

## **CAPTIONS TO BE USED IN ENUMERATION**

Captions are required, if available. Record captions as they appear on the publication. Abbreviate captions according to Appendix B in AACR2R, using the shortest form when AACR2R allows an option.

1. **Commonly used captions.**

For example:	<u>Terms</u>	<u>Use</u>
	new series	new ser.
	number	no. [not nos.]
	series	ser.
	volume	v. [not vol. or vols.]

2. **Chronology captions**-year, month, season-are placed in parentheses in the 853 so the word will not display (i.e. (year)). The same is true for any caption you don't want to display.

3. **Do not leave a space between the caption and the numbering:**

For example v.1 [not v. 1]

4. **Convert numeric information to Arabic numbers:**

For example:	v.VII	becomes	v.7
	First ed.	becomes	1 <sup>st</sup> ed.
	no.Five	becomes	no.5

5. **Record alphabetic data as they appear on the publication, including exact upper and lower case form:**

For example: 23a  
no.36B  
v.B

6. **Use abbreviated form of captions in the vernacular. Convert to romanized form if necessary.**

For example:	Abteilung	becomes	Abt.
	Band	becomes	Bd.
	nمبر	becomes	no.
	numéro (French)	becomes	no
	numero (Italian)	becomes	n.
	número (Spanish)	becomes	no.
	Nummer	becomes	Nr.
	Teil	becomes	T.
	tome	becomes	t.
	Volume	becomes	v.