Capitalization of foreign terms


Capitalization of foreign terms based on RDA Appendix A

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

See also: Capitalization of key, opus, and numbers [3]

Name headings | other areas of the bib record | calendar divisions, time periods | other: hyphenated prefixes, single letters, abbreviations, etc. | Miscellaneous

### Name headings

#### Personal name headings

(See also Recording names (RDA 8.4-8.5) [4])

<table>
<thead>
<tr>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>French</td>
<td>German</td>
<td>Italian</td>
<td>Spanish</td>
<td></td>
</tr>
<tr>
<td><strong>Yes:</strong> capitalize the first word of each name</td>
<td>prefixes consisting of an article or contraction of an article and a preposition</td>
<td>prefixes consisting of an article or contraction of an article and a preposition</td>
<td>prefixes consisting of an article or contraction of an article and a preposition</td>
<td>prefixes consisting of an article or contraction of an article and a preposition</td>
<td></td>
</tr>
<tr>
<td>° the name of an international organization or alliance</td>
<td>1st word, adjective preceding 1st noun, the 1st noun, all proper nouns</td>
<td>1st word, adjective preceding 1st noun, the 1st noun, all proper nouns</td>
<td>1st word, adjective preceding 1st noun, the 1st noun, all proper nouns</td>
<td>1st word, adjective preceding 1st noun, the 1st noun, all proper nouns</td>
<td></td>
</tr>
<tr>
<td>» 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;</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>° 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</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Capitalization of foreign terms

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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

<table>
<thead>
<tr>
<th></th>
<th>English</th>
<th>French</th>
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<th>Italian</th>
<th>Spanish</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nouns</strong></td>
<td>No</td>
<td>Yes</td>
<td></td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>
|                  |  ° Plural generic term belonging to two or more proper names  
|                  | Yes: when it precedes the distinctive nouns  
|                  | No: when it follows the nouns. |
| **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.;  
|                  |  ° esquire, junior, senior 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 |
|                  | No: titles designation rank or office  
|                  | Yes: titles of address or reference  
|                  |  ° Saint: 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  
|                  |  ° San (santo, etc.): No: 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;  
<p>|                  |  ° Su Excelencia, Su Majestad, etc., when used alone, written out or abbreviated but No: when used with a name or another title |</p>
<table>
<thead>
<tr>
<th>Proper name derivatives</th>
<th>No: a word derived from a personal or place name when it is used with a specialized meaning</th>
<th>No: names of and adjective derived from names of:</th>
<th>Yes: adjectives that consist of a personal name followed by an apostrophe and the ending –sche (including its inflected forms, but No: other adjectives containing a personal name)</th>
<th>No: names of and adjective derived from names of:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>° name of a language</td>
<td>Yes: nouns indicating nationality, but No: adjectives indicating nationality</td>
<td>Yes: indeclinable adjectives derived from geographic names; ° adjectives, pronouns, and numerals used as parts of a name or title</td>
<td>° members of religious groups, etc., political, other organizations; &amp;187 religions; ° languages; ° adjectives derived from geographic names; Yes: nouns indicating nationality, but No: adjectives indicating nationality</td>
</tr>
<tr>
<td>Personal pronouns</td>
<td>No</td>
<td>No but Yes: Sie and Ihr and their inflected forms when used in formal address</td>
<td>No: proper adjectives</td>
<td>No: names of and adjective derived from names of:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>No: names of and adjective derived from names of:</td>
<td></td>
</tr>
<tr>
<td>Geographical names</td>
<td>Yes: name of a geographic feature, region, etc. but No: a descriptive adjective not part of an accepted name</td>
<td>No: état when it refers to the nation</td>
<td>Yes: stato when it refers to the nation</td>
<td></td>
</tr>
<tr>
<td>Political divisions</td>
<td>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 empire, kingdom, state, country, and city following a proper name if it is a commonly accepted part of the name but No: when such a word when used alone to</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


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: * rue and its synonyms

° * église: No: when it indicates a building, but Yes: when it refers to the church as an institution

No: * via and its synonyms

° * chiesa: No: when it indicates a building, but Yes: when it refers to the church as an institution

° * iglesia: No: when it indicates a building, but Yes: when it refers to the church as an institution

**Calendar divisions, time periods**

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>days of the week</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>months</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
</tr>
<tr>
<td>seasons</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>centuries</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>cultural periods</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>holidays</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Yes when proper names</td>
</tr>
</tbody>
</table>

**Other: hyphenated prefixes, single letters, abbreviations, etc.**

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</thead>
<tbody>
<tr>
<td>Single letters used as words or parts of compounds (e.g., A major; A-Dur [6])</td>
<td>Yes including ° the interjection O or Oh; ° a letter that refers to a letter of the alphabet.</td>
<td>See Capitalization of key [6]</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**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
### Miscellaneous

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</thead>
<tbody>
<tr>
<td>° cardinal numbers under one million;</td>
<td></td>
<td>° adverbs;</td>
<td>° verbal phrases;</td>
<td></td>
</tr>
<tr>
<td>° verbal phrases;</td>
<td></td>
<td>° adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>° adjectives modifying nouns that are implied if the noun has been expressed elsewhere in the same sentence;</td>
<td></td>
<td>° fractions when they directly precede a noun or a cardinal number</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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[3] [http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number](http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number)
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[5] [http://web.library.yale.edu/cataloging/music/RDAentryele](http://web.library.yale.edu/cataloging/music/RDAentryele)
[6] [http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number#key](http://web.library.yale.edu/cataloging/music/capitalization-of-key-opus-and-number#key)