

Title Style Cheat Sheet

Capitalization

Capitalize the first word or the abbreviation of the first word in a title (The anatomical record), or in a title of a part, section, or supplement (Advanced calculus. Student handbook). Then capitalize any other words as outlined in the guidelines below.

Proper nouns: Capitalize the first word of each proper noun. Proper nouns are nouns designating a particular being or thing. Do not capitalize articles, prepositions, and conjunctions, even when they precede the name, unless that article forms an accepted part of a name according to gazetteers. Do not capitalize generic words like society and company when used alone or with an article (the team, the office, etc.) but do capitalize a noun, noun phrase, or adjective derived from the name of the body that refers to its formal name or members of that body (a Boy Scout; an Odd Fellow; the Church; the Library) Proper nouns include:

People, including initials, words that characterize them, terms or epithets associated with their names, words characterizing them, and titles that precede their name. (A. Dean Larsen; Queen Elizabeth II (and “the Queen”); Joan of Arc; Pope Paul VI; Alfonso XIII, King of Spain; Sir Gordon Richards; King George the Sixth; Citizen of Albany; Senator Hubert H. Humphrey; President Carter; Rabbi Stephen Wise; Bonnie Prince Charlie; the Iron Chancellor)

Corporate bodies, including companies, institutions, and associations (Google, American Library Association, Iowa Falls High School), alliances and international organizations (Central Treaty Organization, Holy Alliance), trade and variety names (Wheaties; Polaroid film; Red Radiance rose), political parties and their members (Liberal Party; Liberals; Democratic Party; Democrats), religious denominations, orders, and churches (Mosque of Sidi Okba, Order of Preachers, First Baptist Church), conferences (Domestic Violence Solutions Conference 2021, Fifty-second Annual Meeting of the American Historical Association), events (Commencement, Homecoming, Second Century Banquet), military divisions and government bodies (Twenty-first Regiment of U.S. Infantry, United States Navy, Circuit Court of the United States, the federal Circuit Court, State Department, Department of State) and departments or sections of larger corporate bodies (Archival Processing Section, General Council of the United Church of Canada)

Personifications: Capitalize a word personifying a non-proper noun. (A dialogue between Death and a beautiful lady; Let Fame sound the trumpet)

Ethnic and national groups: Capitalize ethnic and national groups, and the adjectives derived from those names. (Africans, Celts, Germans, Polynesians)

Languages: Capitalize the name of a language (English, Tagalog)

Names of structures, streets, etc: Capitalize the name of a building, monument, or other structure, and the name of a road or street, but make sure not to capitalize a generic term not

part of a proper name (Pyramid of the Sun, the pyramid, the Capitol, Central Park, the park, Royal Air Force Memorial, Fifty-Seventh Street)

Popular names of places: Capitalize a popular name of a place or a legendary place (Atlantis, the Nutmeg State, Panhandle, City of Brotherly Love, Bay Area, Middle Earth, South Seas, West End, the Village)

Political divisions: Capitalize the name of a political division such as states, countries, provinces, and cities. Capitalize generic nouns following a proper noun if it is a commonly accepted part of the name, but do not capitalize if it used alone to refer to that political division (Austrian Empire, the empire; New York City, city of New York; Washington State, state of Washington; Sixth Precinct, the precinct)

Political and economic systems: Do NOT capitalize political or economic systems or schools of thought unless they are derived from proper nouns. (Marxism, capitalism, fascism)

Place names: Capitalize the name of a geographic feature, region, etc. Do not capitalize a descriptive adjective not part of the accepted name. (Arctic Circle, southern Atlantic, South Atlantic, Central Europe, central European, Great Lakes, Far West, the West, Midwest, western, far western, midwestern)

Geologic terms: Capitalize the distinctive words in the name of a geologic period, era (Jurassic period, the early Miocene, the late Eocene, Eocene epoch)

Scientific names of plants and animals: Capitalize the Latin name of a phylum, class, order, family, or genus, and the names of intermediate groupings (i.e. subclasses). Do not capitalize the species or subspecies even if it is derived from a proper name. Do not capitalize English derivatives of scientific names (Insecta, Anthropoda, Tyrannosaurus rex)

Astronomical terms: Capitalize the name of a planet, satellite, star, constellation, asteroid, etc. Do not capitalize sun or moon, and capitalize earth when it refers to the planet, not the soil, land, etc. (Alpha Centauri, the Milky Way, North Star, Little Dipper)

Soil terms: Capitalize the names of soil classifications (Chernozem, Alpine Meadow)

Historical and cultural events and periods: Capitalize the name of a historical or cultural event or major periods (Dark Ages, Age of Discovery, French Revolution, Battle of Dunkirk, Operation Deep Freeze, Reformation, Second World War)

Decorations, medals etc.: Capitalize the name of a decoration, medal, or award (Iron Cross, Bronze Star Medal, Staff Service Award)

Names of calendar divisions: Capitalize the names of months and days of weeks, but do not capitalize seasons (January, winter)

Names of holidays: Capitalize the name off a secular or religious holiday or season (Christmas Day, Ramadan, Advent, Saint Patrick's Day)

Names of documents: Capitalize the formal or conventional name of a charter, constitution, act, pact, plan, policy statement, treaty, etc. (Atlantic Charter, Civil Rights Act of 1964, Magna Charta, Treaty of Versailles, Universal Copyright Convention)

DO Capitalize:

Professional and academic titles: Capitalize a named professorship only (W. Carson Ryan, Kenan Professor of Education)

Terms following names: Capitalize the name or abbreviation of an academic degree, honor, religious order, etc. (C.D. Needham, Fellow of the Library Association; R.C. Strong, Ph.D., F.S.A.; Father Joseph Anthony Barrett, S.J.)

