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# HEADINGS FOR CORPORATE BODIES

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## HEADINGS FOR CORPORATE BODIES

### 24.1. GENERAL RULE

**24.1A.** Enter a corporate body<sup>1</sup> directly under the name by which it is identified, except when the rules that follow provide for entering it under the name of a higher or related body (see 24.13) or under the name of a government (see 24.18).

Determine the name by which a corporate body is identified from the following sources and in the order of preference given:

- a) the name that appears in published items issued by the body
- b) the name that appears in reference sources<sup>2</sup>
- c) the name that appears in the archival material.

If the name of a corporate body consists of or contains initials, omit or include full stops and other marks of punctuation according to the predominant usage of the body. In case of doubt, omit the full stops, etc. Do not leave a space between a full stop, etc., and an initial following it. Do not leave spaces between the letters of an initialism written without full stops, etc.

Make references from other forms of the name of a corporate body as instructed in 26.3.

ABS Productions

Canadian Expedition to Study the Alpha Ridge ...<sup>3</sup>

Canadian Newspapers Company

COTA

Harmon Foundation

Insight Publishing

Maritime Telegraph and Telephone Company

Springhill Heritage Group

University of British Columbia

(24.1A.)

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<sup>1</sup> For definition, see glossary.

<sup>2</sup> Reference sources, as used in this chapter, include official publications such as gazettes, registers, statutes, orders, regulations and, also, books and articles written about the body.

<sup>3</sup> For additions to the name of a conference, congress, expedition, etc., see 24.7B.

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### 24.1B. Romanization<sup>4</sup>

**24.1B1.** If the name of the body is in a language written in a nonroman script, romanize the name according to the table for that language adopted by the institution. Refer from other romanizations as necessary.

**Chung-kuo wen tzu kai ko wei yuan hui<sup>5</sup>**  
x Zhongguo wenzi gaige weiyuanhui

(24.1B1.)

### 24.1C. Changes of name

**24.1C1.** If the name of a corporate body has changed (including change from one language to another), establish a new heading under the new name when describing records created and/or accumulated and used under that name. Refer from the old heading to the new and from the new heading to the old (see 26.3C).

#### **Halifax Asylum for the Blind**

Incorporated under the name Halifax Asylum for the Blind in May 1867; name was changed in 1930 to the Halifax School for the Blind.

Records of this body are entered under the latest name used by the body during the time of the records' creation, and/or accumulation and use.

For records of this body, *see also* the later heading:

#### **Halifax School for the Blind**

#### **Halifax School for the Blind**

Incorporated under the name Halifax Asylum for the Blind in May 1867; name was changed in 1930 to Halifax School for the Blind; in 1978, the name was changed again to Sir Frederick Fraser School.

For records of this body, *see also* the earlier heading:

#### **Halifax Asylum for the Blind**

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<sup>4</sup> *Alternative rule. Romanization.* If the name of the body is in a language written in a nonroman script and a romanized form appears in published items issued by the body or in its fonds, use that romanized form. Refer as necessary from other romanizations. If more than one romanized form is found, use the form resulting from romanization according to the table adopted by the institution for the language.

**Zhongguo wenzi gaige weiyuanhui**  
x Chung-kuo wen tzu kai ko wei yuan hui

<sup>5</sup> Systematic romanizations used in the examples in this chapter follow the tables (published by the Library of Congress in *Cataloging Service*, bulletin 118- ) adopted jointly by the American Library Association, the Canadian Library Association, and the Library of Congress.

## HEADINGS FOR CORPORATE BODIES

and see *also* the later heading:

### **Sir Frederick Fraser School (Halifax, N.S.)**

### **Sir Frederick Fraser School (Halifax, N.S.)**

Previously known under the name Halifax School for the Blind; name was changed in 1978 to Sir Frederick Fraser School.

For records of this body see *also* the earlier heading;

### **Halifax School for the Blind**

(24.1C1.)

## **24.2. VARIANT NAMES. GENERAL RULES**

**24.2A.** Apply this rule if a body uses variant names in published items issued by it, if variant names are used in reference sources or, if variant names appear in the archival material. Apply the special rules in 24.3 as well when they are appropriate.

(24.2A.)

### **24.2B. Variant names found in published sources**

**24.2B1.** If variant forms<sup>7</sup> of the name are found in published items issued by the body, use the name as it appears in the chief source of information<sup>8</sup> as opposed to forms found elsewhere in the items.

(24.2B1.)

**24.2B2.** If variant names appear in the chief sources of information for published items, use the name that is presented formally as indicated by layout or typography. If no name is presented formally, or if all names are presented formally, use the predominant form of name.

If there is no predominant form, use a brief form (including an initialism or an acronym) that would differentiate the body from others with the same or similar brief names.

#### **ISTS**

*not* International Simultaneous Translation Service

#### **Canadian Joker Society**

*not* Canadian Joker Society for Promoting Humour in Canadian Life

#### **Chartered Institute of Secretaries in Canada**

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<sup>7</sup> *Variant forms* do not include names that result from a name change. For these, see 24.1C.

<sup>8</sup> For published items the chief source of information is the title page or its equivalent.

## HEADINGS FOR CORPORATE BODIES

*not* Chartered Institute of Secretaries of Joint Stock Companies and Other Public Bodies in Canada

### **Unesco**

*not* United Nations Educational, Scientific, and Cultural Organization

If the variant forms do not include a brief form that would differentiate two or more bodies with the same or similar brief names, use the form found in reference sources. (24.2B2.)

### **24.2C. Variant names found in reference sources**

**24.2C1.** If variant forms of the name are found in reference sources, use the name as it appears in the most appropriate reference source.<sup>9</sup> (24.2C1.)

### **24.2D. Variant names found in the archival material**

**24.2D1.** If variant forms of the name are found in the archival material, use the name as it appears in the following categories of records and in the order of preference given:

- a) records legally establishing the body (e.g., acts of incorporation, letters patent)
- b) records of administrative regulations (e.g., executive orders, constitutions, bylaws)
- c) other records of policy (e.g., minutes, policy and procedures manuals)

**24.2D2.** If the archival material does not include records that fall into the categories listed above, use the form of name that appears most frequently in other records.

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<sup>9</sup> Institutions should establish a policy for determining the form of name to be used when variant names are found in reference sources.



## HEADINGS FOR CORPORATE BODIES

### 24.3. VARIANT NAMES. SPECIAL RULES

#### 24.3A. Language<sup>10</sup>

**24.3A1.** If the name appears in different languages, use the form in the official language of the body.

**Istituto italiano di cultura** (*Toronto, Ont.*)  
*not* Italian Cultural Institute (*Toronto, Ont.*)

**Société historique franco-américaine**  
*not* Franco-American Historical Society

If there is more than one official language and one of these is English, use the English form.

**Canadian Committee on Cataloguing**  
*not* Comité canadien de catalogage

**International Council for Adult Education**  
*not* Consejo Internacional de Educación de Adultos

**Italian Chamber of Commerce of Montreal**  
*not* Camera de commercio italiana

If English is not one of the official languages or if the official language is not known, use the form in the language used predominantly in published items issued by the body, in reference sources, or in its fonds (in that order of preference).

**Associazione italiana di studi canadesi**  
*not* Italian Association for Canadian Studies

**Fédération acadienne de la Nouvelle-Écosse**

**Société d'histoire des Cantons de l'Est**  
*not* Eastern Townships Historical Society

In case of doubt, use the English, French, German, Spanish, or Russian form, in this order of preference. If there is no form in any of these languages, use the form in the language that comes first in English alphabetic order. Refer from form(s) in other languages.

