To: Joint Steering Committee for Revision of AACR

From: Nathalie Schulz, Secretary, JSC

Subject: Punctuation within elements

Introduction

At the April 2005 meeting the JSC Secretary was asked to identify instances of punctuation within elements for consideration by the JSC at the October 2005 meeting (5JSC/M/18.5).

The methodology used for this task was to compare all punctuation instructions in the December 2004 draft of AACR3 part I (5JSC/AACR3/I) with the prescribed punctuation instructions in sections 0.3 and 0.4 of ISBD(G)[1]. For the material (or type of publication) specific details area, section 0.3 of ISBD(CM)[2], ISBD(CR)[3], and ISBD (PM)[4] was consulted. Those punctuation instructions in 5JSC/AACR3/I and not in sections 0.3 and 0.4 of the ISBDs are listed below.

The text of rules below is taken from 5JSC/AACR3/I (including shading). Examples have not been included, and omission of rule text has been indicated by the marks of omission (**…**). To highlight the punctuation instructions, they have been enclosed in a box. Rules are arranged by rule numbers in chapter A1, with special and supplementary rules placed immediately after the corresponding A1 rule number. In some cases the A1 rule number does not contain the punctuation instruction, and is not listed.

Instructions for the following marks of punctuation were compared: full stop; comma; semicolon; colon; dash; slash; hyphen; quotation marks; and, parentheses. Instructions for square brackets were not compared. Instructions for only one punctuation symbol were compared, the plus sign. Instructions for use within elements of the equals sign for information in parallel languages or scripts (A1.1E5, A1.1F11, A1.2C5, A1.4D2) were deemed to be covered by ISBD(G) 0.4.9, and are not included.

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[1] *ISBD(G): General International Standard Bibliographic Description.* Recommended by the ISBD Review Group. 2004 Revision. (Available on the IFLA web site at: http://www.ifla.org/VII/s13/pubs/isbdg2004.pdf)

[2] *ISBD(CM): International Standard Bibliographic Description for Cartographic Materials.* Recommended by the ISBD Review Committee. Revised edition. London: IFLA Universal Bibliographic Control and International MARC Programme ; British Library Bibliographic Services, 1987. (Available on the IFLA web site at: http://www.ifla.org/VII/s13/pubs/CM1987ed.pdf)

[3] *ISBD(CR): International Standard Bibliographic Description for Serials and Other Continuing Resources.* Recommended by the ISBD(S) Working Group. 2002 Revision. (Available on the IFLA web site at: http://www.ifla.org/VII/s13/pubs/isbdcr-final.pdf)

[4] *ISBD (PM): International Standard Bibliographic Description for Printed Music.* Recommended by the Project Group on ISBD(PM) of the International Association of Music Libraries, Archives and Documentation Centres (IAML). 2nd Revised Edition. Munchen: K.G. Saur, 1991. (Available on the IFLA web site at: http://www.ifla.org/VII/s13/pubs/ISBDPM_Nov10_2004.pdf)

Title and statement of responsibility area

A1.1A2. Punctuation
For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. **[1.1A1]**

Precede the title of a section or supplement (see A1.1B8) by a full stop, unless the title of the section, etc., is preceded by an enumeration or alphabetic designation, in which case precede the enumeration or alphabetic designation by a full stop and precede the title by a comma.

Enclose the general material designation in square brackets.

When the general material designation comprises two terms, precede the second by a colon.

Precede each parallel title by an equals sign.
Precede each unit of other title information by a colon.
Precede the first statement of responsibility by a diagonal slash.
Precede each subsequent statement of responsibility by a semicolon.
For the punctuation of this area for resources without a collective title, see A1.1G2.
For the use of the equals sign to precede parallel statements, see the appropriate rules following.

A1.1B2. An alternative title is part of the title proper. Precede and follow the word *or* (or its equivalent in another language) introducing an alternative title by a comma. Capitalize the first word of the alternative title. **[1.1B1]**

A1.1G2. In describing as a unit a resource lacking a collective title that has no one predominant component part (see A1.0G), transcribe the titles of the individually titled component parts in the order in which they appear in the chief source of information or, if there is no single chief source of information, in the order in which they appear in the resource, treating multiple sources of information as if they were one source (see A1.0A3). **[1.1G3 (2004 amendments)]**
Separate the titles of the component parts by semicolons if the component parts are all by the same person(s) or emanate from the same body (bodies), even if the titles are linked by a connecting word or phrase. Follow the title of each component part by its parallel title(s) and other title information.

If the individual component parts are by different persons or emanate from different bodies, or in case of doubt, follow the title of each component part by its parallel title(s), other title information, and statement(s) of responsibility. Separate the groups of data with a full stop followed by two spaces.

