

Appendix B: Capitalization

BACKGROUND: This instruction sheet provides capitalization guidelines for establishing genre/form terms.

1. Policy for established genre/form terms. Transcribe existing genre/form terms exactly as they appear in authority records, using capital letters as indicated.

2. Proper nouns and adjectives. Capitalize proper nouns and adjectives in genre/form terms and references regardless of whether they are in the initial position. *Example:*

Feast of the Transfiguration music

3. Initial words. Capitalize the first word of a genre/form term or reference regardless of whether it is a proper word. *Example:*

Melic poetry
BT Lyric poetry

4. Capitalization according to reference sources. Capitalize any letter within a genre/form term that appears as such in reference sources.

5. Conjunctions, prepositions, and articles. Do not capitalize conjunctions, prepositions and the articles **a**, **an**, and **the** and their equivalents in other languages if they are not the first word in the authorized term, subdivision, or reference. *Examples:*

Bop (Poetry)
UF The bop (Poetry)

Comedies of humours

Exception: Capitalize **The** if it is the first word in a parenthetical qualifier.

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6. Inverted UF references. Capitalize the word following a comma that would be in the initial position if the authorized reference were expressed as a phrase in direct word order. *Examples:*

Census data
UF Data, Census

Radio actualities
UF Actualities, Radio

7. Parenthetical qualifiers. Capitalize the first word in a parenthetical qualifier, as well as any proper nouns or adjectives within a parenthetical qualifier. *Examples:*

Hornpipes (Music)
Medical films (Motion pictures)

8. Hyphenated compounds. When capitalizing the first part of a hyphenated compound, capitalize the second part also if it is a proper noun or proper adjective. *Example:*

Latin jazz
UF Afro-Cuban jazz

Do not capitalize the second part of a hyphenated compound if it modifies the first, or if the two parts constitute a single word. *Examples:*

Apocalyptic drama
UF End-of-the-world drama

Antimasques
UF Anti-masques

9. Capitalization rules for languages other than English. Use the current, appropriate rules for capitalization for the language concerned when establishing terms and making references. For guidance, consult such sources as RDA and reference sources. In cases of conflict, generally prefer the capitalization rules in RDA.