1.7 Transcription

1.7.1 General Guidelines on Transcription

Also apply the following RBMS PS guidelines for transcription:

> blank spaces (see **1.7.10**)
> early letterforms and symbols (see **1.7.11**)
> grammatic inseparability (see **1.7.12**)
> interpolations (see **1.7.13**)
> key designations (see **1.7.14**)
> omissions (see **1.7.15**)
> spacing (see **1.7.6**)

Do not apply the alternatives.

The default transcription approach in the RBMS PS is to normalize punctuation and capitalization based on textual use. If considered important for identification, "take what you see transcription" (i.e., nonnormalized transcription) may be used. When choosing nonnormalized transcription, it should be consistently applied throughout the resource description.

For guidance on recording elements according to nonnormalized transcription see the following instructions:
> For capitalization, **see 1.7.2**
> For punctuation, **see 1.7.3**
> For symbols, **see 1.7.5**
> For ligatures**, see 1.7.11**
> For inaccuracies, **see 1.7.9**

1.7.2 Capitalization and Conversion of Case

For guidelines converting **I** or **V** to lowercase, or **i**, **j**, **u**, or **v** to uppercase, **see RBMS PS 1.7.11**

Exceptions

Roman numerals

Do not convert case when transcribing roman numerals.

Final capital "I" 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.

B

```
        M. AccI Plauti quae supersunt Comoediae
```

*Source of information reads***:** M. AccI Plauti quae supersunt Comoediae

```
        ValerI Andreae DesselI I.C. Bibliotheca Belgica
```

If the letter occurs within the first five words of the title proper (the first six words if the title begins with an article), record a variant title for the form of title with the final capital I converted to ii (see **2.3.6**).

Chronograms.

Capital letters occurring apparently at random or in a particular sequence 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.

```
        Ipso anno tertIo saeCVLarI typographIae DIVIno aVXILIo a gerManIs
        InVentae
```

For guidance on recording the chronogram as a date element, see the instructions for specific types of dates as follows:

> a) For date of production, see **2.7.6.4**.
>
> b) For date of publication, see **2.8.6.4**.
>
> c) For date of distribution, see **2.9.6.4**.
>
> d) For date of manufacture, see **2.10.6.4**.

Nonnormalized transcription. Follow the capitalization as found on the source. Transcribe small caps as uppercase letters.

B
```
        LES OEVVRES MORALES DE PLVTARQVE, TRANSLATEES DE GREC EN
        FRANÇOIS, REVEVES ET corrigees en plusieurs passages par le
        translateur
```

1.7.3 Punctuation

Use modern punctuation conventions instead of transcribing punctuation as it appears on the source.

G

```
        Perdito & Perdita, or, The man & woman of the people
```

Source of information reads: Perdito & Perdita—or—the Man & Woman of the People

```
A musical entertainment perform'd on November XXII, 1683
```

> **Source of information reads:** A musical entertainment perform'd on November XXII. 1683

Omit or add punctuation as needed for clarity.

G
```
Libres, libertad de cultos, libertad de palabra, libres de miseria,
libres de temor
```

(*Comment*: Commas added to represent breaks indicated by poster's lettering style and word placement.)

Exceptions.

Punctuation integral to words and compound words. Generally transcribe integral punctuation as it appears on the source (e.g., *printers'* or *night-club*). Do not add or omit punctuation integral to the spelling of words and compound words. Apply the following subinstructions, as appropriate:

Apostrophes
Hyphens
Punctuation indicating an abbreviation
Punctuation substituting for letters
Punctuation within Roman numerals

Nonnormalized transcription. Transcribe all punctuation as it appears on the source, with the exception of those marks covered in the following subinstructions**:**

Ellipses
Line endings
Square brackets
Virgules

```
Perdito & Perdita—or—the Man & Woman of the People
```

See the remainder of PS 1.7.3 for instructions on adding, omitting, or modifying punctuation.

For descriptions created in the MARC 21 format, use punctuation for the display of descriptive data according to ISBD specifications (see appendix **D** (**D.1**)).

```
The unhappy favourite, or, The Earl of Essex : a tragedy / written by Jno.
    Banks
```

> **Source of Information reads:** The unhappy favourite; or, The Earl of Essex. A tragedy. Written by Jno; Banks

```
London : Printed for A. Millar, over-against Catharine-Street in the
    Strand, M,DCC,LI [1751]
```

Source of Information reads: London: Printed for A. Millar, over-against Catharine-street in the Strand. M,DCC,LI.