Letters in words: Capitalize a letter that refers to a letter of the alphabet. (U-boat; X-ray; A major)

Terms of honor and respect: Capitalize terms of honor and respect. (His Holiness, Her Majesty, Your Excellency, Your Honor)

DO NOT Capitalize:

Civil and military titles: Do NOT capitalize a civil or military title that is not preceding a name (Jimmy Carter, president of the United States; Gen. Rogers, chief of staff; Hubert Humphrey, senator from Massachusetts; Kingman Brewster, ambassador to the United Kingdom)

Professional and academic titles: In general, do not capitalize other professional and academic titles. (W. Carson Ryan, the professor; Russell M. Nelson, president of the Church)

Derivatives of proper names: Do NOT capitalize a word derived from a personal or place name when it is used with a specialized meaning. (arabic numerals, bourbon whiskey, roman type, melba toast)

Hyphenated prefixes: Do not capitalize the prefix. (ex-President Roosevelt; trans-Siberian; un-American)

Religious terminology: Capitalize the name of a deity and any term referring to the Christian Trinity or Satan (Allah, Lamb of God, Holy Spirit, Christ, Vishnu, Providence, the Father, Lucifer). Do not capitalize words derived from the names of deities unless it refers to a proper noun (Christ-like, the devil's advocate, godlike, messianic hope). Do not capitalize a pronoun referring to a deity unless it's necessary to avoid ambiguity (Trust Him who doeth all things well, the appearance of Christ after his resurrection). Capitalize appellation of a revered person such as a prophet or saint (the Baptist, the Beloved Apostle, Buddha, Our Lady, the Twelve). Capitalize the names of religions and religious movements, and a name describing its members or an adjective derived from that name (an Orthodox Jew, a Lutheran, Zen Buddhism, Anglicanism, Anglican communion). Capitalize religious events or concepts (Armageddon, the Crucifixion, the Enlightenment, the Last Supper, Judgment Day, Redemption). Capitalize creeds and confessions and any terms referring to the Eucharist (Nicene Creed, the Mass, Holy Communion, the Lord's Supper). Capitalize titles of sacred scriptures, including versions

of the Bible, any of its divisions, groups of its books (New Testament, New English Bible, Apocalypse of John, Five Scrolls, Koran, Qur'an). Do not capitalize book unless referring to the entire Bible (the book of Proverbs). Only capitalize the first word of the name of a selection from the Bible if it commonly referred to by that specific name (the Lord's prayer, the Beatitudes, the Sermon on the mount, the Ten commandments).

Serials: Capitalize the first word or abbreviation of the first word of a numeric and/or alphabetic designation of first issue or part of sequence of numbering. (Vol. 1, no. 1; Number 1 (i.e. first issue), Vol. 1- vol. 5)

Series: Do NOT capitalize a term that is part of a numbering within a book series, because in MARC this is not the beginning of a sentence, while serials are (Happy family series ; vols. 7-10)

Titles inside titles: Capitalize the first word of a title inside a title (Twentieth century interpretations of A tale of two cities).

Unusual capitalization: Follow the capitalization of the commonly known form. (El Greco Society; WebMD.com; A. Dean Larsen)

Punctuation and abbreviations

Transcribe punctuation as it appears on the source, including quotation marks. If doing that hinders clarity, omit or modify as necessary, but make a general note stating what you did to the title.

If it a title has separate parts with a colon in the middle, put a space on either side and do not capitalize the first word after the colon (Film music : a complete collection).

To represent the second part of a title, use a period (Journal of biosocial science. Supplement; Films in review. Vol. XXXII, no. 3)

To represent line breaks, use a semicolon with a space on either side (Lamanite Generation ; USO troupe to Germany).

To represent hyphens, record them as two dashes with a space on either side. This is easier for ArchivesSpace to read. (ROTC -- 2nd Lieutenant)

Transcribe diacritical marks such as accents as they appear on the source of information. ArchivesSpace should be able to handle this. (les misérables)

Replace symbols and other characters that can't be reproduced in ArchivesSpace with a description in brackets of the symbol (Robust H [proportional to] stabilization of stochastic hybrid systems). You can also use a different symbol if the brackets or other symbol hinder clarity.

Transcribe initials and acronyms as you see them with or without periods (ALA, NASA, G.I., U.S.A.), but omit internal spaces if letters have full stops between them (W.W. Norton instead of W. W. Norton). Exception: Spell out acronyms listed in legacy metadata if the person or corporate body has a *preferred full name*.

The creator's name in titles should be formatted as the preferred name used in the Library of Congress database (look up "Name Authority Heading" searching by last name first here:

<https://authorities.loc.gov/webvoy.htm>) or if it's not in the database, use whatever the most commonly used version of the name is in the materials. This is especially important if there are similar family names used throughout the collection in various forms such as with and without initials and suffixes.

Spell out full names of abbreviated states.

Transcribe serial or series numbering with abbreviations and punctuation as you see them on the item, following capitalization rules above (Vol. 1, Volume 1, Number 1, No.1 etc.)

For formal titles that include parallel titles (both titles appear on the item), you enter both in the title field separated by space = space. (i.e. Por la fuerza de la juventud = For the strength of youth)

Do not transcribe words that serve as an introduction and are not intended to be part of a title (i.e. Mel Bay presents Southern mountain guitar)

Numbers

Transcribe numerals and numbers as you see them on the item (part 3, tome II, two-headed, 1980, 100th anniversary) but do not transcribe inclusive dates that are truncated (1974-5 should be 1974-1975).