

Appendix B: Capitalization

BACKGROUND: This instruction sheet provides capitalization guidelines for establishing demographic group terms.

1. Policy for established demographic group terms. Transcribe existing demographic group terms exactly as they appear in authority records, using capital letters as indicated.

2. Proper nouns and adjectives. Capitalize proper nouns and adjectives in demographic group terms and references regardless of whether they are in the initial position. *Examples:*

Chicahuaxtla Triqui speakers

Democratic Party members (United States)

West Virginians

3. Initial words. Capitalize the first word of a demographic group term or reference regardless of whether it is a proper name. *Examples:*

Flemings

UF Flamands

UF Vlamingen

BT Belgians

Young adults

BT Adults

4. Capitalization according to reference sources. Capitalize any letter within a demographic group term that appears as such in reference sources.

5. Conjunctions, prepositions, and articles. Do not capitalize conjunctions, prepositions and the articles **a**, **an**, and **the** and their equivalents in other languages if they are not the first word in the heading, subdivision, or reference. *Examples:*

Children of divorced parents

Justices of the peace

Exception: Capitalize **The** if it is the first word in a parenthetical qualifier, or the first word following a comma in an inverted term.

6. Inverted UF references. Capitalize the word following a comma that would be in the initial position if the authorized reference were expressed as a phrase in direct word order. *Examples:*

Asian Canadians

UF Asiatique, Canadiens d'origine

UF Canadians, Asian

UF Canadiens d'origine asiatique

Graduate students

UF Students, Graduate

7. Parenthetical qualifiers. Capitalize the first word in a parenthetical qualifier, as well as any proper nouns or adjectives within a parenthetical qualifier. Also capitalize the first word that follows a colon within a parenthetical qualifier. *Examples:*

Deacons (Clergy)

Chicahuaxtla Triqui speakers

UF Triqui Alto speakers (Chicahuaxtla-Triqui speakers)

8. Hyphenated compounds. When capitalizing the first part of a hyphenated compound, capitalize the second part also if it is a proper noun or proper adjective. *Example:*

Ni-Vanuatu

Do not capitalize the second part of a hyphenated compound if it modifies the first or if the two parts constitute a single word. *Example:*

Sexual minorities

UF Non-heterosexual people

9. Named events. Capitalize all significant words in authorized terms or references that refer to named events. Do not capitalize generic words that are part of authorized terms or references. *Example:*

Holocaust survivors

10. Geographic places. Capitalize both generic and proper nouns and adjectives in names of places, when the places are used as the basis for authorized terms, references, or qualifiers. For non-English terms and references, apply the appropriate capitalization rules according to Appendix A of RDA and reference sources. *Examples:*

Congolese (Democratic Republic)

Fianna Fáil members (Ireland)

UF Republican Party members (Ireland)

Georgians (State of Georgia)

Hawaii residents

Rio de Janeiro, Brazil, residents

11. Capitalization rules for languages other than English. Use the current, appropriate rules for capitalization for the language concerned when establishing terms and making references. For guidance consult such sources as Appendix A of RDA and reference sources. In cases of conflict, generally prefer the capitalization rule in Appendix A of RDA.