

SECTION 17.2

Appendix L: Abbreviations in *Resource Description & Access Records*

Below are standard Latin alphabet abbreviations from “Appendix B” of *Resource Description & Access* (RDA). These abbreviations can be used in most MARC fields of the bibliographic record; e.g., the 020 ISBN, 5XX note. Transcribe series title and series captions in 490 fields as they appear on the work, but prefer Arabic numerals for the series number. Country and state abbreviations from the standard list below can be used in fields such as the 260 place of publication subfield a. Other relevant *RDA* abbreviation rules, such as for size dimensions and describing the extent of a work, follow the tables. We generally do not abbreviate when describing the extent of a work like a book in 300 subfield a.

B.7 Latin Alphabet Abbreviations

Term	Abbreviation
alto	A ¹
Anno Domini	A.D.
Band	Bd.
band	bd.
Bände	Bde.
baritone	Bar ¹
bass	B ¹
Before Christ	B.C.
bind	bd.
book	bk.
broj	br.
číslo	čís.
djilid	djil.
et cetera	etc. ²
foot, feet	ft.
frames per second	fps
hour, -s	hr.

inch, -es	in.
inches per second	ips
jilid	jil.
knjiga	kn.
knjiga	knj.
kötet	köt.
mezzo-soprano	Mz ¹
minute, -s	min.
nombor	no.
nomor	no.
number, -s	no.
numer	nr.
numero (Finnish)	n:o
numéro (French)	no
numero (Italian)	n.
número (Spanish)	no.
Nummer	Nr.
nummer	nr.
opus	op.
part, -s	pt., pts. ³
parte	pt.
partie, -s	part. ³
revolutions per minute	rpm
ročník	roč.
rocznik	rocz.
second, -s	sec.
sešit	seš.
soprano	S ¹
številká	št.
svazek	sv.
szám	sz.

Teil, Theil	T.
tenor	T ¹
tome	t.
tomo	t.
volume, -s	v.
vuosikerta	vuosik.
zvázok	zv.
zvezek	zv.

- ¹ Use only when recording details of medium of performance of musical content to indicate voice range of vocal works when two or more voices are given.
- ² Use only in the titles *Laws, etc., Treaties, etc.*, and in the term *Protocols, etc.*
- ³ Do not use when recording the extent of notated music.

B.11 Names of Certain Countries, States, Provinces, Territories, Etc. LC-PCC PS

Use the abbreviations in [table B.1 RDA](#) for the names of certain countries and for the names of states, provinces, territories, etc., of Australia, Canada, and the United States when the names are recorded:

- a) as part of the name of a place located in that state, province, territory, etc. (see [16.2.2.9 RDA](#)) or other jurisdiction (see [16.2.2.11 RDA](#))
- b) as the name or part of the name of a place associated with a person (see [9.8–9.11 RDA](#)) family (see [10.5 RDA](#)), or corporate body (see [11.3 RDA](#)).

Do not abbreviate the name of a city or town even if it has the same name as a state, etc., listed in [table B.1 RDA](#) (e.g., *Washington, D.C.* not *Wash., D.C.*). Do not abbreviate any place name that is not in the list.

TABLE B.1

Name	Abbreviation
Alabama	Ala.
Alberta	Alta.
Arizona	Ariz.
Arkansas	Ark.
Australian Capital Territory	A.C.T.
British Columbia	B.C.
California	Calif.

Colorado	Colo.
Connecticut	Conn.
Delaware	Del.
District of Columbia	D.C.
Florida	Fla.
Georgia	Ga.
Illinois	Ill.
Indiana	Ind.
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Manitoba	Man.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.
Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Brunswick	N.B.
New Hampshire	N.H.
New Jersey	N.J.
New Mexico	N.M.
New South Wales	N.S.W.
New York	N.Y.
New Zealand	N.Z.
Newfoundland	Nfld.
Newfoundland and Labrador	N.L.
North Carolina	N.C.
North Dakota	N.D.
Northern Territory	N.T.
Northwest Territories	N.W.T.

Nova Scotia	N.S.
Oklahoma	Okla.
Ontario	Ont.
Oregon	Or.
Pennsylvania	Pa.
Prince Edward Island	P.E.I.
Puerto Rico	P.R.
Queensland	Qld.
Rhode Island	R.I.
Russian Soviet Federated Socialist Republic	R.S.F.S.R
Saskatchewan	Sask.
South Australia	S. Aust.
South Carolina	S.C.
South Dakota	S.D.
Tasmania	Tas.
Tennessee	Tenn.
Territory of Hawaii	T.H.
Texas	Tex.
Union of Soviet Socialist Republics	U.S.S.R.
United Kingdom	U.K.
United States	U.S.
Vermont	Vt.
Victoria	Vic.
Virgin Islands	V.I.
Virginia	Va.
Washington	Wash.
West Virginia	W. Va.
Western Australia	W.A.
Wisconsin	Wis.
Wyoming	Wyo.

B.4 Transcribed Elements

For transcribed elements, use only those abbreviations found in the sources of information for the element.

If supplying all or part of a transcribed element, generally do not abbreviate words.

B.5 Other Elements

B.5.1 Dimensions

Use abbreviations prescribed in [B.7 RDA](#) for terms used for dimensions (see [3.5 RDA](#)).

Metric symbols are not abbreviations; such symbols are not followed by a full stop.

B.5.2 Extent of Storage Space

Metric symbols are not abbreviations; such symbols are not followed by a full stop.

Use abbreviations prescribed in [B.7 RDA](#), as applicable, when recording extent of storage space in non-metric units of measure (see [3.4.1.11.2 RDA](#)).

B.5.3 Duration

Use abbreviations prescribed in [B.7 RDA](#) for terms used for duration (see [7.22 RDA](#)).

B.5.4 Numeric Designation of a Musical Work

Use abbreviations prescribed in [B.7–B.10 RDA](#) for terms used as part of the numeric designation of a musical work (see [6.16 RDA](#)).

B.5.5 Numbering of Part

Use abbreviations prescribed in [B.7–B.10 RDA](#) for terms used as part of the numbering of a part (see [24.6 RDA](#)).

B.5.6 Medium of Performance of Musical Content

Use abbreviations prescribed in [B.7 RDA](#) for voices when recording two or more voices (e.g., "SA" for "soprano" and "alto") as medium of performance of musical content (see [7.21 RDA](#)).

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B.5.9 Date

Use the abbreviations *A.D.* and *B.C.* when recording a date in the Christian calendar associated with a person (see [9.3 RDA](#)), family (see [10.4 RDA](#)), corporate body (see [11.4 RDA](#)), work (see [6.4 RDA](#)), or expression (see [6.10 RDA](#)).

B.5.10 Other Distinguishing Characteristic of a Legal Work

Use *etc.* in the term *Protocols, etc.* (see [6.21.1.3 RDA](#)).

B.5.11 Other Elements

Generally do not abbreviate words in elements other than those covered under [B.5.1 RDA](#) and [B.5.3–B.5.9 RDA](#).

Do not abbreviate words quoted in notes.

Generally do not abbreviate words recorded as part of details of an element.

Refer questions to the Supervising Cataloger.