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<sup>10</sup> *Alternative rule. Language.* Use a form of name in a language suitable to the users of the institution's retrieval system if the body's name is in a language that is not familiar to those users.

**Japan Productivity Center**  
*if not* Nihon Seisansei Hombu

## HEADINGS FOR CORPORATE BODIES

(24.3A1.)

### 24.3B. Language. International bodies

**24.3B1.** If the name of an international body appears in English in published items issued by the body, in reference sources, or in its fonds (in that order of preference), use the English form. In other cases, follow the instructions in 24.3A.

**International Air Transport Association**  
*not* Asociación del Transporte Aero Internacional  
Internationale Fluggeschaft Verband  
[etc.]

**European Economic Community**  
*not* Communauté économique européenne  
Europese Economische Gemeenschap  
[etc.]

(24.3B1.)

### 24.3C. Conventional name

**24.3C1. General rule.** If a body is frequently identified by a conventional form of name in reference sources in its own language, use this conventional name.

**Calgary Stampede**  
*not* Calgary Exhibition and Stampede

**Killam Trust**  
*not* Izaak Walton Killam Memorial Fund for Advanced Studies  
Killam Scholarship Program

**Westminster Abbey**  
*not* Collegiate Church of St. Peter in Westminster

(24.3C1.)

**24.3C2. Ancient and international bodies.**<sup>11</sup> If the name of a body of ancient origin or of one that is international in character has become firmly established in an English form in English language usage, use this English form.

#### **Benedictines**

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<sup>11</sup> Apply this rule, for example, to religious bodies, fraternal and knightly orders, church councils, and diplomatic conferences. If it is necessary to establish a heading for a diplomatic conference that has no formal name and has not yet acquired a conventional name, use the name found most commonly in periodical articles and newspaper accounts in English. If another name becomes established later, change the heading to that name.

## HEADINGS FOR CORPORATE BODIES

**Cluniacs**

**Franciscans**

**Freemasons**

**Vatican Council ...**

(24.3C2.)

**24.3C3. Autocephalous patriarchates, archdioceses, etc.** Enter an ancient autocephalous patriarchate, archdiocese, etc., of the Eastern Church under the place by which it is identified. Add a word or phrase designating the type of ecclesiastical jurisdiction.

**Antioch** (*Jacobite patriarchate*)

**Constantinople** (*Ecumenical patriarchate*)

(24.3C3.)

### **24.3D. Religious orders and societies**

**24.3D1.** Use the best-known form of name, in English, if possible, for a religious order or society. In case of doubt, follow this order of preference:

- a) the conventional name by which its members are known in English
- b) the English form of name used by units of the order or society located in English-speaking countries
- c) the name of the order or society in the language of the country of its origin.

**Franciscans**

*not* Ordo Fratrum Minorum  
Order of St. Francis  
Minorites  
[etc.]

**Sisters of Our Lady of the Sacred Heart**

*not* Suore di Nostra Signora del Sacro Cuore

(24.3D1.)

## HEADINGS FOR CORPORATE BODIES

### 24.3E. Governments

**24.3E1.** Use the conventional name of a government,<sup>12</sup> unless the official name is in common use. The conventional name of a government is the geographic name (see chapter 23) of the area (e.g., country, province, state, county, municipality) over which the government exercises jurisdiction. See also 24.6.

**Québec** (*Québec*)  
*not* La ville de Québec

**Edmonton** (*Alta.*)  
*not* City of Edmonton

**France**  
*not* République française

**Massachusetts**  
*not* Commonwealth of Massachusetts

If the official name of the government is in common use, use it.

**Metropolitan Toronto** (*Ont.*)

**Communauté urbaine de Montréal** (*Québec*)

(24.3E1.)

### 24.3F. Conferences, congresses, meetings, etc.

**24.3F1.** If, among the variant forms of a conference name appearing in published items issued by the body, in reference sources, or in its fonds, there is a form that includes the name or abbreviation of the name of a body associated with the meeting to which the meeting is not subordinate, use this form.

**FAO Hybrid Maize Meeting ...**

If, however, the name is of a body to which the meeting is subordinate (e.g., the annual meeting of an association), see 24.13A, type 6.

**Canadian Hog Farmers.** *Annual Meeting*

**Canadian Industrial Relations Association.** *Meeting*

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<sup>12</sup> *Government* is used here to mean the totality of corporate bodies (executive, legislative, and judicial) exercising the powers of a jurisdiction. Treat as a government agency a corporate body known as *government*, or its equivalent in other languages, or a term with similar meaning, that is an executive element of a particular jurisdiction (see 24.18).

## HEADINGS FOR CORPORATE BODIES

**Canadian Institute for the Administration of Justice.** *Conference*

**West Mississauga Jazz Muddies.** *Meeting*

(24.3F1.)

**24.3F2.** If a conference has both a specific name of its own and a more general name as one of a series of conferences, use the specific name.

**Symposium on Endocrines and Nutrition**

*not* Nutrition Symposium

**Symposium on Protein Metabolism ...**

*not* Nutrition Symposium ...

(24.3F2.)

### **24.3G. Places of worship**

**24.3G1.** If variant forms of the name of a local church, cathedral, monastery, convent, abbey, temple, mosque, synagogue, etc., appear in published items issued by the body, in reference sources, or in its fonds, use the predominant form. If there is no predominant form, follow this order of preference:

- a) a name containing the name of the person(s), object(s), place(s), or event(s) to which the place of worship is dedicated or after which it is named

**All Saints Church ...**

**St. Peter's Church ...**

**St. Mark's Cathedral ...**

- b) a name beginning with a word or phrase descriptive of a type of place of worship

**Cathedral of St. John the Baptist ...**

**Great Synagogue ...**

**Monastery of the Apostles ...**

**Temple Beth Sholom ...**

- c) a name beginning with the name of the place in which the place of worship is situated.

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### Toronto Chinese Baptist Church

### West Flamboro Presbyterian Church

For additions to the name of a place of worship, see 24.10.

(24.3G1.)

### *Additions, Omissions and Modifications*

#### 24.4. ADDITIONS

##### 24.4A. General rule

**24.4A1.** Make additions to the name of a corporate body as instructed in 24.4B-24.4C.

For additions to special types of corporate bodies (e.g., governments, conferences), see 24.6-24.11. Enclose in parentheses all additions required by rules in this chapter.

(24.4A1.)

##### 24.4B. Names not conveying the idea of a corporate body

**24.4B1.** If the name alone does not convey the idea of a corporate body, add a general designation in English.

**Anna C. Minch** (*Ship*)

**J. Hugh Whitford** (*Firm*)

**Sydney P. Dumaresq** (*Firm*)

(24.4B1.)

##### 24.4C. Two or more bodies with the same or similar names

**24.4C1. General rule.** If two or more bodies have the same name, or names so similar that they may be confused, add a word or phrase to each name as instructed in 24.4C2-24.4C9. Add such a word or phrase to any other name if the addition assists in the understanding of the nature or purpose of the body.

Do not include the additions to names of places prescribed in 24.6 when the names of these places are used to indicate the location of corporate bodies.

(24.4C1.)

## HEADINGS FOR CORPORATE BODIES

**24.4C2. Names of countries, states, provinces, etc.** If a body has a character that is national, state, provincial, etc., add the name of the country, state, province, etc., in which it is located.

**Caucus conservateur** (*N.B.*)

**National Farmers Union** (*Canada*)

**Provincial Agricultural Society** (*N.S.*)

**Provincial Temperance Society** (*Alta.*)

If such an addition does not provide sufficient identification or is inappropriate (as in the case of national, state, provincial, etc., universities of the same name serving the same country, state, province, etc.), follow the instructions in 24.4C3-24.4C9.

