify the entries for certain types of firms by discontinuing the use of rule 144B. This rule provides an exception to the general rule for entering firms and results in an unnecessarily complex heading. Cross reference from variant forms of the firm name is considered to be sufficient. It also introduces the question of a word or phrase to describe the nature of a firm. Since the rule does not show when such a term as "publishers" or "auctioneers" is to be used, the need for such designation has been reconsidered. The result is the elimination of the rule for Library of Congress cataloging. Cards already printed according to this rule will not be reprinted revised until some other change makes revision necessary.

- 149.5 Add new rule:

149.5. Airports.

A. Enter an airport or air base which has a definite name under that name, followed by the name of the place by which it is identified, if not included in the name of the airport. Refer from any place name given in the heading.

La Guardia Field, New York.

Refer from

New York. La Guardia Field.

Friendship International Airport, Baltimore.

Refer from

Baltimore. Friendship International Airport.

Washington National Airport.

Refer from

Washington, D. C. National Airport.

Mather Air Force Base, Sacramento, Calif.⁴⁸*Refer from*Sacramento, Calif. Mather Air Force Base.
Mather Field, Sacramento, Calif.**Kimpo Airport, Seoul, Korea.***Refer from*

Seoul, Korea. Kimpo Airport.

Aeroporto internazionale di Roma-Ciampino.*Refer from*Rome (City). Aeroporto internazionale.
Ciampino, Italy. Aeroporto internazionale.

B. If the airport has no name other than Airport, Air base, and the like, enter it under the name of the place by which it is identified, followed by the designation Airport or Air base, or the equivalent foreign term.

Newark, N. J. Airport.**London. Airport.****Goose Bay, Labrador. Air base.****Sampson, N. Y. Air Force base.**⁴⁸**Lagens, Azores. Aerodromo.****Le Bourget, France. Aéroport.**

⁴⁸ In accordance with the exception noted in footnote no. 4 (rule 72A), the Library of Congress form of entry is:

U. S. *Mather Air Force Base, Sacramento, Calif.*U. S. *Air Force Base, Sampson, N. Y.***IV. Geographic Headings****150C** Add new paragraph:

C. Names of places in countries not using the Latin alphabet for which a conventional English form does not exist are established by transliterating the local official form unless the Board on Geographic Names has decided on another form.

V. Added Entries. References**157C** Substitute the following:

C. Make title added entries to facilitate the location of works likely to be remembered by title, rather than by author, and works likely to be cited by title because their authorship is not clearly ascribed. Make title added entries also for works with titles which do not clearly indicate the subjects under which the works could be found in the catalog in the absence of sufficient author information. While rules cannot be defined to cover specifically the

infinite variety of titles, the following rules will indicate the considerations which should guide the cataloger in the provision of title added entries:

1. Make title added entries for

(a) single works of the imagination, such as novels, plays, poems, and works in other literary forms; (for works best known by a shortened title, cf. 2 (a))

(b) works with unusual, striking, or memorable titles

(c) works published anonymously which are entered under author

(d) works of multiple or corporate authorship which are not clearly ascribed to the person or corporate body under which the work is entered

(e) works with titles which do not indicate the subjects under which they could be found in the catalog.

2. Subject to the provisions of (3) below, make title added entries (either instead of or in addition to a first-word title entry) for

(a) the distinctive portions of titles which begin with common phrases (such as Handbook of, Introduction to, Studies of, Adventures of, Story of, etc.)

(b) distinctive subtitles, alternative titles, cover titles, etc.

3. Except when required under (1), do not make title added entries for

(a) works with common titles which are incomplete or meaningless without their authors' names, such as Autobiography, Letters, Memoirs, Bulletin, Proceedings, Report, etc.

(b) works with titles that are essentially the same as the main entry heading; e. g., Berkeley, *Calif. Charters*. Charter of the Town of Berkeley; Royal Dublin Society. The Royal Dublin Society, 1731 to 1941.

(c) works with titles which are similar in terminology to the subject headings under which they are entered, or to references to these subject headings

(d) works with long, involved, and nondistinctive titles in which the subject is indicated.

158L Underscore the date to indicate italics in the Paris reference given as an example.

Appendix III. Rules of Style for Headings

- A1(b) Substitute the following:
- (b) Brackets are used in author entries only in case of anonymous publication. (Cf. 32.) No distinction is made between personal and corporate authorship.
- A title added entry is made for each work with a bracketed heading unless the title begins with a personal name that is used in a secondary entry.
- A2(b) Add the sentence: The word or phrase is not separated from the heading by a period.
- A6 Add new paragraph:
6. Comma. Use the comma
- (a) To separate the surname or family name and the forename or given name, even though it is the normal order in certain countries to give the surname first.
- (b) To separate date, number, place, or designation from the name or heading, whether personal or corporate, unless a specific rule provides or indicates otherwise.
- D2 Underscore the dates to indicate italics in the author headings given as examples.
- E11 For the statement "The first word of the title of a book, periodical, or series; all principal words in the title of a newspaper" substitute the following: The first word of the title of a book, periodical, newspaper, or series.
- F2(b) Delete the period before (*Founded 1927*) in the eleventh author heading given as an example.
- F3(a) Change the second example to read:
- Tiberius, Emperor of Rome, 42 B. C.-37 A. D.*
- F3(b) Delete this rule. Transfer the two author headings given as examples to rule F2(b) on p. 241, underscore the dates to indicate italics in each of these examples.

Appendix IV. Transliteration

ARABIC

The transliteration table which follows supersedes the Arabic portion of the Semitic transliteration table on p. 248.

Letters of the alphabet

Initial	Medial	Final	Alone	Value	Initial	Medial	Final	Alone	Value
ا	ا	ا	ا	omit ¹	ض	ض	ض	ض	d
ب	ب	ب	ب	b	ط	ط	ط	ط	t
ت	ت	ت	ت	t	ظ	ظ	ظ	ظ	z
ث	ث	ث	ث	th	ع	ع	ع	ع	'
ج	ج	ج	ج	j	ح	ح	ح	ح	gh
ح	ح	ح	ح	h	خ	خ	خ	خ	f ²
ك	ك	ك	ك	kh	ق	ق	ق	ق	q ³
د	د	د	د	d	ك	ك	ك	ك	k
ذ	ذ	ذ	ذ	dh	ل	ل	ل	ل	l
ر	ر	ر	ر	r	م	م	م	م	m
ز	ز	ز	ز	z	ن	ن	ن	ن	n
س	س	س	س	s	ه	ه	ه	ه	h ³
ش	ش	ش	ش	sh	و	و	و	و	w
ص	ص	ص	ص	s	ي	ي	ي	ي	y

Vowels and diphthongs

اَ	a	آ	ā ⁴	أو	aw
أ	u	ؤ	ū	أى	ay
إ	i	ي	i		

Letters representing non-Arabic consonants⁵

گ	g	چ	ch	ف	} v
ژ	} p	ج	} zh	ف	
پ		ز		ف	

¹ For the use of ʾ (*alif*) to support ʰ (*hamzah*) see rule 2, p. 39. For the transliteration of ʰ by the consonantal sign ʾ, see rule 8(a) p. 41. For other orthographic uses of ʾ see rules 3-5, p. 39-40.

² The *Maghribi* variations ج and ح are transliterated *j* and *g*, respectively.

³ ʰ in a word in the construct state is transliterated *t*. See rule 7(b) p. 40.

⁴ See rules 5 and 6(a) p. 40.

⁵ This list is not exhaustive. It should be noted that a letter in this group may have more than one phonetic value, depending on the country or area where it is used, and that the transliteration will vary accordingly.

RULES OF APPLICATION

Arabic Letters Which may be Transliterated in Different Ways
Depending on Their Context

1. As indicated in the table, و and ى may represent:

(a) The consonants transliterated *w* and *y*, respectively:

وضع	wad'
عوض	'iwad
دلو	dalw
يد	yad
حيل	hiyal
طهى	tahy

(b) The long vowels transliterated *ū* and *ī*, respectively:

أولى	ūlā
صورة	ṣūrah
ذو	dhū
إيمان	īmān
جيل	jīl
في	fī

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See also rules 11(a1) and 11(b1-2) p. 42.

(c) The diphthongs transliterated *aw* and *ay*, respectively:

أوج	awj
نوم	nawm
لو	law
أيسر	aysar
شايخ	shaykh
عيني	'aynay

See also rules 11(a2) and 11(b3) p. 42.

2. 1 (*alif*), و and ى when used to support ء (*hamzah*) are not transliterated. See rule 8(a) p. 41.

3. 1 (*alif*) when used to support ؤ (*waslah*) and ~ (*maddah*) is not transliterated. See rules 9 and 10, p. 41.

4. 1 (*alif*) and و when used as orthographic signs without phonetic significance are not transliterated.

فعلوا	fa'alū
أولائك	ulā'ika
علماء وعملاء	'ilmān wa-'amalan

See also rule 12, p. 42, and examples cited in rules 23-26, p. 45.

5. ʾ (*alif*) is used to represent the long vowel transliterated \bar{a} , as indicated in the table.

فاعل	fā'il
رضا	riḍā

This ʾ, when medial, is sometimes omitted in Arabic; it is always indicated in transliteration. See rule 19, p. 44.

6. Final ى appears in the following special cases:

(a) As ى (*alif maqṣūrah*) used in place of ٰ to represent the long vowel transliterated \bar{a} .

حتى	ḥattā
مضى	maḍā
كبرى	kubrā
يحيى	Yaḥyā
مستى	musammā
مصطفى	Muṣṭafā

(b) As ى in nouns and adjectives of the form *fā'il* which are derived from defective roots. This ending is transliterated \bar{i} , not *iy*, without regard to the presence of ω (*shaddah*). See rule 11(b2) p. 42.

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رضى الدين

with *shaddah*, Raḍī al-Dīn

Compare the *fā'il* form of the same root, الرضى (without *shaddah*, *al-Raḍī*).

