

RDA Editor's Guide - Appendix A — Recurring phrases

Original	Rewording
	When recording the name of a person or family that has more than one part, the part chosen as the first element of the preferred name should reflect the usage or practice in the country and language most closely associated with that person or family. (0.4.3.7, 8.2)
	The relationship designators define the relationship more specifically than the relationship element by itself. (0.5)
	The appendix provides definitions for terms used as relationship designators and instructions on their use. (0.5)
	There are a number of terms used in this chapter and in chapters ... that have meanings specific to their use in RDA. Some of these terms are explained at ... Terms used as data element names in chapters ... are defined at the beginning of the instructions for the specific element. In addition, all terms used with a specific technical meaning are defined in the glossary. (1.1.1, 5.1.1, 8.1.1, etc.)
	Each of these terms, depending on what is being described, can refer to individual entities, aggregates, or components of these entities (e.g., the term <i>work</i> can refer to an individual work, an aggregate work, or a component of a work). (1.1.5, 17.1.2, 18.1.4, 24.1.2)
	To ensure that the data created using RDA meet those functional objectives, the guidelines and instructions in chapters ... were designed according to the following principles: (1.2, 5.2, 8.2)

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	The agency creating the data may establish in-house guidelines for ... or choose a published style manual, etc., (e.g., <i>The Chicago Manual of Style</i>) as its preferred guide. In such situations, use those guidelines or that style manual instead of ... (1.7.1, 1.10.2)
This chapter provides general guidelines and instructions on recording the attributes of ... (2.0)	
... apply the guidelines given under ... (2.1.1)	... apply the guidelines at ... (2.1.1)
When preparing a [comprehensive/analytical] description, choose a source of information... (2.1.2.1)	
Apply the instructions given under ... (2.2.1)	Apply the instructions at ... (2.2.1)
...use as the preferred source of information the first of the following sources that bears a title (2.2.2.2)	...use as the preferred source of information the first of the following sources that has a title (2.2.2.2)
...use as the preferred source of information another source within the resource that bears a title, giving preference to a source in which the information is formally presented (2.2.2.2)	... use as the preferred source of information another source within the resource that has a title. Give preference to a source in which the information is formally presented (2.2.2.2)
...use as the preferred source of information another source forming part of the resource itself, giving preference to sources in which the information is formally presented. (2.2.2.2)	... use as the preferred source of information another source forming part of the resource itself. Give preference to sources in which the information is formally presented. (2.2.2.2)
For guidance on choosing sources of information for ..., see the instructions for specific types of ... as follows: (2.3.1.2)	
When describing a facsimile or reproduction that has a ... or ...relating to the original manifestation as well as to the facsimile or reproduction, record the ...relating to the facsimile or reproduction. Record any ... relating to the original manifestation as a ... pertaining to a related manifestation (see 27.1). (2.3.1.3)	When a facsimile or reproduction has a ... or ... relating to the original manifestation as well as to the facsimile or reproduction, record the ... or ... of the facsimile or reproduction. Record any ... relating to the original manifestation as a ... of a related manifestation (see 27.1). (2.3.1.3, etc.)
Transcribe a ... as it appears on the source of information.	Transcribe a ... as it appears on the source of information (see

