RDA og gjengivelse av bokstaver, tegn, symboler og mellomrom i eldre trykte ressurser

Reglene for språk og skriftsystem i RDA (1.4) er ikke tilpasset de spesielle forholdene som gjelder for eldre trykte ressurser, og vi ser at det er nødvendig med nasjonale anbefalinger for dette spesielle materialet.

*Descriptive cataloguing of rare materials (books)* (heretter kalt DCRM(B)) er et regelverk spesielt tilpasset katalogisering av eldre bøker. Kapittel *0G Transcription* er vedlagt i dette dokumentet, sammen med Appendix G *Early letterforms and symbols*. Library of Congress følger disse reglene ved katalogisering av eldre trykte ressurser.

Hele regelverket er også tilgjengelig på nettet:

Descriptive Cataloguing of Rare Materials (Books). 3rd printing with corrections, 2011

<http://rbms.info/files/dcrm/dcrmb/DCRMB3.pdf>

Under er det trukket fram noen spesielle forhold som gjelder gjengivelse, og til slutt noen få unntak fra DCRM(B) kapittel 0G. Den norske katalogkomite har behandlet saken, og anbefaler at følgende følges i Norge for katalogisering av eldre trykte ressurser.

# 1. Gjengivelse av bokstaver, spesielt i, j, u, v

Hovedregelen i RDA er at i felter der opplysninger skal gjengis (f.eks. tittel, utgave, utgivelse), gjengis opplysningene slik de presenteres i informasjonskilden.

Bokstavene **i** og **j**, og **u** og **v**, er problematiske i forhold til gjengivelse, fordi de tidligere ikke ble ansett som ulike bokstaver i det latinske alfabetet. I og j ble ansett som ulike uttrykk for den samme bokstaven, og tilsvarende med **u** og **v**. For store bokstaver ble bare **I** og **V** brukt. **W** var ikke en del av det latinske alfabetet. Om en trykker brukte **u** eller **v** i et ord ble bestemt av konvensjoner, f.eks. kunne **v** alltid brukes i begynnelsen av ord, mens **u** ble brukt i midten og i slutten av ord, uavhengig av hvordan ordet skulle uttales. Etter hvert ble **i** og **j**, og **u** og **v,** betraktet som ulike bokstaver – **j** og **v** ble brukt for konsonant, mens **i** og **u** ble brukt for vokal. Utviklingen skjedde gradvis til utpå 1600-tallet.

Katalogiseringsregler 2.14E har regler for gjengivelse av **i**, **j**, **v** og **u** når store bokstaver skal endres til små, og for gjengivelse av de store bokstavene **I**/**J** og **U**/**V** i gotisk skrift. Disse reglene samsvarer i hovedsak med reglene i DCRM(B), bokstavene skal gjengis etter mønsteret i teksten.

Norsk praksis har imidlertid ikke fulgt 2.14E. Praksis har vært å normalisere, altså gjengi bokstaver og ord som de ville ha blitt skrevet i dag. Verken Katalogiseringsregler/AACR2, DCRM(B) eller International Standard Bibliographic Description (ISBD) har dette som metode for gjengivelse.

Vi foreslår å følge DCRM(B) paragraf *0G1.1 Letters and diacritics*, *0G2.1 General rule* (unntatt første setning), *0G2.2 Letterforms I, V, i, j, u, and v*, *0G2.3 Final capital ʺIʺ in Latin* og *0G2.4 Chronograms* samt *Appendix G Early letterforms and symbols*.

Denne metoden for gjengivelse er mest tro mot det eldre materialet, og gir den mest presise historiske og lingvistiske representasjonen av opplysningene i informasjonskilden.

(Se artikkelen *Transcription of early letter forms in rare materials cataloging / Deborah J. Leslie and Benjamin Griffin. 2003.* <https://rbms.info/files/dcrm/dcrmb/wg2LeslieGriffin.pdf> )

Bilag G inneholder utfyllende informasjon om trykkeprosessen i tidligere tider og informasjon om hvordan mønsteret i teksten kan fastslås. Finner man ikke et mønster i teksten, har bilag G en tabell som kan brukes som standard for gjengivelse av disse bokstavene.

