

## Proposal to amend and clarify instructions in Manifestation “place of” elements

This revised version has:

1. Added the option “Record a preposition that appears with a place name if it is required to make sense of the statement” as the last option in the general instructions.
2. Added “a name as a larger place” to the first condition and option under the subhead “Local and larger place names.”
3. Adjusted the text to the second condition and option to parallel the text above (#2).
4. Reworded and relocated the option for recording the full address.
5. Reworded the proposed condition “The local place name is known to be used in other places” to “A name of a larger place is considered necessary for identification.”
6. Changed the subhead from “Fictitious place names” to “Fictitious or false place names.”
7. Fixed typos and other editorial errors.

These changes can be easily spotted by the red text from Track Changes. However, the red text masks the double underlining that indicates new text is added in the Marked-Up Versions.

### Abstract

A question from a user resulted in close examination of the instructions for Manifestation: [place of publication](#). The query was about one instruction present in original Toolkit but missing in official Toolkit. Analysis revealed that the same issue arose in four other Manifestation elements, and another missing instruction was identified.

This document, then, proposes the same additions and changes in five elements:

Manifestation: [place of distribution](#)  
Manifestation: [place of manifestation](#)  
Manifestation: [place of manufacture](#)  
Manifestation: [place of production](#)  
Manifestation: [place of publication](#)

These additions and changes are only in the “Recording an unstructured description” section.

The proposal adds the missing instructions—one for a common use case—and reorders the instructions. Adding new subheads within each file is also recommended for clarity and to improve findability.

There are six recommendations. If approved, the recommendations will result in additions or changes to RDA text. Data in the RDA Registry are not affected.

## Background

A NARDAC constituent sent in the following feedback via email to the RSC Secretary about Manifestation: [place of publication](#).

I'm trying to track down the successor to the second option at RDA 2.8.2.3 in the Original Toolkit:

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself.

The option at [40.13.24.16] says to record a name of a larger place "if present on the manifestation" and the option at [25.10.28.72], which is limited to cases where a value of Manifestation: [place of publication](#) cannot be found in the manifestation, says to "include a name of a larger place if necessary for identification."

Example:

On manifestation: London

Manifestation: place of publication: London [Ontario]

## Original Toolkit

The full instruction from original Toolkit is shown here for context. The green highlighted text is the option missing from official Toolkit.

### 2.8.2.3 Recording Place of Publication 2014/04 D-A-CH KBSP

Record a place of publication by applying the basic instructions at [2.8.1 RDA](#).

Include both the local place name (city, town, etc.) and the name of the larger jurisdiction or jurisdictions (state, province, etc., and/or country) if present on the source of information.

#### EXAMPLE

Köln

Westport, Connecticut

Lugduni Batavorum

Wellington, New Zealand

Tolworth, England

Carbondale, Ill.

Den Haag

Taunton, Somerset

Christiania

Mpls

Santiago

Aldershot, Hampshire, England

Burlington, VT, USA

*Optional Additions* **D-A-CH** **LAC/BAC-BAnQ** **KBSP**

Include the full address as part of the local place name, if considered important for identification or access. **NLA PS** **BL PS**

**EXAMPLE**

6 Ludgate Hill, London

Supply the name of the larger jurisdiction (state, province, etc., and/or country) as part of the local place name if considered important for identification or access. Indicate that the information was taken from a source outside the manifestation itself (see [2.2.4 RDA](#)).

**NLA PS** **BL PS**

**EXAMPLE**

Dublin [Ireland]

Dublin [Ohio]

Include any preposition appearing with the place name that is required to make sense of the statement.

**EXAMPLE**

V Praze

If the place name as transcribed is known to be fictitious, or requires clarification, make a note giving the actual place name, etc. (see [2.17.7.3 RDA](#)).

## Official Toolkit

Below is the first part of the current official Toolkit instructions from the September 2022 release. The fourth option below is 40.13.24.16, as mentioned in the email from the user.

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: **name of place** [→](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#) [→](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#) [→](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

#### OPTION

Record the full address as part of a local place name.

### CONDITION

A value of this element is known to be false or refers to a fictitious entity.

#### OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

#### OPTION

Record a real value that is known from another *source of information*.

#### OPTION

Record a fictitious or false value as a Manifestation: [note on publication statement](#).

#### OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation publication statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

The second option below is 25.10.28.72, as mentioned in the email from the user.

### CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a city, town, etc. and include a name of a larger place if necessary for identification.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see [Guidance: Data provenance](#).

[Recording a source of metadata](#).

For general guidance on unstructured descriptions, see [Guidance: Recording methods](#).

[Recording an unstructured description](#).

#### Place of publication not identified

##### CONDITION

A manifestation does not have a value that can reasonably be determined.

##### OPTION

Record *place of publication not identified*.

## Justification

This proposal is made to add RDA instructions, to clarify the order of conditions and options (from simplest to most complex), to improve findability within a list of instructions, and to improve consistency across similar elements in RDA.

## Impact

These changes will make cataloguing slightly easier because missing instructions are included, ambiguity is reduced, and the structure within each element is clearer.

There will be some impact on policy statement writers who may need to add policy statements to correspond to new options and to re-order policy statements to match RDA text that has been moved.

There will be some impact on RDA translators, who will need to review and update their translations of these five elements.

## Summary of Recommendations

**Recommendation #1:** [Manifestation: place of publication](#)

**Recommendation #2:** [Manifestation: place of distribution](#)

**Recommendation #3:** [Manifestation: place of manifestation](#)

**Recommendation #4:** [Manifestation: place of manufacture](#)



**Recommendation #5:** [Manifestation: place of production](#)

**Recommendation #6:** [Add a Table of Contents to each element to reflect the new subheads.](#)

**Recommendation #1:** Manifestation: [place of publication](#)

The following changes are shown in the marked-up version. Parallel changes are made for the elements described in Recommendations 2-5.

1. A new subhead is added for “Local and larger place names” to contain the set of condition/options that provide instructions on this topic.
2. A new condition/option is provided for the simplest case, which had been implicit. (The order of the three condition/options in this subsection builds from simple to complex.)
3. The existing option to “record both” is re-worded as a condition/option. The parenthetical (state, province, country, etc.) following “larger place” was removed because it could be seen as unnecessarily limiting for instances of larger places that are smaller than those specified. The option to record the full address is affiliated with this condition; it was re-worded for clarity. It makes more sense here than affiliated with the previous condition/option, which does not mention a larger place (needed in an address).
4. The missing option follows as a new condition/option.
5. A new subhead follows for “Fictitious place names” to contain the set of condition/options that provide instructions on this topic. A new option has been added to record a real value in a note element, and the order of the existing instructions was changed for clarity.
6. A new subhead follows for “Place names not found” to contain the set of condition/options that provide instructions on this topic. The instruction for “place ... not identified” was subsumed into this section and the separate subhead for this instruction was removed. Some minor re-wording was done for consistency within the element.

## Marked-up version:

### Manifestation: place of publication

#### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

##### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

##### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

##### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

##### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

#### Local and larger place names

##### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

##### OPTION

Record a value of a local place name or of a name of a larger place.

##### OPTION

~~Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.~~

##### CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.) [and a name of a larger place.](#)

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

~~OPTION~~

~~Record a real value that is known from another *source of information*.~~

OPTION

Record a fictitious or false value as a Manifestation: [note on publication statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation publication statement](#).

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a real value that is known from another *source of information* as a  
Manifestation: [note on publication statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

## CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

## OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

## OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

## OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

CONDITION

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of publication](#) cannot reasonably be determined.

OPTION

Record the value *place of publication not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

~~Place of publication not identified~~

#### ~~CONDITION~~

~~A manifestation does not have a value that can reasonably be determined.~~

#### ~~OPTION~~

~~Record *place of publication not identified*.~~

## Clean version:

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

### Local and larger place names

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

#### OPTION

Record a value of a local place name or of a name of a larger place.

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

#### OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

#### CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: [note on publication statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation publication statement](#).

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a real value that is known from another *source of information* as a Manifestation: [note on publication statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found



## CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

## CONDITION

A value of Manifestation: [place of publication](#) cannot reasonably be determined.

### OPTION

Record the value *place of publication not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

**Recommendation #2:** Manifestation: [place of distribution](#)

Same changes as described in Recommendation #1.

**Marked-up version:****Manifestation: [place of distribution](#)****Recording an unstructured description**

Record an unstructured description for a related place as a value of Place: [name of place](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

**OPTION**

Record a preposition that appears with a place name if it is required to make sense of the statement.

**Local and larger place names****CONDITION**

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.) or a name of a larger place.