If	
	a description is created in the MARC 21 format
and	
	the exception for nonnormalized transcription is applied
then	
	record both transcribed punctuation and prescribed punctuation, even if this results in double punctuation.

```
LONDON: : Printed for A. Millar, over-against Catharine-street in the
    Strand., M,DCC,LI. [1751]
```

Apostrophes

Transcribe apostrophes as found.

B

```
Uncle Wiggly's picture book
```

Do not supply apostrophes not present in the source.

```
Scotlands speech to her sons
```

Ellipses

Omit ellipses when present in the source.

```
America, America, God shed his grace on thee and crown thy good with
brotherhood
```

Source of Information reads:
... America, America, God shed his grace on thee and crown thy good with brotherhood...

Alternative

Ellipses present in the source may be retained if considered important for meaning, clarity, or identification. If retained, make an explanatory note (see **2.17**).

```
…it felt like i knew you…
```

Note on Title: Ellipses in title appear on the source.

Nonnormalized transcription. Follow RBMS PS instruction and generally omit ellipses.

Hyphens

Transcribe hyphens used to connect the constituent parts of compound words, normalizing their form as necessary.

> B
> ```
> A catalogue of the library of Yale-College in New-Haven
> ```
>
> C
> ```
> A night-club map of Harlem
> ```

Do not supply hyphens not present in the source.

> B, S
> ```
> Report of the Boston Female Anti Slavery Society
> ```
>
> G
> ```
> Black and white photographs in Jury Assembly Room, first floor of U.S.
> Courthouse, Orlando, Florida
> ```

For hyphens or other marks of punctuation used to connect a single word divided between two lines, see subinstruction on line endings.

Line Endings

Omit hyphens or other marks of punctuation used to connect a single word divided between two lines or two portions of a line; 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.

> ```
> I discorsi di Nicolo Machiauelli, sopra la prima deca di Tito Liuio
> ```
>
> *Source of Information reads (showing line endings)*:
> I DISCORSI DI NICO-
> LO MACHIAVELLI, SO-
> PRA LA PRIMA DECA DI
> TITO LIVIO

Do not supply marks of punctuation to indicate line-breaks.

Nonnormalized transcription. Follow RBMS PS instruction, and omit marks of punctuation used to connect a single word divided between two lines or two portions of a line.

Punctuation Indicating an Abbreviation

Transcribe punctuation indicating an abbreviation, normalizing its form according to modern conventions.

> ```
> Printed & sold by J. Preston
> ```

Source of information reads: Printed & sold by J: Preston

Exception

Nonnormalized transcription. Transcribe the punctuation as it appears on the source.

```
Printed & sold by J: Preston
```

When transcribing an abbreviated word that includes superscript or subscript characters, record the punctuation at the end of the word.

```
Ie. recueil nouveaux
```
Source of information reads: I.^{E} Recueil Nouveaux

Punctuation within Roman Numerals

Retain internal marks of punctuation appearing within roman numerals.

```
M.DCC.LXXXIV
```

Punctuation Substituting for Letters

Transcribe as a single hyphen each distinct hyphen, dash, line, or underscore character used in the source, whether used as a substitute for one or more letters in a word, or for an entire word.

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

Source of information reads: Sec--t----s of st--te, the L----ds of the Ad------ty

```
Map illustrating the explorations of Pundit A- K- in Great Tibet, 1879-
1882
```

Source of information reads: Map illustrating the explorations of Pundit A___ K___ in Great Tibet, 1879-1882

Transcribe asterisks as asterisks.

```
par Mr. B***

The conduct of the two B*****rs
```

If:
the values of the missing letters are known,
and
the decoded form is considered important for identification or access
then:
make a note for the decoded form (see **2.17.1**).

```
Clara H-d is Clara Hayward
```

Source of information reads: Clara H_____d

Title Proper: `Clara H-d`

If:

punctuation substituting for letters occurs in the first five words of the title proper (the first six words if the title begins with an article),

and

the values of the missing letters are known,

then:

record a variant title for the decoded form of the title proper (see **2.3.6.x**).