Eksempel

I kilden: LES OEVVRES MORALES DE PLVTARQVE

Gjengivelse: Les oeuures morales de Plutarque

Kommentar: Mønsteret i teksten er å bruke v i begynnelsen av ord, u i midten og slutten av ord (uavhengig av om det er vokal eller konsonant).

Alternative søkeinnganger kan lages for andre former av tittelen.

# 2. Tegnsetting

Hovedregelen i RDA at tegnsetting gjengis som den presenteres i informasjonskilden.

I eldre bøker ble det brukt andre tegn enn det som brukes i dag, f.eks. ble skråstrek brukt som komma, et tegn som ligner = ble brukt som bindestrek.

Hovedregelen i DCRM(B) er at tegnsetting gjengis etter moderne konvensjoner, og at katalogisator vurderer om tegnsetting skal gjengis, utelates, endres eller legges til.

Vårt forslag er å følge DCRM(B), paragrafene *0G3.1 General rule*, *0G3.2. Apostrophes*, *0G3.3. Hyphens*, *0G3.4. Punctuation within roman numerals*, *0G3.5 Ellipses, square brackets, and virgules* (unntatt første setning), *0G3.6. Line endings*, og *0G3.7. Punctuation substituting for letters*.

Eksempel

I kilden: The unhappy favourite; or, The Earl of Essex. A tragedy.

Gjengivelse: The unhappy favourite, or, The Earl of Essex : a tragedy

# 3. Mellomrom

I eldre bøker kan det forekomme mellomrom mellom bokstaver innenfor et ord, eller det kan mangle mellomrom mellom ord.

RDA har regler for gjengivelse av mellomrom bare når det gjelder initialer og akronymer.

I DCRM(B) er hovedregelen å følge moderne konvensjoner for mellomrom.

Vi foreslår å følge DCRM(B), paragrafene *0G4.1. Spacing within words and numbers*, *0G4.2. Spacing between words* og *0G4.3. Variant spellings*.

Eksempel

I kilden: G R AE C AE GRAMMATICES

Gjengivelse: Graecae grammatices

# 4. Bokstaver som er snudd opp ned og to bokstaver som er ment å utgjøre en tredje bokstav

I eldre bøker hender det at enkelte bokstaver er trykt opp ned, eller at to bokstaver er ment å representere en tredje bokstav. Regelen i DCRM(B) er å gjengi disse bokstaven(e) som den eller de tilsiktede bokstavene. Man kan redegjøre for dette i en note.

Vi foreslår å følge DCRM(B), paragraf *0G7.2. Turned and approximated letters*.

# 5. Abbreviaturer - forkortelser og sammentrekninger

Hovedregelen i RDA er å gjengi forkortelser slik de presenteres i informasjonskilden. Hvis kilden inneholder symboler som ikke lar seg gjengi, byttes de ut med en beskrivelse av symbolet.

I tidlige eldre trykte bøker kan man se en videreføring av tradisjonen fra håndskrevne manuskripter, der tegn og symboler ble brukt til å forkorte eller trekke sammen ord.

I DCRM(B) er hovedregelen at katalogisator fyller ut de utelatte bokstavene i ord som inneholder forkortelser eller sammentrekninger. De tilføyde bokstavene settes i klammer, og man kan redegjøre for dette i en note. Tegnet (Tironian sign) gjengis som ampersand, "&".

Vi foreslår å følge DCRM(B) paragraf *0G8 Abbreviations and contractions*.

I bilag G er det listet opp noen vanlige forkortelser og sammentrekninger, med gjengivelse.

# Unntak fra DCRM(B) kapittel 0G

Vi foreslår at teksten som er uthevet ikke følges.

0G2.1. General rule. **Convert letters to uppercase or lowercase according to the**

**rules for capitalization in AACR2, Appendix A.** Do not convert case when

transcribing roman numerals.

Forslag:

Følg de generelle reglene i RDA, *Bilag A Bruk av store bokstaver*

0G3.5. Ellipses, square brackets, and virgules. **Do not transcribe ellipses ... or**

**square brackets [ ] when present in the source; replace them with a dash ‐‐ and**

**parentheses ( ) respectively** or omit them, as appropriate. Do not confuse a

virgule (/) in gothic typefaces with a slash; replace it with a comma or omit it, as

appropriate. Make an explanatory note, if considered important.

Forslag:

Følg den generelle reglen i RDA *1.7.3 Tegnsetting*:

Gjengi tegnsetting slik den forekommer i kilden.