(24.4C2.)

**24.4C3. Local place names.** In the case of any other body, add the name of the local place (see 24.4C4-24.4C6) in which the body is located or that is commonly associated with its name, unless the name of an institution, the date(s) of the body, or other designation (see 24.4C7-24.4C9) provides better identification.

**Heritage Museum** (*St. Albert, Alta.*)

**Jewish Historical Society** (*Halifax, N.S.*)

**Place des Arts** (*Montréal, Québec*)

(24.4C3.)

**24.4C4. Bodies located outside the British Isles.** In the case of a body located outside the British Isles (the United Kingdom and the Republic of Ireland), add the name of the smallest or most specific local political jurisdiction in which the body is located or that is commonly associated with its name (e.g., the name of a city, town, borough).

**Empire Hotel** (*North Bay, Ont.*)

**Miller Hospital** (*Kentville, N.S.*)

**Victoria College** (*Cobourg, Ont.*)

**Victoria College** (*Toronto, Ont.*)

If further distinction is necessary, give the name of a particular area within that jurisdiction before the name of the jurisdiction.

**St. David's Church** (*Beaches, Toronto, Ont.*)

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### **St. David's Church** (*Swansea, Toronto, Ont.*)

If the body is not located in, or if it is not associated with the name of, an incorporated municipality, add the geographic name that is most commonly used to specify its location (e.g., the name of an unincorporated community, the name of a city or town in the vicinity, the name of the county).

### **Kings County Historical Society** (*Kings County, N.B.*)

### **Kings County Historical Society** (*Kings County, N.S.*)

If a body located in a specific local jurisdiction is more commonly associated with the name of another city or town or an unincorporated community in its vicinity, prefer the name of that place.

### **York University** (*Toronto, Ont.*)

*(University is located in Downsview, an unincorporated locality in the City of North York, which is part of Metropolitan Toronto)*

(24.4C4.)

**24.4C5. Bodies located in the British Isles.** In the case of a body located in the British Isles, add either the name of a geographic entity or the name of the smallest or most specific jurisdiction, whichever is more commonly associated with the name of the body.

### **St. Peter's Church** (*Hook Norton, England*)

### **St. Peter's Church** (*Sudbury, England*)

### **Red Lion Hotel** (*Newport, Wales*)

### **Red Lion Hotel** (*Newport, Isle of Wight, England*)

### **Red Lion Hotel** (*Newport, Shropshire, England*)

### **Esso Refinery** (*Fawley, England*)

(24.4C5.)

**24.4C6. Change of name of jurisdiction or locality.** If the name of the local jurisdiction or geographic locality changes during the lifetime of the body, add the latest name in use in the lifetime of the body.

### **Economical Fire Insurance Company** (*Kitchener, Ont.*)

*not* Economical Fire Insurance Company (*Berlin, Ont.*)

*(Company founded early in the twentieth century. Place name changed in 1916)*



## HEADINGS FOR CORPORATE BODIES

**St. Demetrius Ukrainian Catholic Church** (*Etobicoke, Ont.*)  
*not* **St. Demetrius Ukrainian Catholic Church** (*Weston, Ont.*)

*but* **Historisk samfund** (*Christiania, Norway*)  
(*Ceased to exist before Christiania became Oslo*)

(24.4C6.)

**24.4C7. Institutions.** Add the name of an institution instead of the local place name if the institution's name is commonly associated with the name of the body. Give the name of the institution in the form and language used for it as a heading.

**Newman Club** (*Trent University*)  
*not* Newman Club (*Peterborough, Ont.*)

(24.4C7.)

**24.4C8. Year(s).** If the name has been used by two or more bodies that cannot be distinguished by place, add the year of founding or the inclusive years of existence.

**British Columbia. Royal Commission on Forest Resources**  
(*1955-1957*)

**British Columbia. Royal Commission on Forest Resources**  
(*1975-*)

**Nova Scotia. Royal Commission on Automobile Insurance**  
(*1955-1957*)

**Nova Scotia. Royal Commission on Automobile Insurance**  
(*1971-1973*)

(24.4C8.)

**24.4C9. Other additions.** If none of the place name, name of institution, or date(s) is sufficient or appropriate for distinguishing between two or more bodies, add an appropriate general designation in English.

**Church of God** (*Adventist*)

**Church of God** (*Apostolic*)

## 24.5. OMISSIONS

### 24.5A. Initial articles

## HEADINGS FOR CORPORATE BODIES

**24.5A1.** Omit an initial article unless the heading is to file under the article (e.g., a corporate name that begins with an article that is the first part of the name of a person or place).

**Canadian Club**  
*not* The Canadian Club

**Canadian Imperial Bank of Commerce**  
*not* The Canadian Imperial Bank of Commerce

**Library Association**  
*not* The Library Association

*but* **Le Corbusier Sketchbook Publication Committee**

**Los Angeles Symphony** (*Orchestra*) (24.5A1.)

### **24.5B. Citations of honours**

**24.5B1.** Omit a phrase citing an honour or order awarded to the body. (24.5B1.)

### **24.5C. Terms indicating incorporation and certain other terms**

**24.5C1.** Omit an adjectival term or abbreviation indicating incorporation (e.g., *Incorporated, E.V., Ltd.*) or state ownership of a corporate body, and a word or phrase, abbreviated or in full, designating the type of incorporated entity (e.g., *Aktiebolaget, Gesellschaft mit beschränkter Haftung, Kabushiki Kaisha, Società per azione*), unless it is an integral part of the name or is needed to make it clear that the name is that of a corporate body.

**Henry Birks and Sons**  
(*Without Ltd.*)

**T. Eaton Co.**  
(*Without Ltd.*)

**American Ethnological Society**  
(*Without Inc.*)

*but*

**Films Incorporated**

**Peter Davies Limited**

## HEADINGS FOR CORPORATE BODIES

### **Vickers (Aviations) Limited**

(24.5C1.)

**24.5C2.** If such a term is needed to make it clear that the name is that of a corporate body and it occurs at the beginning of the name, transpose it to the end.

**Elektrometall, Aktiebolaget**  
*not* Aktiebolaget Elektrometall

(24.5C2.)

**24.5C3.** Omit an initial word or phrase in an oriental language indicating the private character of a corporate body (e.g., *Shiritsu, Ssu li*), unless the word or phrase is an integral part of the name.

**Tan-chiang Ying yu chuan k o hsueh hsiao**  
*not* Ssu li Tan-chiang Ying yu chuan k o hsueh hsiao

(24.5C3.)

**24.5C4.** Omit abbreviations (e.g., *U.S.S., H.M.S.*) occurring before the name of a ship.

**Ark Royal (Ship)**  
*not* H.M.S. Ark Royal

(24.5C4.)

## **24.6. GOVERNMENTS. ADDITIONS**

### **24.6A. Scope**

**24.6A1.** Apply this rule to the names of governments that are not differentiated by the application of 23.4. Make the further additions prescribed here following a space, colon, space, and within the same parentheses that enclose the additions prescribed by 23.4.  
(24.6A1.)

**24.6B.** Add the type of jurisdiction in English if other than a city or a town. If there is no English equivalent for the vernacular term, or in case of doubt, use the vernacular term.

**Guadalajara (Mexico)**  
**Guadalajara (Spain)**  
**Guadalajara (Spain : Province)**

**Québec (Province)**  
**Québec (Québec)**  
**Québec (Québec : Comté)**

(24.6B.)

