

**TO:** Peter J. Rolla, 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:** Final Report of the Task Force [revised February 26, 2013]

## 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 15<sup>th</sup> to the 16<sup>th</sup> edition of the *Chicago Manual of Style* (henceforth, CMOS 15 or CMOS 16). 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), [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, 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.

We used the task force wiki to gather our notes and comment on each other's findings. 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. The results of our findings and discussions are below. In each instance we have shown the change recommended to the text (if

any), and a rationale for change or retention. Some changes listed in our report are simply reports of typos. Changes in CMOS not seeming to have any effect on RDA are not mentioned in this report. In some instances we recommend NO change, thus deviating from CMOS.

The task force produced an interim report, dated May 24, 2012, which highlighted specific texts for discussion at the CC:DA meeting that was held in Anaheim on June 23, 2012. Our final report was presented at the Midwinter Meeting in Seattle on January 26, 2013. However, the absence of the task force chair coupled with feedback from CC:DA members led to a slight revision of our report, which is below.

In particular, in Seattle CC:DA voiced concern that the changes in capitalization rules for hyphenated words would result in many access points needing to be changed in the name authority file. This concern was perhaps exacerbated by the report’s use of the term “high direct impact” to describe some recommended changes. However, the task force wishes to make clear that we think it neither practical nor necessary to attempt a revision of the entire authority file, particularly based on capitalization changes, since capitalization has no effect on normalization. We recommend following the CMOS-16 method from this point forward, and correcting the NAF as records are updated for other reasons.

## Findings and Recommendations

The Task Force’s recommendations are presented in the following tables, along with a rationale for each recommendation, and as assessment of the impact and/or difficulty of the change.

### Changes needed in [RDA Editor’s Guide](#) (6JSC/RDA/Editor’s Guide/Rev/1, 21 January 2011)

#### Section 1: Purpose and Scope

Change	Rationale	Impact/Difficulty
For details of style not covered specifically in this guide, RDA follows the <del>15<sup>th</sup></del> 16 <sup>th</sup> edition of <i>The Chicago Manual of Style</i> .	Updating edition number. We considered eliminating the edition number, but leaving it in would be a way to indicate whether the Editor’s Guide is in fact current with the most recent edition. CC:DA discussed this in June and agreed.	Low

#### Section 3.1: Capitalization: Chapter titles

Change	Rationale	Impact/Difficulty
Capitalize chapter titles using headline style (see <i>The Chicago Manual of Style</i> , 8.167 and 8.170 8.157-8.159).	Correcting reference to section numbers in new edition.	Low

**Section 3.2: Capitalization: Section titles**

Change	Rationale	Impact/Difficulty
Capitalize section titles using headline style (see <i>The Chicago Manual of Style</i> , 8.167 and 8.170 8.157-8.159).	Correcting reference to section numbers in new edition.	Low

**Section 3.2: Section titles**

DO NOT Change	Rationale	Impact/Difficulty
Statement Naming More than One Person, Etc.	Although “etc.” could be considered an insignificant word not needing capitalization, CMOS 8.157 says to capitalize the first and last words in titles. The JSC’s decision was always to capitalize the final element in titles.	N/A. Do not change.

**Section 4.2: Lists**

Change	Rationale	Impact/Difficulty
coordinate <del>phases</del> <u>phrases</u>	Correcting typo.	Low

**Section 8: Citations**

Change	Rationale	Impact/Difficulty
For citations given in footnotes, follow <i>The Chicago Manual of Style</i> , chapter <del>17</del> . <u>14</u> .	Correcting reference to CMOS chapter.	Low

**Changes in RDA**

**RDA 1.1.2**

Change	Rationale	Impact/Difficulty
The term resource may refer either to a tangible entity (e.g., an audiocassette) or to an intangible entity (e.g., a <del>Web site</del> <u>website</u> ).	CMOS 7.76 states “Chicago now considers <i>web</i> to be generic [and therefore lowercased] when used alone or in combination with other generic terms.” Chicago Style Q & A prefers “website.” Also in RDA instructions: 0.10, 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 .	Low

**RDA 1.1.3**

Change	Rationale	Impact/Difficulty
(e.g., as a PDF file mounted on the <del>Web</del> <u>web</u> ).	CMOS 7.76 states “Chicago now considers <i>web</i> to be generic [and therefore lowercased] when used alone or in combination with other generic terms.” 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).	Low

**RDA 2.20.10.3**

Change	Rationale	Impact/Difficulty
<del>CDROM</del> <u>CD-ROM</u>	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.	Low

**RDA 6.2.2.4**

Change	Rationale	Impact/Difficulty
Preferred title for work by William Gaunt later published under the title: <del>The pre</del> Pre-Raphaelite dream	In CMOS 8.78 Pre-Raphaelite is given as an example. Note that this is not a change from CMOS 15 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.	Low

