
REFERENCES

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REFERENCES

26.1. GENERAL RULE

26.1A. Make references as instructed in the previous rules in part II. In addition, follow the more general instructions in this chapter.

In making references, ensure that:

- a) there is an entry in the retrieval system under the name heading to which the reference is made and/or from which a *see also* reference is made
- b) there is a record of every reference under the name heading to which it refers in order to make possible the correction or deletion of the reference.

In case of doubt as to whether to make a reference, make it.
Omit an initial article from a title appearing in a reference.

(26.1A.)

26.1B. See references

26.1B1. Make a *see* reference from a form of the name of a person or a corporate body that might reasonably be sought to the form that has been chosen as a name heading.

(26.1B1.)

26.1C. See *also* references

26.1C1. Make a *see also* reference from one name heading to another related name heading.

(26.1C1.)

26.1D. Name-title references

26.1D1. Make a *see* or *see also* reference from a title that has been entered under a personal or corporate heading in the form of a name-title reference beginning with the personal or corporate heading followed by the title concerned.

(26.1D1.)

26.1E. Explanatory references

26.1E1. If a *see* or *see also* reference does not give adequate guidance to the user of the retrieval system, make an explanatory reference giving more explicit guidance.

(26.1E1.)

26.1F. Form of references

26.1F1. In making a reference, give the name of a person, place, or corporate body from which reference is made in the same structure as it would have as a heading.

REFERENCES

Guillaume d'Auvergne, *Bishop of Paris*
see **Guilelmus Arvernus**, *Bishop of Paris*

Gand (*Belgium*)
see **Ghent** (*Belgium*)

In making a reference to two or more different headings from the same form, make one reference, listing all headings to which reference is being made.

Ontario. *Ministry of Industry and Tourism*
see also
Ontario. *Dept. of Tourism and Recreation*
Ontario. *Dept. of Trade and Development*
Ontario. *Ministry of Industry and Trade*
Ontario. *Ministry of Tourism and Recreation*

(26.1F1.)

26.1G. The layout, arrangement, and wording of the examples in this chapter are not prescriptive (i.e., they represent one of several possible methods of making references).

(26.1G.)

26.1H. Do not make a reference if the reference is so similar to a name heading or to another reference as to be unnecessary.

(26.1H.)

26.1J. Use, as appropriate, additions to names as set out in rules 22.12, 22.17-22.19, 23.4, 24.4, and 24.6 to distinguish between names from which references are made and other name headings or references.

(26.1J.)

26.2. NAMES OF PERSONS

26.2A. See references

26.2A1. Different names. Refer from a name used by a person, or found in reference sources, that is different from the name used in the heading for that person. (For persons entered under two or more different headings, see also 26.2C1 and 26.2D1.) Typical instances are:

Pseudonym to real name
Berwick, Claude
see **Hunt, Anna Rebecca**

Quinpool, John
see **Regan, John W.**

REFERENCES

Real name to pseudonym

Herman, Alan
see **Allan, Ted**

Johnston, Mabel Annesley Sullivan
see **Marny, Suzanne**

Stifle, June
see **Campbell, Maria**

Phrase

Author of Memoirs of a fox-hunting man
see **Sassoon, Siegfried**

Memoirs of a fox-hunting man, Author of
see **Sassoon, Siegfried**

Maple Leaf
see **Gwilt, Fanny G.**

Secular name

Bessette, Alfred
see **Andre, Brother**

Marie de Saint-Joseph de l'Eucharistie, Mother
see **Ouellet, Marie-Anne**

Earlier name

Foot, Sir Hugh
see **Caradon, Hugh Foot, Baron**

Smith, Donald A., Sir
see **Strathcona and Mount Royal, Donald Alexander Smith, Baron**

Beaconsfield, Benjamin Disraeli, Earl of
see **Disraeli, Benjamin**

(26.2A1.)

26.2A2. Different forms of the name. Refer from a form of name used by a person, or found in reference sources, or resulting from a different romanization of the name, if it differs significantly from the form used in the heading for that person. Always make a reference if any of the first five letters of the entry element for that form differ from the first five letters in the entry element of the heading. Typical instances are:

REFERENCES

Difference in fullness of name
Campbell, C. Alexander G.
see **Campbell, Alec**

Gurnsey, Frederick N.
see **Gurnsey, Rick**

Full name to initials used as heading
Worsley, Edward
see **E.W.**

Different language form
Mikes, György
see **Mikes, George**

Different spelling
Raleigh, Sir Walter
see **Raleigh, Sir Walter**

Luly, Jean
see **Lœillet, Jean Baptiste**

Different romanization
Cao, Xuequin
see **Ts`ao, Hsüeh-ch`in**

Garkavi, Avraam IAkovlevich
see **Harkavi, Avraham Eliyahu**

(26.2A2.)

