# Main Entry Headings on Item Records

How to Input Main Entry Headings on Item Records:

- Click the Search button to bring up a search window
- Search the main entry heading of the first card
- Display from the index window a bib record that contains this heading
- Copy the form of heading from the bib record
- Switch to the item record window and paste the heading into the ENUM field
- Truncate the heading if necessary
- Type in the heading following the normalization rules below if the heading is not found from the search

**ORBIS Normalization Rules:**

- Leading articles are deleted for main title entries
- All alphabetic characters are set to upper-case
- Diacritics and leading characters are deleted
- Apostrophes are deleted; all other punctuation characters are replaced by a space
- Delimiters and subfield codes are deleted
- The music symbol for "flat" is replaced by its spelled out version (FLAT)
- The music symbol for "sharp" is deleted
- Greek characters are carried as upper-case alphabetic characters
- Superscripts are replaced by asterisks
- Subscripts are carried as simple numbers
- Data inside the angle brackets is deleted if the first four characters following the left angle bracket are "i.e."
- Following completion of the above normalization if more than one space in a row exists, the extra space is deleted
- Diagraphs are carried as two upper-case alphabetic characters

**Examples:**

**Leading Articles**

The history and Adventures of Little Henry (original)
HISTORY AND ADVENTURES OF LITTLE HENRY (normalized)

The Fight against Fraud
FIGHT AGAINST FRAUD (normalized)

**Diacritics**

Köster, Albert (original)
KOSTER ALBERT (normalized)

Naḏi al-Kiṯab al-ʿAraḇi (London, England) (original)
NADI AL KITAB AL ARABI LONDON ENGLAND (normalized)

‘Abd al-Saḻam, Alḥmad (original)
ABD AL SALAM AHMAD (normalized)

Apostrophes:

O'Hare, Aileen (original)
OHARE AILEEN (normalized)

People's Action for Cultural Ties (original)
PEOPLES ACTION FOR CULTURAL TIES (normalized)

Other Punctuation Characters:

Evan-Iwanowski, R.M. (original)
EVAN IWANOWSKI R M (normalized)

Fitzgerald-Jones, Sandra (original)
FITZGERALD JONES SANDRA (normalized)

Auto/biography studies (original)
AUTO BIOGRAPHY STUDIES (normalized)

Democracy & the Arts (original)
DEMOCRACY THE ARTS (normalized)

5% 10-15 Gold Debutantes (original)
5 10 15 GOLD DEBUTANTES (normalized)

Greek Characters:

‡-glucosidases (original)
BETA GLUCOSIDASES (normalized)

An ?- and ?- spectroscopic study (original)
ALPHA AND GAMMA SPECTROSCOPIC STUDY (normalized)

Superscript:

[A]²B-K (original)
A2 B K (normalized)

Subscript:

H₂[SUBSCRIPT]S data reduction (original)
H2S DATA REDUCTION (normalized)

More than One Space in a Row:

Wilson, H.B. (Harry Bristow). 1774-1853 (original)
WILSON H B HARRY BRISTOW 1774 1853 (normalized)

Freschi, Andrea, b. 1774 (original)
FRESCHI ANDREA B 1774 (normalized)

Milton, William, d. 1790 (original)
MILTON WILLIAM D 1790 (normalized)

Digraph:

Æ (original)
AE (normalized)
Æ gahmands bænk (original)
AE GAHMANDS BAENK (normalized)

Œuvres de P. Corneille (original)
OEUVRES DE P CORNEILLE (normalized)

Source
URL: https://web.library.yale.edu/cataloging/catman/retrospective-conversion/creating-orbis-records-official-card-boxes-lsf-transfer/main-entry-headings-item-records