Eksempel

I kilden: What is it? ... what is it not?

Gjengivelse: What is it? ... what is it not?

0G7.1. Misprints. Transcribe a misprint as it appears in the publication. **Follow**

**such an inaccuracy either by “[sic]” or by the abbreviation “i.e.” and the**

**correction within square brackets.**

[…]

Do not correct words spelled according to older or non‐standard orthographic

conventions, e.g., “françoise” for “française,” or “antient” for “ancient.”

Forslag:

Følg de generelle reglene i RDA *1.7.9 Feil:*

Hvis instruksjonene for gjengivelse av et element er å gjengi elementet slik det vises i kilden, gjengis feil eller feilstavede ord, med mindre instruksjonene for et bestemt element sier noe annet (f.eks. unntak i 2.3.1.4).

[…]

Lag en note som korrigerer feilen, hvis dette har betydning for identifisering eller tilgang (se 2.17).

Hvis feilen forekommer i en tittel og en korrigert form av tittelen har betydning for identifisering eller tilgang, registreres en rettet form av tittelen som tittelvariant (se 2.3.6).

Eksempel

I kilden: Of the knowledeg whiche maketh a wise man

Gjengivelse: Of the knowledeg whiche maketh a wise man

Kommentar: Ordet "knowledeg" er feilstavet

# Descriptive cataloging of rare materials (books)

**0G. Transcription**

Transcribe information in the form and order in which it is presented in the

source, according to these general rules 0B‐0G, unless instructed otherwise by

specific rules. Do not use the mark of omission to indicate transposition.

**0G1. Letters, diacritics, and symbols**

**0G1.1. Letters and diacritics.** In general, transcribe letters as they appear. Do not

add accents and other diacritical marks not present in the source. Convert earlier

forms of letters and diacritical marks to their modern form (see Appendix G2). If

the source uses a gothic typeface that does not distinguish between uppercase **I**

and **J** or between uppercase **U** and **V**, and there is no need to convert the letters

to lowercase (see 0G2.2), transcribe them as **I** and **V** respectively, even though

the actual letterforms will more closely resemble a modern **J** and a modern **U**

(see Appendix G4.1).

*Source*:



*Transcription*:

Vnspotted Iacob

(*Comment*: Source uses a gothic typeface that does not distinguish between the

letterforms I/J or the letterforms U/V)

In most languages, including Latin, transcribe a ligature by giving its component

letters separately. Do not, however, separate the component letters of **æ** in

Anglo‐Saxon; **oe** in French; or **æ** and **oe** in ancient or modern Scandinavian

languages. If there is any doubt as to the correct conversion of letters and

diacritical marks to modern form, transcribe them from the source as exactly as

possible.

**0G1.2. Symbols, etc.** Replace symbols or other matter that cannot be reproduced

using available typographical facilities with a cataloger’s description in square

brackets. Make an explanatory note if necessary.

**0G2. Capitalization and conversion of case**

**0G2.1. General rule.** Convert letters to uppercase or lowercase according to the

rules for capitalization in AACR2, Appendix A. Do not convert case when

transcribing roman numerals.

**0G2.2. Letterforms I,V, i, j, u, and v.** If the rules for capitalization require

converting **I** or **V** to lowercase, or **i**, **j**, **u**, or **v** to uppercase, follow the pattern of

usage in the text to determine which letterform to use in the transcription. 6)

*Source*:

LES OEVVRES MORALES DE PLVTARQVE, TRANSLATEES DE GREC

EN FRANÇOIS, REVEVES ET corrigees en plusieurs passages par le

translateur

*Transcription*:

Les oeuures morales de Plutarque / translatees de grec en

françois, reueues et corrigees en plusieurs passages par le

translateur

(*Comment*: In the publication, the body of the text in roman type shows consistent

use of v for vowels or consonants in initial position and u for vowels or

consonants elsewhere, e.g., “ville,” “vn,” “conuersation,” “tout,” and “entendu”)

**0G2.3. Final capital ʺIʺ in Latin.** Do not convert to lowercase a final capital **I** in

Latin texts when the final **I** is uppercase and the immediately preceding letters in

the word are lowercase or smaller capital letters. Since this usage is not merely

typographic but affects meaning, the capital must be left in that form. 7)

*Source*:

M. AccI Plauti quae supersunt Comoediae

*Transcription*:

M. AccI Plauti quae supersunt Comoediae

**0G2.4. Chronograms.** Capital letters occurring apparently at random or in a

particular sequence on a title page or in a colophon may represent a chronogram.