26.2A3. Different entry elements. Refer from different elements of the heading for a person under which that name might reasonably be sought. Typical instances are:

Different elements of a compound name
Crowe, Jean Elizabeth Auger-
see **Auger-Crowe, Jean Elizabeth**

Jones, Daryl Howes-
see **Howes-Jones, Daryl**

Stark, Laurel Campbell-
see **Campbell-Stark, Laurel**

Part of surname following a prefix
Duca, Irene L. del
see **Del Duca, Irene L. (Irene Luigia)**

REFERENCES

Aerde, Michel Willem van
see **Van Aerde, Michel Willem**

Visser, Elsa R.M. de
see **De Visser, Elsa R.M.**

Prefix to surname used as entry element (see also 26.2D2)

D'Amours, Jacques
see **Amours, Jacques d'**

Von Hofmannsthal, Hugo
see **Hofmannsthal, Hugo von**

Part of surname following a prefix combined with surname

Breton, Clarence Le
see **Lebreton, Clarence**

Cosmos, Amor de
see **DeCosmos, Amor**

First given name of person without surname when it is not the entry element

Maria Helena
see **Helena, Maria**

Epithet or byname

Aquinas, Thomas, Saint
see **Thomas, Aquinas, Saint**

Udine, Giovanni da
see **Giovanni, da Udine**

Last element when it is not the entry element

Barry, Jeanne Bécu, comtesse Du
see **Du Barry, Jeanne Bécu, comtesse**

Capella, Martianus
see **Martianus Capella**

Maung, Chit, Saw
see **Chit Maung, Saw**

Person as saint

Edward, the Confessor, Saint
see **Edward, King of the English**

REFERENCES

Constantine, Saint
see **Constantine I, Emperor of Rome**

Family name of saint
Yepes y Alvarez, Juan de
see **John of the Cross, Saint**

Soubirous, Marie-Bernarde
see **Bernadette, Saint**

Family, dynastic, etc., name of ruler
Bonaparte, Napoléon
see **Napoleon I, Emperor of the French**

Bernadotte, Jean-Baptiste-Jules
see **Charles XIV John, King of Sweden and Norway**

Inverted form of initials entered in direct order
C., M.
see **M.C.**

E., A.L.O.
see **A.L.O.E.**

Direct form of inverted phrase heading
Miss Read
see **Read, Miss**

Dr. Seuss
see **Seuss, Dr.**

Inverted form of direct phrase heading
George, Boy
see **Boy George**

X, Dr.
see **Dr. X**

Honorary titles and terms of address when sometimes used as names
U Kyin U
see **Kyin U, U**

(26.2A3.)

REFERENCES

26.2B. Name-title references

26.2B1. If the works of a person are entered under two or more different headings, make a name-title reference when the name appearing in a particular edition or version of a work is not the name used as the heading for that work:

Ashe, Gordon

Croaker

see **Creasey, John**

(Title page reads: The croaker / John Creasey as Gordon Ashe)

Halliday, Michael

Edge of Terror

see **York, Jeremy**

(Title page reads: The edge of terror / by Michael Halliday.

A later edition published under the name Jeremy York)

(26.2B1.)

26.2B2. Make a name-title reference from the inverted form of initials entered in direct order for each work entered under those initials.

D., H.

Helidora and other poems

see **H.D.**

D., H.

Hymen

see **H.D.**

D., H.

Sea garden

see **H.D.**

(26.2B2.)

26.2B3. When two or more persons have used the same pseudonym and one or more is entered under another name, make a name-title reference from the pseudonym for each work of a person that is so entered.

Theophilus

Burmese loneliness

see **Enriquez, Colin Metcalf**

REFERENCES

Theophilus

Defence of the dialogue entitled A display of God's special grace
see **Dickinson, Jonathon**

(26.2B3.)

26.2B4. If a pseudonym consists of initials, a sequence of letters, or numerals, make a name-title reference from the phrase in direct order for each descriptive unit entered under the pseudonym.

