

Appendix D: Punctuation

1. Ending punctuation. Demographic terms do not generally include a final mark of punctuation, such as a period. They may include a closing parenthesis as the final mark of punctuation if the term is established with a parenthetical qualifier. *Examples:*

Bahais

Conservative Party of Canada members (Canada : 2003-)

Navajo (North American people)

2. Spaces within abbreviations.

Note: For general guidelines on the use of abbreviations in subject headings, see Appendix A.

a. General rule. Leave no space after any periods within an abbreviation.

b. Acronyms and initialisms. Leave no space after letters within an acronym or initialism. *Example:*

RNs (Nurses)

c. Abbreviations consisting of more than a single letter. Leave one space between preceding and succeeding initials if part of an abbreviation consists of more than a single letter. *Example:*

Ph. D. students

3. Open dates. Add a blank space after an open date that is followed by a closing parenthesis. *Example:*

Conservative Party of Canada members (Canada : 2003-)

4. Name headings used as the basis for demographic group terms. When using an authorized name heading as the basis for a demographic group term, use the same punctuation, capitalization, diacritics and spacing indicated on valid LC/NACO name authority records. *Example:*

Fianna Fáil members (Ireland)