

To: RDA Steering Committee  
From: Judith A. Kuhagen, Secretary, RSC  
Subject: Transcription of punctuation and symbols (1.7.3, 1.7.5)

The text below reflects the decisions made by the Joint Steering Committee during its November 2015 meeting and via email after the meeting.

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### 1.7.3 Punctuation

*[1<sup>st</sup> paragraph and its example box unchanged]*

#### **Alternative**

If transcribing punctuation as it appears on the source significantly hinders clarity, either omit or modify the punctuation, as necessary.

#### EXAMPLE

Daemonologie

**Title appears on separate line connected by a hyphen on the source of information:** Daemonolo-gie

Boston, Mass.

**Place of publication appears on the source of information as:** Boston  
[Mass.]

Make a note to indicate that punctuation has been omitted or modified (see 2.17), if considered important for identification.

#### **Exceptions**

*[Exception paragraphs and example boxes unchanged]*

*[remainder of instruction unchanged]*

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### 1.7.5 Symbols

*[1<sup>st</sup> existing paragraph, its example box, and 2<sup>nd</sup> existing paragraph unchanged]*

**Alternative**

If transcribing a symbol reproducible by the facilities available significantly hinders clarity, omit the symbol or replace it by another symbol or sign of punctuation, as necessary.

EXAMPLE

A history of French-speaking countries

**Title appears on the source of information as:** A history of  
French-speaking countries

Make a note to indicate that the symbol has been omitted or replaced by another symbol or sign of punctuation (see 2.17), if considered important for identification.

Ignore typographical devices that are used as separators, etc.