Garcin, Étienne

Nouveau dictionnaire provençal-français
see **M.G.**
(*Initials stand for Monsieur Garcin*)

In addition, if the initials, etc., stand for a phrase other than a name, make a name-title reference from the phrase in direct order for each descriptive unit entered under the pseudonym.

Lawrence, Curly

Betty the mongoliper
see **L.B.S.C.**

(26.2B4.)

26.2C. See also references

26.2C1. If the records of one person are entered under two different headings, make a *see also* reference from each heading to the other (see also 26.2D1).

Wright, Willard Huntington

see also **Van Dine, S.S.**

Van Dine, S.S.

see also **Wright, Willard Huntington**

If the records of one person are entered under three or more different headings, make an explanatory reference as instructed in 26.2D.

(26.2C1.)

26.2C2. If there are entries in the retrieval system under the name of a known person and under the appellation of an unknown person including the name, or part of the name, of that known person, make a *see also* reference from the appellation to the name. Make an explanatory reference from the name to the appellation as instructed in 26.2D1.

REFERENCES

Pseudo-Brutus

see also **Brutus, Marcus Junius**

(26.2C2.)

26.2D. Explanatory references

26.2D1. Make an explanatory reference when more guidance than a *see* or *see also* reference is required.

Ross, W.E.D. (William Edward Daniel)

For works and/or records of this person created under other pseudonyms, *see*

Ames, Leslie

Brooks, Laura Frances

Carter, Marilyn

Dana, Amber

Dana, Richard

Gilmer, Ann

Randall, Diana

[etc., as required]

Carter, Marilyn

For works and/or records of this person created under other names, *see*

Ames, Leslie

Brooks, Laura Frances

Dana, Amber

Dana, Richard

Gilmer, Ann

Randall, Diana

Ross, W.E.D. (William Edward Daniel)

[etc., as required]

Make similar references under the other pseudonyms

Gustaf, Adolf, King of Sweden

Kings of Sweden with this name are entered in a single sequence of all the kings of Sweden with the first name Gustaf, e.g.,

Gustaf I Vasa, King of Sweden

Gustaf II Adolph, King of Sweden

Gustaf III, King of Sweden

Make a similar reference under **Gustaf Vasa, King of Sweden**

(26.2D1.)

REFERENCES

26.2D2. *Optionally*, make explanatory references under the various separately written prefixes of surnames to explain how names with such prefixes are entered in the retrieval system.

De la

Some names beginning with this prefix are also entered under **La** (e.g., La Bretèque, Pierre de) and others under the name following the prefix (e.g., Torre, Marie de la).

*Make a similar reference under **La***

(26.2D2.)

26.3 GEOGRAPHIC NAMES AND NAMES OF CORPORATE BODIES

26.3A. See references

26.3A1. Different names. Refer from the name of a place found in reference sources that is significantly different from the form used as the entry element in a heading.

Aix-la-Chapelle (*Germany*)
see **Aachen** (*Germany*)

Hellas
see **Greece**

Refer from a name used by a body, or found in reference sources, that is significantly different from that used in the heading for that body.

Common Market
see **European Economic Community**

Quakers
see **Society of Friends**

Make an explanatory reference for a place or a body that has changed its name as instructed in 26.3C1.

(26.3A1.)

26.3A2. General and specific names of conferences. Refer from a general name for a conference to the specific name used as the heading.

Nutrition Symposium (*1953 : University of Toronto*)
see **Symposium on Protein Metabolism** (*1953 : University of Toronto*)

REFERENCES

Moisture Management in Crop Production Conference (5th : 1986 : Calgary, Alta.)

see **Western Provinces Conference Rationalization of Soil and Water Research and Management (1986 : Calgary, Alta)**

Eastern Canada Pesticide Workshop (20th : 1988 : Sault Ste. Marie, Ont.)

see **Eastern Canada Workshop on Pesticide Residues and Environmental Contaminants (1988 : Sault Ste. Marie, Ont.)**

(26.3A2.)