## HEADINGS FOR CORPORATE BODIES

**24.6C.** If the type of jurisdiction does not provide a satisfactory distinction, add an appropriate word or phrase.

**Germany** (*Democratic Republic*)

**Germany** (*Federal Republic*)

(24.6C.)

**24.6D.** If two or more governments lay claim to jurisdiction over the same area (e.g., as with occupying powers and insurgent governments), add a suitable designation to one or each of the governments, followed by the inclusive years of its existence.

**Algeria**

**Algeria** (*Provisional government, 1958-1962*)

**France**

**France** (*Territory under German occupation, 1940-1944*)

(24.6D.)

### 24.7. CONFERENCES, CONGRESSES, MEETINGS, ETC.

#### 24.7A. Omissions

**24.7A1.** Omit from the name of a conference, etc., indications of its number, frequency, or year(s) of convocation.

**International Congress of Immunology ...**  
*not* Sixth International Congress of Immunology

**Larval Fish Conference ...**  
*not* 8th Annual Larval Fish Conference ...

**Analogies Symposium**  
*not* 1986 Analogies Symposium

(24.7A1.)

#### 24.7B. Additions

**24.7B1. General rule.** Add to the name of a conference, etc. (including that of a conference entered subordinately, see 24.13), the number of the conference, etc. (if appropriate), the year(s), and the place(s) in which it was held. Separate these elements by a space, colon, space.

(24.7B1.)

## HEADINGS FOR CORPORATE BODIES

**24.7B2. Number.** If a conference, etc., is stated or inferred to be one of a series of numbered meetings of the same name, add the ordinal numeral in its English form (see C.8A).

**International Congress of Immunology** (*6th : ...*)

If the numbering is irregular, do not add it. *Optionally*, provide an explanation of the irregularities in a note or an explanatory reference.

(24.7B2.)

**24.7B3. Date.** If the heading is for a single meeting, add the year or years in which the conference, etc., was held.

**International Congress of Immunology** (*6th : 1986 : ...*)

**Conference on Library Surveys** (*1965 : ...*)

**Study Institute on Special Education** (*1969-1970 : ...*)

Add specific dates if necessary to distinguish between two or more meetings held in the same year.

**Conférence agricole interalliée** (*1st : 1919 Feb. 11-15 : ...*)

**Conférence agricole interalliée** (*2nd : 1919 Mar. 17-19 : ...*)

(24.7B3.)

**24.7B4. Location.** Add the name of the local place or other location (institution, etc.) in which the conference, etc., was held. Give a local place name in the form prescribed in chapter 23. Give any other location in the nominative case in the language and form in which it is found in the descriptive unit.

**International Congress of Immunology** (*6th : 1986 : Toronto, Ont.*)

**Regional Conference on Mental Measurements of the Blind**  
(*1st : 1951 : Perkins Institution*)

**International Conference on the Biology of Whales**  
(*1971 : Shenandoah National Park*)

If the heading is for a series of conferences, etc., do not add the location unless all were held in the same place.

**Hybrid Corn Industry Research Conference**

If the location is part of the name of the conference, etc., do not repeat it.

## HEADINGS FOR CORPORATE BODIES

### **Calgary Conference on the Canadian Novel (1978)**

### **Arden House Conference on Medicine and Anthropology (1961)**

If the sessions of a conference, etc., were held in two locations, add both names.

### **Conference and Festival of the Canadian League of Composers (1981 : Windsor, Ont. and Detroit, Mich.)**

### **Joint Atlantic Canada/Western Canadian Studies Conference (1978 : Calgary, Alta. and Fredericton, N.B.)**

### **Joint ICE/ASCE/CSCE Conference (6th : 1984 : Montréal, Québec and Montebello, Québec)**

If the sessions of a conference, etc., were held in three or more locations, add the first named place followed by *etc.*

### **International Conference on Alternatives to War (1982 : San Francisco, Calif., etc.)**

(24.7B4.)

## **24.8. EXHIBITIONS, FAIRS, FESTIVALS, ETC.**

### **24.8A. Omissions**

**24.8A1.** As instructed in 24.7A1, omit from the name of an exhibition, fair, festival, etc., word(s) that denote its number.

(24.8A1.)

### **24.8B. Additions**

**24.8B1.** As instructed in 24.7B, add to the name of an exhibition, fair, festival, etc., its number, date, and location. Do not add the date and/or location if they are integral parts of the name.

### **Biennale de Venezia (36th : 1972)**

### **Expo 67 (Montréal, Québec)**

### **U of T Day (1987 : Toronto, Ont.)**

### **World's Columbian Exposition (1893 : Chicago, Ill.)**

(24.8B1.)

## **24.9. CHAPTERS, BRANCHES, ETC.**

## HEADINGS FOR CORPORATE BODIES

**24.9A.** If a chapter, branch, etc., entered subordinately (see 24.13), carries out the activities of a corporate body in a particular locality or within a particular institution, add the name of the locality or institution, unless it is part of the name of the chapter, branch, etc.

**Freemasons.** *Degree Lodge, No. 56 (Lawrencetown, N.S.)*

**Independent Order of Oddfellows.** *Fuller Lodge, No. 5 (Stellarton, N.S.)*

**Psi Upsilon (Fraternity).** *Gamma Chapter (York University)*

**Scottish Rite (Masonic Order).** *Supreme Council (Canada)*

*but*

**Society of the Plastics Industry of Canada.** *Manitoba Chapter*

**Alpha Delta Phi.** *Toronto Chapter*

(24.9A.)

### 24.10. PLACES OF WORSHIP

**24.10A.** If the name of a place of worship does not convey the idea of a place of worship add a general designation in English.

**Monte Cassino** *(Monastery)*

(24.10A.)

**24.10B.** Add to the name of a place of worship the name of the place or local ecclesiastical jurisdiction (e.g., parish, Pfarrei) in which it is located (see 24.4C3-24.4C6), unless the location is clear from the name itself.

**Dominion-Chalmers United Church** *(Ottawa, Ont.)*

**Eden Mennonite Church** *(Chilliwack, B.C.)*

**St. Luke's Church** *(Victoria, B.C.)*

**Toronto Chinese Baptist Church**

*not* Toronto Chinese Baptist Church *(Toronto, Ont.)*

If there are two or more places of worship with the same name in the same locality, add a further suitable designation.

## HEADINGS FOR CORPORATE BODIES

**St. Peter's Church** (*Toronto, Ont. : Catholic*)

**St. Peter's Church** (*Toronto, Ont. : Anglican*)

(24.10B.)

### 24.11. RADIO AND TELEVISION STATIONS

**24.11A.** If the name of a radio or television station consists solely or principally of its call letters or if its name does not convey the idea of a radio or television station, add *Radio station* or *Television station* and the name of the place in which the station is located.

**CKWX** (*Radio station : Vancouver, B.C.*)

**CBHT** (*Television station : Halifax, N.S.*)

(24.11A.)

**24.11B.** Add to the name of any other radio or television station the place in which it is located unless the name of the place is an integral part of the name of the station.

**Radio Maroc** (*Rabat, Morocco*)

*but* **TV Ontario**

(24.11B.)

### *Subordinate and Related Bodies*

### 24.12. GENERAL RULE

**24.12A.** Enter a subordinate body (other than a government agency entered under jurisdiction, see 24.18) or a related body directly under its own name (see 24.1-24.3) unless its name belongs to one or more of the types listed in 24.13. Refer to the name of a subordinate body entered directly from its name in the form of a subheading of the higher body (see 26.3A7).

**Crane Library**

x University of British Columbia. *Crane Library*

**Osgoode Hall Law School**

x York University (*Toronto, Ont.*). *Osgoode Hall Law School*



## HEADINGS FOR CORPORATE BODIES

### **Vancouver Historical Society**

x British Columbia Historical Association. *Vancouver Historical Society*

(24.12A.)