Original	Rewording
Apply the general guidelines on transcription given under 1.7. (2.3.1.4)	1.7). (2.3.1.4, etc.)
	Use a mark of omission (...) to indicate such an omission. (2.3.1.4, 2.12.2.3) <i>Also:</i> Do not use a mark of omission (...) to indicate such an omission. (2.4.1.4, 2.5.1.4, etc.)
If ... considered to be important for identification or [access/selection] (2.3.2.5)	If ... considered important for identification or [access/selection], ... (2.3.2.5, etc.)
Record ... applying the basic instructions on recording...given under ... (2.3.2.7)	Record the ... by applying the basic instructions at ... (2.3.2.7, etc.)
...as instructed under ..., as applicable. (2.3.2.8)	as instructed at ..., as applicable. (n/a at 2.3.2.8, but applicable at 1.9.2, 2.1.3.3, 3.5.1.4, etc.)
	... in the order indicated by the sequence, layout, or typography of ... (2.3.3.3, etc.)
If a ...is added or changed on a subsequent part of a multipart monograph, and the change is considered to be important for identification or access, record the added or changed ... as a (2.3.3.5.1)	Record an added or changed ... as a ..., if considered important for identification or access. (2.3.3.5.1, etc.)
If a ... is deleted on a subsequent part, make a note on the deletion if it is considered to be important. (2.3.3.5.1)	If a ... is deleted on a subsequent part, make a note on the deletion if considered important for identification or access (see 2.20.2.4 [etc.]). (2.3.3.5.1, etc.)
If a ...appears in more than one language or script, record the ... that is in the language or script of the title proper. If this criterion does not apply, record the ...that appears first. (2.3.4.4)	
Record a change in ... as instructed under ..., as applicable (2.3.5.4)	Record a change in ... as appropriate to the mode of issuance of the resource:
If the changes have been numerous, make a general note. (2.3.7.3)	If the changes have been numerous, make a general note. (2.3.7.3, etc.)

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<p>If a ...is added, deleted, or changed on a subsequent part of a multipart monograph, and the addition, deletion, or change is considered to be important for identification or access, make a note. (2.4.1.10.1)</p>	<p>Make a note (see 2.20.3.6.1 [etc.]) if: a ... is added, deleted, or changed on a subsequent part of a multipart monograph and the addition, deletion, or change is considered important for identification or access. (2.4.1.10.1, etc.)</p>
<p>If a ...is added, deleted, or changed on a subsequent issue or part of a serial, and the addition, deletion or change does not require a new description (see 1.6), make a note. If the change is only in the presentation of ..., make a note if the change is considered to be important for identification or access. (2.4.1.10.2)</p>	<p>Make a note (see 2.20.3.6.2 [etc.]) if: a ... is added, deleted, or changed on a subsequent issue or part of a serial <i>and</i> the addition, deletion, or change does not require a new description (see 1.6.2) <i>and</i> the change is considered important for identification or access. (2.4.1.10.2, etc.)</p>
<p>If a ...is added or changed on a subsequent iteration of an integrating resource, revise the ... to reflect the current iteration. (2.4.1.10.3)</p>	<p>Revise the ... to reflect the current iteration of an integrating resource if a ... is added or changed on a subsequent iteration. (2.4.1.10.3, etc.)</p>
<p>If the earlier ... is considered to be important for identification or access, make a note giving the earlier statement. (2.4.1.10.3)</p>	<p>Make a note giving the earlier ... (see 2.20.3.6.3 [etc.]) if the earlier statement is considered important for identification or access. (2.4.1.10.3, etc.)</p>
<p>If a ...is deleted on a subsequent iteration, delete the ... to reflect the current iteration. Make a note on the deletion if it is considered to be important for identification or access. (2.4.1.10.3)</p>	<p>If a ...is deleted on a subsequent iteration, delete the ... to reflect the current iteration. Make a note on the deletion if it is considered important for identification or access. (2.4.1.10.3)</p>
<p>Take ...from the following sources (in order of preference): (2.4.2.2)</p>	