Where there is good reason to assume that a chronogram is being used, do not

convert letters considered part of the chronogram from uppercase to lowercase,

or from lowercase to uppercase (see also 4D2.2).

**0G3. Punctuation in the source**

**0G3.1. General rule.** Do not necessarily transcribe punctuation as it appears in

the source. Instead, follow modern punctuation conventions, using common

sense in deciding whether to include the punctuation, omit it, replace it, or add

punctuation not present.

*Source*:

The unhappy favourite; or, The Earl of Essex. A tragedy. Written by Jno; Banks

*Transcription*:

The unhappy favourite, or, The Earl of Essex : a tragedy /

written by Jno. Banks

*Source*:

London: Printed for A Millar, over‐against Catharine‐street in the Strand. M,DCC,LI.

*Transcription*:

London : Printed for A. Millar, over-against Catharine-Street in

the Strand, MDCCLI [1751]

*Alternative rule*: Transcribe all punctuation as found in the source of information,

with the exception of those marks covered in rules 0G3.5‐0G3.7. When following

this alternative rule, always include prescribed punctuation as well, even if this

results in double punctuation. Prescribed punctuation is treated at the beginning of

each chapter within these rules.

The unhappy favourite; or, The Earl of Essex. : A tragedy. /

Written by Jno; Banks

(*Comment*: Commas are not added around **or** when applying this option;

commas surrounding a conjunction introducing an alternative title is an

AACR2 convention, not prescribed ISBD punctuation.)

London: : Printed for A Millar, over-against Catharine-Street

in the Strand., M,DCC,LI. [1751]

**0G3.2. Apostrophes.** Transcribe apostrophes as found. Do not supply

apostrophes not present in the source.

Uncle Wiggly's picture book

Scotlands speech to her sons

**0G3.3. Hyphens.** Transcribe hyphens used to connect the constituent parts of

compound words, normalizing their form as necessary (see Appendix G2). Do

not supply hyphens not present in the source.

A catalogue of the library of Yale-College in New-Haven

Report of the Boston Female Anti Slavery Society

**0G3.4. Punctuation within roman numerals.** Do not transcribe internal marks of

punctuation appearing within roman numerals. Omit them without using the

mark of omission.

The bye-laws and regulations of the Marine Society, incorporated

in MDCCLXXII

**0G3.5. Ellipses, square brackets, and virgules.** Do not transcribe ellipses **...** or

square brackets **[ ]** when present in the source; replace them with a dash **‐‐** and

parentheses **( )** respectively or omit them, as appropriate. Do not confuse a

virgule (**/**) in gothic typefaces with a slash; replace it with a comma or omit it, as

appropriate. Make an explanatory note, if considered important.

*Source*:

Leominster, [Mass.]

*Transcription*:

Leominster, Mass.

*Optional note*: On t.p., "Mass." is enclosed by square brackets

**0G3.6. Line endings.** Do not transcribe a hyphen or other mark of punctuation

used to connect a single word divided between two lines; transcribe as a single

word, ignoring the punctuation. If the function of the hyphen is in doubt (e.g., if

it might form part of a compound word), transcribe it.

*Source (showing line endings)*:

I DISCORSI DI NICOLO

MACHIAVELLI, SOPRA

LA PRIMA DECA DI

TITO LIVIO

*Transcription*:

I discorsi di Nicolo Machiauelli, sopra la prima deca di Tito

Liuio

**0G3.7. Punctuation substituting for letters.** Transcribe as hyphens any hyphens,

dashes, or underscore characters used in the source as a substitute for one or

more letters in a word or an entire word. Use one hyphen for each distinct piece

of type.

*Source*:

Sec‐‐t‐‐‐‐s of st‐‐te, the L‐‐‐‐ds of the Ad‐‐‐‐‐‐ty

*Transcription*:

Sec--t----s of st--te, the L----ds of the Ad------ty

Transcribe asterisks as asterisks.

par Mr. B\*\*\*

If the values of the missing letters are known, provide the information in a note,

if considered important.