## **24.13. SUBORDINATE AND RELATED BODIES ENTERED SUBORDINATELY**

**24.13A.** Enter a subordinate or related body as a subheading of the name of the body to which it is subordinate or related if its name belongs to one or more of the following types.<sup>13</sup> Make it a direct or indirect subheading as instructed in 24.14. Omit from the subheading the name or abbreviation of the name of the higher or related body in noun form unless the omission would result in a heading that does not make sense.

TYPE 1. A name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*).

**Canadian Cancer Society.** *Regina Branch*

**Westcoast Petroleum Ltd.** *Pipeline Division*

**International Federation of Library Associations and Institutions.**  
*Section on Cataloguing*

TYPE 2. A name containing a word that normally implies administrative subordination (e.g., *Committee, Commission*) provided that the name of the higher body is required for the identification of the subordinate body.

**Bureau of Canadian Archivists.** *Planning Committee on Descriptive Standards*

**Canadian Council of Archives.** *Conservation Committee*

**Dominion Textile Company.** *Staff Relations Committee*

TYPE 3. A name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of a parent body.

**Canadian Broadcasting Corporation.** *Pacific Region*  
*(Name: Pacific Region)*

**Canadian Hydrographic Service.** *Atlantic Region*  
*(Name: Atlantic Region)*

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<sup>13</sup> Distinguish cases in which the subordinate body's name includes the names of higher bodies from cases in which the names of higher bodies appear only in association with the subordinate body's name.

## HEADINGS FOR CORPORATE BODIES

**Canadian Jewish Congress.** *Central Region*  
(Name: *Central Region*)

**Eastern Ontario Women's Institute.** *Ottawa Area*  
(Name: *Ottawa Area*)

In case of doubt, enter the body directly.

**Human Resources Centre** (*London, England*)  
x Tavistock Institute of Human Relations. *Human Resources Centre*

**Research Centre for Management of New Technology**  
x Wilfrid Laurier University. *Research Centre for Management of New Technology*

TYPE 4. A name that does not convey the idea of a corporate body.

**Canadian Electrical Association.** *Research and Development*  
(Name: *Research and Development*)

**Dominion Engineering Works.** *Pulp and Paper*  
(Name: *Pulp and Paper*)

**Bell Canada.** *Corporate Public Relations*  
(Name: *Corporate Public Relations*)

TYPE 5. A name of a university faculty, school, college, institute, laboratory, etc., that simply indicates a particular field of study.

**Dalhousie University.** *Faculty of Medicine*

**University of Alberta.** *Dept. of English*

**University of Toronto.** *Department of History*

TYPE 6. A name that includes the entire name of the higher or related body.

**Canadian Legion.** *Auxiliary*  
(Name: *Canadian Legion Auxiliary*)

**Canadian Wheat Board.** *Advisory Committee*  
(Name: *Canadian Wheat Board Advisory Committee*)

**University of British Columbia.** *Library*

## HEADINGS FOR CORPORATE BODIES

(Name: University of British Columbia Library)

**Friends of the Earth.** *Camden Friends of the Earth*

(Name: Camden Friends of the Earth)

**United Methodist Church.** *(U.S.) General Conference*

(Name: General Conference of the United Methodist Church)

*but* **BBC Symphony Orchestra**

*not* British Broadcasting Corporation. *Symphony Orchestra*

*but* **CN Marine**

*not* Canadian National. *Marine*

(24.13A.)

### 24.14. DIRECT OR INDIRECT SUBHEADING

**24.14A.** Enter a body belonging to one or more of the types listed in 24.13 as a subheading of the lowest element in the hierarchy that is entered under its own name. Omit intervening elements in the hierarchy unless the name of the subordinate or related body has been, or is likely to be, used by another body entered under the name of the same higher or related body. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the bodies.

**Association of Canadian Archivists.** *Editorial Review Board*

*Hierarchy:* Association of Canadian Archivists

Publications Committee

Editorial Review Board

**Council of Ontario Universities.** *Committee of Vice-Presidents*

*Academic. Study Group on Accounting*

*Hierarchy:* Council of Ontario Universities

Committee of Vice-Presidents Academic

Study Group on Accounting

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

**Canadian Broadcasting Corporation.** *International Service*

*Hierarchy:* Canadian Broadcasting Corporation

External Services Division

International Service

x Canadian Broadcasting Corporation. *External Services Division.*

*International Service*

## HEADINGS FOR CORPORATE BODIES

**Concordia University. Doctoral Program in Art Education**

*Hierarchy:* Concordia University

Faculty of Fine Arts

Division of Graduate Studies

Doctoral Program in Art Education

x Concordia University. *Faculty of Fine Arts. Division of Graduate Studies. Doctoral Program in Art Education*

**University of British Columbia. Child Study Centre**

*Hierarchy:* University of British Columbia

Faculty of Education

Dept. of Young Children

Child Study Centre

x University of British Columbia. *Faculty of Education. Dept. of Young Children. Child Study Centre*

**University of Toronto. Task Force on the Government and Administration of Athletics and Physical Education**

*Hierarchy:* University of Toronto

Governing Council

Internal Affairs Committee

Task Force on the Government ...

x University of Toronto. *Governing Council. Internal Affairs Committee. Task Force on the Government and Administration of Athletics and Physical Education*

(24.14A.)

### *Special Rules*

#### **24.15. JOINT COMMITTEES, COMMISSIONS, ETC.**

**24.15A.** Enter a body made up of representatives of two or more other bodies directly under its own name.

**Canadian Committee on MARC**

*(A joint committee of the Association pour l'avancement des sciences et des techniques de la documentation, the Canadian Library Association, and the National Library of Canada)*

Omit the names of the parent bodies when these occur within or at the end of the name and if the name of the joint unit is distinctive without them.

## HEADINGS FOR CORPORATE BODIES

### **Joint Committee on Bathing Places**

(*Name:* Joint Committee on Bathing Places of the Conference of State Sanitary Engineers and the Engineering Section of the American Public Health Association)

*but* **Joint Commission of the Council for Education in World Citizenship and the London International Assembly**

### **Joint Committee on Taxation of the Canadian Bar Association and the Canadian Institute of Chartered Accountants**

(24.15A.)

**24.15B.** If the parent bodies are entered as subheadings of a common higher body, enter the joint unit as instructed in 24.12-24.14.

### **American Library Association.** *Joint Committee to Compile a List of International Subscription Agents*

(*A joint committee of the Acquisitions and Serials sections of the American Library Association's Resources and Technical Services Division*)

(24.15B.)

## **24.16. CONVENTIONALIZED SUBHEADINGS FOR STATE AND LOCAL ELEMENTS OF UNITED STATES POLITICAL PARTIES**

**24.16A.** Enter a state or local unit of a political party in the United States under the name of the party followed by the state or local name in parentheses and then the name of the unit. Omit from the name of the unit any indication of the name of the party or the state or locality.

**Republican Party (Mo.).** *State Committee*  
(*Name:* Missouri Republican State Committee)

**Democratic Party (Tex.).** *State Convention (1857 : Waco, Tex.)*  
(*Name:* State Convention of the Democratic Party of the State of Texas)

(24.16A.)

### *Government Bodies and Officials*

## **24.17. GENERAL RULE**

**24.17A.** Enter a body created or controlled by a government directly under its own name (see 24.1-24.3) unless it belongs to one or more of the types listed in 24.18. However, if a body is subordinate to a higher body that is entered under its own name, formulate the

## HEADINGS FOR CORPORATE BODIES

heading for the subordinate body according to 24.12-24.14. Refer to the name of a government agency entered directly from its name in the form of a subheading of the name of the government (see 26.3A7).

