

TO: Lori Robare, Chair
ALA/ALCTS/CaMMS/Committee on Cataloging: Description and Access (CC:DA)

FROM: Patricia Dragon, chair, Task Force to Investigate Changes Affecting RDA in the
Chicago Manual of Style, 16th edition

RE: Report of the Task Force

Membership

Dominique Bourassa, Patricia Dragon, Ian Fairclough, John Hostage, Chamyia Kincy

Charge

Review the impact of changes in the Chicago Manual of Style, 16th ed., on RDA instructions and examples and propose appropriate revisions to RDA. The text of RDA is expected to conform to the Manual, and changes to the RDA Editor's Guide may be needed. Further, data recorded following RDA instructions is expected to conform to the Manual in details not specifically covered by RDA instructions. In particular, the task force should review the provisions on capitalization in the Manual, which might require revisions to Appendix A of RDA and relevant examples.

The task force should submit an interim report at the 2012 ALA Annual Conference and a final report at least a month prior to the 2013 ALA Midwinter Meeting.

Background and Methodology

We began by consulting several sources that isolated the changes from the 15th to the 16th edition of the *Chicago Manual of Style* (henceforth, CMOS). These sources were: [Significant Rule Changes in the Chicago Manual of Style, 16th edition](#), [Chicago Manual of Style, 16th edition New and Retired Rules](#) (via the Subversive Copy Editor blog), and [Chicago Manual of Style, Essentials in the 16th Edition](#) by Holly Monty, and the CMOS preface. Several of these sources mentioned the same changes, so we compiled the changes into a spreadsheet, listing repeated mentions of the same changes in the same row. We arranged the changes into general areas, such as Capitalization and Punctuation, which you will see below, and assigned each task force member one or more areas. Then as individuals we examined each change and attempted to determine where in RDA or the Editor's Guide specific changes may be needed.

Note that we did not conduct an exhaustive examination into all areas in which RDA deviates from CMOS, but rather concentrated on the known changes between editions 15 and 16 of CMOS. We felt this to be more in keeping with our charge, and concluded that in areas where RDA deviated from CMOS 15, it was by the design of the editors.

We used the task force wiki to gather our notes and comment on each other's findings. The first draft of our findings is below. In each instance we have provided the current text, a suggestion for changed text, and a rationale based on CMOS. The specific changes are highlighted in

yellow. In some cases we are not positive that a change must be made, but we have notated the possibility below anyway for the purposes of documenting where RDA strays from CMOS, if it is decided to do so. Some changes listed in our report are simply reports of typos; this report may not be the best means to take care of these but for the present we simply did not want to lose these notes. Changes in CMOS not seeming to have any effect on RDA are not mentioned in this report.

Needless to say, the task force is aware of the gravity of suggesting changes that implicate authorized headings (for example, see U.S. to US, below). These may be instances in which it is better for RDA to deviate from CMOS. We are interested in CC:DA's comments on these and other issues (indicated below with the bolded **CC:DA:**), in Anaheim.

Findings

Changes needed in RDA Editor's Guide (6JSC/RDA/Editor's Guide/Rev/1, 21 January 2011)

Section 1: Purpose and Scope

Current text:

For details of style not covered specifically in this guide, RDA follows the 15th edition of *The Chicago Manual of Style*.

Change suggested:

For details of style not covered specifically in this guide, RDA follows the 16th edition of *The Chicago Manual of Style*.

Rationale:

Updating edition number. Note that eliminating the edition number would eliminate the need to revise the Editor's Guide every time a new edition of CMOS is released. On the other hand, leaving in the edition number would be a way to indicate whether the Editor's Guide is in fact current with the most recent edition. We prefer leaving in the edition number.

CC:DA: comments?

Section 3.1: Chapter titles

Current text:

Capitalize chapter titles using headline style (see *The Chicago Manual of Style*, 8.167 and 8.170).

Change suggested:

Capitalize chapter titles using headline style (see *The Chicago Manual of Style*, 8.157–8.159).

Rationale:

Correcting reference to section numbers in new edition.