Quotation Marks

Retain quotation marks that indicate dialogue.

```
"Miss, I have a monstrous crow to pluck with you!!"
```

Do not supply quotation marks if not present in the source, except for the representation of speech balloons.

```
Betty Boop. "Yes, sir, everything's ho-kee-doke, Betty's voice is normal
again!"
```
　　　　Comment: Quoted text is inside a speech balloon in a comic strip.

Square Brackets

Replace square brackets with parentheses when present in the source. Make an explanatory note, if considered important for identification.

```
A treatise wherein this case (how to discerne Gods answers to our
prayers) is briefly resolved.
```

Source of information reads:
A treatise wherein this case [how to discerne Gods answers to our prayers] is briefly resolved.

Note on Title*:*
The words "how to discerne Gods answers to our prayers" on the title page are in square brackets.

Alternatives

Omit the square brackets. Make an explanatory note, if considered important for identification.

```
MDCCLXXV
```

Comment: Source of information reads: [MDCCLXXV]

Note on Publication Statement:
`On title page, the date of publication is enclosed by square brackets.`

Square brackets present in the source may be retained if they indicate interpolation and are important for meaning and clarity. If retained, make an explanatory note (see **2.17**).

> **Nonnormalized transcription**. Follow RBMS PS instruction, and generally replace square brackets with parentheses

Virgules

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.

> **Nonnormalized transcription**.   Follow RBMS PS instruction, and replace a virgule with a comma or omit it, as appropriate.

1.7.4 Diacritical Marks

> *Optional Addition*
> When converting uppercase to lowercase, add diacritical marks that are not present on the source of information in accordance with the pattern of usage in the text.

1.7.5 Symbols

Exception
Nonnormalized transcription. Do not apply the alternative.

For guidance on recording early letterforms and brevigraphs, (see **1.7.11**)

For additional guidance on recording signs and symbols, see the **LC-PCC PS for 1.7.5**.

Rebuses

Replace pictures in rebuses with the intended words in square brackets.

Make an explanatory note (**see 2.17**)

> The [Bute] interest in the [city], or, The [bridge] in the [hole]
> **Note on Title**: Title in the form of a rebus. Bute represented as a boot in the rebus.

Speech Balloons

Use quotation marks to represent speech balloons.

> Betty Boop. "Yes, sir, everything's ho-kee-doke, Betty's voice is normal again!"
> Quoted text is inside a speech balloon in a comic strip.

1.7.6 Spacing

Spacing of Initials and Acronyms

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.

```
    Dn. Abrahami Calovii, SS. Theol. Doct. Prof. Publ.



    par MM. B. Studer et A. Escher de la Linth



    first collected by Chr. Ign. La Trobe
```

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
```
> The first initial stands for Monsieur.

```
    by D.L. M.A.
```
> The first two initials stand for the author's forename and surname; the second two initials stand for "Master of Arts."

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.

```
    Graecae grammatices
```
> *Source of Information reads*:
> G R AE C AE GRAMMATICES

```
    Leo Belgicus
```
> *Source of Information reads*:
> LE O BELGICV S

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.

```
    De laudibus urbis Etruriae et Italiae
```
> *Source of Information reads (showing line endings)*:
> DE LAVDI
> BVS VRBIS ETRVRIAE
> ET ITALIAE

```
Catalogus vniuersalis pro nundinis Francofurtensibus vernalibus de
anno ...
```

> *Source of Information reads (showing line endings)*:
> CATALOGVS VNI-
> VERSALIS PRO NVN -
> DINIS FRANCOFVRTENSI-
> bus vernalibus de anno ...

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

```
M.D.CC.XLIV
```

> *Source of Information reads*:
> M. D. CC. XLIV

```
1/12000
```

> *Source of Information reads*:
> 1/12 000

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.

```
Founding fathers folly day
```

> *Source of Information reads*:
> Foundingfathersfollyday

```
La morte d'Orfeo
```

> *Source of Information reads*:
> LAMORTE D'ORFEO

If the missing spaces occur in the first five words of the title proper (the first six words if the title begins with an article), record a variant title for the form of title as it appears in the source, without the spaces (see **2.3.6**).

Variant Spellings

Do not insert or delete spaces within or between words that merely represent variant or archaic spellings.