**Canada Institute for Scientific and Technical Information**

*x Canada. Institute for Scientific and Technical Information*

**Canadian National Railways**

*x Canada. Canadian National Railways*

**University of British Columbia**

*x British Columbia. University*

(24.17A.)

### 24.18. GOVERNMENT AGENCIES ENTERED SUBORDINATELY

**24.18A.** Enter a government agency subordinately to the name of the government if it belongs to one or more of the following types. Make it a direct or indirect subheading of the heading for the government as instructed in 24.19. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in a heading that does not make sense.

**Canada.** *Agriculture Canada*  
*not* *Canada. Agriculture*

TYPE 1. An agency with a name containing a term that by definition implies that the body is part of another (e.g., *Department, Division, Section, Branch*, and their equivalents in other languages).

**British Columbia.** *Heritage Conservation Branch*

**Canada.** *Internal Energy Programs Division*

**Manitoba.** *Dept. of Urban Affairs*

TYPE 2. An agency with a name containing a word that normally implies administrative subordination in the terminology of the government concerned (e.g., *Committee, Commission*), provided that the name of the government is required for the identification of the agency.

**Canada.** *Royal Commission on Banking and Finance.*

**New Brunswick.** *Commission on Selected Health Care Programs*

**Ontario.** *Committee on Government Productivity*

## HEADINGS FOR CORPORATE BODIES

*but* **Royal Commission on Higher Education in New Brunswick**

TYPE 3. An agency with a name that is general in nature or that does no more than indicate a geographic, chronological, or numbered or lettered subdivision of the government or of one of its agencies entered subordinately.

**British Columbia.** *Environment and Land Use Committee Library.*  
(Name: Library)

**Canada.** *Environment Canada. Atlantic Region*  
(Name: Atlantic Region)

In case of doubt, enter the body directly.

**National Portrait Gallery (U.K.)**  
*not* United Kingdom. *National Portrait Gallery*

**Governor's Internship Program.**  
*not* Minnesota. *Governor's Internship Program*

TYPE 4. An agency with a name that does not convey the idea of a corporate body and does not contain the name of the government.

**Canada.** *Ocean and Aquatic Sciences*  
(Name: Ocean and Aquatic Sciences)

**Manitoba.** *Resource Allocation*  
(Name: Resource Allocation)

TYPE 5. An agency that is a ministry or similar major executive agency (i.e., one that has no other agency above it) as defined by official publications of the government in question.

**Ontario.** *Ministry of Culture and Recreation*

**Prince Edward Island.** *Ministry of the Attorney-General*

TYPE 6. A legislative body (see also 24.21).

**Canada.** *Parliament*

**United States.** *Congress*

**Chicago (Ill.)** *City Council*

## HEADINGS FOR CORPORATE BODIES

TYPE 7. A court (see also 24.23).

**Ontario.** *High Court of Justice*

**Canada.** *Supreme Court*

TYPE 8. A principal service of the armed forces of a government (see also 24.24).

**Canada.** *Canadian Armed Forces*

**New York (State).** *Militia*

TYPE 9. A head of state or head of government (see also 24.20).

**Canada.** *Prime Minister*

**Montréal (Québec).** *Mayor*

TYPE 10. An embassy, consulate, etc. (see also 24.25).

**Canada.** *Embassy (U.S.)*

**United Kingdom.** *Consulate (New York, N.Y.)*

TYPE 11. A delegation to an international or intergovernmental body (see also 24.26).

**Canada.** *Delegation to the General Assembly of the United Nations*  
(24.18A.)

### 24.19. DIRECT OR INDIRECT SUBHEADING

**24.19A.** Enter an agency belonging to one or more of the types listed in 24.18 as a direct subheading of the heading for the government unless the name of the agency has been, or is likely to be, used by another agency entered under the name of the same government. In that case, interpose the name of the lowest element in the hierarchy that will distinguish between the agencies.

**British Columbia.** *Schools Operations Branch*

*Hierarchy:* British Columbia

Schools Dept.

Division of Operations and Services

Schools Operations Branch



## HEADINGS FOR CORPORATE BODIES

**Canada. Real Estate Services Directorate**

*Hierarchy:* Canada

Public Works Canada

Realty

Real Estate Services Directorate

*but*

**United Kingdom. Department of Employment. Solicitors Office**

*Hierarchy:* United Kingdom

Department of Employment

Solicitors Office

*(Other ministries and departments have had subordinate units called Solicitors Office)*

Refer from the name in the form of a subheading of the name of its immediately superior body when the heading does not include the name of that superior body (see 26.3A7).

**Canada. Technology Transfer and Documentation Programs Division**

*Hierarchy:* Canada

Energy Mines and Resources Canada

Technology Transfer and Documentation

Programs Division

*x Canada. Energy Mines and Resources Canada. Technology Transfer and Documentation Programs Division*

**Edmonton (Alta.). Planning and Building Dept. Corporate Forecasting Group**

*Hierarchy:* Edmonton

Planning and Building Dept.

Long Range Planning Branch

Corporate Forecasting Group

*x Edmonton (Alta.). Planning and Building Dept. Long Range Planning Branch. Corporate Forecasting Group*

(24.19A.)

## HEADINGS FOR CORPORATE BODIES

### *Special Rules*

#### **24.20. GOVERNMENT OFFICIALS**

##### **24.20A. Scope**

**24.20A1.** Apply this rule only to officials of countries and other states that have existed in postmedieval times and to officials of international intergovernmental organizations.  
(24.20A1.)

##### **24.20B. Heads of state, etc.**

**24.20B1.** Enter a sovereign, president, other head of state, or governor acting in an official capacity under the heading for the jurisdiction, followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of the reign or incumbency and the name of the person in a brief form and in the language of the heading for that person.

**United States.** *President (1953-1961 : Eisenhower)*

**Canada.** *Governor-General (1979-1984 : Schreyer)*

If the title varies with the gender of the incumbent, use a general term (e.g., *Sovereign* rather than *King* or *Queen*).

**Russia.** *Sovereign (1894-1917 : Nicholas II)*

**United Kingdom.** *Sovereign (1837-1901 : Victoria)*

If there are two or more nonconsecutive periods of incumbency, use separate headings.

**Canada.** *Governor-General (1672-1682 : Frontenac)*

**Canada.** *Governor-General (1689-1698 : Frontenac)*

If the heading applies to more than one incumbent, do not add the dates and names.

**Canada.** *Governor-General*

(24.20B1.)

**24.20B2.** If a heading is established for an incumbent head of state, etc., as a person in addition to the heading as a head of state, etc., make an explanatory reference under the heading for the head of state, etc. (see 26.3C1).

(24.20B2.)

## HEADINGS FOR CORPORATE BODIES

### **24.20C. Heads of governments and of international intergovernmental bodies**

**24.20C1.** Enter a head of government acting in an official capacity who is not also a head of state under the heading for the jurisdiction, followed by the title of the official in the vernacular. Do not add dates or names.

**Canada.** *Prime Minister*

**Montréal (Québec).** *Mayor*

(24.20C1.)

**24.20C2.** Enter a head of an international intergovernmental organization acting in an official capacity under the heading for the organization, followed by the title of the official in the language of the heading for the organization.

**United Nations.** *Secretary-General*

(24.20C2.)

### **24.20D. Governors of dependent or occupied territories**

**24.20D1.** Enter a governor of a dependent territory (e.g., a colony, protectorate) or of an occupied territory (see 24.6D) acting in an official capacity under the heading for the colony, territory, etc., followed by the title of the governor in the language of the governing power.