Section 3.2: Section titles

Current text:

Capitalize section titles using headline style (see *The Chicago Manual of Style*, 8.167 and 8.170).

Change suggested:

Capitalize section titles using headline style (see *The Chicago Manual of Style*, 8.157-8.159).

Rationale:

Correcting reference to section numbers in new edition. Incidentally, the Editor's Guide itself does not follow its own principle. Witness the capitalization of the section title.

Section 3.2: Section titles

Current text:

Statement Naming More than One Person, **Etc.**

Change suggested:

Statement Naming More than One Person, **etc.**

Rationale:

CMOS 8.157 says "The conventions of headline style are governed mainly by emphasis and grammar" (implying but not directly stating to lowercase insignificant words).

CMOS 8.157 also says to "Capitalize the first and last words in titles."

Quoting [Chicago Style Q&A](#): Capitalization:

Q. If etc. falls at the end of a title of a work, should it be capitalized or left lowercased? The argument against capitalization is that the et part of the abbreviation is a conjunction and the c part represents the final word (cetera). No one here argues for etC., of course, but my argument is that once et cetera is abbreviated to etc. the two words become one, so that etc. is therefore the last word, not the last two words, in the headline or title, and that it should be capitalized as Etc.

A. I like your reasoning, especially if the word is important to the title: "Murder Etc." On the other hand, by reversing your logic you might get away with lowercasing when etc. is an insignificant, tacked-on ending (pace CMOS 8.167):

"Schneeweisschean Applications of Jungian Typologies: Dopey, Happy, Bashful, Grumpy, etc."

This seems to assume that etc. would not be capitalized in the middle of a title. Note that "etc." is not capitalized in the example before this one, where it falls in the middle of the section title (*Date, Name, Number, etc., ...*). Also, that example is not a section title in the published text of RDA 2.3.1.4 where it occurs, but rather a paragraph header with sentence style capitalization, but this does not detract from its value as an example.

CC:DA: This issue of Etc. vs. etc. appears several times in our report, and the capitalization is not consistent within RDA currently. While the consequences of a choice here may be relatively insignificant, we believe a choice should be made and documented. Comments?

Section 4.2: Lists

Current text:

coordinate **phases**

Change suggested:

coordinate **phrases**

Rationale:

Correcting a typo.

Section 8: Citations

Current text:

For citations given in footnotes, follow The Chicago Manual of Style, chapter **17**.

Change suggested:

For citations given in footnotes, follow The Chicago Manual of Style, chapter **14**.

Rationale:

Correcting reference to CMOS chapter. Other references to CMOS chapters seem to be correct.

Changes Needed in RDA: Punctuation

RDA 7.17.3.3

Current text:

color with **black and white** sequences

Change suggested:

color with **black-and-white** sequences

Rationale:

CMOS 7.85 says to hyphenate compound colors before a noun but not otherwise.

RDA A.27

Current text:

Yellow Stained cotton (market grade)

Change suggested (maybe):

Yellow-Stained cotton (market grade)

Rationale:

CMOS 7.85 says to hyphenate compounds before a noun but not otherwise. We are equating “yellow-stained” with an example given in CMOS such as “open-ended.” On the other hand, the official market grade name seems to be written without a hyphen as Yellow Stained (cf. [7 CFR 28.441](#)).

CC:DA: comments?

RDA B.11

Current text:

U.S.

Change not really suggested:

US

Rationale:

CMOS 10.4 states “In publications using traditional state abbreviations, use periods to abbreviate *United States* and its states and territories: U.S., N.Y., Ill. Note, however, that Chicago recommends using the two-letter postal codes (and therefore *US*) wherever abbreviations are used.” However, because of the implications of this change for headings and authority files, we don’t really recommend it. CMOS 10.4 also says “In publications using traditional state abbreviations, use periods to abbreviate *United States* and its states and territories: U.S., N.Y., Ill. So there is no need for a change in RDA B.11. We did want to cite it, though, as a change that would technically be needed to make RDA conform to the *Chicago Manual of Style*. In this case, it's probably preferable for RDA to stray from the CMOS.