(c) As ى in the relative adjective (*nisbah*). This ending, like (b) above, is transliterated \bar{i} , not *iy*.

المصري	al-Miṣrī
--------	----------

Compare المصرية *al-Miṣrīyah* and see rule 11(b1) p. 42.

7. ّ (*tā' marbūṭah*)

(a) When the noun or adjective ending in ّ is indefinite, or is preceded by the definite article, ّ is transliterated *h*.

صلاة	ṣalāh
الرسالة البهية	al-Risālah al-bahīyah
مرآة	mir'āh
ارجوزة في الطب	Urjūzah fī al-ṭibb

The ّ in such positions is often replaced by ّ.

(b) When the word ending in ّ is in the construct state, ّ is transliterated *t*.

وزارة التربية	Wizārat al-Tarbiyah
مرآة الزمان	Mir'āt al-zamān

(c) When the word in ّ is used adverbially, ّ (vocalized ّ) is transliterated *tan*. See rule 12(b) p. 42.

Transliteration of Arabic Orthographic Symbols
Other than Letters and Vowel Signs

The signs listed below are frequently omitted from unvocalized Arabic writing and printing; their presence or absence must then be inferred. They are represented in transliteration according to the following rules:

8. ء (*hamzah*)

(a) In initial position, whether at the beginning of a word, following a prefixed preposition or conjunction, or following the definite article, ء is not transliterated. When medial or final, ء is transliterated '.

أسد	asad
انس	uns
إذا	idhā
مسألة	mas'alah
مؤتمر	mu'tamar
دائم	dā'im
ملا	mala'a
خطئ	khaṭi'a
خطئ	khaṭi'

(b) ء, when replaced by the sign ؤ (*waslah*) and then known as *hamzat al-waṣl*, is not represented in transliteration. See rule 9 below.

9. ؤ (*waslah*), like initial ء, is not represented in transliteration. See also rule 8(b) above. When the *alif* which supports *waslah* belongs to the article ال, the initial vowel of the article is transliterated *a*. See rule 17(b) p. 44. In all other words beginning with *hamzat al-waṣl*, the initial vowel is transliterated *i*.

رحلة ابن جبير	Riḥlat Ibn Jubayr
الأستدراك	al-istidrāk
كتب أقتنتها	kutub iqtanat'hā
بأهتمام عبد ألمجيد	bi-ihtimām 'Abd al-Majīd

10. ~ (*maddah*)

(a) Initial ʾ is transliterated *ā*.

آلة	ālah
كلية الآداب	Kulliyat al-Ādāb

(b) Medial ʾ, when it represents the phonetic combination 'ā, is so transliterated.

تأليف	ta'ālif
مآثر	ma'āthir

(c) ~ is otherwise not represented in transliteration.

خلفاء	khulafā'
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11. ^و (*shaddah* or *tashdīd*)

(a) Over و :

(1) $\text{و}^{\text{و}}$, representing the combination of long vowel plus consonant, is transliterated *ūw*.

عُدُو	'adūw
قُوَّة	qūwah

See also rule 1(b) p. 39.

(2) $\text{و}^{\text{و}}$, representing the combination of diphthong plus consonant, is transliterated *aww*.

شَوَّال	Shawwāl
صَوَّار	ṣawwara
جَوَّار	jaww

See also rule 1(c) p. 39.

(b) Over ي :

(1) Medial $\text{ي}^{\text{ي}}$, representing the combination of long vowel plus consonant, is transliterated *iy*.

المِصْرِيَّة	al-Miṣriyah
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See also rule 1(b) p. 39.

(2) Final $\text{ي}^{\text{ي}}$ is transliterated *ī*. See rules 6(b) and 6(c) p. 40.(3) Medial and final $\text{ي}^{\text{ي}}$, representing the combination of diphthong plus consonant, is transliterated *ayy*.

أَيَّام	ayyām
سَيَّيد	sayyid
قُصَيَّ	Quṣayy

See also rule 1(c) p. 39.

(c) Over other letters, ^و is represented in transliteration by doubling the letter or digraph concerned.

الغَزَّيِّ	al-Ghazzī
الكَشَّاف	al-Kashshāf

12. *Tanwīn* may take the written form ـِ , ـِ (ـِ) or ـِ , transliterated *un*, *an*, and *in*, respectively. *Tanwīn* is normally disregarded in transliteration, however. It is indicated in the following cases:

(a) When it occurs in indefinite nouns derived from defective roots.

قَادِسٌ	qāḍin
مَعْنَى	ma'nān

(b) When it indicates the adverbial use of a noun or adjective.

طَبْعًا	tab'an
فَجَاءَ	faj'atan
المشترك وضعًا والمفتروق صفةً	al-Mushtarik waḍ'an wa-al-muftariḡ ṣuq'an

Grammatical Structure as it Affects Transliteration

13. Final inflections of verbs are retained in transliteration, except in pause.

من ولى مصر	man waliya Miṣr
معرفة ما يجب لهم	ma'rifat mā yajibu la-hum
صلى الله عليه وسلم	ṣallā Allāh 'alayhi wa-sallam
اللؤلؤ المكنون في حكم الاخبار عما سيكون	al-Lu'lu' al-maknūn fī ḥukm al-akhbār 'ammā sayakūn

14. Final inflections of nouns and adjectives:

(a) Vocalic endings are not transliterated, except preceding pronominal suffixes.

معهد مولاي الحسن	Ma'had Mawlāya al-Ḥasan
اصولها النفسية وطرق تدريسها	uṣūlūhā al-nafsiyah wa-ṭuruq tadrīsihā
الى يومنا هذا	ilā yawminā hādihā

(b) *Tanwīn* is not transliterated except as specified in rule 12, p. 42.

(c) *ṭā' marbūṭah* is transliterated *h* or *t* as specified in rule 7, p. 40.

(d) For the transliteration of the relative adjective (*nisbah*) see rule 6(c) p. 40.

15. Pronouns, pronominal suffixes, and demonstratives:

(a) Vocalic endings are retained in transliteration.

انا وانت	anā wa-anta
هذه الحال	hādhihi al-ḥāl
مؤلفاته وشروحها	mu'allafātuḥu wa-shurūḥuhā

(b) At the close of a phrase or sentence, the ending is transliterated in its pausal form.

حياته وعصره	ḥayātuḥu wa-'aṣruḥ
توفيق الحكيم، افكاره، آثاره	Tawfiq al-Ḥakīm, afkāruḥ, āthāruḥ

16. Prepositions and conjunctions:

(a) Final vowels of separable prepositions and conjunctions are retained in transliteration.

ان	anna
انه	annahu
بين يديه	bayna yadayhi

Note the special cases: *مما mimmā*, *ممن mimman*.

(b) Inseparable prepositions, conjunctions, and other prefixes are connected with what follows by a hyphen.

به	bi-hi
ومعه	wa-ma'ahu
لاسلكي	lā-silki

17. The definite article:

(a) The transliterated form *al* is connected with the following word by a hyphen.

الكتاب الثاني	al-kitāb al-thānī
الاتحاد	al-ittihād
الاصل	al-aṣl
الآثار	al-āthār

(b) When *al* is initial in the word, and when it follows an inseparable preposition or conjunction, it is always transliterated *al* regardless of whether the preceding word, as transliterated, ends in a vowel or a consonant.

إلى الآن	ilā al-ān
أبو الوفاء	Abū al-Wafā'
مكتبة النهضة المصرية	Maktabat al-Nahḍah al-Miṣriyah
بالتمام والكمال	bi-al-tamām wa-al-kamāl

Note the exceptional treatment of the preposition *li* followed by the article:

للشربيني	li-Shirbīnī
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See also rule 23, p. 45.

(c) The *l* of the article is always transliterated *l*, whether it is followed by a "sun letter" or not, *i. e.*, regardless of whether or not it is assimilated in pronunciation to the initial consonant of the word to which it is attached.

الحروف الأيضية	al-ḥurūf al-abjadīyah
أبو الليث السمرقندي	Abū al-Layth al-Samarqandī

Orthography of Arabic in Transliteration

18. Capitalization:

(a) Rules for the capitalization of English are followed, except that the definite article *al* is lower-cased in all positions.

(b) Diacritics are used with both capital and lower-case letters.

الإيجي	al-Ījī
الآلوسي	al-Ālūsī

19. The macron is used to indicate all long vowels, including those which in Arabic script are written defectively. The macron is retained over final long vowels which are shortened in pronunciation before *hamzat al-waṣl*.

إبراهيم ، إبراهيم	Ibrāhīm
داؤود ، داؤد	Dā'ūd
أبو الحسن	Abū al-Ḥasan
رؤس	ru'ūs
ذلك	dhālika

20. The hyphen is used:

(a) To connect the definite article *al* with the word to which it is attached. See rule 17(a) p. 44.

(b) Between an inseparable prefix and what follows. See rules 16(b) on p. 43 and 17(b) p. 44.

21. The acute accent ("single prime," "half-slash") is placed between two letters representing two different consonantal sounds, when the combination might otherwise be read as a digraph.

ادهم	Ad'ham
اكرمتها	akramat'hā

22. As in the case of transliteration from other languages, foreign words which occur in an Arabic context and are written in Arabic letters are transliterated according to the rules for transliterating Arabic.

جارمانوس	Jārmānūs (<i>not</i> Germanos <i>nor</i> Germanus)
لورد غرانفيل	Lūrd Ghrānfil (<i>not</i> Lord Granville)
ايساغوجي	Īsāghūjī (<i>not</i> Isagoge)

For short vowels not indicated in the Arabic, the Arabic vowel nearest to the original pronunciation is supplied.

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غرسيا خين	Gharsiyā Khayin (<i>not</i> García Jaén)
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Examples of Irregular Arabic Orthography

23. Note the transliteration of الله, alone and in combination:

الله	Allāh
بالله	billāh
له	lillāh
بسم الله	bismillāh
المستنصر بالله	al-Mustanṣir billāh

24. Note the transliteration of the personal names:

طه	Ṭahā
يس، ياسين	Yāsīn
عمرو	'Amr
بهجت، بهجة	Bahjat

25. ابن and بن are both transliterated *ibn* in all positions.