26.3A3. Different forms of the name. Refer from a form of name used by a body, or from a form of name of a place or body found in reference sources or resulting from a different romanization, if that form differs significantly from the form used in the heading for that body or place. Typical instances are:

Different language forms

Danmark

see **Denmark**

French Association for Canadian Studies

see **Association française d'études canadiennes**

Initials and acronyms

ACOA

see **Atlantic Canada Opportunities Agency**

E.E.C.

see **European Economic Community**

Full names

International Business Machines Corporation

see **IBM**

European Atomic Energy Community

see **Euratom**

Different spelling

Rumania

see **Romania**

Coopératives unies de l'Ontario

see **Co-opératives unies de l'Ontario**

REFERENCES

Shippigan (*N.B.*)
see **Shippegan** (*N.B.*)

Different romanization
Beijing (*China*)
see **Peking** (*China*)

Other variants (including shorter, fuller, and inverted forms)
Religious Society of Friends
see **Society of Friends**

Friends, Society of
see **Society of Friends**

St. Dominic, Order of
see **Dominicans**

United Kingdom. Army. Middlesex Regiment
see **United Kingdom. Army. Infantry Regiment, 57th**

Arts Council of Ontario
see **Ontario Arts Council**

Leonowens (Anna) Gallery
see **Anna Leonowens Gallery**

Roman Catholic Church
see **Catholic Church**

(26.3A3.)

26.3A4. Initials. If a heading consists of an initialism or acronym and, in the retrieval system, initials with full stops are filed differently from those without full stops, refer from one form to the other, depending on which has been used in the heading.

NAAB
see **N.A.A.B.**

U.N.E.S.C.O.
see **Unesco**

In the context of such a retrieval system, *optionally* refer from initials without full stops, as well as with full stops (see 26.3A3), to a full name used as a heading (see also 26.3C2).

NATO
see **North Atlantic Treaty Organization**

REFERENCES

N.A.T.O.

see **North Atlantic Treaty Organization**

(26.3A4.)

26.3A5. Numbers. If, in the retrieval system, numbers expressed as words are filed differently from numbers expressed as numerals, follow the instructions below if a heading begins with a number or contains a number in such a position that it affects the filing of the heading.

- a) If the number is expressed as a numeral, refer from the form of the heading with the number expressed as a word.

Gallery One Hundred and One

see **Gallery 101**

Twentieth Century Heating & Ventilating Co.

see **XXth Century Heating & Ventilating Co.**

- b) If the number is expressed as a word and if desirable, refer from the form of the heading with the number expressed as an arabic numeral.

4 Corners Geological Society

see **Four Corners Geological Society**

25th Street House Theatre

see **Twenty-fifth Street House Theatre**

(26.3A5.)

26.3A6. Abbreviations. If, in the retrieval system, abbreviated words are filed differently from words written in full and if the heading begins with an abbreviated word or contains an abbreviated word in such a position that it affects the filing of the heading, refer from the form of the heading with the abbreviated word written in full in the language of the heading.

Société Saint-Jean-Baptiste de Montréal

see **Société St-Jean-Baptiste de Montréal**

Saint John Yacht Club

see **St John Yacht Club**

(26.3A6.)

26.3A7. Different forms of heading. Refer from different forms of heading under which a corporate body might reasonably be sought. Typical instances are:

REFERENCES

Subordinate heading and its variants to a name entered directly

Canada. National Research Council
see **National Research Council Canada**

University of Toronto. *Library. Thomas Fisher Rare Book Library*
see **Thomas Fisher Rare Book Library**

University of Toronto. *University Press*
see **University of Toronto Press**

Name and its variants in the form of subheadings under the immediately superior body when the name has been entered under a body higher than the immediately superior body

Canada. *Dept. of Labour. Research and Development Program.
Economics and Research Branch*
see **Canada.** *Dept. of Labour. Economics and Research Branch*

Canadian Pulp and Paper Association. *Technical Section. Sulphite
Committee*
see **Canadian Pulp and Paper Association.** *Sulphite Committee*

University of Toronto. *Library. Humanities and Social Sciences Division.
Reference Dept.*
see **University of Toronto.** *Library. Reference Dept.*

For bodies entered subordinately, the name and its variants in the form of independent headings whenever the name does not suggest subordinate entry

Ryerson Staff Association
see **Ryerson Polytechnical Institute.** *Staff Association*

Saskatchewan Energy and Mines
see **Saskatchewan.** *Saskatchewan Energy and Mines*

(26.3A7.)

26.3B. See *also* references

26.3B1. Make see *also* references between independently entered corporate headings for bodies that are related:

British Iron and Steel Research Association
see *also* **Iron and Steel Institute**

Iron and Steel Institute
see *also* **British Iron and Steel Research Association**

(26.3B1.)