CC:DA: Comments?

Changes Needed in RDA: Capitalization

RDA 1.1.3

Current text:

(e.g., as a PDF file mounted on the **Web**).

Change suggested:

(e.g., as a PDF file mounted on the **web**).

Also found in instructions: 2.3.6.3, 2.13.1.3, 6.27.1.5, Glossary: Single Unit, (but not World Wide Web in 27.1.1.3).

Also “Web site” (**Web site** must be changed to **website**, see below): 1.1.2, 1.1.3, 1.5.2, 1.5.3, 2.1.2.4, 2.1.3.4, 2.3.1.6, 2.13.1.3, 11.13.1.8, 18.1.3, 19.2.1.3, 19.3.1.3, 20.2.1.3, 21.3.1.3, 27.1.1.3, J.4.2, Glossary: Integrating Resource, Resource.

Rationale:

CMOS 7.76 states “Chicago now considers web to be generic [and therefore lowercased] when used alone or in combination with other generic terms.”

RDA 1.1.2

Current text:

The term resource may refer either to a tangible entity (e.g., an audiocassette) or to an intangible entity (e.g., a **Web site**).

Change suggested:

The term resource may refer either to a tangible entity (e.g., an audiocassette) or to an intangible entity (e.g., a **website**).

Also in RDA instructions: 1.1.3, 1.5.2, 1.5.3, 2.1.2.4, 2.1.3.4, 2.3.1.6, 2.13.1.3, 7.29.2.3.2, 11.13.1.8, 18.1.3, 19.2.1.3, 19.3.1.3, 20.2.1.3, 21.3.1.3, 25.1.1.3, 27.1.1.3, J.4.2, Glossary: Integrating resource, Resource

Also as “web site” in RDA instruction: 0.10

Rationale:

Quoting Chicago Style Q&A: Internet, Web, and Other Post-Watergate Concerns

Q. Which is currently accepted: Web site, web site, website, or Website?

A. We prefer “website.”

RDA A.29

Current text:

If the guidelines require the capitalization of a hyphenated compound, capitalize the first part, and capitalize the second, etc., part if it is a noun or a proper adjective or if it has the same force as the first part. Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.

Change suggested:

If the guidelines require the capitalization of a hyphenated compound, capitalize the first part. Capitalize the second, etc., part unless it is an article, a preposition, or a coordinating conjunction, or if it modifies the first part in musical key symbols. Unless it is a proper name or adjective, do not capitalize the second, etc., part if the first part is a prefix, or if it cannot stand by itself. Capitalize the second element in a hyphenated spelled-out number or simple fraction.

Rationale:

CMOS 8.159 states:

1. Always capitalize the first element.
2. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (*and, but, for, or, nor*), or such modifiers as *flat* or *sharp* following musical key symbols.
3. If the first element is merely a prefix or combining form that could not stand by itself as a word (*anti, pre*, etc.), do not capitalize the second element unless it is a proper noun or proper adjective.
4. Capitalize the second element in a hyphenated spelled-out number (*twenty-one* or *twenty-first*, etc.) or hyphenated simple fraction (*two-thirds* in *two-thirds majority*). This departure from previous Chicago recommendations recognizes the functional equality of the numbers before and after the hyphen.

Note that RDA A.29 rule follows CMOS15 8.169 simple rule for hyphenated compounds in titles. This simple rule does not appear in CMOS16. The CMOS15 traditional rule for hyphenated compounds in headline-style titles (8.170) is the only option that has been carried over into CMOS16 (8.159). It has been updated to also include a rule for hyphenated spelled-out numbers/fractions.

These rules are for hyphenated compounds in headline-style titles but have been incorporated to other rules where capitalization is required, see for example Forty-Second Street below.

All the hyphenated terms below need to be changed if the RDA rule for hyphenated compounds is changed:

RDA A.29

Current text:

Twenty-**five**

Change suggested:

Twenty-**Five**

Rationale:

CMOS 8.159. This example also needs to be moved with the previous group of examples in RDA.