احمد بن محمد بن ابي الربيع	Aḥmad ibn Muḥammad ibn Abī al-Rabī'
شرح ابن عقيل على الفية ابن مالك	Sharḥ Ibn 'Aqīl 'alā Alfīyat Ibn Mālik

26. Note the anomalous spelling مائة, transliterated *mi'ah*.

ARMENIAN

The transliteration table which follows is based on the phonetic values of Classical and East Armenian. The variant phonetic values of West Armenian are included in brackets but are intended solely for use in preparing references from West Armenian forms of names when this may be desirable.

Ա	ա	a	Մ	մ	m
Բ	բ	b _(p)	Թ	թ	y ²
Գ	գ	g _(k)	Ն	ն	n
Դ	դ	d _(t)	Շ	շ	sh
Ե	ե	e ¹	Ո	ո	o
Զ	զ	z	Չ	չ	ch ⁴
Է	է	ē	Պ	պ	p _(b)
Ը	ը	ě	Ջ	ճ	j _(ch)
Թ	թ	t ⁴	Խ	խ	rh
Ժ	յ	zh	Ս	ս	s
Ի	ի	i	Վ	վ	v
Լ	լ	l	Տ	տ	t _(d)
Խ	խ	kh	Ր	ր	r
Ս	ս	ts _(dz)	Ց	ց	ts ⁴
Կ	կ	www.dbcaulibrary.org.in k _(g)	Ի	ւ	w
Հ	հ	h	Փ	փ	p ⁴
Ձ	ձ	dz _(ts)	Գ	գ	k ⁴
Ղ	ղ	gh	Օ	օ	ō
Ճ	ճ	ch _(j)	Ֆ	ֆ	f

¹ Armenian names ending in *հա՛հ* are transliterated -ian.

² Transliterated h in initial position.

FAR EASTERN LANGUAGES

MANUAL OF ROMANIZATION, CAPITALIZATION, PUNCTUATION, AND WORD
DIVISION FOR CHINESE, JAPANESE, AND KOREAN

CHINESE: Romanization, capitalization, and punctuation

1. Romanization:

A. The Wade-Giles system of romanization is used. Readings are those used for entry in Giles' *A Chinese-English Dictionary* (2d ed. London, 1912), unless an alternate reading is required by semantic distinctions.

B. Titles of works written in classical Chinese by Japanese or Korean authors (i. e., in *Kambun* or *Hanmun*) are romanized as Japanese or Korean, respectively; titles of Japanese or Korean editions of works written in Chinese by Chinese authors are romanized as Chinese if "reading marks" or textual matter in Japanese or Korean have not been added. Reference is made from the alternative romanization when such titles are traced as added entries. (Cf. RDC 3: 23, p. 63.)

2. Capitalization:

A. The first word of a corporate name is capitalized. The first word of the name of a corporate subdivision appearing in conjunction with the name of the larger body is capitalized only when used in headings.

B. Geographical names and the names of dynasties are capitalized.

C. The first word of the title of a book, periodical, or series is capitalized.

D. For capitalization of personal names, cf. 67, p. 14.

3. Punctuation:

A. A centered point (·) indicating co-ordinate words is transcribed as a comma.

B. Brackets (〔 〕) used in the manner of quotation marks ("...") are transcribed as the latter.

CHINESE: Word division

4. Each character is romanized as a separate word.

Exceptions: (1) The romanized parts of multicharacter surnames and given names are hyphenated. (2) The romanized parts of multicharacter geographic names are hyphenated when these names appear in titles or as part of corporate names (except for geographical generics, which appear as separate words).

Chung-kuo wên hsüeh chia lieh chuan	中國文學家列傳
Shang-hai shih chih nan	上海市指南
Shih nien lai chih T'ai-wan ta hsüeh	十年來之臺灣大學
Wo so jên shih ti Chiang Chieh-shih	我所認識的蔣介石

JAPANESE: Romanization, capitalization, and punctuation

5. The modified Hepburn system of romanization as employed in *Kenkyusha's New Japanese-English Dictionary* (Tokyo, 1931; American ed., Cambridge, Harvard University Press, 1942), is used with one modification: an apostrophe (') instead of a hyphen is used between the syllabic "u" and a vowel or "y."
6. The reading of Japanese words follows standard Japanese language (*hyōjungo*) usage, insofar as this can be determined (cf. *Nihongo akusento jiten*. Tokyo, 1951). A current modern reading is generally to be preferred to an obsolete or obsolescent one, except where the usage of standard authorities has established a particular reading for a particular name or book title.
7. Capitalization:
 - A. Each separately written word of a corporate name (except the particle *no*) or an abbreviation thereof is capitalized.
 - B. Each word of a personal name is capitalized, except the particle *no* (cf. 66, p. 13).
 - C. Titles and terms of address are capitalized.
 - D. Each separately written word of a geographical name is capitalized. An abbreviated geographical name is capitalized in co-ordinate compounds and at the beginning of other compound words.
 - E. The first word of the title of a book, periodical, or series is capitalized.
 - F. A word derived from a proper name is capitalized only if the name retains its full, original meaning.
8. Punctuation:
 - A. A centered point (·) indicating co-ordinate words is transcribed as a comma, except where the rules require a hyphen (cf. JAPANESE: Word division, 11A(2), and 11B(2)); separating foreign words written in *kana* it is disregarded.
 - B. Brackets (「...」) used in the manner of quotation marks ("...") are transcribed as the latter.

JAPANESE: Word division

9. Sino-Japanese (*on*) compounds:
 - A. Binary compounds (i. e., compounds consisting of two Chinese characters), of whatever type, are written as single words, whether or not established by dictionary usage.

Shikai

史海

Betsumei hommyō taishō benran

別名本名對照便覽

Nihon sōsho sakuin

日本叢書索引

(1) Certain binary compounds, used chiefly as formative elements, are suffixed to their modifiers.

kokuminshugi

國民主義

(2) Grouped compounds involving phonetic changes are romanized as single words.
(Exception: kabushiki kaisha 株式會社)

jochūbōkō 女中奉公

B. Derived compounds, formed by the addition of single-character modifiers, affixes or substantives, are written as single words insofar as they contain but one binary compound.

keizaiteki 經濟的
den'enka 田園化
kakujidai 各時代
daihatsumeika 大發明家
jibūinkōkagaku 耳鼻咽喉科學
Tōyōgakkai 東洋學會
Bunakajin meiroku 文化人名錄
Daigenkai 大言海

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C. A single-character substantive modified by two or more binary or derived compounds is written separately, except in corporate names (cf. 11A(4)).

Kokin waka *shū* 古今和歌集
Nihon seifu gyōsei kikō *zu* 日本政府行政機構圖

(1) Care must be taken to distinguish, insofar as possible, substantives used in this manner from those which are merely part of derived compounds. When either interpretation appears valid, prefer the form written together.

Dainiji taisen kaikoroku 第二次大戰回顧錄
Nichi-Ro gaikō jūnenshi 日露外交十年史
Ryūō gakusei kikokuki 留歐學生歸國記
Kagoshima-ken fūbutsushi 鹿兒島縣風物誌

(2) Two single-character substantives in succession, each in turn having a complex modifier, should not be interpreted as a binary compound.

Indo tetsugaku *shi yō* 印度哲學史要

D. A single character suffixed to two or more compounds as a formative element is romanized as part of the word, and the compounds are hyphenated.

shizen-kagakusha	自然科学者
fuyū-seibutsugaku	浮游生物学

E. A single character modifying two or more separately written words is itself romanized separately.

shin butai sōchi	新舞臺裝置
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10. Native Japanese (*kun*) and hybrid (*jūbakuyomi*) compounds:

A. Compound nouns, compound pronouns, compound adverbs, and stems which, with the addition of *na*, function as adjectives, are written as single words.

kiriamé	霧雨
moyōgae	模様替
wareware	我々
wagahai	我輩
yohodo	餘程
sendatte	先達て
kokoroarige	心ありげ
kogirei	小綺麗

(1) Compounds containing the particle *no* are written as single words.

torinoko	鳥の子
----------	-----

(2) Proper names, specifically corporate names, and titles of books, periodicals, and series, are not considered *ipso facto* compounds under 10A.

B. Simple and compound inflected verbs and adjectives, with their auxiliaries and affixes, are written as single words, except as noted (1)-(3) p. 51.

<i>Ayamatta sahō, ayamariyasui sahō</i>	誤つた作法誤り易い作法
<i>Osorubeki kodomotachi</i>	恐るべき子供達
<i>Omoidasu mama</i>	思い出すまま
<i>Inryōsui ni kansuru tōkei</i>	飲料水に關する統計
<i>Kami wa shihaisu</i>	神は支配す

(1) Honorific and potential auxiliaries, and the auxiliary *-suru* when used to form a verb from a non-Japanese word, are hyphenated.

ookuri-itasu	お送りいたす
odekake-asobasu	お出かけ遊ばす
yomi-uru	讀み得る
kamben-dekinai	勘辯出来ない
doraibu-suru	ドライブする

(2) All forms of the copula, including the subordinating particles *no* and *na* (and the latter's verbal equivalents *naru* and *taru*) used with stems which, with the addition of *na* function as adjectives, and the words *rashii*, *yō*, and *sō* following the *-u* form of verbs are written separately.

