Recording titles of works (RDA 6.2.1)


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

For music-specific instructions, see Recording preferred titles for musical works [3] (RDA 6.14)

A title of the work is a word, character, or group of words and/or characters by which a work is known.

There are two categories of titles that identify works:
° preferred title [3] for the work (6.14)
° variant title for the work (6.2.1.2)

Sources of information
Take the title or titles of the work from any source.

General guidelines on recording a title
When recording a title of a work, apply the guidelines on capitalization, numbers, diacritical marks, initial articles, spacing of initials and acronyms, and abbreviations, at 6.2.1.4-6.2.1.9

Capitalization
Capitalize the first word or the abbreviation of the first word in a title and in a title of a part, section, or supplement. Capitalize other words within titles applying the guidelines given in Appendix A, as applicable to the language involved.

Other Terms Associated with Titles of Works
Capitalize the first word of each term
Goyescas (Opera)

Thematic index numbers (see 6.16 [4]): follow the capitalization practice used in the thematic index

Titles with unusual capitalization: follow the capitalization of the title as found on the source of information.

Do not capitalize:

° words or abbreviations indicating medium of performance (see 6.15 [5])
° numeric designation of a musical work (see 6.16 [6]), unless the word is, or the abbreviation stands for, a proper name
° the first word of a title if it is preceded by punctuation indicating that the beginning of the phrase from which the title was derived has been omitted

Numbers expressed as numerals or as words
Record numbers expressed as numerals or as words in the form in which they appear on the source of information

Diacritics
Record diacritical marks such as accents appearing in a title for a work as they appear on the source of information.

Optional addition: Add diacritical marks such as accents that are not present on the source of information.
Follow the standard usage for the language of the data.

Initial articles [7]
The rule says to include the article, but LC applies the alternative:

Omit an initial article unless the title for a work is to be accessed under that article (e.g., a title that begins with the name of a person or place).

Spacing of initials and acronyms and Punctuation and spacing (LC-PCC PS for 1.7.1)

Punctuation: Transcribe punctuation as it appears on the source, omitting punctuation on the source that separates data to be recorded as one element from data to be recorded as a different element, or as a second or subsequent instance of an element.

Internal punctuation is used to set off unambiguously the units of access points (including name/title portions of
name/title fields).

**Ending punctuation:**

- Name authority records: do not end access points with an ending mark of punctuation except when it is part of the data (e.g., a period in an abbreviation) or is called for by the cataloging instructions (e.g., an element enclosed within parentheses)
- Bibliographic records: end authorized access points with either a period or other ending mark of punctuation

Use ending punctuation in the 240 field only when such a mark of punctuation is part of the data

The marks of punctuation are:
- **Period (.)** internal and ending punctuation
- **Comma (,)** ending punctuation
- **Quotation mark (")** ending punctuation
- **Question mark (?)** ending punctuation
- **Exclamation mark (!)** ending punctuation
- **Hyphen (-)** internal and ending punctuation
- **Ampersand (&)** internal punctuation
- **Closing parenthesis (])** ending punctuation
- **Closing bracket ([)]** ending punctuation

**(6.2.1.9) Abbreviations**

Use the abbreviations that are integral parts of the title of the work.

---

**Source URL:** [https://web.library.yale.edu/cataloging/music/recordworktitles](https://web.library.yale.edu/cataloging/music/recordworktitles)

**Links**

[1] [http://web.library.yale.edu/cataloging/music](http://web.library.yale.edu/cataloging/music) [2] [http://web.library.yale.edu/cataloging/music/prefftitles](http://web.library.yale.edu/cataloging/music/prefftitles) [3] [http://web.library.yale.edu/cataloging/music/prefftitles](http://web.library.yale.edu/cataloging/music/prefftitles) [4] [http://web.library.yale.edu/cataloging/music/numbers#6.16.1.3.3](http://web.library.yale.edu/cataloging/music/numbers#6.16.1.3.3) [5] [http://web.library.yale.edu/cataloging/music/medium](http://web.library.yale.edu/cataloging/music/medium) [6] [http://web.library.yale.edu/cataloging/music/number](http://web.library.yale.edu/cataloging/music/number) [7] [http://www.loc.gov/marc/bibliographic/bdapp-e.html](http://www.loc.gov/marc/bibliographic/bdapp-e.html)