RDA A.29

Current text:

French-**speaking**

Change suggested:

French-**Speaking**

Rationale:

CMOS 8.159. This example also needs to be moved with the previous group of examples in RDA.

RDA A.14

Current text:

Forty-**second** Street

Change suggested:

Forty-**Second** Street

Rationale:

CMOS 8.159 states: "Capitalize the second element in a hyphenated spelled-out number (*twenty-one* or *twenty-first*, etc.)," CMOS 9.52 has an example "Ninety-Fifth Street."

RDA A.11.4

Current text:

John the Twenty-**third**

Change suggested (maybe):

John the Twenty-**Third**

Rationale:

CMOS 8.159 states: "Capitalize the second element in a hyphenated spelled-out number (*twenty-one* or *twenty-first*, etc.)," however there is no example in CMOS16 with spelled-

out numbers in names of monarchs and popes spelled out.

CC:DA: Comments?

RDA A.14.

Current text:

Capitalize the name of a building, monument, or other structure; and the name of a road or street. Do not capitalize words such as avenue, bridge, hotel, and park when they are used alone ...

Change suggested:

Capitalize the name of a building, monument, or other structure; and the name of a road or street. Do not capitalize generic terms when they are used alone **but capitalize them when they are used as part of a plural name.**

We also feel an example such as “Fifty-Seventh and Fifty-Fifth Streets” should be added to RDA.

Rationale:

CMOS 8.55 states: “The names of streets, avenues, squares, parks, and so forth are capitalized. The generic term is lowercased when used alone but—in a return to earlier editions of this manual—capitalized when used as part of a plural name.”

RDA A.16.2

Current text:

Twenty-**first** Regiment of U.S. Infantry

Change suggested:

Twenty-**First** Regiment of U.S. Infantry

Rationale:

CMOS 8.111 states: “Titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth are capitalized.”

RDA A.16.2

Current text:

Congress; the Ninety-**fifth** Congress (but congressional)

Change suggested:

Congress; the Ninety-**Fifth** Congress (but congressional)

Rationale:

See example in CMOS 8.61: “the Ninety-Seventh Congress.”

RDA A.16.5

Current text:

Fifty-**second** Annual Meeting of the American Historical Association

Change suggested:

Fifty-**Second** Annual Meeting of the American Historical Association

Rationale:

See example in CMOS 8.69: “Fifty-Seventh Annual Meeting of the American Historical Association.”

RDA A.17.6

Current text:

the Thirty-**nine** Articles

Change suggested:

the Thirty-**Nine** Articles

Rationale:

See example in CMOS 8.106: “Luther’s Ninety-Five Theses.”

RDA 11.2.3.6

Current text:

Group of Seventy-**seven**

Change suggested:

Group of Seventy-**Seven**

Rationale:

CMOS 8.159: “Capitalize the second element in a hyphenated spelled-out number” (if the first element is capitalized).

RDA 11.2.2.11

Current text:

San Francisco Art Association. Annual Drawing and Print Exhibition

not San Francisco Art Association. Twenty-**second** Annual Drawing and Print Exhibition

Change suggested:

San Francisco Art Association. Annual Drawing and Print Exhibition

not San Francisco Art Association. Twenty-**Second** Annual Drawing and Print Exhibition

Rationale:

CMOS 8.159.

RDA A.10

Current text:

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.~~

Change suggested:

Capitalize a plural generic term when it precedes **or follows** the distinctive nouns in two or more proper names.

Rationale:

CMOS 8.52 gives the examples “Lakes Michigan and Erie” and “the Pacific and the Atlantic Oceans;” CMOS 8.55 gives the example “Carnegie and Euclid Avenues;” CMOS 8.112 gives the example “the First and Second World Wars.”

RDA A.10

Current text:

but Industry and Trade departments
Authorized and Revised versions

Change suggested:

Industry and Trade Departments
Authorized and Revised Versions

Rationale:

CMOS 8.52, 8.55, 8.112 as above.