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Take parallel ... from the same source as the corresponding parallel ... (2.4.3.2)	
If there is more than one parallel ..., record the statements in the same order as the parallel ...to which they correspond. (2.5.5.3)	
Take information on ...from any source [within the resource]. (2.11.1.2/ 2.12.8.2)	Take information on ... from any source within the resource. (2.3.3.2, 2.12.3.2, 2.12.8.2, etc.) Take information from any source. (2.3.6.2, 2.11.1.2, 2.14.1.2, etc.)
Take information for use in a note on ...from any source. (2.20.2.2)	
Make notes on other details relating to a ...if they are considered to be important for identification or access. (2.20.2.5)	Make notes on other details relating to a ... if considered important for identification or access. (2.20.2.5, etc.)
Make notes on changes in ... as instructed under ..., as applicable. (2.20.3.6)	Make notes on changes in a ... as appropriate to the mode of issuance of the resource: (2.20.3.6, etc.)
Make notes on changes in ... that occur on a subsequent part of a multipart monograph if they are considered to be important for identification or access. (2.20.3.6.1)	Make notes on differences in ... that occur on a subsequent part of a multipart monograph, if considered important for identification or access. (2.20.3.6.1)
Make notes on changes in ... that occur after the first/earliest issue or part of a serial if they are considered to be important for identification or access. (2.20.3.6.2)	Make notes on changes in ... that occur after the first/earliest issue or part of a serial, if considered important for identification or access. (2.20.3.6.2, etc.)
Make notes on ...no longer present on the current iteration of an integrating resource, or that appeared in a different form on earlier iterations, if they are considered to be important for identification or access. (2.20.3.6.3)	Make notes on ... no longer present on the current iteration of an integrating resource or that appeared in a different form on earlier iterations, if considered important for identification or access. (2.20.3.6.3, etc.)
Make notes on differences in ...from one part of a multipart monograph to another if they are considered to be important for identification. (2.20.4.5.1)	Make notes on differences in ... from one part of a multipart monograph to another (see 2.5.1.6.1), if considered important for identification.

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	(2.20.4.5.1, etc.)
Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the ... If desired, take additional evidence from any source. (3.6.1.2)	Use evidence presented by the resource itself (or on any accompanying material or container) as the basis for recording the ... Take additional evidence from any source. (3.6.1.2, etc.)
Record the ... if it is considered important for identification or selection, using one or more appropriate terms from the list below. (3.6.1.3)	Record ... if considered important for identification or selection. Use one or more appropriate terms from the following list: (3.6.1.3, etc.)
If none of the terms listed above is appropriate or sufficiently specific, use a term designating the ... as concisely as possible. (3.6.1.3)	If none of the terms in the list is appropriate or sufficiently specific, use another concise term or terms to indicate the ... (3.6.1.3, etc.)
Record details of ... as instructed under ... (3.6.1.3)	Record details of ... materials as instructed at ... (3.6.1.3, etc.)
Record details of ... if they are considered important for identification or selection. (3.6.1.4)	Record details of ... if considered important for identification or selection. (3.6.1.4, etc.)
	Record ... using an appropriate term from the following list: (3.9.2.3, etc., 5.7.1.3, 6.11.1.3, 7.17.1.3, 8.10.1.3, etc.)
	Include additional elements covered in this chapter and in chapters ... according to the policy of the agency creating the data, or according to the judgment of the cataloguer. (5.3, 8.3)
	Cite other sources that were consulted but provided no useful information in establishing the preferred name. Record <i>No information found</i> following the citation for the source consulted. (5.8.1.3, 8.12.1.3)
For purposes of identifying works, titles of the work are categorized as follows:	When identifying works, there are two categories of titles:
a) preferred title for the work	
b) variant title for the work (6.2.1.1)	

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For additional guidance on sources of information for the preferred title of the work, see 6.2.2.2. (6.2.1.2)	For additional guidance on sources of information for the preferred title for the work, see 6.2.2.2. (6.2.1.2)
When recording a title of a work, apply the guidelines on capitalization, numbers, accents, etc., given under 6.2.1.4-6.2.1.9. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (6.2.1.3)	When recording a title of a work, apply the guidelines on capitalization, numbers, accents, etc., at 6.2.1.4-6.2.1.9. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable. (6.2.1.3)
For manuscripts and manuscript groups, follow the additional instructions given under 6.2.2.7, as applicable. (6.2.2.4)	For manuscripts and manuscript groups, apply the additional instructions at 6.2.2.7, as applicable. (6.2.2.4)
Record variant titles for [musical/legal/religious] works applying the basic instructions on recording titles for works given under 6.2.1. (6.2.3.3)	Record variant titles for works [musical/legal/etc.] by applying the basic instructions at 6.2.1. (6.2.3.3, etc.)
Record as a variant title for the work a title or form of title under which the work has been issued or cited in reference sources or resulting from a different transliteration of the title, if it is different from the title recorded as the preferred title for that work. (6.2.3.3)	Record a variant title for the work when it is different from the title recorded as the preferred title. Record as a variant title: a title or form of title under which the work has been issued or cited in reference sources <i>or</i> a title resulting from a different transliteration of the title.
Apply the additional specific instructions given under 6.2.3.4-6.2.3.5 and those given in preceding sections of this chapter, as applicable. (6.2.3.3)	Apply the specific instructions at 6.2.3.4–6.2.3.5, as applicable. Apply instructions in preceding sections of chapter 6, as applicable.
If the title recorded as the preferred title for a work has one or more alternative linguistic forms, record them as variant titles for the work. (6.2.3.4)	
Record other variants and variant forms of the title recorded	Record other variant titles and variant forms of the title not