Edition area

A1.2B6. If a resource lacking a collective title and containing one or more component parts with an associated edition statement(s) is described as a unit, transcribe each edition statement following the title and statement(s) of responsibility to which it relates, separated from them by a full stop. **[1.2B6]**

Material (or type of resource) specific details area – Numbering information

A1.3A4. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. **[12.3A2]**

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Follow the numbering of the first issue or part of a resource by a hyphen.

Precede the numbering by a hyphen when only the numbering of the last issue or part of a resource is recorded.

Enclose a date following a numeric and/or alphabetic designation in parentheses.

Precede an alternative numbering system by an equals sign when more than one system of designation is used.

Precede a new sequence of numbering by a semicolon.

…

Material (or type of resource) specific details area – Mathematical data and digital graphic representation

B3.3A3. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C.

Precede this area, or each occurrence of this area, by a full stop, space, dash, space.

Precede the projection statement by a semicolon.

Enclose the statement of coordinates and equinox in one pair of parentheses.

If both coordinates and equinox are recorded, precede the statement of equinox by a semicolon.

Precede the statement of epoch by a comma.

Precede the object type by a space, colon, space.

Enclose each statement on the number of objects in parentheses after the object type.

Precede the format name by a space, semicolon, space. **[3.3A1]**

B3.3B2. *Optionally,* record additional scale information that appears on the resource (such as a statement of comparative measures or limitation of the scale to particular parts of the resource. Use standard abbreviations and numerals in place of words. Precede such additional information by a full stop. **[3.3B2]**

…

B3.3B3. If the scale within one map, etc., varies and the outside values are known, record both scales connected by a hyphen. **[3.3B3]**

   …

B3.3D1.

   …

   Express the coordinates in degrees (°), minutes (′), and seconds (″) of the sexagesimal system (360° circle) taken from the Greenwich prime meridian. Precede each coordinate by W, E, N, or S, as appropriate. Separate the two sets of longitude and latitude by a diagonal slash, neither preceded nor followed by a space. Separate each longitude or latitude from its counterpart by a dash, neither preceded nor followed by a space.

   …

   Enclose each coordinate pair string in parentheses; separate longitude from latitude in any one pair with a diagonal slash, and separate coordinate pairs within a string with space, semicolon, space.

   …

B3.3D2.

   …

   Separate right ascensions and declinations from each other by a diagonal slash, neither preceded nor followed by a space. When two right ascensions are found, record both separated by *to*. When two declinations are found, record both separated by *to*.

   When coordinates are recorded, record also the statement of equinox. Express the equinox as a year preceded by a semicolon and *eq*. Record also a statement of the epoch when it is known to differ from the equinox. Separate it from the statement of the equinox by a comma, and precede it by *epoch*.

   …

Publication, distribution, etc., area

A1.4C7. *Optionally*, record the full address of a publisher, distributor, etc., after the name of the place. Enclose the full address in parentheses. Do not record the full address for major trade publishers. **[1.4C7]**

A2.4F1. If the first published issue or part is available, record the beginning date followed by a hyphen. If the resource has ceased or is complete and the last published issue or part is available, record the ending date, preceded by a hyphen. If the first and last published issues or parts are available, record the beginning and ending

publication dates, separated by a hyphen. If the publication date is the same for all issues or parts, record only that date as the single date. **[1.4F8]**

…

A3.4F1. If the first published iteration is available, record the beginning date followed by a hyphen. If the resource has ceased or is complete and the last published iteration is available, record the ending date, preceded by a hyphen. If the first and last published iterations are available, record the beginning and ending publication dates, separated by a hyphen. If the publication date is the same for all iterations record only that date as the single date. For an ***updating loose-leaf***, supply the date of the last update if considered important. **[1.4F8]**

….

A1.4F8.

…

Record the date or inclusive dates of assembled collections of resources in an ***unpublished*** form (including those containing resources in a published form but not published as collections). Separate inclusive dates by a hyphen. **[1.4F10]**

…

Technical description area

A1.5A6. Punctuation

For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. **[1.5A1]**

Precede this area by a full stop, space, dash, space *or* start a new paragraph.

If the extent is recorded in terms of the number of components as well as the number of physical units, enclose the number of components in parentheses.

If the extent includes more than one designation of components, preceded the second and subsequent designations by a comma.

Precede other technical details (i.e., other than extent or dimensions) by a colon.

Precede dimensions by a semicolon.

Precede each statement of ancillary material by a plus sign.

Enclose technical details of ancillary material in parentheses.

C1.5B2.1.8. For ***updating loose-leafs***, record *loose-leaf* in parentheses following the number of volumes (see C1.5B1), and omit the number of pages.