**Vancouver Island.** *Governor*

**Germany (Territory under Allied occupation, 1945-1955 : U.S. Zone).**  
*Military Governor*

(24.20D1.)

### **24.20E. Other officials**

**24.20E1.** Enter any other official under the heading for the ministry or agency that the official represents.

**British Columbia.** *Office of the Ombudsman*  
*not* British Columbia. *Ombudsman*

**Ontario.** *Office of the Chief Economist*  
*not* Ontario. *Chief Economist*

(24.20E1.)

## HEADINGS FOR CORPORATE BODIES

**24.20E2.** Enter an official who is not part of a ministry, etc., or who is part of a ministry, etc., that is identified only by the title of the official, under the heading for the jurisdiction, followed by the title of the official.

**Nova Scotia.** *Provincial Secretary*

**United Kingdom.** *Lord Privy Seal*

(24.20E2.)

### **24.21. LEGISLATIVE BODIES**

**24.21A.** Enter a legislature under the name of the jurisdiction for which it legislates.

**British Columbia.** *Legislative Assembly*

If a legislature has more than one chamber, enter each as a subheading of the heading for the legislature. Refer from the name of the chamber as a direct subheading of the jurisdiction.

**Canada. Parliament.** *House of Commons*  
x *Canada. House of Commons*

**Canada. Parliament.** *Senate*  
x *Canada. Senate*

(24.21A.)

**24.21B.** Enter a committee or other subordinate unit (other than a legislative subcommittee of the United States Congress, see 24.21C) as a subheading of the legislature or of a particular chamber, as appropriate.

**Nova Scotia.** *House of Assembly. Select Committee on Trade Negotiations*

(24.21B.)

**24.21C.** Enter a legislative subcommittee of the United States Congress as a subheading of the committee to which it is subordinate.

**United States.** *Congress. Senate. Committee on Foreign Relations. Subcommittee on Canadian Affairs*  
*not* **United States.** *Congress. Senate. Subcommittee on Canadian Affairs*

(24.21C.)

**24.21D.** If successive legislatures are numbered consecutively, add the ordinal numeral and the year or years to the heading for the particular legislature or one of its chambers.

**Canada.** *Parliament (27th : 1964-1968)*

## HEADINGS FOR CORPORATE BODIES

**Canada.** *Parliament (27th : 1964-1968). Senate*

If, in such a case, numbered sessions are involved, add the session and its number and the year or years of the session to the number of the legislature.

**Canada.** *Parliament (5th, 1st session : 1854-1855)*

(24.21D.)

### 24.22. CONSTITUTIONAL CONVENTIONS

**24.22A.** Enter a constitutional convention under the heading for the government that convened it, followed by the name of the convention. Add the year or years in which it was held.

**Canada.** *Constitutional Conference (1971)*

(24.22A.)

**24.22B.** If there is variation in the forms of name of constitutional conventions convened by a jurisdiction using English as an official language, use *Constitutional Convention* as the subheading for each of the conventions.

**New Hampshire.** *Constitutional Convention (1781)*

*not* New Hampshire. *Convention for Framing a New Constitution or Form of Government (1781)*

**New Hampshire.** *Constitutional Convention (1889)*

**New Hampshire.** *Constitutional Convention (1912)*

*not* New Hampshire. *Convention to revise the Constitution (1912)*

If English is not an official language of the jurisdiction, follow the instructions in 24.2 and 24.3.

(24.22B.)

### 24.23. COURTS

#### 24.23A. Civil and criminal courts

**24.23A1.** Enter a civil or criminal court under the heading for the jurisdiction whose authority it exercises, followed by the name of the court.

**Manitoba.** *Court of Appeal*

Omit the name (or abbreviation of the name) of the place in which the court sits or the area which it serves unless the omission would result in objectionable distortion. If the name of the place or the area served is required to distinguish a court from others of the same name, add it in a conventionalized form.

## HEADINGS FOR CORPORATE BODIES

**Alberta.** *Court of Queen's Bench*  
(Name: Court of Queen's Bench of Alberta)

**Ontario.** *Surrogate Court (Frontenac County)*  
(Name: Frontenac County Surrogate Court)

**Ontario.** *Surrogate Court (Lanark County)*  
(Name: Lanark County Surrogate Court)

**Canada.** *Supreme Court*  
(Name: Supreme Court of Canada)

(24.23A1.)

### 24.23B. Ad hoc military courts

**24.23B1.** Enter an ad hoc military court (e.g., court-martial, court of inquiry) under the heading for the particular military service (see 24.24), followed by the name of the court. Add the surname of the defendant and the year of the trial.

**United States.** *Army. Court of Inquiry (Hall : 1863)*

**Virginia.** *Militia. Court-martial (Yancey : 1806)*

(24.23B1.)

### 24.24. ARMED FORCES

#### 24.24A. Armed forces at the national level

**24.24A1.** Enter a principal service of the armed forces of a national government under the heading for the government, followed by the name of the service. Omit the name (or abbreviation of the name) of the government in noun form unless the omission would result in objectionable distortion.

**Canada.** *Canadian Armed Forces*

Enter a component branch, command district, or military unit, large or small, as a direct subheading of the heading for the principal service of which it is a part.

**Canada.** *Canadian Armed Forces. Air Command*

**Canada.** *Canadian Armed Forces. Snowbirds*

If the component branch, etc., is identified by a number, follow the style of numbering found in the name (spelled out, roman numerals, or arabic numerals) and place the numbering after the name.

## HEADINGS FOR CORPORATE BODIES

**Canada.** *Canadian Armed Forces. Composite Unit, 111*

**Canada.** *Canadian Armed Forces. Squadron, 416*

If the name of such a component branch, etc., begins with the name, or an indication of the name, of the principal service, enter it as a direct subheading of the heading for the government.

**Canada.** *Army Benevolent Fund Board*

If the name of such a component branch, etc., contains, but does not begin with, the name or an indication of the name of the principal service, enter it as a direct subheading of the heading for the service and omit the name or indication of the name unless objectionable distortion would result.

**Canada.** *Canadian Army. Royal Canadian Army Medical Corps*  
(24.24A1.)

### **24.24B. Armed forces below the national level**

**24.24B1.** Enter an armed force of a government below the national level under the heading for the government, followed by the name of the force.

**New York (State).** *Militia*

**New York (State).** *National Guard*  
(24.24B1.)

**24.24B2.** Enter a component branch of an armed force of a government below the national level as a subheading of the heading for the force as instructed in 24.24A.

**New York (State).** *Militia. Regiment of Artillery, 9th*  
(Name: 9th Regiment of Artillery, N.Y.S.M.)

**New York (State).** *National Guard. Coast Defense Command, 9th*  
(24.24B2.)

**24.24B3.** Enter a component branch, etc., of a force below the national level that has been absorbed into the national military forces as a component branch of the national force (see 24.24A).

**United States.** *Army. New York Volunteers, 83rd*

**United States.** *Army. Regiment Infantry, New York Volunteers, 9th*  
(24.24B3.)

## HEADINGS FOR CORPORATE BODIES

### 24.25. EMBASSIES, CONSULATES, ETC.

**24.25A.** Enter an embassy, consulate, legation, or other continuing office representing one country in another under the heading for the country represented, followed by the name of the embassy, etc. Give the subheading in the language (see 24.3A) of the country represented, and omit from it the name of the country.

If the heading is for an embassy or legation, add the name of the country to which it is accredited.

**Canada.** *Embassy (Belgium)*

**United States.** *Legation (Bulgaria)*

If the heading is for a consulate or other local office, add the name of the city in which it is located.