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as the preferred title not covered under 6.2.3.4, as required. (6.2.3.5)	covered by 6.2.3.4. (6.2.3.5)
Indicate the source from which the ... was derived applying the instructions given under ... (6.4.1.3)	Indicate the source of information by applying the instructions at 5.8.1.3 [8.12.1.3] (6.4.1.3, etc.)
Construct the authorized access point representing ... applying the instructions given under ...(6.27.1.1)	... construct the authorized access point representing ... by applying the instructions at ...(6.27.1.1, etc.)
...is responsible for creating the work, construct the authorized access point representing the work by combining (in this order):	
a) the authorized access point representing [that/the] person, family, or corporate body [with principal responsibility for the work], formulated according to the guidelines and instructions given under ...	a) the authorized access point representing the person (see 9.19.1), family (see 10.10.1), or corporate body (see 11.13.1) ...
b) the preferred title for the work, formulated according to the instructions given under 6.2.2.5. (6.27.1.2/ 6.27.1.3)	b) the preferred title for the work (see 6.2.2). (6.27.1.2/ 6.27.1.3)
If the access point ... is the same as or similar to an access point representing a different work, or to an access point representing a person, family, corporate body, or place, add one or more of the following, as appropriate: (6.27.1.9)	Make additions to access points if needed to distinguish ...
Construct an access point representing a particular expression of a ... work ... by adding to the authorized access point representing the work ..., as applicable. (6.27.3.1)	Construct an access point representing a particular expression of a ... work ... by combining (in this order): (6.27.3, etc.)
Use the variant title for the work ... as the basis for a variant access point. (6.27.4.1)	Use a variant title for the work ... as the basis for a variant access point. (6.27.4.1, etc.)
If the variant access point represents a work for which the authorized access point has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work ... ,	If the authorized access point for the work has been constructed by using the authorized access point representing a person, family, or corporate body followed

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<p>construct the variant access point using the authorized access point representing that person, family, or corporate body followed by the variant title for the work. (6.27.4.1)</p>	<p>by the preferred title for the work (see ...), construct a variant access point by combining (in this order):</p> <ul style="list-style-type: none"> a) the authorized access point representing that person ... b) the variant title for the work. <p style="text-align: right;">(6.27.4.1, etc.)</p>
<p>Make additions to the access point, if considered to be important for identification, applying the instructions given under ..., as applicable. (6.27.4.1)</p>	<p>Make additions to the variant access point, if considered important for identification. Apply the instructions at ..., as applicable.</p> <p style="text-align: right;">(6.27.4.1, etc.)</p>
<p>If the authorized access point representing a part of a ... work has been constructed using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work as a whole, followed in turn by the preferred title for the part, construct a variant access point representing the part using the authorized access point representing that person, family, or corporate body followed directly by the preferred title for the part ... (6.27.4.3)</p>	<p>If:</p> <ul style="list-style-type: none"> the title of the part of a work is distinctive <p><i>and</i></p> <ul style="list-style-type: none"> the authorized access point for the part has been constructed by using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work as a whole, followed by the preferred title for the part <p>then:</p> <ul style="list-style-type: none"> construct a variant access point representing the part by combining (in this order): <ul style="list-style-type: none"> a) the authorized access point representing that person, family, or corporate body b) the preferred title for the part. <p style="text-align: right;">(6.27.4.3, etc.)</p>
<p>Construct a variant access point representing an expression, if appropriate, by adding to the authorized access point representing the work a variant of an addition used in constructing the authorized access point representing the</p>	<p>Construct a variant access point representing an expression, if appropriate, by combining (in this order):</p> <ul style="list-style-type: none"> a) the authorized access point representing the work