C1.5B2.1.17. If a set of volumes is continuously paged, record the pagination in parentheses after the number of volumes. Ignore separately paged sequences of preliminary matter in volumes other than the first. **[2.5B19]**

C1.5B2.1.18. *Optionally*, if the volumes, etc., in a multipart resource are individually paged, record the pagination of each volume, etc., in parentheses after the number of volumes, etc. **[2.5B20]**

C1.5B2.2.3. If the resource consists of different types of score, or a score and parts separately, or different types of score and parts, record the details of each in the order of the following list, separated from each other by a space, plus sign, space. **[5.5B2]**
  …

A1.5C1.
  …
  If details pertaining to more than one technical aspect of the resource are recorded, separate the individual details by a comma.
  …

A1.5C9.1.
  …
  Optionally, add, in parentheses, *woodcuts*, *metal cuts*, etc., as appropriate. **[2.17B1]**

C1.5D1.1. Books, etc.
  …
  Optionally, for **early printed books, etc.**, record the format in an abbreviated form (e.g., fol., 4to, 8vo, 12mo) in parentheses following the dimensions.

C4.5D1.1. Models, etc.
  …
  If the object is in a container, name the container and record its dimensions either after the dimensions of the object or as the only dimensions, separating the dimensions by a comma when appropriate. **[10.5D2 (2004 amendments)]**

C1.5D1.3. Unbound sheets, broadsides, prints, charts, etc. Record the height and the width in centimeters. **[8.5D1]**

  If the sheet, etc., is designed to be folded when issued, add the dimensions of the sheet when folded, separating the dimensions by a comma. **[2.5D4 (2004 amendments)]**
  …

C1.5D1.3.2. Record the height × width of a ***technical drawing*** or ***wall chart*** when extended and (when appropriate) folded, separating the dimensions by a comma. **[8.5D6 (2004 amendments)]**

C1.5D1.3.3. Record the height of an unbound ***manuscript*** in centimetres to the next whole centimetre up. Add the width if it is less than half the height or greater than the height. If the manuscript is kept folded, add the dimensions when folded, separating the dimensions by a comma. **[4.5D1 (2004 amendments)]**

C1.5D1.4.2. If a map, etc., is on one or more sheets in two or more segments designed to fit together to form one map, etc., record the dimensions of the complete map, etc., followed by the dimensions of the sheet(s). Separate the dimensions by a comma and precede the sheet dimension with *on* unless the number of sheets is recorded in the extent. If such a map, etc., is mounted, record the dimensions of the whole map, etc., alone. **[3.5D1]**

C1.5D1.4.4. If the size of either dimension of a map, etc., is less than half the same dimension of the sheet on which it is printed or if there is substantial additional information on the sheet (e.g., text), record the size of the map, etc., followed by the sheet size. Separate the dimensions by a comma and precede the sheet size with *on*. **[3.5D1]**

C1.5D1.4.5. If a map, etc., is presented with an outer cover within which it is intended to be folded or if the sheet itself contains a panel or section designed to appear on the outside when the sheet is folded, record the size of the map, etc., and add the sheet size in folded form, preceded by a comma. **[3.5D1]**

C1.5D1.4.6. If a map, etc., is presented on both sides of a sheet at a consistent scale, record the dimensions of the map, etc., as a whole, and record the sheet size, separated by a comma and preceded by *on*. If it is difficult to measure such a map, etc., record the sheet size alone. **[3.5D1]**

A1.5D2. *Optionally*, if the resource is in a container, name the container and record its dimensions *either* after the dimensions of the resource *or* as the only dimensions. Separate the dimensions by a comma. **[1.5D2 (2004 amendments)]**

A1.5D3. Multipart resources and assembled collections. If the materials and/or the containers in a multipart resource or an assembled collection differ in size, record the smallest or smaller and the largest or larger size, separated by a hyphen. **[2.5D3/6.5D1/7.5D1/9.5D2/10.5D3]**

A2.5D4. Change in dimensions. If the dimensions of a resource change, or multiple parts differ in size, record the dimensions from smallest or smaller to largest or larger separated by a hyphen unless otherwise instructed in rule .5D in the chapter in section C dealing with the medium in which the resource is conveyed. **[12.5D2]**

A3.5D4. Change in dimensions. If multiple parts of the same iteration differ in size, record the dimensions from smallest or smaller to largest or larger separated by a hyphen unless otherwise instructed in rule .5D in the chapter in section C dealing with the medium in which the resource is conveyed. **[12.5D2]**

   …

Series area

A1.6A3. Punctuation

   For instructions on the use of spaces before and after prescribed punctuation, see A1.0C. **[1.6A1]**
   Precede this area by a full stop, space, dash, space.
   Enclose each series statement (see A1.6J) in parentheses.
   Precede each parallel title by an equals sign.
   Precede other title information by a colon.
   Precede the first statement of responsibility by a diagonal slash.
   Precede each subsequent statement of responsibility by a semicolon.
   Precede the ISSN of a series or subseries by a comma.
   Precede the numbering within a series or subseries by a semicolon.
   Enclose a date following a numeric and/or alphabetic designation in parentheses.
   Precede the title of a subseries, or the designation for a subseries, by a full stop.
   Precede the title of a subseries following a designation for a subseries by a comma.
   For the use of the equals sign to precede parallel statements, see the appropriate rules.

