

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
-	Yes: capitalize the first word of each name ° the name of an international organization or alliance » 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; ° 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,	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	

adjective, or
adjectival phrase
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	No ° Plural generic term belonging to two or more proper names Yes : when it precedes the distinctive nouns No : when it follows the nouns.	capitalize nouns denoting nationality	Yes		
Titles of persons	Yes : ° 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	No : titles designation rank or office Yes : titles of address or reference ° <i>Saint</i> : No : when refers to a person; Yes : otherwise		Yes for ceremonial titles consisting of a possessive pronoun and a noun expressing an abstract quality; No : otherwise ° <i>San (santo, etc.)</i> : 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.	Yes : ° 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

	<p>an adjective derived from such a name; ° name of a language</p>				
Proper name derivatives	<p>No: a word derived from a personal or place name when it is used with a specialized meaning</p>	<p>No: names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; &#187 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</p>	<p>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</p>	<p>No: names of and adjective derived from names of: » members of religious groups, etc., political, other organizations; &#187 religions; » languages; ° adjectives derived geographic and personal names; Yes: nouns indicating nationality, but No: adjectives indicating nationality</p>	
Personal pronouns	No	No	<p>No but Yes: <i>Sie</i> and <i>Ihr</i> and their inflected forms when used in formal address</p>	<p>No: <i>io</i> but Yes: pronouns of formal address</p>	<p>No: <i>yo</i> but Yes: pronouns of formal address</p>
Geographic names	<p>Yes: name of a geographic feature, region, etc. but No: a descriptive adjective not part of an accepted name</p>				
Political divisions	<p>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:</p>	<p>Yes: <i>état</i> when it refers to the nation</p>		<p>Yes: <i>stato</i> when it refers to the nation</p>	

Capitalization of foreign terms

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when such a word
when used alone to
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
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[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				

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guidelines require
its capitalization

[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

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