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expression... (6.27.4.5)	<p>b) a variant of an addition used in constructing the authorized access point representing the expression (see ...).</p> <p style="text-align: right;">(6.27.4.5, etc.)</p>
<p>If a variant title for a work is associated with a particular expression of the work, construct a variant access point representing the expression using the variant title associated with that expression. (6.27.4.5)</p>	
<p>If a variant title for a work is associated with a particular expression of the work, and the authorized access point representing the expression has been constructed using the authorized access point representing a person, a family, or corporate body followed by the preferred title for the work and one or more additions identifying the expression, construct a variant access point representing the expression using the authorized access point representing the person, family, or corporate body followed by the variant title associated with that expression. (6.27.4.5)</p>	<p>If:</p> <p style="padding-left: 40px;">a variant title for a work is associated with a particular expression of the work</p> <p style="padding-left: 40px;">and</p> <p style="padding-left: 40px;">the authorized access point representing the expression has been constructed by using the authorized access point representing a person, family, or corporate body followed by the preferred title for the work and one or more additions identifying the expression</p> <p>then:</p> <p style="padding-left: 40px;">construct a variant access point representing the expression by combining in this order:</p> <p style="padding-left: 80px;">a) the authorized access point representing the person (see 9.19.1), family (see 10.10.1), or corporate body (see 11.13.1)</p> <p style="padding-left: 80px;">b) the variant title associated with that expression.</p> <p style="text-align: right;">(6.27.4.5, etc.)</p>

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	<p>Use one or more appropriate terms from the following list: ... If none of the terms in the list is appropriate or sufficiently specific, record details of ... (see ..). (7.15, etc.)</p>
<p>Take information on other identifying attributes of the ... from any source. (9.1.1)</p>	
<p>When using an authorized access point to represent a ... associated with a resource ... or to represent a related ..., construct the access point by applying the guidelines given under... (9.1.2)</p>	<p>An authorized access point is one of the techniques used to represent either a ... associated with a resource (see ...) or a related ... (see ...). When constructing authorized access points representing ..., apply the guidelines at ... (9.1.2, etc.)</p>
<p>For guidelines on constructing variant access points representing ..., see ... (9.1.2)</p>	<p>When constructing variant access points representing ..., apply the guidelines at (9.1.2, etc.)</p>
<p>For purposes of identifying ..., names of the ... are categorized as follows:</p>	<p>When identifying ..., there are two categories of names:</p>
<p>a) preferred name for the ...</p>	
<p>b) variant name for the ... (9.2.1)</p>	
<p>When recording a name of a ..., apply the general guidelines on recording names given under 8.5. When those guidelines refer to an appendix, apply the additional instructions given in that appendix, as applicable. (9.2.1.3)</p>	<p>When recording a name of a ..., apply the general guidelines on recording names at 8.5. When those guidelines refer to an appendix, apply the additional instructions in that appendix, as applicable. (9.21.3, etc.)</p>
<p>Determine the preferred name for a ... from the following sources (in order of preference):</p>	
<p>a) the preferred sources of information (see 2.2.2) in resources associated with the ...</p>	
<p>b) other formal statements appearing in resources associated with the ...</p>	

