

Recording names (RDA 8.4-8.5)

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

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

(8.1.2) The term **person** refers to an individual or an identity established by an individual (either alone or in collaboration with one or more other individuals).

(8.1.3) The term **name** refers to a word, character, or group of words and/or characters by which a person is known.

[\(8.4\) Language and script](#)

Record names in the language and script in which they appear on the sources from which they are taken.

Alternative: Record a transliterated form of the name either as a substitute for, or in addition to, the form that appears on the source.

See [RDA Toolkit](#) [3] for LC-PCC PS.

[\(8.5\) General guidelines on recording names](#)

[\(8.5.1\) General guidelines](#)

Apply the general guidelines on capitalization, numbers, accents, etc., given under 8.5.2–8.5.7.

When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable.

[\(8.5.2\) Capitalization](#) (see also [capitalization, Names of persons, families, corporate bodies, and places](#) [4])

Apply the instructions on the capitalization given in Appendix A2:

- In general, capitalize the first word of each name.
- Capitalize other words applying the guidelines given under [A.10](#)–A.55, as applicable to the language involved.
- For names with unusual capitalization, follow the capitalization of the commonly known form.

Guidelines specific to names of persons:

[A.2.3](#): Words or phrases characterizing persons:

- Capitalize a word, or the substantive words in a phrase characterizing a person and used as a name.
- Capitalize proper names contained in such a phrase applying the guidelines given under [A.10](#)–A.55, as applicable to the language involved.
- Capitalize a quoted title within a personal name as instructed under A.4.

[A.2.4](#): Other terms associated with names of persons:

- Capitalize titles and other terms treated as an integral part of the name of a person or associated with the name applying the guidelines given under [A.10](#)–A.55, as applicable to the language involved.
- Capitalize the first word and any proper names in other designations associated with a person in terms indicating field of activity and in terms indicating occupation or profession.

[A.10](#): Capitalization: English language:

- Where a guideline prescribes the capitalization of the name of a person, understand this to mean that each separate word or initial is to be capitalized excepting articles, prepositions, and conjunctions.
- Capitalize a plural generic term when it precedes the distinctive nouns in two or more proper names. Do not capitalize the generic term when it follows the nouns.

[\(8.5.3\) Numbers expressed as numerals or as words](#)

When recording a name, record numbers expressed as numerals or as words in the form in which they appear on the source of information.

Examples:

2012562496 James Lee III

#746949507 Loudon Wainwright III

#767565900 Edgar I. Ailor III and Edgar I. Ailor IV

[\(8.5.4\) Accents and other diacritical mark](#)

Record accents and other diacritical marks appearing in a name as they appear in the source of information. Add them if it is certain that they are integral to a name but have been omitted in the source from which the name is taken.

If the application of the instructions on capitalization in appendix A requires the addition of accents and other diacritical marks to lower case letters in order to reflect standard usage for the language in which the data is recorded, add accents and other diacritical marks accordingly.

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(8.5.5) Hyphens

Retain hyphens between given names if they are used by the bearer of the name.

Example:

2012564397 Hans-Martin Theopold

(8.5.6) Spacing of initials and acronyms

Type of name

And

person

an initial represents a given name or a surname, and the initial is followed by another initial or a name
the name consists entirely or primarily of separate letters

the name includes initials or abbreviations forming part of a title or term of address

corporate

an initial is followed by another initial

separate letters or initials appear on the source of information without full stops between them

(8.5.6.1) Names of persons or families

When recording the name of a person:

° leave a space between a full stop following an initial representing a forename or surname and the subsequent initial or name

Examples:

2012563437 **G.** Verdi

2012563434 **J.S.** Dwight

° if the name consists entirely or primarily of separate letters, leave a space between the letters (regardless of whether they are followed by full stops or not)

° if the name includes initials or abbreviations forming part of a title or term of address, leave a space between the initial or abbreviation and a subsequent initial, abbreviation, number, or word.

Examples:

2012563802 **Mr.** Handel

2012571071 **Mlle.** Henriette Martin

2012563880 Bohuslav Czernohorský, **o.f.m. conv.** 1684-1742

(8.5.7) Abbreviations

Apply the instructions on the use of abbreviations in names of person given in Appendix B.2:

° In names of persons use only the abbreviations that are integral parts of the name (e.g., "Wm.") if the person uses the abbreviation.

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

Links

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

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

[3] <http://access.rdatoolkit.org/document.php?id=lcpschp8&target=lcps8-27#lcps8-27>

[4] <http://web.library.yale.edu/cataloging/music/transcription#A.2>