

Policy on Alternative Spellings in Titles

Problem: Many words in titles have alternative spellings that pose difficulties for our patrons when searching the Bridges catalogue.

Solution: When we catalogue items, we need to be especially aware of the problem of alternative spellings. By adding additional tracings (246's) for the more common spelling of problematic words, we add additional access points that are needed by our patrons to locate materials in our collections. Generally, these words fall into 3 categories:

Archaic vs. modern spellings

British vs. American spellings

Miscellaneous alternative spellings that exist simultaneously

Some examples

- a. paediatrics vs. pediatrics
- b. color vs. colour
- c. judgement vs. judgment
- d. organisation vs. organization
- e. theatre vs. theater
- f. cheque vs. check
- g. enquiry vs. inquiry

When we catalogue it is important to be aware of the most common variations:

ae vs. e	(paediatrics vs. pediatrics)
our vs. or	(colour vs. color)
s vs. z	(organisation vs. organization)
in vs. en	(enquiry vs. inquiry)
gem vs. gm	(judgement vs. judgment)
gue vs. g	(catalogue vs. catalog)
tre vs. ter	(centre vs. center)
ce vs. se	(defence vs. defense)

Numerals are especially problematic. When they occur in titles, in most cases, it is necessary to add a 246 for the number spelled out.

Example: *40 years in the African bush* should also have a 246 *Forty years in the African bush*

Example: *The 23rd Psalm* should also have a 246 *Twenty-third Psalm*

Policy for Bridges cataloguers: It is important that we create all the access points that might be helpful to our patrons. It is impossible in this policy statement to cover every instance that might occur, but there is clearly a basic principle. This basic principle is: When a title contains a less common spelling of a word, add an added title entry for the title using the more common spelling of that word.

If a title includes numerals, usually add a 246 for the title with the numerals spelled out.

List of most common alternately spelled words in Bridges catalogue

The following list contains the most commonly found pairs of alternate spellings that occur in the Bridges catalogue. We should be especially careful to add 246's for titles containing these words. The most common (modern) spelling is in the first column. The less common or archaic spelling is in the second column.

abridgment	abridgement
anemia	anaemia
anesthesia	anaesthesia
anesthetic	anaesthetic
archaeology	archeology
armor	armour
behavior	behaviour
catalog	catalogue
center	centre
civilization	civilisation
color	colour
complete	compleat
connection	connexion
cyclopedia	cyclopaedia
defence	defense
dialogue	dialog
encyclopedia	encyclopaedia
endeavor	endeavour
favor	favour
fiber	fibre
gray	grey
gynecology	gynaecology
honor	honour
honorable	honourable
humor	humour
industrialization	industrialisation
inquiry	enquiry
jewelry	jewellery
judgment	judgement
medieval	mediaeval
mold	mould
neighbor	neighbour
organization	organisation
orthopedic	orthopaedic
paleontology	palaeontology
pediatric	paediatric
program	programme
savior	saviour
sulfur	sulphur
theater	theatre