RDA 11.2.2.24.2

Current text:

Massachusetts. Militia. Court-martial (Watson : 1810)

Change suggested:

Massachusetts. Militia. Court-Martial (Watson : 1810)

Rationale:

CMOS 8.159 (Rule for hyphenated compounds in headline-style titles seem to apply to proper names. See 8.55, 8.61, 8.65, etc.)

RDA 11.2.3.7

Current text:

Name as Direct Subdivision of Authorized Access Point for a Higher-level Body

Change suggested:

Name as Direct Subdivision of Authorized Access Point for a Higher-Level Body

Rationale:

CMOS 8.159.

RDA 11.2.3.7

Current text:

International Conference on Low-cost Planetary Missions, IAA

Conference on Low-cost Planetary Missions, IAA International

Uninverted form recorded as preferred name: IAA International Conference on Low-cost Planetary Missions

Change suggested:

International Conference on Low-Cost Planetary Missions, IAA

Conference on Low-Cost Planetary Missions, IAA International

Uninverted form recorded as preferred name: IAA International Conference on Low-Cost Planetary Missions

Rationale:
CMOS 8.159.

RDA Glossary

Current text:
Tonic Sol-fa

Change suggested:
Tonic Sol-Fa

Rationale:
CMOS 8.159. Elsewhere in the text it is correct as tonic sol-fa (not headline-style capitalization).

RDA 19.1.2.3

Current text:
Authorized access points representing the signatories to an agreement for:
Memorandum of agreement between the government of the province of Ontario and the government of Canada pursuant to section 4(3) of the Anti-Inflation Act

Change suggested:
Authorized access points representing the signatories to an agreement for:
Memorandum of agreement between the government of the province of Ontario and the government of Canada pursuant to section 4(3) of the Anti-inflation Act

Rationale:
CMOS 8.159 states: "If the first element is merely a prefix or combining form that could not stand by itself as a word (*anti*, *pre*, etc.), do not capitalize the second element unless it is a proper noun or proper adjective." Note that this example appears also in RDA 6.29.1.18.

RDA 6.30.2.2

Current text:
Three Psalms. Contains the Eighth, Forty-sixth, and One hundredth Psalm

Change suggested (maybe):
Three psalms. Contains the eighth, forty-sixth, and one hundredth psalm

Rationale:
We are not reading this as a headline-case title but rather as a general description of the contents of the item, so no special capitalization is necessary.
CC:DA: Comments?

RDA 6.2.2.4

Current text:

Preferred title for work by William Gaunt later published under the title: The **pre**-Raphaelite dream

Change suggested:

Preferred title for work by William Gaunt later published under the title: The **Pre**-Raphaelite dream

Rationale:

In CMOS 8.78 Pre-Raphaelite is given as an example. Note that this is not a change from CMOS15 to 16. We could not find a rule for capitalization of movements and styles in RDA, although RDA A.19 says to capitalize names of historical and cultural events and periods.

RDA 9.2.2.25

Current text:

A Teacher of Book-**keeping**
Statement of responsibility: by a Teacher of Book-**keeping**

Change suggested:

A Teacher of Book-**Keeping**
Statement of responsibility: by a Teacher of Book-**Keeping**

Rationale:

CMOS 8.159.

RDA 3.20.1.3

Current text:

Filmstrip mounted in rigid format for use with Phono-**viewer**

Change suggested (maybe):

Filmstrip mounted in rigid format for use with Phono-**Viewer**

Rationale:

CMOS 8.159. Not sure about this one. If *Phono* is capitalized, then *Viewer* should be, too. But we are not sure either should be.

RDA E.1.1 and E.2.1 [multiple occurrences]

Current text:

Location of Headquarters, **Etc.**

Suggested change:

Location of Headquarters, **etc.**

Rationale:

See above quotation from Chicago Style Q&A regarding “Etc.” at the end of headline style titles. There are numerous other examples of this in Appendix E. RDA is not entirely consistent with itself, either. See Appendix E “Signatory to a Treaty, etc.”

RDA D.1.3.2

Current text:

Volumes 39–40 : Volumes 39–40 :

Change suggested:

Volumes 39–40 :

Rationale:

Correcting typo.