Note area

A1.7A3. Form of notes

Order of information. If data in a note correspond to elements that are recorded in the title and statement of responsibility, edition, material (or type of publication) specific details, publication, etc., technical description, and series areas, record the elements of the data in the order in which they appear in those areas. In such a case,

use prescribed punctuation, except substitute a full stop for a full stop, space, dash, space. **[1.7A3]**

…

Quotations. Record quotations from the resource or from other sources in quotation marks. Follow the quotation by an indication of its source, unless that source is the chief source of information. Do not use prescribed punctuation within quotations.

…

A1.7A5. Punctuation

Precede each note by a full stop, space, dash, space *or* start a new paragraph for each. **[1.7A1]**

Separate introductory wording from the main content of a note by a colon followed but not preceded by a space.

B7.7B8. Statements of responsibility. Make notes relating to players, performers, etc., and other persons who have contributed to the artistic and/or technical production of a motion picture or videorecording as instructed below. **[7.7B6]**

a) *Cast*. List featured players, performers, narrators, and/or presenters. Begin the note with *Cast:*. Precede each name, other than the first, by a comma.

…

b) *Credits*. List persons (other than the cast) who have contributed to the artistic and/or technical production of a motion picture or videorecording and who are not named in the statements of responsibility (see B7.1F1). Do not include the names of assistants, associates, etc., or any other persons making only a minor contribution. Begin the note with *Credits:*. Preface each name or group of names with a statement of function. Precede each statement of function, other than the first, by a semicolon, and each name by a comma.

B3.7B11. Mathematical and other material specific details. Make notes on the magnitude of celestial charts. **[3.7B8]**

…

If the information is readily available, record the horizontal coordinate system (geographic system or map projection or grid coordinate system) and the name of the geodetic datum, and, if applicable, the vertical coordinate system (e.g., for digital elevation models). Enclose each set of projection or ellipsoid parameters in parentheses; separate the multiple parameters by a space, semicolon, space; and precede the secondary/related reference method by a colon, space.

A1.7B15. System requirements. Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System requirements:*. Precede each characteristic, other than the first, by a semicolon. **[9.7B1b)]**

…

C7.7B15. System requirements. Make a note on the system requirements of the resource if applicable and if the information is readily available. Begin the note with *System requirements:*. Record the following characteristics in the order in which they are listed below. Precede each characteristic, other than the first, by a semicolon. **[9.7B1b]**

…

A1.7B18. Dissertations. If the resource being described is a dissertation or thesis presented as part of the requirements for an academic degree and contains a formal thesis statement, make a note beginning *Thesis* followed by a brief statement of the degree for which the author was a candidate (e.g., (*M.A.*) or (*Ph.D.*), or, for theses to which conventional abbreviations do not apply, (*doctoral*) or (*master's*)), the name of the institution or faculty to which the thesis was presented, and the year in which the degree was granted. Enclose the statement of the degree in parentheses. Precede the name of the institution by a dash and precede the year in which the degree was granted by a comma. **[1.7B13]**

…

A1.7B23. Reference to published descriptions. Cite briefly descriptions in standard lists in accordance with standard practice. Begin the note with *References:*. Precede each citation other than the first by a semicolon. **[1.7B15]**

A1.7B24. Numbers associated with the resource (other than those covered in A1.8). Record important numbers associated with the resource other than ISBNs, ISSNs, or any other internationally agreed standard number (see A1.8B). **[1.7B19]**

In describing a resource in several volumes, record inclusive numbers if the numbering is consecutive; otherwise record individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash. Record letters preceding a number before the first number, letters following a number after the last number, but letters preceding and following numbers in conjunction with each number. **[5.7B19]**

…

B6.7B24. Numbers associated with the resource (other than those covered in A1.8). Make notes on publisher's stock numbers (usually an alphabetic and/or numeric symbol) as found. Precede each number by the brand or trade name associated with it on the label or container (see A1.4D5) and a colon. **[6.7B19]**

If the resource has two or more numbers, record the principal number if one can be ascertained, otherwise record both or all. If one of the numbers applies to the set as a whole, record it first and designate it as such.

If the resource consists of separately numbered units, record inclusive numbers if the numbering is consecutive; otherwise record individual numbers or, if there are more than three of these, the first number and the last number separated by a diagonal slash.