**United States.** *Consulate (Woodstock, N.B.)*

(24.25A.)

### 24.26. DELEGATIONS TO INTERNATIONAL AND INTERGOVERNMENTAL BODIES

**24.26A.** Enter a delegation, commission, etc., representing a country in an international or intergovernmental body, conference, undertaking, etc., under the heading for the country represented, followed by the name of the delegation, etc. Give the subheading in the language (see 24.3A) of the country represented. Omit from the subheading the name or abbreviation of the name of the government in noun form unless such an omission would result in objectionable distortion. If the name of the delegation, etc., is uncertain, give *Delegation [Mission, etc.] to ...* (or equivalent terms in the language of the country represented). Omit number, date, and location statements found in the name of a delegation, etc., to a meeting, and add the number, date, and location (in that order) at the end of the heading (see 24.7B). Make explanatory references as necessary from the heading for the international body, etc., followed by an appropriate subheading (see 26.3C1).

**Canada.** *Mission to the European Communities*



## HEADINGS FOR CORPORATE BODIES

### **Canada.** *Mission to the United Nations*

*Explanatory reference:*

#### **United Nations.** *Missions*

Delegations, missions, etc., from member nations to the United Nations and to its subordinate units are entered under the name of the nation followed by the name of the delegation, mission, etc.; e.g.,

**Canada.** *Mission to the United Nations*

**Canada.** *Delegation to the General Assembly of the United Nations*

*Make the same explanatory reference under **United Nations.***

*Delegations, and under **United Nations.** *General Assembly.**

*Delegations, and under other appropriate headings*

If it is uncertain that a delegation represents the government of a country, enter it under its own name.

(24.26A.)

### *Religious Bodies and Officials*

## **24.27. RELIGIOUS BODIES AND OFFICIALS**

### **24.27A. Councils, etc., of a single religious body**

**24.27A1.** Enter a council, etc., of the clergy and/or membership (international, national, regional, provincial, state, or local) of a single religious body under the heading for the religious body, followed by the name of the council, etc. When appropriate, make additions to the heading as instructed in 24.7B.

**Anglican Church of Canada.** *Council for Social Service*

**United Church of Canada.** *Bay of Quinte Conference*

(24.27.A1)

**24.27A2.** If the name of a council, etc., of the Catholic Church is given in more than one language, use (in this order of preference) the English, Latin, French, German, or Spanish name, and make appropriate references.

**Catholic Church.** *Canadian Conference of Catholic Bishops*

## HEADINGS FOR CORPORATE BODIES

**Catholic Church.** *Concilium Plenarium Americae Latinae (1899 : Rome, Italy)*

(24.27A2.)

**24.27A3.** If a council, etc., is subordinate to a particular district of the religious body, enter it under the heading for that district (see 24.27C2-24.27C3), followed by the name of the council, etc. If the name appears in more than one language, use the name in the vernacular of the district.

**Catholic Church.** *Diocese of Grand Falls. Council for the Family*

**Methodist Episcopal Church in Canada.** *General Conference (1874 : Napanee, Ont.)*

(24.27A3.)

### 24.27B. Religious officials

**24.27B1.** Enter a religious official (e.g., bishop, abbot, rabbi, moderator, mullah, patriarch) acting in an official capacity under the heading for the religious jurisdiction (e.g., diocese, order, rabbinate, synod, denomination, see 24.27C2-24.27C3), followed by the title of the official in English (unless there is no equivalent English term). Add the inclusive years of incumbency and the name of the person in a brief form and in the language of the heading for that person.

**Catholic Church.** *Archdiocese of Halifax. Archbishop (1892-1906 : O'Brien)*

**Catholic Church.** *Diocese of Rimouski. Bishop (1867-1891 : Langevin)*

**United Church of England and Ireland.** *Diocese of Toronto. Archdeacon (1846-1867 : Bethune)*

If the heading applies to more than one incumbent, do not add the dates and names.

**Anglican Church of Canada.** *Diocese of Toronto. Bishop*

If a heading is established for the incumbent as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

(24.27B1.)

**24.27B2. Popes.** Enter a pope acting in an official capacity under *Catholic Church*, followed by *Pope*. Add the year or inclusive years of the reign, and the pontifical name in its catalogue entry form.

## HEADINGS FOR CORPORATE BODIES

**Catholic Church.** *Pope (1878-1903 : Leo XIII)*

**Catholic Church.** *Pope (1978 : John Paul I)*

If the heading applies to more than one pope, do not add the dates and names.

**Catholic Church.** *Pope*

If a heading is established for a pope as a person in addition to the heading as a religious official, make an explanatory reference under the heading for the official (see 26.3C1).

(24.27B2.)

### **24.27C. Subordinate bodies**

**24.27C1. General rule.** Except as provided in 24.27C2-24.27C4, enter subordinate religious bodies according to the instructions in 24.12-24.13. For religious orders and societies, see 24.3D.

(24.27C1.)

**24.27C2. Provinces, dioceses, synods, etc.** Enter a province, diocese, synod, or other subordinate unit of a religious body having jurisdiction over a geographic area under the heading for the religious body, followed by the name of the province, etc.

**Anglican Church of Canada.** *Diocesan Synod of Fredericton*

**Anglican Church of Canada.** *Ecclesiastical Province of British Columbia*

**United Church of England and Ireland.** *Diocese of Fredericton*

(24.27C2.)

**24.27C3. Catholic dioceses, etc.** Use an English form of name for a patriarchate, diocese, province, etc., of the Catholic Church. Give the name of the see according to the instructions in chapter 23.

**Catholic Church.** *Archdiocese of Ottawa*

**Catholic Church.** *Province of Québec*

Do not apply this rule to an ecclesiastical principality (often called *Bistum*) of the Holy Roman Empire bearing the same name as a Catholic diocese and ruled by the same bishop.

**Catholic Church.** *Diocese of Fulda*

*but* **Fulda** (*Ecclesiastical principality*)

(24.27C3.)

## HEADINGS FOR CORPORATE BODIES

### **24.27C4. Central administrative organs of the Catholic Church (Roman Curia).**

Enter a congregation, tribunal, or other central administrative organ (i.e., one that is part of the Roman Curia) of the Catholic Church under *Catholic Church*, followed by the Latin form of the name of the congregation, etc. Omit any form of the word *sacer* when it is the first word of the name and make an explanatory reference (see 26.3C1) from the form of the name beginning with it.

**Catholic Church.** *Rota Romana*

**Catholic Church.** *Congregatio Sacrorum Rituum*

(24.27C4.)

### **24.27D. Papal diplomatic missions, etc.**

**24.27D1.** Enter a diplomatic mission from the pope to a secular power under *Catholic Church*, followed by *Apostolic Nunciature* or *Apostolic Internunciature*, as appropriate. Add the heading for the government to which the mission is accredited.

**Catholic Church.** *Apostolic Nunciature (Canada)*

Enter a nondiplomatic apostolic delegation under *Catholic Church* followed by *Apostolic Delegation*. Add the name of the country or other jurisdiction in which the delegation functions.

**Catholic Church.** *Apostolic Delegation (Canada)*

Enter an emissary of the pope acting in an official capacity (other than a nuncio, internuncio, or apostolic delegate) under *Catholic Church*, followed by the title of the emissary (in English if there is an equivalent term; otherwise in Latin). Add the name of the country or region in which the emissary functions.

**Catholic Church.** *Legate (Colombia)*

If the country or region cannot be ascertained, add the name of the emissary in brief form.

**Catholic Church.** *Commissary Apostolic (Robertus Castellensis)*

(24.27D1.)