REFERENCES

26.3C. Explanatory references

26.3C1. General rule. Make an explanatory reference when more detailed guidance than a *see* or *see also* reference is required. Typical instances are:

- a) Scope of heading
Freemasons
Under subdivisions of this heading will be found records of the lodges, grand lodges, etc., of the basic orders of Freemasonry (also called "craft" Masonry) in which are conferred the first three Masonic degrees.
For records of Masonic bodies conferring degrees beyond the first three, *see*
Knights Templar (*Masonic order*)
Royal and Select Masters
Royal Arch Masons
Scottish Rite (*Masonic order*)
For records of other Masonic bodies, *see* their names, e.g.,
Order of the Secret Monitor

Canada. Governor-General (1984-1989 : Sauvé)
Here are entered records of the Governor-General acting in her official capacity.
For other records created and accumulated in her private capacity, *see*
Sauvé, Jeanne, 1922-
- b) References applicable to several headings
Conference ...
Conference proceedings are entered under the name of the conference, etc. *See also* **Symposium ...**, **Workshop ...**, etc.

Catholic Church. Sacra ...
Sacra is omitted from the heading for an administrative body of the Catholic Church when it occurs at the beginning of the name, e.g., for the Sacra Rota Romana, *see* **Catholic Church. Rota Romana**.
- c) Earlier and later headings
 - i) Simple situations (usually only two headings involved).

Name change
Manitoba Crop Insurance Corporation
see also the earlier heading
Manitoba Crop Insurance Agency

REFERENCES

Manitoba Crop Insurance Agency

see also the later heading

Manitoba Crop Insurance Corporation

Alberta Motor Transport Association

see also the later heading

Alberta Trucking Association

Alberta Trucking Association

see also the earlier heading

Alberta Motor Transport Association

Merger of two bodies to form a third

British Columbia. Examinations Branch

see also the later heading

British Columbia. Student Assessment Branch

British Columbia. Learning Assessment Branch

see also the later heading

British Columbia. Student Assessment Branch

British Columbia. Student Assessment Branch

see also the earlier headings

British Columbia. Examinations Branch

British Columbia. Learning Assessment Branch

- ii) Complex situations requiring more explanation (usually more than two headings involved). Make explanatory references with the same information under each of the headings.

Complete information available

Canadian Imperial Bank of Commerce

Established in 1961 by the union of the Canadian Bank of Commerce and the Imperial Bank of Canada.

*Make the same reference under **Canadian Bank of Commerce and Imperial Bank of Canada***

REFERENCES

Prince Edward Island. Dept. of Community Affairs

Established Apr. 1980 by the amalgamation of Dept. of the Environment, Dept. of Municipal Affairs, the conservation functions of the former Dept. of Tourism, Parks and Conservation and related services from other government agencies. Name changed fall of 1982 to Dept. of Community and Cultural Affairs. For records of these bodies, see their names as subheadings of **Prince Edward Island**.

Make a similar reference under the heading for each of these government bodies

Incomplete information available

Zambia. Ministry of Mines and Mining Development

The Ministry of Mines and Mining Development was created about 1970.

For related bodies see also

Zambia. Ministry of Lands and Mines

Zambia. Ministry of Mines

Zambia. Ministry of Mines and Co-operatives

Make a similar reference under the heading for each of these government bodies

iii) Multiple headings for one series of meetings. Make the same explanatory reference under each of the conference headings involved.

Symposium on the Plasma Membrane (1961 : New York, N. Y.)

Records of this series of meetings are found under the following headings or titles:

3rd: **Symposium on the Plasma Membrane (1961 : New York, N. Y.)**

4th: Connective tissue

5th: Differentiation and development

7th: **Symposium on Macromolecular Metabolism (1965 : New York, N. Y.)**

8th: Contractile process

9th: **Basic Science Symposium**

Make the same explanatory reference under the heading for the 7th and for the 9th - symposia

(26.3C1.)

26.3C2. Acronyms. If, in the retrieval system, initials with full stops are filed differently from initials without full stops, and more detailed guidance than a see reference is required, make an explanatory reference under each form.

REFERENCES

N.A.T.O.

see **North Atlantic Treaty Organization**

When these initials occur in a title or other heading without spaces or full stops, they are filed as a single word.

*Make a similar explanatory reference under **NATO***

In the context of such a retrieval system, if the abbreviated form does not consist entirely of the initial letters of the name, make the references from the form with the letters represented as separate initials only if they might be so construed.

S.A.C.L.A.N.T.

see **Supreme Allied Commander, Atlantic**

When these initials occur in a heading without spaces or full stops, they are filed as a single word.

*Make a similar explanatory reference under **SACLANT***

However, make a see reference without explanation if only one reference is to be made.

(26.3C2.)