

Capitalization of foreign terms

[Music Cataloging at Yale](#) [1] ? [RDA](#) [2]

Capitalization of foreign terms based on RDA Appendix A

Note: this page was created with music cataloging in mind.

[name headings](#) | [other areas of the bib record](#) | [calendar divisions, time periods](#) | [other: hyphenated prefixes, single letters, abbreviations, etc.](#) | [Miscellaneous](#) See also [Capitalization of key, opus, and numbers](#) [3]

[Name headings](#)

Personal name headings (See also [Recording names \(RDA 8.4-8.5\)](#) [4])

| | English (A10-A.30) | French (A.40) | German (A.41) | Italian (A.43) | Spanish (A.53) |
|---------------------------------|---|--|----------------------|-----------------------|-----------------------|
| Prefixes [5] | if in a language other than English, follow the usage of the person; if in doubt, capitalize it | prefixes consisting of an article or contraction of an article and a preposition | | | |

[Names of corporate bodies](#)

| | English | French | German | Italian | Spanish |
|---|---|--|---------------|---|----------------|
| - | <p>Yes: capitalize the first word of each name</p> <p>° the name of an international organization or alliance</p> <p>» the full name of a legislative or judicial body; administrative department, bureau, or office; armed force (or component part of an armed force) and an accepted shortened form of name for any of these;</p> <p>° the name of an institution, association, conference, company, religious denomination or order, local church, etc., or of a department or division and a noun, noun phrase, adjective, or adjectival phrase</p> | 1st word, adjective preceding 1st noun, the 1st noun, all proper nouns | | 1st word, proper nouns, religious terms, word following an adjective denoting royal or pontifical privilege | |

derived from the name that refers to a member or members of the body but **No**: an article preceding the name, even when it is part of the official name; a generic word (e.g., *society*, *company*, *conference*) when used alone or with an article

(A.2.1) For names with unusual capitalization, follow the capitalization of the commonly known form

Other areas of the bibliographic record

| | English | French | German | Italian | Spanish |
|-------------------|---|--|-------------------|--|---|
| Nouns | <p>No</p> <ul style="list-style-type: none"> ° Plural generic term belonging to two or more proper names <p>Yes: when it precedes the distinctive nouns</p> <p>No: when it follows the nouns.</p> | <p>capitalize nouns denoting nationality</p> | <p>Yes</p> | | |
| Titles of persons | <p>Yes:</p> <ul style="list-style-type: none"> ° any title or term of honour or address that immediately precedes a personal name; ° the name or abbreviation of an academic degree, honour, religious order, etc.; ° <i>esquire</i>, <i>junior</i>, <i>senior</i> and their abbreviations; ° religious title; ° term of honour or respect; ° epithet occurring with, or used in place of, a personal name; ° name of a people, race, tribe, or ethnic or linguistic group and an adjective derived from such a | <p>No: titles designation rank or office</p> <p>Yes: titles of address or reference</p> <ul style="list-style-type: none"> ° <i>Saint</i>: No: when refers to a person; <p>Yes: otherwise</p> | | <p>Yes for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality;</p> <p>No: otherwise</p> <ul style="list-style-type: none"> ° <i>San</i> (<i>santo</i>, etc.): No: when refers to a person; Yes: when it is abbreviated and when it is an integral part of the name of a place, a building, etc. | <p>Yes:</p> <ul style="list-style-type: none"> ° titles of honour and address when they are abbreviated; ° <i>Su Excelencia</i>, <i>Su Majestad</i>, etc., when used alone, written out or abbreviated but No: when used with a name or another title |

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| | | | | | |
|--------------------------|---|---|---|---|---|
| | name; ° name of a language | | | | |
| Proper name derivative s | No: a word derived from a personal or place name when it is used with a specialized meaning | No: names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; » religions; » languages; ° adjectives derived from geographic names ° common noun used as a generic word in a geographic name Yes: nouns indicating nationality, but No: adjectives indicating nationality | Yes: adjectives that consist of a personal name followed by an apostrophe and the ending <i>-sche</i> (including its inflected forms, but No: other adjectives containing a personal name Yes: ° indeclinable adjectives derived from geographic names; ° adjectives, pronouns, and numerals used as parts of a name or title No: proper adjectives | No: names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; » religions; » languages; ° adjectives derived geographic and personal names; Yes: nouns indicating nationality, but No: adjectives indicating nationality | No |
| Personal pronouns | No | No | No but Yes: <i>Sie</i> and <i>Ihr</i> and their inflected forms when used in formal address | No: <i>io</i> but Yes: pronouns of formal address | No: <i>yo</i> but Yes: pronouns of formal address |
| Geographic names | Yes: name of a geographic feature, region, etc. but No: a descriptive adjective not part of an accepted name | | | | |
| Political divisions | Yes: ° the name of a political division (e.g., a country, state, province, city); ° a popular name of a place, or the name of a legendary place; ° a word such as <i>empire</i> , <i>kingdom</i> , <i>state</i> , <i>country</i> , and <i>city</i> following a proper name if it is a commonly accepted part of the name but No: when such a word when used alone to | Yes: <i>état</i> when it refers to the nation | | Yes: <i>stato</i> when it refers to the nation | |

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indicate a political division.

| | | | | |
|------------------------------------|--|---|---|--|
| Names of structures, streets, etc. | Yes: ° the name of a building, monument, or other structure, and the name of a road or street No: words such as avenue, bridge, hotel, and park when they are used alone | No: <i>rue</i> and its synonyms ° <i>église</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution | No: <i>via</i> and its synonyms ° <i>chiesa</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution | ° <i>iglesia</i> : No: when it indicates a building, but Yes: when it refers to the church as an institution |
|------------------------------------|--|---|---|--|

[Calendar divisions, time periods](#)

| | English | French | German | Italian | Spanish |
|------------------|------------|-----------|--------|------------------------------|-----------|
| days of the week | Yes | No | | No | No |
| months | Yes | No | | No | No |
| seasons | No | | | Yes when proper names | |
| centuries | Yes | | | | |
| cultural periods | | | | | |
| holidays | | | | | |

[Other: hyphenated prefixes, single letters, abbreviations, etc.](#)

| | English | French | German | Italian | Spanish |
|---|---|--------|---|---------|---------|
| Single letters used as words or parts of compounds (e.g., A major; A-Dur [6]) | Yes including ° the interjection O or Oh; ° a letter that refers to a letter of the alphabet. | | See Capitalization of key [6] | | |
| Hyphenated compounds | 1st part: Yes: when guidelines require 2nd part: Yes: when » it is a noun or a proper adjective; » it has the same force as the 1st part No: when » it modifies the 1st part; » the 2 parts constitute a single word | | | | |
| Hyphenated prefixes | No: when joined by a hyphen to a capitalized word, unless other guidelines require its capitalization | | | | |

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Miscellaneous

English

French

German

Italian

Spanish

No:

- ° cardinal numbers under one million;
- ° adverbs;
- ° verbal phrases;
- ° adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence;
- ° fractions when they directly precede a noun or a cardinal number

Source URL: <https://web.library.yale.edu/cataloging/music/capitalization>

Links

[1] <http://web.library.yale.edu/cataloging/music>

[2] <http://web.library.yale.edu/cataloging/music/rda>

[3] <http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number>

[4] <http://web.library.yale.edu/cataloging/music/recordnames>

[5] <http://web.library.yale.edu/cataloging/music/RDAentryele>

[6] <http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number#key>