Wagahai wa neko <i>de aru</i>	吾輩は猫である
Nonki <i>na</i> ojisan	呑氣な小父さん

(3) Gerund phrases are divided,

Aa, watakushi wa <i>ikite ita</i>	ああ私は生きていた
-----------------------------------	-----------

C. Particles are written separately from other words and from each other. (Exceptions: The conjunctions *narabini* and *amiwa* are written as single words).
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Kōfuku <i>e no</i> michi	幸福への道
E wa dare <i>ni de mo</i> kakeru	繪は誰にでも描ける
Zenkoku <i>narabini</i> dōnai sen'i jijō	全國並に道内纖維事情

D. Prefixes and suffixes, except as governed by special rules, are written as part of the words to which they are affixed. (An affix is defined for the purpose of these rules as "any element serving a derivative, formative or inflectional function which is directly added to a word, and which if suffixed would not permit the interpolation of a subordinating particle").

Oyakusha jigoku	お役者地獄
Iyagarase no nenrei	厭がらせの年齢
Kawa no nameshikata	皮のなめし方

(1) An affix to two or more separately written co-ordinate words is itself written separately,

kyōdai shimai <i>tachi</i>	兄弟姉妹達
----------------------------	-------

(2) A word phonetically modified as a combining form is suffixed to the preceding word.

<i>Koiguruma</i>	戀車
<i>Tsurezuregusa</i>	徒然草
<i>Sōmoku sodategusa</i>	草木育種

(3) *Gurai*, *hodo*, and *bakari* are written separately.

11. Special provisions:

A. Proper names, and titles of books, periodicals, or series, are written separately from modifiers or words modified by them. (Rules in this section relating to geographical names apply only to their use in titles and corporate names; when entry is made under place, or when the place is added following a corporate name, forms approved by the U. S. Board on Geographic Names are used).

<i>Genji monogatari shō</i>	源氏物語抄
<i>Teikoku Toshokan hō</i>	帝國圖書館報
<i>Niwa Fumio shū</i>	丹羽文雄集
<i>Einkān den</i>	リンカーン傳
<i>Ōmiya Toshokan dayori</i>	大宮圖書館だより
<i>Jitsugyō no Nihon Sha</i> <small>www.dbraulibrary.org.in</small>	實業の日本社

(1) Titles and terms of address are likewise written separately, except as noted under (a) below and (b) p. 53.

<i>Sei Savieru den</i>	聖サウエル傳
<i>Nichiren Shōnin ibun</i>	日蓮上人遺文
<i>Meiji Tennō</i>	明治天皇
<i>Bashō Ō</i>	芭蕉翁
<i>Takezawa Sensei to iu hito</i>	竹澤先生といふ人

(a) The hypocoristic suffixes *-chan*, *-bō*, etc., the suffixes *-in* and *mon'in* after the names of cloistered emperors and empresses, and the suffix *-sama* following the word *Miya* in house-names of imperial princes, are written as part of the names they follow.

<i>Nonchan kuno ni noru</i>	ノンちゃん雲に乗る
<i>Gotobain mikuden</i>	後鳥羽院御口傳
<i>Taikenmon'in no Horikawa shū</i>	待賢門院堀川集

(b) The honorific prefix *O-* before personal names is hyphenated.

O-Kiku San お菊さん

(2) Affixes which have become integral parts of a geographical name are written as part of the name. Modifiers differentiating places of the same name are hyphenated if a part of the official name. Compound names designating merged places are hyphenated. Differentiating modifiers not officially part of the name, and those differentiating a part of an area, are written separately.

<i>Yūrakuchō</i>	有樂町
<i>Kinosaki</i>	城崎
<i>Higashi-setana-machi</i>	東瀬棚町
<i>Uji-Yamada-shi</i>	宇治山田市
<i>Minami Yamashiro</i>	南山城
<i>Fuji Hakone</i>	富士箱根
<i>Tōnan Ajia</i>	東南亞細亞

(3) Generic terms used as part of the names of jurisdictions are hyphenated unless they form Sino-Japanese compounds, and, in doing so, necessitate a change from *kun* to *on* reading for the generic term. (Exceptions: *Manshūkoku* is written as one word. The generic term *dō*, designating a historical division of Japan, is written as part of the name. The word *kuni*, in the name of a province, is capitalized and is preceded by the particle *no*, separately written).

<i>Kagoshima-ken fūbutsushi</i>	鹿兒島縣風物誌
<i>Kagawa kensei ichiran</i>	香川縣政一覽
<i>Yamaguchi-ken hō</i>	山口縣報
<i>Yamaguchi shimin hō</i>	山口市民報
<i>Kanda-ku shi</i>	神田區史
<i>but</i> Imagawa <i>chōshi</i>	今川町史
<i>Nihon-koku no umu</i>	日本國の有無
<i>Nihon kokusei jiten</i>	日本國政事典
<i>Tōkaidō no ki</i>	東海道の記
<i>Musashi no Kuni fudoki</i>	武藏國風土記

(4) Generic terms for types of topographical features, architectural constructions, and corporate entities, used as part of proper names, are written as integral parts of the name unless they form Sino-Japanese compounds. A single-character generic term governed by a complex compound is arbitrarily written as part of the preceding word.

Yokohama <i>kōsei</i>	橫濱港勢
Kōyasan <i>jiryaku</i>	高野山爭略
Sumidagawa <i>ōrai</i>	隅田川往來
Yūshintei	又新亭
Kōbundō	廣文堂
Bōsō <i>Hantō</i>	房總半島
Kokon <i>Shoin</i>	古今書院
Rōdōshō	勞働省
Rōdō <i>Kijunkyoku</i>	勞働基準局
Tōa Keizai Chōsakyoku <small>www.dbraulibrary.org.in</small>	東亞經濟調查局

(5) Nongeneric suffixes are hyphenated following a proper name, unless the name consists of more than one word.

Nakazawa- <i>shiki</i> sakusei zuhyō	中澤式作製圖表
Narōdoniki- <i>shugi</i>	ナロードニキ主義
Tanaka Chiyo <i>shiki</i>	田中千代式

(6) The designations *Maru* and *Gō* after names of ships are written separately.

Asama <i>Maru</i>	淺間丸
Prejidento Uirason <i>Gō</i>	プレジデントウイルソン號

(7) Single-character unabbreviated proper names (e. g., names of Chinese dynasties) in Sino-Japanese compounds are treated according to rules 9A and 9B.

Nittō <i>shoka den</i>	入唐諸家傳
<i>Minki Shinsho</i> jiseki kō	明季清初事蹟考

B. Abbreviated forms.

(1) Abbreviations of proper names, Japanese or foreign, used as combining forms are treated according to rules 9A and 9B.

Ryūō gakusei kikokuki	留歐學生歸國記
Eishibun sōkō	英詩文草稿

(2) Abbreviated combining forms used co-ordinately are hyphenated. If the combination is normally elided, it is written as one word, with reference from the unelided and hyphenated form. A prefixed modifier is written separately; a suffix is written as part of the second element.

<i>Nichi-Ro</i> gaikō jūnenshi	日露外交十年史
<i>Sen-Man</i> sōsho	鮮滿叢書
<i>Nikka</i> daijiten	日華大辭典
(refer from <i>Nichi-Ka</i> ₁)	
<i>Shin</i> Nichi-Bei	新日米
<i>Ō-Beijin</i> no kyokutō kenkyū	歐米人の極東研究

(3) Contracted compound proper names are written as single words.

<i>Chūkyō</i> jūyō bunken shū	中共重要文獻集
<i>Manetsu</i> chihō gyōsei shi	滿鐵地方行政史
<i>Kanchūki</i>	勸仲記
<i>Soren</i> no Nihon kenkyū	ソ聯の日本研究
<i>Saō</i> monogatari	沙翁物語
<i>Hokushū</i> jiken no keika	北支事件の經過

C. Numerals.

(1) Cardinal numbers under 100, and the numbers 100, 1,000, 10,000, and 100,000, if spelled out, are written as single words. In numbers over 100, other than the above, the hundreds, thousands, tens of thousands, etc., are separated by hyphens.

sen-kyūhyaku-gojūninen	千九百五十二年
------------------------	---------

(2) The ordinal prefix *dai-*, numerators, and other suffixes are written as part of the numbers they precede or follow. Ordinal numbers are written separately from the words they govern.

<i>Daisan</i> seiryoku	第三勢力
<i>Dainiji</i> taisen kaikoroku	第二次大戰回顧錄

(3) Cardinal numbers used as direct modifiers are treated according to the appropriate general rules (9A, 9B, 10A, etc.)

<i>Gojiryaku</i>	五事略
<i>Hakkenden</i>	八犬傳
<i>Gojūkyū hyōjun irogami</i>	五十九標準色紙
<i>Nijūisseiki no bungaku</i>	二十世紀の文學
<i>Rikugyūzu kōwa</i>	六牛圖講話
<i>jūrokusasage</i>	十六疋豆

(4) In headings or "Title romanized" notes which contain a numeral affecting alphabetical (as opposed to numerical) filing, the romanized number is substituted for the numeral (cf. RDC 3: 5C, 3d paragraph). If alphabetical filing is not affected, the Arabic numerals are retained. In such cases they are written separately from the ordinal prefix *dai-* and are joined to numerators and other suffixes by a hyphen.

daihyaku-sangō (*not dai 103* [i. e., *hyaku-san,-gō*]) 第三百號

Keizaikyoku Dai 3-ka shitsumu yōran 經濟局第三課執務要覽
www.dbraulibrary.org.in

Ōsaka Chihō Saibansho hanketsu dai 593-gō ni kansuru iken
大阪地方裁判所判決第 593 號に關する意見

KOREAN: Romanization, capitalization, and punctuation

- The McCune-Reischauer system of romanization is used. Phonetic changes are shown within compound words, either written together or hyphenated, but not between separately written words. In romanizing Sino-Korean characters the orthography of the *Chosŏn mal h'ŏn sajŏn* (Seoul, 1949-) is followed.
- Rules for capitalization and punctuation are the same as those for the capitalization and punctuation of romanized Japanese, where applicable.
- For Korean personal names, cf. 67.5, p. 16.

KOREAN: Word Division

- (Provisional) Sino-Korean titles and corporate names are divided according to the rules for Sino-Japanese compounds (cf. JAPANESE: Word division, 9A-C, 11A(4), etc.).
- Titles in word-divided vernacular Korean (*hangŭl*) are spaced as in the work being cataloged, except that undivided Sino-Korean compounds or phrases are divided according to the rules for Sino-Japanese compounds.