```
At the foot of the trail, Yo Semite Valley
```

> *Source of Information reads*:
> At the Foot of the Trail,—Yo Semite Valley

```
Newhampshire & Vermont almanac
```

> *Source of Information reads*:
> Newhampshire & Vermont ALMANAC

If the variant or archaic spellings occur in the first five words of the title proper (the first six words if the title begins with an article), record a variant title for the form of the title with the spacing inserted (see **2.3.6**).

1.7.7 Letters or Words Intended to Be Read More Than Once

Make an explanatory note (**see 2.17**)

```
Here comes Santa Claus
```

> **Note on Title:** Title words alternate vertically and horizontally, intersecting with shared letters, as in a crossword puzzle.

1.7.8 Abbreviations

(no RBMS PS)

1.7.9 Inaccuracies

If the misprint or misspelling appears within the first five words of a title proper (the first six words if the title begins with an article), record a corrected form of the title as a variant title (see **2.3.6**).

Alternative

Transcribe misprints or unintentional misspellings as they appear on the source. Follow such an inaccuracy either by "[sic]" or by "i.e." and the correction within square brackets.

```
Of the knowledeg [sic] whiche maketh a wise man

The earthquake cnter [i.e., center]

Constitutionalsit [sic]—Extra Archivum eurasiae medii aeivi [i.e.,
aevi]

New:
Constitutionalsit [sic.]--Extra

Archivum Eurasiae medii aeivi [i.e. aevi]

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

If the misprint or misspelling occurs in the first five words of the title proper (the first six words if the title begins with an article), record variant titles (see **2.3.6**) for the form of title without the interpolation and for the form of title as if it had been printed or written correctly.

Exception

Nonnormalized transcription. Do not apply the alternative.

Do not correct words spelled according to older or non-standard orthographic conventions ("françoise" for "française," or "antient" for "ancient") or deliberately misspelled words. If considered important, make an explanatory note (see **2.17**).

> ```
> The Summer Shower, or, Mademoiselle Par, a Pluye
> ```
>
> **Note on Title**: For "Par, a Pluye" read "parapluie".

Turned and Approximated Characters

Transcribe a turned character, whether inadvertent or deliberate, as the intended character. Make an explanatory note, if considered important for identification (see **2.17**).

> ```
> Queen
> ```
>
> **Note on Title Statement:** The "u" in "Queen" in the title is turned.

Transcribe characters used to approximate a different character (e.g., when **VV** and **vv** letterforms have been used to represent the single letter **W** or **w**) as the intended character.

Make an explanatory note, if considered important for identification (see **2.17**).

Forms of W				
Source	Transcription	Example	Transcription of example	Notes
VV	w	VVhole	whole	
W	w	W H O L E	whole	
2V	w	2veyße	weysse	

If the characters used to approximate a different character occur in the first five words of the title proper (the first six words if the title begins with an article), record a variant title for the form of title with the characters transcribed as printed (see **2.3.6**).

[Begin RBMS PS topics with no RDA equivalent]

1.7.10 Blank Spaces

Blank Spaces Intended for Completion

If transcribing text containing a blank space intended to be completed after the resource is issued, supply the word "blank" enclosed in square brackets.

Make an explanatory note (see **2.17**).

If the blank has been completed in the item being described, indicate this in a Note on Item-Specific Carrier Characteristic (see **3.22**), if considered important for identification or selection.

> ```
> A catalogue of books, to be sold on [blank] the [blank] day of February,
> 1755 ...
> ```
>   *Note on Title:* Spaces in the title for the exact day and date of the auction left blank by printer.
>   *Optional local note*: Library's copy has date of auction supplied in manuscript: [Wednesday] the [26th] day of February, 1755
>
> ```
> drawn by [blank]
> ```
>   *Note on Statement of Responsibility:* Space for the name of the student left blank by printer.
>   *Optional local note:* Library's copy has blanks supplied in manuscript: State of [New York] / drawn by [Fannie Ufford]

If the blank occurs in the first five words of the title proper (the first six words if the title begins with an article), record a variant title for the form of title without the interpolated word "[blank]" (see **2.3.6**).

Blank Spaces for Initial Letters

If a space for an initial letter has been left blank, supply the intended letter in square brackets, regardless of whether the letter has been executed in manuscript.

Make an explanatory note (see **2.17**).

> ```
> [M]issae familiares
> ```
>   *Note on Title:* Space for initial letter of first word of title left blank by printer.
>   *Optional Note on Item:* [Library's] copy: Initial letter executed in red and blue ink.