*Source*:

Clara H\_\_\_\_\_d

*Transcription*:

Clara H-d

*Optional note*: Clara H-d is Clara Hayward

**0G4. Spacing**

**0G4.1. Spacing within words and numbers.** In general, follow modern spacing

conventions when transcribing from the source. Make no attempt to preserve full

or irregular spaces between letters within words. If a word is divided between

the end of one line and the beginning of the next, transcribe it as a single word,

ignoring the line‐break.

Omit internal spaces when transcribing numbers (including roman numerals).

*Source*:

G R AE C AE GRAMMATICES

*Transcription*:

Graecae grammatices

*Source (showing line endings)*:

DE LAVDI

BVS VRBIS ETRVRIAE

ET ITALIAE

*Transcription*:

De laudibus urbis Etruriae et Italiae

*Alternative rule*: Transcribe internal spaces within numbers (including roman

numerals). If multiple spaces or different sizes of spaces appear between two

characters within the number, transcribe them as a single space.

*Source*:

M. D. CC. XLIV

*Transcription*:

M. D. CC. XLIV

**0G4.2. Spacing between words.** If spacing between words in the source is

ambiguous, or lacking, include spaces in the transcription to separate the words

as needed. 8)

*Source*:

LAMORTE DʹORFEO

*Transcription*:

La morte d'Orfeo

**0G4.3. Variant spellings.** Do not insert spaces within single words that merely

represent variant or archaic spellings. 9)

*Source*:

Newhampshire & Vermont ALMANAC

*Transcription*:

Newhampshire & Vermont almanac

**0G5. Omissions**

**0G5.1. General rule.** Indicate omissions in the transcription or in a quoted note

by using the mark of omission. When using the mark of omission, generally give

it with a space on either side. However, give a space on only one side if the mark

comes at the end of an area, is preceded by an opening parenthesis or opening

square bracket, or is followed by a closing parenthesis, closing square bracket, or

comma.

Oxford : Printed by Leon. Lichfield ... and are to be sold by the Widow Howell, 1698

Amsterdam : Printed for the Widow Swart ..., 1688

(*Comment*: The mark of omission has a space on only one side because it is

followed by a comma)

**0G5.2. Information not considered part of any area.** If omitting grammatically

separable information from the transcription because it is not considered part of

any area (pious invocations, etc.; see 1A2.2), do not use the mark of omission. If

considered important, give the omitted information in a note.

**0G5.3. Information not taken from the chief source of information.** If

transcribing information from a source other than the chief source of

information, omit any words preceding or following the information if they are

not considered part of the element and are grammatically separable. Do not use

the mark of omission. If considered important, give the omitted text in a note.

The second edition

*Note:* Edition statement from colophon; full colophon reads: This,

the second edition of Le morte Darthur, with Aubrey Beardsley's

designs ... is limited to 1000 copies for the United Kingdom

and 500 for America, after printing which the type has been

distributed

**0G6. Interpolations**

**0G6.1. General rule.** Indicate an interpolation in the transcription or in a quoted

note by enclosing it in square brackets. If transcribing text with missing or

obscured letters or words that can be reconstructed with some certainty, include

these in the transcription, enclosing them in square brackets. Make an

explanatory note, if considered important.

amico[rum]

(*Comment*: The word ends with a )

**0G6.2. Conjectural and indecipherable text.** Indicate a conjectural interpolation

by adding a question mark immediately after the interpolation, within the square

brackets. Supply a question mark enclosed in square brackets for each

indeterminable word or portion of word. Make a note to justify the

interpolations, provide explanations, or offer tentative readings of

indecipherable portions of text, if considered important.

amico[rum?]

(*Comment*: The word ends with a symbol of contraction that is conjectured to be a )

amico[?]

(*Comment*: The symbol of contraction at the end of the word cannot be

determined)

El[speth?] [?] McWhorter

(*Comment*: An autograph with some conjectured letters in the forename and an

indecipherable middle initial, transcribed in a local note)

**0G6.3. Lacunae in imperfect copies.** If the description is based on an imperfect

copy (see 0B2.2), use the mark of omission enclosed in square brackets (**[...]**) to

show lacunae in the resource.

En Barcelo[na] : Por Sebastian Mateu[...]

*Note*: Description based on an imperfect copy; title page torn

with partial loss of imprint

**0G6.4. Blank spaces.** If transcribing text containing a blank space intended to be

completed in manuscript, as is common in forms and certain government

documents, supply the word “blank” enclosed in square brackets. 10)

If the blank has been completed in the item being described, indicate this in a local note, if

considered important.