**RDA 6.30.2.2**

Change	Rationale	Impact/Difficulty
Three <del>Psalm</del> s-psalms. Contains the <del>Eighth</del> <u>eight</u> , <del>Forty</del> <u>forty</u> -sixth, and <del>One</del> one hundredth <del>Psalm</del> -psalm	This is not a headline-case title but rather a general description of the contents of the item, so no special capitalization is necessary.	Low

**RDA 7.17.3.3**

DO NOT Change	Rationale	Impact/Difficulty
black and white	Although CMOS 7.85 says to hyphenate compound colors before a noun but not otherwise, the term “black and white” with no hyphens appears in the RDA vocabularies in the Open Metadata Registry. It should be left alone.	N/A

**RDA 8.12.1.3**

Change	Rationale	Impact/Difficulty
<del>Email</del> E-mail from author, 10 July 2002	CMOS 7.85 has e-mail. Elsewhere in RDA it is also found as e-mail. Chicago Style Q & A says “e-mail.”	Low

**RDA 9.2.2.25**

Change	Rationale	Impact/Difficulty
A Teacher of Book- <del>keeping</del> Keeping Statement of responsibility: by a Teacher of Book- <del>keeping</del> Keeping	CMOS 8.159 (see discussion of RDA A.29, below)	Low in and of itself, however the change in capitalization rules for hyphenated words has impact on the authority file.

**RDA 11.2.2.11**

Change	Rationale	Impact/Difficulty
San Francisco Art Association. Annual Drawing and Print Exhibition not San Francisco Art Association. <del>Twenty-second</del> Second Annual Drawing and Print Exhibition	CMOS 8.159.	Low, since this example is saying what form of name NOT to use.

**RDA 11.2.2.24.2**

Change	Rationale	Impact/Difficulty
Massachusetts. Militia. Court- <del>martial</del> Martial (Watson : 1810)	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.)	High direct impact. This is a change to a heading, and implies impact across the NAF wherever there are hyphenated words like this.

**RDA 11.2.3.6**

Change	Rationale	Impact/Difficulty
Group of Seventy- <del>seven</del> <u>Seven</u>	CMOS 8.159.	Direct impact on NAF. This name with a small “s” occurs as a cross-reference in the NAF.

**RDA 11.2.3.7**

Change	Rationale	Impact/Difficulty
Name as Direct Subdivision of Authorized Access Point for a Higher- <del>level</del> Level Body	CMOS 8.159.	Low. No impact on authority file. Just changing the heading in RDA text.
International Conference on Low- <del>cost</del> <u>Cost</u> Planetary Missions, IAA Conference on Low- <del>cost</del> <u>Cost</u> Planetary Missions, IAA International Uninverted form recorded as preferred name: IAA International Conference on Low- <del>cost</del> <u>Cost</u> Planetary Missions	CMOS 8.159.	High direct impact. This change impacts the NAF, although there is already a lot of variation in the NAF, seen if one browses for International Conference on Low-...

**RDA 19.2.1.3**

Change	Rationale	Impact/Difficulty
Authorized access point representing the creator for: M- <del>Step</del> STEP today : interim report of project activities. — Baltimore : Multi-State Teacher Education Project	CMOS 10.6 states: “Initialisms tend to appear in all capital letters.” M-STEP is an acronym that stands for Multi-State Teacher Education Project. Also the initialism appears in all caps on the title page of the book.	Low. This change impacts only the text of RDA and is actually consistent with the NAF.
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- <del>Inflation</del> <u>inflation</u> Act	CMOS 8.159 states: “If the first element is merely a prefix or combining form that could not stand by itself as a word ( <i>anti</i> , <i>pre</i> , 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.	High direct impact. This change would impact the authority file, although there is already a great deal of variation in the authority file.

**RDA A.10**

Change	Rationale	Impact/Difficulty
The guidelines for English-language capitalization basically follow those of the <i>Chicago Manual of Style</i> . <sup>[1]</sup> Certain guidelines that differ have been modified to conform to the requirements of bibliographic records and long-standing cataloguing practice. [1] <i>Chicago Manual of Style</i> , 15th ed. (Chicago: University of Chicago Press, 2003). [Remove footnote.]	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, although there was disagreement about this within CC:DA at our last meeting.	Low.
Capitalize a plural generic term when it precedes <u>or follows</u> the distinctive nouns in two or more proper names. <del>Do not capitalize the generic term when it follows the nouns.</del>	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.”	Low. This does not impact the NAF.
Industry and Trade <del>departments</del> Departments Authorized and Revised <del>versions</del> Versions	CMOS 8.52, 8.55, 8.112	Low. This does not impact the NAF.

**RDA A.11.4**

Change	Rationale	Impact/Difficulty
John the Twenty- <del>third</del> <u>Third</u>	CMOS 8.159, however there is no example in CMOS 16 with spelled-out numbers in names of monarchs and popes	Low. Monarchs and popes are normally established with Roman numerals in the NAF.