THAI

The transliteration table which follows is based on the *General System of Phonetic Transcription of Thai Characters into Roman*, promulgated by the Royal Institute of Thailand.

Vowels		Consonants				
				Initial	Final	
อะ, อั	a	อัวะ	ua	ก	k	
อา	ā	อัว	ūa	ข, ขฺ, ค, คฺ, ฃ	kh	
อา	am	ไอ, ไอ, อัย, ไอย	ai	ง	ng	
อิ	i	อาย	āi	จ	ch	
อี	ī	เอา	ao	ฉ, ช, ฌ	ch	
อุ	u	อาว	āo	ญ	y	
อู	ū	อุย	ui	ฎ, ฏ, ฑ (บางคำ)	d	
อู	u	ไอย	ōi	ต, ฏ	t	
อู	ū	ออย	ōi	ถ, ฐ, ฑ, ฒ, ฑ, ฒ	th	
เอะ, เอ็	e	เอย	ēi	น, ณ	n	
เอ	ē	เอ็ย	ū ³ ai	บ	b	
แอะ	æ	อวย	ūai	ป	p	
แเอ	æ	อัว	iu	ฝ	f	
โอะ, ฤ(-)	o	อ็ว	eo	ฟ, ฟ	f	
โอ	ō	เอว	ēo	ม	m	
เอาะ	o	แอว	æo	ย	y	
ออ	ō	เอ็ว	īeo	ร	r	
เออะ, เอ็	æ	ฤ (เสียง รั)	ru ³	ล, ฬ	l	
เออ, เอ็	æ	ฤา	ru ³	ว	w	
เอยะ	ia	ฤ (เสียง รั)	ri	ศ, ทร, ฑ, ษ, ฐ	s	
เอ็ย	īa	ฤ (เสียง เรอ)	re	ห, ฮ	h	
เออะ	u ³ a	ภา	lu ³			
เอ็อ	ū ³ a	ภา	lu ³			

¹ When "วิ" follows a consonant, the transliteration is "a" if it is followed by another pronounced consonant in the same syllable, and "an" if it is not followed by such a consonant.

General Notes

- 1) The symbol "๑" indicates omission and is shown in transliteration by "...", the conventional sign for ellipsis.
- 2) Silent consonants, with their accompanying vowels, whether marked by the symbol "๑" or unmarked, are transliterated and enclosed in parentheses.
- 3) When the repeat symbol "๑" is used, the syllable is repeated in transliteration.
- 4) The symbol "๑๑" is to be transliterated "la".

RULES FOR DESCRIPTIVE CATALOGING IN THE LIBRARY OF CONGRESS

Additions and Changes

3. Separately Published Monographs

3:4 Add at the end of the first paragraph of the introductory section: If the elements normally on the title page are given on two facing pages, without repetition, the information is transcribed as if from one page, without the use of brackets.

In the second paragraph, insert after "sic" the words: for an obvious error. Add the following sentence: Correction may also be made by supplying a missing letter or letters within brackets, if only a single set is needed.

Add as fifth and sixth paragraphs:

In cataloging Chinese, Japanese, and Korean works the title page is used as the basis of description, but brackets are not used around information supplied from the colophon, or "copyright page." When an item in the colophon (other than the author statement, see 3:6K) differs from that item on the title page, the information in the colophon is given in a note.

For Chinese, Japanese, and Korean works in which the title page is lacking or inadequate (usually works published in the traditional format), the caption title is used as the basis of the description; brackets are not used around information supplied from the title page or colophon.

3:4A In line 6, change half-title to half title.

3:5 Add the following sentences before the last sentence in the first paragraph: Chinese characters considered archaic, decorative, etc., are represented by the corresponding forms found in the *K'ang hsi tzü tien* or Ueda's *Daijiten*, if possible, but simplified characters are transcribed as such. Only essential punctuation marks are used with oriental characters; a space may take the place of a comma or period.

3:5B Add as second paragraph:

If the title page of a Chinese, Japanese, or Korean work has also a title in a western language, the title recorded corresponds to the language of the main body of the text, even though it is not the first title. If the title used is an oriental one, the title in the western language is transcribed in a note.

3:5C-F Change present 3:5C., D., E., and F. to 3:5D., E., F., and G. and add new section:

C. *Titles in transliteration.* If the title page of a work in a non-Latin alphabet includes also a transliterated or romanized title, both titles are transcribed.

- 3:5D** Add at the end of the first paragraph: Such additions are inserted in or follow the title which appears on the title page, even though it is the same or nearly the same as the author heading.

Longfellow, Henry Wadsworth, 1807-1882.

Longfellow. [Selections]

Congrès international des moteurs à combustion interne.

Congrès international des moteurs à combustion interne.

[Compte rendu] 1.-

- 3:6a** Add superior reference mark ^{1a-b} at end of second line and add the footnotes on p. 14:

^{1a} If the name in the work is not in the Latin alphabet, the variation from the heading should be shown, unless the heading is in a letter-for-letter transliteration.

^{1b} If the title page bears a woman's maiden name and entry is under her married name, no author statement is necessary because the full name in the heading makes the relationship clear.

- 3:6b** Add superior reference mark ^{1c} at end of statement and add the footnote on p. 14:

^{1c} If the title page bears both the real name and the pseudonym the author statement is included, incorporating both names; e. g., "par Cyrille Wilczkowski (Jean Palois)"

- 3:6C3** Delete "and" after "Hebrew"; after "Yiddish" change period to comma; add: and "等" in Chinese, Japanese, and Korean.

- 3:6D** Add as second paragraph:

For Chinese, Japanese, and Korean works in which the author statement contains a form corresponding to the name chosen for entry, any additional names or name forms are omitted, unless such omission would result in a distorted order of names.

- 3:6E** Add as second paragraph, with examples:

If the form of the name of a Chinese, Japanese, or Korean author, personal or corporate, chosen for entry, does not correspond to the form in the author statement, the characters for the entry form are added in the author statement. The added form is enclosed in parentheses, if taken from the colophon, or in brackets, if taken from any other source.

Ono, Minemori, d. 830.

梅花引 [小]野岑守作

Shu, Ch'ing-ch'un, 1898-

駱駝祥子 老舍 [舒慶春] 撰

- 3:8** Add as second paragraph:

For Chinese, Japanese, or Korean works, with the text in the traditional bibliographical divisions (e. g., *chüan*, *kan*, or *kwön*, etc.), the numbering of these divisions is given immediately following the title, except when it can be more satisfactorily shown in a contents note.

3:10A Insert between second and third paragraphs:

In the case of Japanese works, usually pre-Meiji, containing the names of several publishers, the last-named publisher, or the one with the word or words “藏版,” “板,” “梓,” etc., or the seal, is preferred unless there is reason to use another.

3:10C Add after the sentence ending “the abbreviation ‘n. p.’ for ‘no place’”: If various places are given on different pieces (as in a collection of pamphlets), the abbreviation “v. p.” is used.**3:12** In the introductory paragraph, change the last sentence to read: If the personal name of the publisher is sufficient for intelligibility and for identification of the publisher, it is given in the nominative case if it appears in that form or can be converted to it by omitting the case ending; the name is not converted if adding letters would be necessary.**3:12A** Add as second paragraph:

If a Japanese work gives both the name of the publishing firm and the name of the publisher, the firm name is usually omitted for pre-Meiji works, the name of the publisher for later works.

3:12B2 Add superior reference mark ⁴ at end of statement and add the footnote on p. 19:

⁴ For works in Chinese, Japanese, and Korean only the publisher is given.
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3:12B6 Change to read:

6. The statement that a work is privately printed, if a publisher or press is named in the imprint.

3:13C Add at the end of the last sentence the following: (See also 3:13G.)**3:13G** Add as second paragraph:

If the qualified date is not a year of the Christian Era, it is followed by the date of the Christian Era enclosed within parentheses.

3:14A Add example after third paragraph:

86, (1) p.
Bibliography: p. 187

3:14A4 Add as second paragraph:

Double leaves in works of more than one volume are indicated in the collation immediately after the number of volumes.

5 v. (double leaves)

3:14B Add a paragraph, preceding the final one:

If a work is planned for more than one volume, but only one has been published and it appears that no more will be published, the paging, rather than the number of volumes, is given in the collation. (The volume number is given in the body of the entry and a note “No more published” is made.)

3:14C4 Add at end of first paragraph: Brackets are not used to indicate that the numbers do not appear on the illustrations.

3:14D In the second paragraph after the sentence "In describing bound volumes, the height of the binding is measured" add the sentence: In describing pamphlets inserted in binders, the height of the pamphlet is given.

3:15A In the second paragraph, change references (see C 1-6 below) and (see C 7-9 below) to read (see C 1-7 below) and (see C 8-10 below)

3:15C5 In the example, "Map on lining-paper," delete the hyphen and add the following sentence to the note in parentheses: Used only when inclusion in the collation is impracticable.

Add examples:

Block print.⁸
Movable type (bronze (copper, metal, or wood),)⁸
Rubbings.⁸

Add footnote on p. 29:

⁸ Used when important for the description of oriental materials.

3:15C7-9 Change present 3:15C7., 8., and 9. to 3:15C8., 9., and 10. and add new section:

7. Statement indicating official nature of publications authorized by a religious body, if found in a conspicuous place in the book.

"Authorized by the United Methodist Church of America."

"Authorized literature of the First Church of Christ, Scientist, of Boston, Mass."

3:16D2 Change the second sentence to read: The form of the series note is, in such a case, author in the form used for a catalog entry (even though this involves supplying all or part of the author entry) followed by the title.

3:18 Insert between fourth and fifth paragraphs as follows:

If two or more distinct works are issued together in a case, the note then begins:

In case, as issued, with

3:20A Add superior reference mark ⁹ at end of first sentence and add the footnote on p. 35:

⁹ "Reports" written by candidates for the Ed. D. at Teachers College, Columbia University, are not to be considered theses.