RDA D.1.3.2

Current text:

Translation of: Du côté chez Swann

Change suggested:

Translation of: Du côté **de** chez Swann

Rationale:

Correcting typo.

RDA 19.2.1.3

Current text:

Authorized access point representing the creator for: M-**Step** today : interim report of project activities. — Baltimore : Multi-State Teacher Education Project

Change suggested:

Authorized access point representing the creator for: M-**STEP** today : interim report of project activities. — Baltimore : Multi-State Teacher Education Project

Rationale:

CMOS 10.6 states: “Initialisms tend to appear in all capital letters.” M-STEP is acronym that stands for Multi-State Teacher Education Project.

RDA 8.12.1.3.

Current text:

Email from author, 10 July 2002

Suggested change:

E-mail from author, 10 July 2002

Rationale:

CMOS 7.85 has e-mail. Elsewhere in RDA it is also found as e-mail.

About this word, Chicago Style Q&A says:

Q. What is your opinion regarding the use of “email,” instead of “e-mail” (no hyphen or hyphen)?

A. I like it—but it’s not Chicago style.

RDA Appendix H.1

Current text:

B.C. and **A.D.** Dates (and “B.C.” and “A.D.” throughout H.1)

Suggested change:

BC and **AD** Dates (and BC and AD throughout H.1)

Rationale:

CMOS 9.35 states: “Era designations, at least in the Western world, are usually expressed in one of two ways: either CE (“of the Common Era”) and BCE (“before the Common Era”), or AD (*anno Domini*, “in the year of the Lord”) and BC (“before Christ”).” BC (without periods) is used in RDA example 6.7.1.3 and 6.30.5.2.

CC:DA: Might this be one area that we could suggest a change for the text of RDA but not for authorized headings?

RDA 2.20.10.3 and 3.20.1.3

Current text:

CDROM

Suggested change:

CD-ROM

Rationale:

The word appears with the hyphen in RDA 2.20.2.3, 3.20.1.3, 25.1.1.3, 27.1.1.3, 19.2.1.3, and Glossary. CMOS does not provide an instruction preferring one or the other, but it uses CD-ROM itself. The exception would be if CDROM were used in a transcription, which may apply in RDA 3.20.1.3.

Where the Chicago Manual is mentioned in RDA

RDA 1.7.1 General Guidelines on Transcription

Current text:

When the instructions in chapters 2–4 specify transcription of an element as it appears on the source of information, apply the general guidelines on capitalization, punctuation, symbols, abbreviations, etc., given under 1.7.2–1.7.9. When the guidelines given under 1.7.2–1.7.9 refer to an appendix, apply the additional instructions given in that appendix as applicable to the element being transcribed.

Alternatives

If the agency creating the data has established in-house guidelines for capitalization, punctuation, numerals, symbols, abbreviations, etc., or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of the instructions given under 1.7.2–1.7.9 and in the appendices.

Suggested change:

None

Rationale:

There is no citation here to any particular edition of CMOS, so no change is needed.

RDA 1.10.2 Capitalization

Current text:

Apply the instructions on the capitalization of notes given in appendix A (A.8).

Alternatives

If the agency creating the data has established in-house guidelines for capitalization, or has designated a published style manual, etc., (e.g., *The Chicago Manual of Style*) as its preferred guide, use those guidelines or that style manual in place of appendix A.

Suggested change:

None

Rationale:

There is no citation here to any particular edition of CMOS, so no change is needed.

RDA A.10 General Guideline

Current text:

The guidelines for English-language capitalization basically follow those of the *Chicago Manual of Style*.^[1] Certain guidelines that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice.

[1] *Chicago Manual of Style*, 15th ed. (Chicago: University of Chicago Press, 2003).

Suggested change:

The guidelines for English-language capitalization basically follow those of the *Chicago Manual of Style*. Certain guidelines that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice. **[Remove footnote.]**

Rationale:

It is not clear why a particular edition was cited here. We recommend removal of the citation of a particular edition unless this footnote is easily and faithfully updated.

CC:DA: Comments?