A catalogue of books, to be sold on [blank] the [blank] day of

February, 1755 ...

*Optional local note*: Library's copy has date of auction supplied

in manuscript: [Wednesday] the [26th] day of February, 1755

**0G6.5. Adjacent elements within a single area.** If adjacent elements within one

area are to be enclosed in square brackets, generally enclose them in one set of

square brackets.

[Leipzig : W. Stürmer], 1572

If the square brackets are due to interpolations such as corrections or expansions

(see 0G8.2, 4B3, 4B4, 4B5), however, use separate pairs of square brackets.

Lugduni [Lyon] : [Philippe Tighi?], 1573

**0G6.6. Adjacent elements in separate areas.** If adjacent elements are in different

areas, enclose each element in a set of square brackets.

At London : Imprinted for VVilliam Aspley, [1613] -- [48], 418 p.

**0G7. Misprints, etc.**

**0G7.1. Misprints.** Transcribe a misprint as it appears in the publication. Follow

such an inaccuracy either by “[sic]” or by the abbreviation “i.e.” and the

correction within square brackets. 11)

Of the knowledeg [sic] whiche maketh a wise man

The notted [i.e. noted] history of Mother Grim

One day's dty [i.e. duty]

Do not correct words spelled according to older or non‐standard orthographic

conventions, e.g., “françoise” for “française,” or “antient” for “ancient.”

**0G7.2. Turned and approximated letters.** Transcribe a turned letter (i.e., a letter

set upside‐down), whether inadvertent or deliberate, as the intended letter.

Transcribe two letters used to approximate a third letter as the intended letter.

However, transcribe **vv** as **vv** (see Appendix G5). Make an explanatory note, if

considered important. 12)

London

*Optional note*: First "n" in "London" printed with a turned "u"

Wittenberg

*Optional note*: The "W" in "Wittenberg" is formed using "rv"

**0G7.3. Blank spaces for initial letters.** When the printer has left a blank space for

an initial letter, supply the intended letter in square brackets, regardless of

whether the letter has been executed in manuscript, and make an explanatory

note. If a guide letter has been printed, transcribe it without square brackets. In

case of doubt about whether a printed guide letter is present, transcribe the letter

without square brackets. Make a local note to indicate the presence or absence of

manuscript execution in the copy, if considered important.

[H]istoriarum libri XXXV

*Note*: Space for initial letter of first word of title left blank

by printer

*Optional local note*: LC copy: Initial letter executed in red and green ink

Historiarum libri XXXV

*Optional local note*: LC copy: Printed guide letter "H" at beginning of title not executed in manuscript

**0G8. Abbreviations and contractions**

**0G8.1.** When transcribing from the publication, do not abbreviate any words not

abbreviated in the source.

**0G8.2.** If special marks of contraction have been used by the printer in

continuance of the manuscript tradition, expand affected words to their full form

and enclose supplied letters in square brackets (see Appendix G3). Make an

explanatory note, if considered important (see 7B4.2). If a contraction standing

for an entire word appears in the source, supply instead the word itself, enclosed

in square brackets. However, transcribe an ampersand or a Tironian sign ( )as

an ampersand. Enclose each expansion or supplied word in its own set of square

brackets.

Esopus co[n]structus moralizat[us] & hystoriatus ad vtilitate[m]

discipulo[rum]

If the meaning of a contraction is conjectural, apply the bracketing conventions

given in 0G6.2.

**0G9. Superscripts and subscripts**

Transcribe superscript and subscript characters on the line unless the sense

would be affected (e.g., in a mathematical formula).

*Source*:

M.r J.as McAdam

*Transcription*:

Mr. Jas. McAdam

**0G10. Initials, etc.**

**0G10.1.** Transcribe initials, initialisms, and acronyms without internal spaces,

regardless of how they are presented in the source of information.

Pel battesimo di S.A.R. Ludovico ...

KL Ianuarius habet dies xxxi

Monasterij B.M.V. Campililioru[m]

J.J. Rousseau

**0G10.2.** Treat an abbreviation consisting of more than a single letter as if it were a

distinct word, separating it with a space from preceding and succeeding words

or initials.

Ph. D.