3:20J In the first example, change "cover," to "cover."

3:21 In the heading change "HABILITATIONSCHRIFTEN" to "HABILITATIONS-SCHRIFTEN." In the first example change "Habilitationsschrift" to "Habilitationsschrift."

3:22C Add superior reference mark ¹⁰ at the end of the sentence which ends in the second line of p. 39 and add the footnote on p. 39:

¹⁰ The word "Bibliography" (without quotes) is to be preferred to the precise heading found in the work unless the latter is necessary to show the scope of the bibliography or unless the author of the bibliography is to be named in the note.

3:22D Add as the last example on p. 39:

Bibliography. p. 18-25 (3d group)

(This form is used when necessary for clarity if the collation includes more than one group of pages.)

3:23 Add as second paragraph:

For works in nonalphabetic languages, the note begins "Title romanized."

3:25 Add the following statement and examples after the example at the foot of p. 41:

When the title of a publication originally issued in one of the non-Roman alphabets is used as a subject or added entry it is indicated in transliterated form only.

1. Title. II. Title: Voitel'uitsa. (Series: Mekhurah)

Add superior reference mark ^u at the end of the second sentence on p. 42 and add the footnote on p. 42:

^u It is not necessary to trace the series in full simply to show the correct number if an incorrect one appearing in the work is recorded and corrected in the series note; e. g., v. 3 (i. e. 5). The added entry is prepared with the correct number only.

4. Issues, Offprints, etc.

4:3 Change the last example on p. 44 from ~~www.dbraulibrary.org~~ detached to
 ——— Detached copy.

5. Analytical Entries

6:2A In the first paragraph delete the last sentence: If the part to be analyzed ... note.

Cancel example (to be transferred in modified form to 6:2D).

Add example:

Colman, Benjamin, 1673-1747.

The hainous nature of the sin of murder, and the great happiness of deliverance from it, as it was represented in a sermon at the lecture in Boston, Sept. 24, 1713, before the execution of one David Wallis. Boston, Printed by J. Allen for N. Boone, 1713.

34 p. 14 cm. (In Mather, Cotton. The sad effects of sin. Boston, 1713)

6:2C Add as second paragraph:

If the part has separate paging only, the total number, as represented by the last numbered page or leaf, is given in the analytical note.

6:2D Revise to read:

If an analytical entry is required for a part of a work which is itself cataloged by means of an analytical entry, the analytical note mentions both of

the works in which the part is contained, since the information about either may be necessary to locate the work on the shelves and to explain the call number. The lesser work is given first, then the comprehensive work.

Add examples :

Frey, Janus Caecilius, d. 1631.

Flöia, cortvm versicale, De Flöis schwartibus, illis deiriculis, quæ omnes ferè Minschos, Mannos, Vveibras, Iungfras, &c. behüppere, & spitzibus suis schnaffis steckere & bitere solent. Avthore Gripholdo Knickknackio ex Floilandia [pseud. n. p.] 1593. (Strassburg, 1900)

facsim. : [12] p. 20 cm. (In Blümlein, Carl, ed. Die Floia und andere deutsche maccaronische Gedichte. Strassburg, 1900. (Drucke und Holzschnitte des xv. und xvi. Jahrhunderts in getreuer Nachbildung, 4))

[Lao-tzū]

The Tào teh king; or, The Tào and its characteristics.

(In The Sacred books of China : The texts of Taoism. Oxford, 1891. 23 cm. v. 1, p. 45-124. (The Sacred books of the East, v. 39))

7. Serials

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7:5C In the fourth example, change **Sindicato** to **Sindacato**.

7:6 Change parenthetical reference at end of first paragraph to (See also 3:10-3:12.) Add to first paragraph: If dates are not recorded in the statement of holdings, they are given in the imprint, as for monographs. (See 3:13.) Also, if the date in the holdings is not that of the Christian Era; e. g., in Hebraic titles, the date of the Christian Era is given in the imprint. (See 3:13C.)

7:8H In the second and fourth examples, change "Title varies;" to "Title varies:"

7:8K3 In the last two examples, change Ed. to Edited.

9. Music

9:2A Add as the first paragraph of footnote 2 on p. 76:

An arbitrary title may be formulated if the original title is too long or otherwise unsuitable for use as the conventional title.

9:2H Add paragraph at end:

When the excerpt requires further identification, the minimum number of additional elements (see 9:2E) is to be used.

[Les godts réunis. Concert, no. 6]

[Der getreue Music-Meister. Duet, flute & violin, G major]

9:2J Delete the second paragraph, beginning "If the arrangement is made by the composer himself," and its examples, and substitute the following:

A transcription by the composer is treated as an arrangement.

Ravel, Maurice, 1875-1937.

(Pavane pour une infante défunte; arr.)

Substitute the following footnote for footnote 8 on p. 86:

⁸The following are not considered to be arrangements: a realized continuo; additions to, but not within, an original work, as in the case of Schumann's added piano accompaniment to Bach's sonatas for violin solo.

9:4B Substitute the following:

B. Early American imprints. Full imprint is given for music published in the United States through 1820 because these are rare publications, of which editions, copies, and issues can often be distinguished only by a comparison of publishers' addresses. Such imprints (place, publisher, printer, etc., and date) are transcribed exactly from the title page, following the order and punctuation, but not necessarily the capitalization of the work, and including addresses of printers and publishers, copyright notice, royal privilege, price, etc. The date is given in roman numerals if so printed on the title page.

10. Facsimiles, Photocopies, and Microfilms

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10:1 Add the following example after the three at end of this section:

----- Microfilm copy (negative)

10:4C The information that a microfilm copy is positive or negative is given in the note in parentheses immediately following the words "microfilm copy"; e. g., Microfilm copy (positive) of typescript. Change the notes in the examples and substitute the following for the first example:

Thein, Adelaide Eve, 1890-

The religion of William Cowper; an attempt to distinguish between his obsession and his creed. Ann Arbor, University Microfilms (1943)

(University Microfilms, Ann Arbor, Mich.) Publication no. 577)

Microfilm copy (positive) of typescript.

Collation of the original: xxxvii, 442 l.

Thesis—University of Michigan.

Abstracted in Microfilm abstracts, v. 5 (1943) no. 1, p. 24.

Bibliography: leaves 434-442.

10:5 Add new rule:

10:5. Microprint Material.³

Material in microprint may be an original publication, such as dissertations issued on microcards, or reproductions of works previously published. In the former case the material is cataloged in the same fashion as titles originally

³ Excludes miniature books containing miniature printing.

published on microfilm with the publisher being named in the imprint position. In the latter case the body of the entry follows the form used for cataloging facsimile reproductions with the imprint of the reproduction following the imprint of the original. The collation shows the number of cards or sheets and their size to the nearest half centimeter.

Smetana, Alexander, 1913-

The best form of government according to Aristotle, Cicero, St. Thomas, and Locke. Washington, Catholic University of America Press, 1950.

4 cards. 7½ x 12½ cm. (Catholic University of America, Studies in politics, government, and international law, v. 5)

Microprint copy of typescript.

Collation of the original: 125 l. 28 cm.

Thesis—Catholic University of America.

Bibliography: leaves 121-125.

Staden, Hans, 16th cent.

The captivity of Hans Stade of Hesse, in A. D. 1547-1555, among the wild tribes of eastern Brazil. Translated by Albert Tootal and annotated by Richard F. Burton. London, Hakluyt Society, 1874. [Middletown, Conn., Microcard, Foundation, 1949.

6 cards, 7½ x 12½ cm.

Microprint copy.

Collation of the original: xcvi, 169 p. 22 cm.

Translation of Warhaftige Historia.

Bibliography: p. [xcv]-xcvi.

Appendix I. Glossary

Add the following:

TRADITIONAL FORMAT (ORIENTAL BOOKS). Format of books consisting of double leaves with folds at the fore edge and with free edges sewn together to make a fascicle. Usually several fascicles are contained in a cloth covered case.

Appendix II. Capitalization

B-N Change the present rules **B.-N.** to **C.-E., G.-K., M.-O., R.-S.**

Add new section:

B. BULGARIAN

The capitalization of Bulgarian is to follow the rules for the capitalization of Russian.

Add new paragraph to **C.:**

C. CZECH (Bohemian)

5. *Names of calendar division.* Names of days and months are lower-cased.

Add new sections :

F. FINNISH

1. *Names of organized bodies.* In names of state and local government agencies, courts, and church bodies, only the first word and proper nouns are capitalized: *kaupunginvaltuusto; kunnallislautakunta; kaupunginkirjasto; eduskunta; maatalousministeriö; tie- ja vesirakennushallitus; hovioikeus; kirkkovaltuusto; kirkolliskokous.*

In names of scientific and economic institutions of the state, only the first word and proper nouns are capitalized: *Kansallismuseon esihistoriallinen osasto; Geodeettinen laitos; Helsingin yliopisto.* Exceptions: *Suomen Akatemia; Suomen Pankki.*

In names of other institutions, societies, and firms, capitalization follows the usage of the institution, society, or firm; if it is not known, all words are capitalized.

2. *Names of buildings.* In names of buildings, only proper nouns are capitalized: *kaupungintalo.*

L. POLISH

1. *Proper names and their derivatives.* Names of residents of cities and towns are lower-cased: *warszawianin.*

Adjectives derived from proper names are lower-cased: *mickiewiczowski.*

Compound geographic names are capitalized, except in cases where the distinctive word in the nominative case can stand alone: *Morze Bałtyckie; jezioro Narocz.*

Geographic names applied to wines, dances, etc., are lower-cased: *tokaj; krakowiak.*

Administrative districts and geographic adjectives are lower-cased: *województwo poznańskie; diecezja łomżyńska.*

2. *Names of organized bodies.* In names of corporate bodies all words, except conjunctions and prepositions, are capitalized: *Towarzystwo Naukowe w Toruniu.*

3. *Religious terms.* Religious terms are lower-cased: *święty; jezuici; mahometanin.*

4. *Titles of persons.* Titles of persons are lower-cased, except in direct address: *papież; król.*

5. *Names of historic events, etc.* Names of historic events and wars are lower-cased: *pokój wersalski; wojna siedmioletnia.*

6. *Personal pronouns.* The personal pronoun *ja* is lower-cased. The personal pronouns of formal address: *Ty, Tobie, Twój; On, Ona, Jego, Jej, Jemu; Wy, Wam, Was,* are capitalized.

