CHAPTER 26

REFERENCES

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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.
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:
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
Ralegh, Sir Walter
see Raleigh, Sir Walter

Luly, Jean
see Lœillet, Jean Baptiste

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

Garkavi, Avraam Iakovlevich
see Harkavi, Avraham Eliyahu

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.)
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

26.2B4. 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.

26.2C. 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.

26.2C2. 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.
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.)
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)


(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

26.3A4. 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
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

26.3A6. 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

26.3A7. 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.)
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

   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.

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

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.)