Ad bibliothecam PP. Franciscan. in Anger

Mr. J.P. Morgan

**0G10.3.** If two or more distinct initialisms (or sets of initials), acronyms, or

abbreviations appear in juxtaposition, separate them with a space.

M. J.P. Rabaut

(*Comment*: The first initial stands for Monsieur )

6) For information on early printing as it pertains to the transcription of **I**, **J**, **U**, **V**, **i**, **j**, **u**, and **v**, and guidance on how to determine the pattern of usage, see Appendix G4. If any letterform within the first five words of the title has been converted from **I** to **j**, from **j** to **I**, from **V** to **u**, or from **u** to **V**, provide additional title access using alternative forms of the title proper as needed (see Appendix F).

7) If the letter occurs within the first five words of the title proper, provide additional title

access for the form of title with the final capital **I** converted to **ii** (see Appendix F).

8) If the missing spaces occur in the first five words of the title proper, provide additional title access for the form of title as it appears in the source, without the spaces (see Appendix F).

9) If the variant or archaic spellings occur in the first five words of the title proper, provide

additional title access for the form of the title with the spacing inserted (see Appendix F).

10) If the blank occurs in the first five words of the title proper, provide additional title access for the form of title without the interpolated word “[blank]” (see Appendix F).

11) If the misprint occurs in the first five words of the title proper, provide additional title

access for the form of title without the interpolation and for the form of title as if it had been

printed correctly (see Appendix F).

12) If the two letters used to approximate a third letter occur in the first five words of the title proper, provide additional title access for the form of title with the letters transcribed as set (see Appendix F).

**APPENDIX G. EARLY LETTERFORMS AND SYMBOLS**

**G1. Introduction**

This appendix provides guidance for transcription of archaic letterforms and

characters, including marks of punctuation, and archaic conventions of

contraction. Although this appendix cannot be exhaustive, it is intended to

provide sufficient guidance for the most common occurrences, and to give a

basis for judgment in ambiguous situations. For transcription of characters

commonly found in signature statements that cannot be reproduced using

available typographical facilities, see 7B9.2.

**G2. Early letterforms and symbols**

According to the instructions for transcription in rule 0G1.1, earlier forms of

letters and symbols are converted to their modern forms.





**G3. Early contractions**

According to the instructions for transcription in rule 0G8.2, symbols of

contraction used in continuance of the manuscript tradition are expanded to their

full form, with cataloger‐supplied letters or words enclosed in square brackets.

The values of many contractions are dependent on context, with the most

common values provided here.





**G4. Letterforms I/J, U/V, i/j, and u/v**

**G4.1. Historical background.** Some knowledge of the history of printing as it

applies to I/J, U/V, i/j, and u/v is helpful when applying the provisions of 0G2.2.

Until the early seventeenth century, the standard Latin alphabet contained 23

letters. The letters we know as **i** and **j** were considered different minuscule

shapes (or letterforms) of the same letter, as were the letters **u** and **v**. The letter **w**

was not part of the standard Latin alphabet. A printer’s choice for the **u**

letterform in preference to the **v** letterform (or the **i** to the **j**) depended on its

placement in a word and was governed by convention. Conventions varied

somewhat from printer to printer, but often reflected national and regional

preferences. While there were variant letterforms for lowercase letters, in the pre‐

modern distribution there was only one letterform for each of these letters used

as capitals: **I** (with the gothic form resembling a modern **J**), and **V** (with the

gothic form resembling a modern **U**). For example,   = Iacob;   =

Vnspotted (capitalized as the first word of a title).

The dominant patterns in use before the seventeenth century were:

* **i** used in the initial, medial, and final position, without signifying vocalic or consonantal use; e.g., iustice (modern form: justice)
* **j** used in the medial or final position only after a preceding i (more typical on the European continent), signifying vocalic use; e.g., commentarij (modern form: commentarii)
* **u** used in the initial, medial or final position, without signifying vocalic or consonantal use; e.g., oeuures (modern form: oeuvres)
* **v** used in the initial position, without signifying vocalic or consonantal use; e.g., vtilita (modern form: utilita)
* **I** used in all positions, without signifying vocalic or consonantal use; e.g., Iuan (modern form: Juan)
* **V** used in all positions, without signifying vocalic or consonantal use; e.g., Vrsprung (modern form: Ursprung)

A gradual shift took place over time, from the late fifteenth century through the

middle of the seventeenth century, with **U**/**u** coming to phonetically signify a

vowel and **V**/**v** to signify a consonant, regardless of case or position in the word.