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.

> ```
> Historiarum libri XXXV
> ```
>   *Note on Title:* Space for initial letter of first word of title left blank by printer.
>   *Optional Note on Item:* LC copy: Printed guide letter "H" at beginning of title not executed in manuscript

Make a Note on Item-Specific Carrier Characteristic to indicate the presence or absence of manuscript execution in the copy, if considered important for identification (see **3.22**).

1.7.11 Early Letterforms and Symbols

Convert earlier forms of letters and symbols to their modern forms.

Early letterforms and symbols				
Source	Transcription	Example	Transcription of example	Notes
ð	d	Dethe	dethe	
ij	ij	alijs ooghelijck	alijs ooghelijck	Ligatured italic **ij** may look like ÿ
k	k			Typical in early French signatures
cIɔ Iɔ	M D	cIɔIɔccv	MDCCV	Inverted C used to form Roman numeral M or D is called an apostrophus
ꝛꝛ	r	foꝛ	for	
ſ ſ ſ	s	refuſe	refuse	Long **s** (an **f** has a crossbar on the stem; the bar on a long **s**, if present, extends from one side only)
ẞ ß ß ß	ss	deß	dess	
ß	sz	Deß	desz	Long **s** and **z** are spaced normally, no ligature
ꝫ	-	Weſt-Riding	West-Riding	
	°	muß	mûss	
	..	bůche	Büche	Superscript **e** functioning as an umlaut
& & ꝛ ꝫ	&	ꝛc.	&c.	

Brevigraphs

If brevigraphs (special marks of contraction in continuance of the manuscript tradition) have been used, expand affected words to their full form and enclose supplied letters in square brackets. The values of many contractions are dependent on context, with the most common values provided here.

Early contractions				
Source	*Transcription*	*Example*	*Transcription of example*	*Notes*
¯	[missing letter(s)]	cõſummatū oñs	co[n]summatu[m] D[omi]n[u]s	Over a vowel, usually **n** or **m**; over a consonant, often replaces several letters
ę	[ae]	hęc	h[ae]c	
x͞p͞s	[Christus]			A contraction using both Greek and Latin letters
Ɔ	[con]	Ɔcoꝛᵃ	[con]cor[di]a	
ꝫ ʒ	[es] [ius] [us]	ſtatutꝫ roſſʒ cuʒ eiʒ	statut[es] Ross[es] cu[ius] ei[us]	A highly versatile symbol; see also, for example, "[habet]," "[que]," "[scilicet]" and "[sed]" below
bʒ	[habet]			
ꞕ	[hoc]			
ꝑ	[per] [par]	ſuꝑ ꝑticulari⁹	su[per] [par]ticulari[bus]	
ꝓ	[pro]	ꝓpter	[pro]pter	
ꝓ̇	[pri]	ꝓ̇ma	[pri]ma	
q̃͞	[quam]	vnq̃͞	vn[quam]	
q̄̄	[quan]	q̄̄tum	[quan]tum	
ꝗ q̓ q;	[que]	quoꝗ berculeꝛq; quoſq;	quo[que] Herculeae[que] quos[que]	
ꝗ̣	[qui]	ꝗ̣b⁹	[qui]b[us]	
ꝗ̒	[quia]			
q̊	[quo]			
qꝺ qꝺ	[quod]			
ꝛ̃c.	[recta]			
ꝰ ꝶ	[rum]	quoꝛ libroꝛ	quo[rum] libro[rum]	
ſcʒ	[scilicet]			
ꝧ	[sed]			
ẏ	[th]	ẏͤ ẏͭ	[the] [that]	When **y** is used to represent the Old English/Icelandic character **þ** [thorn], enclose **th** plus additional letters in square brackets.

pg. 15

z	[ur]	naſcunt*ᶻ*	nascunt[ur]	
ꝯ	[us] [bus]	**reb⁹** **pticulari⁹**	reb[us] [par]ticulari[bus]	Superscript; a similar character at baseline represents "[con]"
ẋ	[ver]	**ẋtuoſo**	[ver]tuoso	

Make an explanatory note if necessary (see **2.17**).

If a brevigraph standing for an entire word appears in the source, supply instead the word itself, enclosed in square brackets. Enclose each expansion or supplied word in its own set of square brackets.