7. *Names of calendar divisions.* Names of days and months are lower-cased: *wtorek; maj.*

P. SERBO-CROATIAN

The capitalization of Serbo-Croatian is to follow the rules for the capitalization of Russian.

Q. SLOVAK

The capitalization of Slovak is to follow the rules for the capitalization of Czech.

T. UKRAINIAN

The capitalization of Ukrainian is to follow the rules for the capitalization of Russian.

Appendix III. Abbreviations

A Add the following terms, abbreviations, and footnote :

časť	č.	redakce	red.
číslo	čfs.	ročník	roč.
miesiečník	mies.	ročník	ročz.
minute,-s	min. ⁵	second,-s	sec. ⁵
nakladatelství	nakl.	sešit	seš.
photograph,-s	photo., photos.	sestavil	sest.
posthumous	posth.	sklad główny	skd. gł.
předmluva	předml.	tiskárna	tisk.
přeložil	prel.	tłumaczył	tłum.
przedmowa	przedm.	uzupełnione	uzup.
przekład	przekł.	vydaní	vyd.
przełożył	przeł.	zpracoval	zprac.

⁵ Used only in the duration of performance note for music.

Change wydawnie to wydanie.

B Add the following terms and abbreviations :

държавен	държ.
државен	држ.
преработен	перп.

F In the Bulgarian list lower-case all of the names of the months.

In the Latvian list substitute the following: marts, maijs, jūnijs, and jūlijs for marts, maijs, junijs, and julijs.

In the Polish list delete the period after maj.

In the Russian list substitute the following: март (мартъ), июнь (июнь), июль (июль) for март, июнь, июль.

Memoranda on Policy and Procedure in Effect at the Library of Congress

Cataloging Categories

The Library of Congress
Office of the Librarian

General Order No. 1340
October 23, 1947

To: The Members of the Staff
From: Luther H. Evans, Librarian of Congress
Subject: Cataloging Categories

1. The purpose of this order is to extend the Library's process of selection of materials for the collections to include indication of relative value and appropriate cataloging treatment. The objective is a gradation of cataloging which will enable the Library to cope more adequately with the problem of cataloging its collections and to achieve a more satisfactory balance of the relative interest and value of the various materials, the service demands of the Library, and the capacity of the cataloging staff.

2. The criteria for determining the category to which a given piece or group of pieces should be assigned include: (a) the importance of the author, publisher, sponsor, or issuing agency, (b) the interest of the Library's users in the material and the value of the contribution it makes; and (c) the physical characteristics of the piece. Utilizing these criteria, the Selection Officer will hereafter designate materials in descending order of relative importance and assign them to the following categories:

- 1 (a) Material of primary importance to be cataloged individually and fully;
- 1 (b) Material of secondary importance to be cataloged individually but briefly, as defined by Processing Department Memorandum No. 53,* issued October 23, 1947;
- 2 (a) Groups of material which are primarily of significance as groups to be cataloged by individual entries describing the particular collections; and
- 2 (b) Minor materials by a given author (personal or corporate) or on a given subject to be cataloged collectively by form cards.

3. This order applies to all materials which are to be recorded in the two public catalogs and the Official Catalog.

*Superseded by No. 70—text on p. 73-76.

General Limitations

Processing Department Memoranda No. 60 and 61 (combined) Revised* November 1, 1954

Changes in Descriptive Cataloging Procedures

The following changes in descriptive cataloging procedures are effective immediately. The purpose of these changes is to speed up the work of cataloging by eliminating the supplying of information of relatively little value.

I. PERSONAL NAMES TO BE ESTABLISHED ON "NO CONFLICT" BASIS.

New personal name entries to be used in all cataloging shall hereafter be established on the basis of "no conflict," that is, a personal name shall be established in the form given in the work being cataloged without further search, provided that, as given in the work being cataloged the name conforms to the A. L. A. rules for entry, and is not so similar to another name previously established as to give a good basis for the suspicion that both names refer to the same person. When the nationality of an author must be established and his period identified for subject cataloging purposes, the search will be made by the descriptive cataloger.

In establishing a common name; i. e., a surname under which there are more than approximately 15 entries, some attempt shall be made to supply the first given name if it is represented on the work being cataloged by an initial or an abbreviation only.

II. DATE INFORMATION.

Date information shall be limited in the future to *birth date only*, unless date of death is found without special search. dbraulibrary.org.in

III. ADDITIONAL NAME AND DATE INFORMATION.

If the date of death of a person whose name has been established with date of birth in the heading is ascertained without special search when no book by that person is being cataloged, it will be noted on a special memorandum card to be filed in the Official Catalog. When a work involving this name is cataloged, or when an earlier card with this name is reprinted revised for some other reason, the date of death will be noted on the authority card, added to all cards filed in the Official Catalog under the name, and used on the new entry. Tracings of the name used as secondary entries will not be changed. Entries in the public catalogs will not be changed.

Any information other than date of death affecting the catalog entry for a personal name already established in the Library's catalogs, which comes to the attention of the cataloger *from sources other than the title page of a work being cataloged*, will merely be noted on the authority card or forwarded to the Official Catalog on a special memorandum card for possible later use, unless (1) the new information indicates that the established form is incorrect (i. e., not simply incomplete), or (2) the additional information is needed immediately to distinguish the person from another with the same name. In these cases, the new information will be used to revise the heading, and all cards for the author will be reprinted. If the surname is a common one, the additional information will be used when the next entry under the name is made. If, at any time, cards for an author are being reprinted for some other reason, the additional name and date information may be added at this time.

*The combined text of Processing Department Memorandum No. 60, April 26, 1949, rev. May 1, 1951, and Processing Department Memorandum No. 61, May 11, 1949, was originally published in *Rules for Descriptive Cataloging in the Library of Congress Supplement 1949-51* (Washington, the Library of Congress, Descriptive Cataloging Division, 1952, pp. 12-15).

IV. LIMITATION ON CATALOGING DATA.

The cataloging data given in the description shall be limited to information readily available in the work or works being cataloged, except that (a) an attempt shall be made to describe a physically complete copy, (b) filing titles and imprint dates shall be supplied, and (c) desired information discovered in resolving conflicts shall be used. But no search shall be made by the cataloger beyond the work being cataloged to supply bibliographical information concerning the relationship of the book being cataloged to other works by the author. This limitation does not apply to the cataloging of serials and incunabula.

V. LIMITATION IN ADDED ENTRIES.

The following rules shall be followed in supplying added entries:

1. *Works by joint authors.* An added entry is made for the second of two joint authors. If, however, the chief responsibility rests with one author, and the title page reads "with the collaboration of" or words to that effect, the added entry shall not be made.

If there are more than two joint authors, no added entry shall be made.

2. *Composite works entered under personal author.* If the contribution of the second author warrants it, an added entry is made under his name. Added entries are not made for authors after the second.

3. *Composite works entered under corporate author or title.* An added entry is made for the first named personal author only.

4. *Works with main entry resulting from a choice between two possible headings.* If the choice of the heading for the main entry would not be obvious to the user of the catalog (as in the choice between the artist of a collection of drawings and the author of the accompanying text, or between a personal and a corporate author, or between a title and an editor) an added entry shall be made for the one not chosen as the main entry. If the person named in the added entry worked jointly with another, a second added entry shall be made; if, however, he worked with two or more persons, an added entry shall be made only for the first named.

5. *Added entries as analytical entries.* If the main entry does not give access to important material included in the work (e. g., laws, statutes) an added entry shall be made to serve as an analytical entry.

6. *Editors, compilers, and translators.*

a. *As main entry.* If a work is entered under one of two editors, compilers, or translators working jointly, an added entry shall be made for the second. If more than two persons worked jointly, no added entry shall be made.

b. *As secondary entry.* If a work is entered under a form heading, an added entry shall be made for the editor, compiler, or translator. If two or more editors, compilers, or translators worked jointly in the preparation of such a work, an added entry shall be made also for the second one named.

In other cases an added entry shall be made for an editor or translator only if it is believed that the work is likely to be known by the name of the editor or translator.

7. *Illustrators.* An added entry shall not be made for an illustrator unless his contribution constitutes an important feature of the work.

8. *Other persons or agencies in part responsible for the work.* An added entry shall be made for any other person or agency, including a sponsoring or issuing agency, in part responsible for the work, only if there is reason to believe that it is necessary for finding the work; e. g., for the name of a firm issuing a house organ entered under its title or for the addressee of a collection of letters to one person.

9. *Related works.* An added entry shall be made to assemble closely related works; e. g., to bring together, in the catalog, indexes or supplements and the works indexed or supplemented, to bring together adaptations, dramatizations, etc., and the original works.

10. *Titles.* An added entry shall be made for the title of a work cataloged if an entry under the title will insure the ready finding of the work; in particular for:

(a) All single works of the imagination, such as fiction, drama, poems, etc., unless the title is the name of a real person.

(b) All works, entered under author, which were published anonymously.

(c) All works of any character bearing distinctive or striking titles, unless the title added entry is made unnecessary by a subject heading or a subject cross reference.

11. *Series.* An added entry shall be made for the series in which a work is published:

(a) If the series is classified as a collected set.

(b) If the individual volumes or parts of the series are consecutively numbered and of limited subject scope, unless it is a publisher's series, or unless the author of the series as a whole is the same as the author of the individual volumes or parts.