Likewise with **i** and **j**, although that shift was more irregular, with **I**/**i** coming to

phonetically signify a vowel and **J**/**j** a consonant. In the modern 26‐letter Latin

alphabet, **i** and **j** and **u** and **v** are all considered separate letters.

**G4.2. Transcription.** As instructed in rule 0G2.2, when the rules for capitalization

require converting **I** or **V** to lowercase, or **i**, **j**, **u**, or **v** to uppercase, follow the

pattern of usage in the text to determine which letterform to use in the

transcription.22) Establish the pattern of usage by examining text in the same

typeface (i.e., roman, italic, or gothic) in the publication being described. Look for

letters expressed in the opposite case from the letterforms to be converted, but

having the same function (vowel or consonant) and same relative position

(appearing in initial, medial, or final positions) as the letterforms to be converted.

Begin by examining the remainder of the title page and then, if necessary,

proceed to examine the body of the text in other parts of the book in the same

typeface. If the pattern of usage cannot be determined within a reasonable

amount of time, use this conversion table as a solution of last resort.

|  |  |
| --- | --- |
| **Uppercase letterform to be converted**  | **Lowercase conversion** |
| I (vowel or consonant) anywhere in word 23) | i |
| II at end of word  | ij |
| II elsewhere in word  | ii |
| V (vowel or consonant) at beginning of word  | v |
| V (vowel or consonant) elsewhere in word  | u |
| VV representing single letter 24) | vv |

|  |  |
| --- | --- |
| **Lowercase letterform to be converted**  | **Uppercase conversion** |
| i (vowel or consonant) anywhere in word  | I |
| j (vowel or consonant) anywhere in word  | I |
| u (vowel or consonant) anywhere in word  | V |
| v (vowel or consonant) anywhere in word  | V |
| vv representing single letter 25) | VV |

**G5. Letter w**

**G5.1. Historical background.** The representation of the letter **w** is not to be

confused with the developments of the **u**/**v** letterforms. The **w** letterform was

part of the standard alphabet for Germanic languages. Most early printing was in

Latin, shifting gradually to include a greater proportion of vernacular languages

throughout Europe. **W** and **w** must have been scanty in cases of roman type, and

they appear to have been frequently exhausted when setting text in Dutch,

English, or German. When that happened, compositors usually did one of two

things: used **VV** or **vv** to stand in for **W** or **w**, or permanently altered **V** or **v** type

pieces — achieved by filing or shaving one of the serifs, often the right serif on the

left piece — so that the two type pieces would sit closely together in the forme,

thereby more closely resembling a **w**. In early German texts, printers sometimes

used a curved **r** followed by a **v** to approximate a **w**.

**G5.2. Transcription.** When **VV** and **vv** letterforms have been used to represent

the single letter **W** or **w**, transcribe them as **VV** or **vv** as appropriate. When there

is clear evidence of the filing of one or both pieces of type showing the intention

of creating the **W** or **w** letterform, transcribe as **W** or **w**, making an explanatory

note, if considered important. In cases of doubt, transcribe as **VV** and **vv**. When

separate **rv** letterforms have been used by the printer to approximate the single

letter **W** or **w**, transcribe as **W** or **w**, making an explanatory note, if considered

important (see 0G7.2).



22) An uppercase **J** in the source usually signals  that **i** and **j** are functioning as separate letters, as are **u** and **v**, requiring no special consideration of **I**, **J,** **i**, or **j** while converting case in text with that typeface. Likewise, an uppercase **U i**n the source usually signals that **u** and **v** are functioning as separate letters, requiring no special consideration of **U**, **V**, **u**, or **v** when converting case in text in that typeface.

23) Do not convert a final uppercase **I** meant to represent an **ii** ending (see 0G2.3).

24) This must be distinguished from **VV** or **vv** as a combination of a vowel and a consonant as in the examples VVLT or vvlt (vult, “he wants”) and VVA or vva (uva, “grape”).

25) This must be distinguished from VV or vv as a combination of a vowel and a consonant as

in the examples VVLT or vvlt (vult, “he wants”) and VVA or vva (uva, “grape").