> ```
> Sould by Will. Faithorne att [the] sign of [the] Shipp within Temple Bar
> ```
>
> *Source of Information reads*:
>
> Sould by Will. Faithorne att ⟨yᵉ⟩ sign of ⟨yᵉ⟩ shipp within Temple Bar

If the meaning of a brevigraph is conjectural or unknown, apply the bracketing conventions given in **Conjectural and Indecipherable Text.**

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

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 resource in the same typeface.

> ```
> Les oeuures morales de Plutarque / translatees de grec en françois,
> reueues et corrigees en plusieurs passages par le translateur
> ```
>
> *Source of Information reads:*
> LES OEVVRES MORALES DE PLVTARQVE, TRANSLATEES DE GREC EN FRANÇOIS,
>   REVEVES 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")

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	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

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

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** (the first six words if the title begins with an article), record a variant using alternative forms of the title proper as needed (see **2.3.6**).

If the resource uses a gothic typeface that does not distinguish between the letters i/j or the letters u/v, transcribe the letters as i and v respectively.

Ligatures

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; **œ** in French; or **æ** and **œ** in ancient or modern Scandinavian languages.

Exception

Nonnormalized transcription. Transcribe ligatures as they appear. Do not separate the component letters.

1.7.12 Grammatical Inseparability

Do not omit or transpose grammatically inseparable text, regardless of whether it contains information belonging to other data elements. Consider text to be grammatically inseparable if it is connected by case ending, or its transposition or omission would disturb the grammatical construction of information.

```
    The posthumous works of Robert Hooke

    Monsieur Bossu's treatise of the epick poem

    M. Tullii Ciceronis de officiis libri tres



    Brown's industrial gazetteer and hand-book of the Atchison, Topeka &
        Santa Fe R.R.

    Number ... of A picture of the times, to be continued weekly, in a
        series of letters, addressed to the people of England


    drawn, engraved & published by W. Birch, Springland near Bristol,
    Pennsylva.
            Comment: "& published" is grammatically inseparable. The phrase is
            transcribed as statement of responsibility.
```

Still images

Consider layout, color, size, and other graphic factors to determine whether text is visually inseparable.

```
    Portrait of an Irish chief, drawn from life at Wexford
        (Comment: Size and location of lettering on material visually
        indicate that "drawn from life at Wexford" is part of a satiric title
        and not a statement of responsibility)
```

1.7.13 Interpolations

Indicate an interpolation in a transcribed element 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 for identification (see **2.17**).

For guidance on expanding brevigraphs (special marks of contraction in continuance of the manuscript tradition), see **1.7.11.**

Multo[rum]
>   *Comment:* The word ends with a symbol.

[Englan]ds improvement, and seasonable advice to all gentlemen and farmers
>   *Comment:* Mutilated title page affecting first word of title; full title from Wing; the formal citation for Wing is given in a References to published descriptions note

Spectrographie des rayons [gamma] par diffraction cristalline
>   *Comment:* The Greek symbol for "gamma" is used in the title

Repertorium nouu[m] cum additionibus ad omnia opera Felini Sandei Farrariensis
>   *Comment:* "Nouum" on title page spelled with symbol similar to cursive "z"

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.

All
`amico[?]`
>   Note: The symbol of contraction at the end of the word cannot be determined.

Amico[rum?]

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

All
`El[speth?] [?] McWhorter`
>   (*Comment*: An autograph with some conjectured letters in the forename and an indecipherable middle initial, transcribed in a local note)

Lacunae in Imperfect Copies

If:
>   the description is based on an imperfect copy

and
>   the omission cannot be conjectured

then:
>   use the mark of omission enclosed in square brackets ([...]) to show lacunae in the resource.

`En Barcelona : Por Sebastian Mateu[...]`
>   *Note on Publication Statement*: Description based on an imperfect copy; title page torn with partial loss of imprint

```
[...] modern minstrels
```
> *Note on Title*: Description based on an imperfect example; title torn, removing all lettering above lower portion of "modern"

1.7.14 Key Designations

Transcribe accidentals (flat and sharp signs, etc.) directly following the key letters being modified. Do not insert a space.

```
A♭ major
```

If minor keys are represented by lowercase letters in the chief source, transcribe them as lowercase. Otherwise, record any letter(s) representing the key in uppercase.