**RDA A.14**

Change	Rationale	Impact/Difficulty
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-, <u>but capitalize them when they are used as part of a plural name.</u> [We also feel an example such as “Fifty-Seventh and Fifty-Fifth Streets” should be added to RDA.]	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.”	Low. This would be a change to transcription only, and the addition of an example.

**RDA A.14 (cont.)**

Change	Rationale	Impact/Difficulty
Forty- <del>second</del> <u>Second</u> Street	CMOS 8.159. CMOS 9.52 has an example "Ninety-Fifth Street."	High direct impact. Has consequences for the NAF.

**RDA A.16.2**

Change	Rationale	Impact/Difficulty
Twenty- <del>first</del> <u>First</u> Regiment of U.S. Infantry	CMOS 8.111 states: "Titles of armies, navies, air forces, fleets, regiments, battalions, companies, corps, and so forth are capitalized."	Low. Consequences for the authority file are minimal, since such names are established with numerals. There could be impact on cross-references.
Congress; the Ninety- <del>fifth</del> <u>Fifth</u> Congress (but congressional)	See example in CMOS 8.61: "the Ninety-Seventh Congress."	Low. Consequences for the authority file are minimal, since such names are established with numerals. There could be impact on cross-references.

**RDA A.16.5**

Change	Rationale	Impact/Difficulty
Fifty- <del>second</del> <u>Second</u> Annual Meeting of the American Historical Association	See example in CMOS 8.69: "Fifty-Seventh Annual Meeting of the American Historical Association."	Low. Direct consequences for the authority file are minimal, since such names are established with numerals. There could be impact on cross-references.

**RDA A.17.6**

Change	Rationale	Impact/Difficulty
the Thirty- <del>nine</del> <u>Nine</u> Articles	See example in CMOS 8.106: "Luther's Ninety-Five Theses."	Direct impact on NAF. This title is established in the NAF with a small "n" on the word "nine."

**RDA A.29**

Change	Rationale	Impact/Difficulty
<p>If the guidelines require the capitalization of a hyphenated compound, capitalize the first part, and capitalize the second, etc., <del>part if it is a noun or a proper adjective or if it has the same force as the first part unless it is an article, preposition, coordinating conjunction (and, but, for, or, nor), or a modifier such as flat or sharp following musical key symbols.</del></p> <p>EXAMPLES                  Twentieth-Century                  Basket-Maker                  Blue-Black                  Secretary-Treasurer</p> <p><del>Do not capitalize the second part if it modifies the first part or if the two parts constitute a single word.</del>                  French-speaking <u>Speaking</u>                  Twenty-five <u>Five</u></p> <p><u>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.</u></p> <p>EXAMPLES                  Co-ordinate  <u>Anti-inflation</u>  <u>Pre-Raphaelite</u></p> <p>We also suggest an additional example at A.4:</p> <p>Twenty-five books that shaped America (The guidelines do not require the capitalization of the second part of Twenty-five in a title.)</p>	<p>CMOS 8.159 states:</p> <ol style="list-style-type: none"> <li>1. Always capitalize the first element.</li> <li>2. Capitalize any subsequent elements unless they are articles, prepositions, coordinating conjunctions (<i>and, but, for, or, nor</i>), or such modifiers as <i>flat</i> or <i>sharp</i> following musical key symbols.</li> <li>3. If the first element is merely a prefix or combining form that could not stand by itself as a word (<i>anti, pre, etc.</i>), do not capitalize the second element unless it is a proper noun or proper adjective.</li> <li>4. Capitalize the second element in a hyphenated spelled-out number (<i>twenty-one</i> or <i>twenty-first, etc.</i>) or hyphenated simple fraction (<i>two-thirds</i> in <i>two-thirds majority</i>).</li> </ol> <p>This departure from previous Chicago recommendations recognizes the functional equality of the numbers before and after the hyphen.</p>	<p>High impact but not urgent.</p>

**RDA B.11**

DO NOT Change	Rationale	Impact/Difficulty
U.S.	Although CMOS 10.4 recommends using two-letter postal codes (and therefore US) wherever abbreviations are used, it also says "In publications using traditional state abbreviations, use periods to abbreviate <i>United States</i> and its states ..."	N/A. Would wreak havoc with the NAF to no good purpose. CC:DA discussed this at the annual conference and decided it was best to take the alternative offered by CMOS 10.4 and leave U.S. as it is.

**RDA H.1**

DO NOT Change	Rationale	Impact/Difficulty
B.C. and A.D. Dates (and "B.C." and "A.D." throughout H.1)	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 ( <i>anno Domini</i> , "in the year of the Lord") and BC ("before Christ")."	N/A. Since this would wreak havoc with the authority file, we recommend deviating consciously from CMOS. However, BC (without periods) is used in RDA example 6.7.1.3 and 6.30.5.2 and should be changed for consistency.

**RDA Glossary**

Change	Rationale	Impact/Difficulty
Tonic Sol-fa <u>Fa</u>	CMOS 8.159. Elsewhere in the text it is correct as tonic sol-fa (not headline-style capitalization).	Low.