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c) other sources (including reference sources). (9.2.2.2)	
[In general,] choose the name by which the ...is commonly known as the preferred name for that ...For additional instructions on choosing the preferred name for a ...known by more than one form of the same name or by more than one name, see ... (9.2.2.3)	When choosing the preferred name for the ..., generally choose the name by which the ... is commonly known. (9.2.2.3, etc.)
	When a ... is known by more than one form of the same name, see additional instructions on choosing the preferred name at (9.2.2.3, etc.)
	When a ... is known by more than one name, see additional instructions on choosing the preferred name at ... (9.2.2.3, etc.)
Record the name chosen as the preferred name for a ...applying the general guidelines on recording names given under 8.5. (9.2.2.4)	Record the name chosen as the preferred name by applying the general guidelines at 8.5. (9.2.2.4, etc.)
If the name consists of several parts, record as the first element that part of the name under which the ... would normally be listed in authoritative alphabetic lists in ... or ... language or country of residence or activity ... In applying this general guideline, apply the instructions given under ... (9.2.2.4)	If the name consists of several parts, record as the first element that part of the name under which the ... would normally be listed in authoritative alphabetic lists in the ... language, country of residence, or country of activity. Record the other part or parts of the name following the first element. Apply the instructions at ..., as applicable. (9.2.2.4, etc.)
... the language and script [preferred/adopted] by the agency creating the data ... (9.2.2.5.2/9.2.2.5.3)	... a language and script preferred by the agency creating the data ...
Indicate the source from which the information on ... was derived applying the instructions given under 8.12.	Indicate the source of information by applying the instructions at 8.12.1.3. (9.7.1.3, etc.)
When constructing an authorized access point to represent a ..., use the preferred name for the ... as the basis for the access point. (9.19.1.1, etc.)	

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Make additions to the name as instructed under ...as applicable (9.19.1.1)	Make additions to the name as instructed at ... in that order, as applicable. (9.19.1.1, etc.)
If no suitable addition is available, use the same access point for all ...with the same name, and use an undifferentiated name indicator (see 8.11) to designate the name as one that is undifferentiated. (9.19.1.1)	If no suitable addition is available, use the same access point for all ... with the same name. Use an undifferentiated name indicator (see 8.11) to indicate that the name is undifferentiated. (9.19.1.1)
When constructing a variant access point to represent a ..., use a variant name for the ...as the basis for the access point. (9.19.2.1)	
	To ensure that the data created using RDA meet those functional objectives, the guidelines and instructions in chapters ... should reflect ... relationships ... (17.2, etc.)
Take information on the relationship between ... from any source (17.6.1.2)	
Record ... applying the general guidelines on recording primary relationships given under 17.4. (17.6.1.3)	Record ... by applying the general guidelines on recording primary relationships at 17.4. (17.6.1.3, etc.)
	The defined scope of a relationship element provides a general indication of the relationship between ... Relationship designators provide more specific information about the nature of the relationship (e.g., ...). (18.5.1.1, 24.5.1.1, 29.5.1.1, I.1, J.1, K.1)
	If none of the terms listed in appendix ... is appropriate or sufficiently specific, use another concise term to indicate the nature of the relationship. (18.5.1.3, 24.5.1.3, 29.5.1.3)
Take information on ...from the sources specified under... (21.2.1.2)	Take information on ...from the sources specified at ... (21.2.1.2, etc.)
Record a ..., if considered important for access, applying the general guidelines on recording relationships to persons,	Record a ..., if considered important for access. Apply the general guidelines on recording relationships to persons,

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families, and corporate bodies associated with a resource given under 18.4. (21.2.1.3)	families, and corporate bodies associated with a resource (see 18.4). (21.2.1.3, etc.)
	Record an appropriate term from the list in appendix ... to indicate the specific nature of the relationship between related ... (24.5.1.3, 29.5.1.3)
Take information on related ...from any source. (25.1.1.2)	
Reference a related ...applying the general guidelines on referencing related works, expressions, manifestations, and items given under 24.4. (25.1.1.3)	Record a relationship to a related ... by applying the general guidelines at 24.4. (25.1.1.3, etc.)
Take information explaining a relationship from any source. (25.2.1.2)	
Record information elaborating on or clarifying the relationship between a ...represented by an authorized access point and/or identifier and a related ..., as necessary. (25.2.1.3)	Record an explanation of the relationship between related ..., if considered important for identification or clarification. (25.2.1.3, etc.)
For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see Appendix E. (25.2.1.3)	For guidelines on presenting an explanation of a relationship as part of an explanatory reference, see appendix E (E.1.3.4). (25.2.1.3, etc.)
	Use relationship designators at the level of specificity that is considered appropriate for the purposes of the agency creating the data. For example, the relationship between ... can be recorded using either the specific relationship designator ... or the more general relationship designator ... (I.1. J.1, K.1)