(c) If the individual volumes or parts are unnumbered but are of particular importance as a collection.

12. *Maps.* An added entry shall be made for the publisher if not used as the main entry.

13. *Music.*

(a) Added entries for joint composers, editors, and any others whose work in preparing the music for publication is equivalent to that of editor or translator, and sponsoring or issuing agencies, shall be made according to the rules above.

(b) An added entry shall be made for an arranger, a transcriber, or the composer of a cadenza, if the work is likely to be known by the name of such person.

(c) An added entry shall be made for the author and title of the text of the larger vocal works. An added entry shall not be made for the author of the words of a single song.

(d) An added entry shall not be made for the composer and title of the original work in the case of a pasticcio, paraphrase, fantasia, caprice or rhapsody, etc., unless there is reason to believe that a given entry is necessary for finding the material in the catalog.

(e) An added entry shall be made for the author and title of the work for which the music was composed, in the case of incidental music.

(f) An added entry for the church (with the appropriate subheading) shall be made for a hymnal which is issued by a church but is entered under editor or compiler or under title.

14. *Incunabula.* An added entry shall be made for each person who is named in the work as having a significant part in or responsibility for the contents of the work.

VI. LIMITATION OF ADDED ENTRIES IN THE CATALOGING OF NEW EDITIONS.

The limitations specified above shall apply to all works even though other editions of the work previously cataloged have additional added entries. No attempt shall be made to eliminate added entries previously made unless the entry for another edition is being revised for another purpose.

VII. LIMITATION OF ADDED ENTRIES IN REPRINTING.

As catalog entries are revised (for some other reason), added entries in excess of those to be made under the present limitations shall be deleted if this can be done easily and quickly.

VIII. These changes apply also to cooperative cataloging.

Limited Cataloging

Processing Department Memorandum No. 70

April 5, 1951
rev. April 1952

The following instructions are intended to contribute to a solution of the problem of securing control over a greater portion of incoming materials and of materials in the cataloging arrearage with the present staff. They are based on the belief that the application of the Library's present rules and procedures for descriptive cataloging to all works results in the recording of more data than are necessary to identify and locate certain works which are not of sufficient bibliographic and reference utility to compensate for the cataloging time expended on them.

The following provisions are applicable to the treatment of separately published monographs and serials, and reproductions thereof. They are not intended to apply to music, maps, and other nontextual materials, or to material to which collective cataloging is to be applied. They supersede the provisions of Processing Department Memorandum No. 53 of October 23, 1947 and define more explicitly categories 1 (a) and 1 (b) named in General Order No. 1340 of October 23, 1947.

I. CATEGORIES.

Works selected for individual cataloging will be divided into two groups—for full cataloging or for limited cataloging—on the basis of the relative value of the material to the Library. By value is meant the known or presumed importance of a work as a source of information or as a literary work. In applying this consideration the functions of the Library as a center for information and research are to be considered paramount.

Factors which will be considered in making an estimate of value are: (1) the importance of the author, publisher, sponsor, or issuing agency; (2) content; and (3) physical characteristics.

To each of the categories resulting from the application of the foregoing considerations a separate standard of descriptive cataloging will be applied: "full cataloging" to one category, and "limited cataloging" to the other. (These are, respectively, categories 1 (a) and 1 (b) of General Order No. 1340. The categories of group cataloging—2 (a) and 2 (b)—are not dealt with in this memorandum.)

The following outline contains some of the principal groups which result from application of the basic criteria mentioned above. The list of groups is to be considered as illustrative and not exhaustive. It should be emphasized that individual items within these groups will be assigned to full or limited cataloging on the basis of their individual value.

A. *Full Cataloging*—1 (a).

(1) Basic reference and research tools in all subjects; e. g., encyclopedias, dictionaries, bibliographies, etc.

(2) Scholarly works in all fields of knowledge; including records of research, scholarly editions and translations of classical writings, publications of learned societies, institutes, governments, etc.; which embody the results of research.

(3) Incunabula, rare books, and other works valuable for their bibliographical interest; outstanding examples of the art of book-making; art books containing exceptionally valuable reproductions.

B. Limited Cataloging—1 (b).

(1) Trade publications in general: current fiction, biography, history, drama, poetry, religion, travel, juvenile books, etc.

(2) Minor publications of governments, institutions and other corporate bodies; e. g., the miscellaneous pamphlets, leaflets, and informational literature issued by such organizations.

(3) Text books, technical manuals, handbooks, etc.

(4) Translations from English into a foreign language.

II. EXTENT OF CATALOGING FOR 1 (B) MATERIALS.

To the works assigned limited cataloging treatment the following limitations, in addition to those contained in Processing Department Memoranda No. 60 and 61, will be applied. (Choice and form of entry will be the same as for full cataloging.)

A. General Limitations. Cataloging data included in the entry shall normally be limited to the information which can readily be found without reading the text and prefatory matter of the book and to such other cataloging data as may be discovered in the course of cataloging without special search; e. g., an imprint date discovered in choosing or establishing the heading. Exception will be made if such limitation results in a misleading or unintelligible entry. These general limitations do not apply to serials.

B. Descriptive Data. Descriptive cataloging data shall be given as follows:

(1) *Title Page.* The title statement, edition, and imprint are to be transcribed in accordance with the *Rules for Descriptive Cataloging*.

(2) *Collation.* Collation is to consist of:

(a) The last numbered page, leaf, or column of the volume, or of each of the several major sections of the volume, or the number of volumes if more than one.

(b) If a work in one volume has complicated or irregular paging, write "1 v." If it is unpagged, write "unpagged" unless the number is so small that it can be determined at a glance, in which case, the number of pages shall be supplied. If the paging indicates that the work is part of a larger unit, inclusive paging shall be given.

(c) The qualification "loose-leaf" as in full cataloging.

(d) The general specification of parts when this cannot be given as volumes; e. g., 23 p. and portfolio.

(e) The abbreviation "illus." for all types of illustrations.

(f) Size.

(3) *Notes.* Only the following notes shall be used:

(a) Series title (and author if essential for identification) as given on the work.

(b) At head of title note, but only if it characterizes the work, amplifies the title, explains a necessary added entry, or indicates the author in a form varying significantly from the author heading.

(c) Notes of imperfections shall be confined to the statement: "L. C. copy imperfect."

(d) The incompleteness of serials shall be noted as in full cataloging.

(e) "Bound with" note.

(f) Dissertation note (but not the note "without thesis statement") and formal notes for other academic publications as provided in RDC 3:21.

(g) Nature and scope of the work, including frequency of publication, literary form, and language of the text, if not obvious from the title.

(h) Bibliographical history and relationships if given on the cover, title leaf, or end leaf; or, in the case of monographs, if discovered in the course of cataloging, without special search. In the cataloging of serials, search may be necessary to discover the relationship of the piece being cataloged to earlier or later issues of the same publication.

(i) Note to explain the relation of an added entry to the publication when it is not otherwise indicated.

(j) Notes to describe photocopies and microprint reproductions and the collation of the originals.

(k) Contents notes, in general, are not to be made; but if the cataloger considers one essential in a particular case, it may be made without raising the question of reassignment of the work to full cataloging treatment. Bibliography notes will be added by the subject cataloger when of special importance, but only as a general note without specification of pages, such as "Includes bibliography."

(l) Full name and real name notes.

(m) Note to indicate that the publication is an official or authorized publication of a religious body, when this information appears in a conspicuous place on the publication.

(4) *Filing Titles.* Filing titles shall be used only if they can be established in accordance with the foregoing limitations, unless a filing title is required by an established systematic arrangement of the entries for the works of a voluminous author.

(5) *Added Entries.* Added entries shall be limited to the second of two joint authors and to titles, to be given in accordance with the specifications for full cataloging. If an added entry excluded by this limitation is considered indispensable by the cataloger; e. g., an added entry for a personal author of a work entered under an official heading, or for the body which issues a house organ entered under title, it may be made without raising the question of giving the work full cataloging.

(This provision does not affect the present practice of establishment by the descriptive cataloger of personal and corporate names for use as subject headings.)

III. ADMINISTRATIVE PROVISIONS AND IMPLICATIONS.

A. *Assignment to Categories.* Since the basis of these provisions is a differentiation of cataloging treatment according to the value of the material, the assignment of works to the two kinds of cataloging treatment will be made by the Selection Officer. A work for which cooperative copy has been supplied will be treated as follows. If the contributing library has assigned the work to 1 (b) and the Selection Officer has assigned it to 1 (a), the Library of Congress cataloger will add the cataloging data necessary to change the entry to full cataloging. Cooperative cataloging done under 1 (a) provisions will not be changed to 1 (b) by the Library of Congress unless the adapting or editing of the copy as submitted involves serious difficulties.

B. *Change of Assignment.* In view of the fact that later examination of a particular work by members of the cataloging staff may reveal aspects of the work's value which would justify changing the original designation, review by the Selection Officer of his initial allocation may be requested by the Section Heads of the Descriptive and Copyright Cataloging Divisions or by the subject catalogers.

Items assigned to category 1 (a) may be reassigned to 1 (b) at the discretion of the Chief of the Descriptive Cataloging Division or of the Copyright Cataloging Division if their full cataloging presents serious difficulties.

C. *Designation of Limited Cataloging on Printed Cards.* For statistical purposes, to aid the reference staff in evaluating and interpreting a specific entry, and for the information of card subscribers, a double dagger (‡) will follow the serial number on all cards prepared under limited cataloging procedures.*

D. These proposals have simplicity as a basic requirement. Efforts to maintain strict consistency in designating materials for one type of cataloging or the other will defeat the purpose of this memorandum and referrals to the Selection Officer for review of designation should be kept to a minimum. It is essential that Section Heads insure that members of their staff understand the objectives of this plan and enter into the spirit of simplification of procedures.

* Libraries supplying cooperative copy are asked to place this designation at the end of the card number box on each entry prepared under these limited cataloging provisions.

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