1.7.15 Omissions

Indicate omissions in a quoted note or transcribed element by using the mark of omission. When using the mark of omission, generally give it with a space on either side.

```
Printed by Leon. Lichfield ... and are to be sold by the Widow Howell

Printed for John Melish, John Vallance, and H.S. Tanner ... by G.
   Palmer
```

However, give a space on only one side if the mark comes at the end of an element, is preceded by an opening parenthesis or opening square bracket, or is followed by a closing parenthesis, closing square bracket, or comma.

```
Printed for the Widow Swart ..., 1688
```
> (*Comment*: The mark of omission has a space on only one side because it is at the end of an element)

Se vend chez Audran aux Deux Piliers d'Or rue St. Jacques ..., [late 17th century]
> (*Comment:* The mark of omission has a space on only one side because it is at the end of an element)

Exception

> Some element instructions specify to indicate certain omissions by concisely summarizing the text omitted (in square brackets). In such cases, do not record the mark of omission (e.g., more than one publisher, see **RBMS PS 2.8.4.5 Optional omission**).

> Printed for J. Round, R Gosling, T. Woodward [and 9 others]

Information Not Considered Part of Any Transcribed Element

Omit, without using the mark of omission, grammatically separable information not considered part of any transcribed element. Such information may include quotations, epigrams, mottoes, advertisements, etc.

If considered important, give the omitted information in a note (see **2.17**).

If such information is grammatically inseparable from a transcribed element, however, transcribe it as part of that element.

For Dedications, see **RBMS PS 2.3.4.1.**

Information Not Taken from the Preferred Source of Information

If:

information is transcribed from a source other than the preferred source of information

and

the transcribed information is preceded or followed by grammatically separable information that is not considered part of the element

then:

omit the words that precede or follow. Do not use the mark of omission.

If considered important for identification, give the omitted text in a note (see **2.17**).

```
Centenary edition
```
Note on Edition Statement*:* Edition statement from title page verso; full statement reads: "This centenary edition is strictly limited to 350 copies"

```
The second edition
```
Note on Edition Statement*:* 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

Impressum Lypczk : per Arnoldum de Colonia, Anno nonagesimo quinto
Note on Publication Statement: Imprint from colophon; full colophon reads: Michaelis Scoti de procreat[i]o[n]e et ho[m]i[ni]s phisionomia explicit. Impressum Lypczk per Arnoldum de Colonia Anno nonagesimo quinto.

1.7.16 Order and transposition

Follow the conventions appropriate to the script of the material when determining the order in which to transcribe information. For materials in roman script, this will generally mean proceeding from left to right and from top to bottom when transcribing information.

If information appears in the source in a different order than that specified by ISBD presentation, transpose the information to its appropriate data element unless:

case endings would be affected,

or

the grammatical construction of the information would be disturbed,

or

the text is otherwise grammatically inseparable from its surrounding elements,

or

the data element instructions specify otherwise (see **RBMS PS 2.3.4 and 2.4.1.6**).

Similarly, if the order of information in the source would result in a transcription that is confusing, awkward, or nonsensical, transpose the information as needed into the data element that makes the most sense. This will typically apply when particular elements of text have been distinguished in the source by their size, typography, or style of letterforms in order to imply an obvious natural reading order.

Do not use the mark of omission to indicate transposition.
Make a note to indicate the order in which the transposed information appears in the source.

> Symphony no. 6 : Pastoral / by Ludwig van Beethoven.
> > **Note on Statement of Responsibility:** Composer's name appears between the title and alternate title on the title page.
>
> The coast of the United States of North America : from New York to St. Augustine / drawn and regulated according the latest surveys and astronomical observations by Edmund Blunt ; D.R. Harrison, sc.
> > **Note on Statement of Responsibility:** Engraver statement appears at head of title, on the top right corner of the sheet

If

information appears in scattered form on the preferred source of information but no transposition is needed

and

information about the specific placement of the scattered information is considered important for identification

then

make a note to indicate the placement.

> The country twenty five miles round New York / drawn by a gentleman from that city ; J. Barber, sculp., Holborn Hill
> > **Note on Statement of Responsibility:** Engraver statement appears in bottom right corner of map

If the sequence and layout of the information in the source are ambiguous or otherwise insufficient to determine the order, transcribe the information in the order that makes the most sense. Make a note to indicate the ambiguity of the order in the source, if considered important for identification or selection.