**OPTION**

Record a value of a local place name or of a name of a larger place.

**OPTION**

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: place of distribution is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: note on distribution statement.

**OPTION**

Record a fictitious or false value within a value of Manifestation: [manifestation distribution statement](#).

**OPTION**

Record a real value that is known from another *source of information*.

**OPTION**

Record a real value that is known from another *source of information* as a Manifestation: [note on distribution statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

**Place names not found****CONDITION**

A value of Manifestation: [place of distribution](#) cannot be found in a manifestation that is being described.

**OPTION**

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**CONDITION**

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of distribution](#) cannot reasonably be determined.

OPTION

Record the value *place of distribution not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

~~Place of distribution not identified~~

~~CONDITION~~

~~A manifestation does not have a value that can reasonably be determined.~~

~~OPTION~~

~~Record *place of distribution not identified*.~~

## Clean version:

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

### Local and larger place names

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

#### OPTION

Record a value of a local place name or of a name of a larger place.

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

#### OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of distribution](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: [note on distribution statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation distribution statement](#).

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a real value that is known from another *source of information* as a Manifestation: [note on distribution statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

## Place names not found

### CONDITION

A value of Manifestation: [place of distribution](#) cannot be found in a manifestation that is being described.

#### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

#### OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

#### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### CONDITION

A value of Manifestation: [place of distribution](#) cannot reasonably be determined.

#### OPTION

Record the value *place of distribution not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).



**Recommendation #3:** Manifestation: [place of manifestation](#)

Same changes as described in Recommendation #1.

**Marked-up version:****Manifestation: [place of manifestation](#)****Recording an unstructured description**

Record an unstructured description for a related place as a value of Place: [name of place](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

**OPTION**

Record a preposition that appears with a place name if it is required to make sense of the statement.

**Local and larger place names****CONDITION**

A value of Manifestation: [place of publication](#) is a local place name (city, town, etc.) or a name of a larger place.

**OPTION**

Record a value of a local place name or of a name of a larger place.

**OPTION**

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: place of manifestation is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: note on manifestation or an appropriate *element subtype*.

**OPTION**

Record a fictitious or false value within a value of Manifestation: [manifestation statement](#) or an appropriate *element subtype*.

**OPTION**

Record a real value that is known from another *source of information*.

**OPTION**

Record a real value that is known from another *source of information* as a Manifestation: [note on manifestation](#) or an appropriate *element subtype*.

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

**Place names not found****CONDITION**

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

**OPTION**

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**CONDITION**

A manifestation does not have a value that can reasonably be determined.

A value of Manifestation: [place of manifestation](#) cannot reasonably be determined.

OPTION

Record the value *place of manifestation not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

~~Place of manifestation not identified~~

~~CONDITION~~

~~A manifestation does not have a value that can reasonably be determined.~~

~~OPTION~~

~~Record *place of manifestation not identified*.~~

## Clean version:

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

### Local and larger place names

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

#### OPTION

Record a value of a local place name or of a name of a larger place.

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

#### OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

#### CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of manifestation](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: [note on manifestation](#) or an appropriate *element subtype*.

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation statement](#) or an appropriate *element subtype*.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a real value that is known from another *source of information* as a Manifestation: [note on manifestation](#) or an appropriate *element subtype*.

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

#### CONDITION

A value of Manifestation: [place of publication](#) cannot be found in a manifestation that is being described.

#### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

#### OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

#### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

#### CONDITION

A value of Manifestation: [place of manifestation](#) cannot reasonably be determined.

#### OPTION

Record the value *place of manifestation not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

**Recommendation #4:** Manifestation: [place of manufacture](#)

Same changes as described in Recommendation #1.

**Marked-up version:****Manifestation: place of manufacture****Recording an unstructured description**

Record an unstructured description for a related place as a value of Place: [name of place](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

**OPTION**

Record a preposition that appears with a place name if it is required to make sense of the statement.

**Local and larger place names****CONDITION**

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

**OPTION**

Record a value of a local place name or of a name of a larger place.

**OPTION**



Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: place of manufacture is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: note on manufacture statement.

**OPTION**

Record a fictitious or false value within a value of Manifestation: [manifestation manufacture statement](#).

**OPTION**

Record a real value that is known from another *source of information*.

**OPTION**

Record a real value that is known from another *source of information* as a Manifestation: [note on manufacture statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

**Place names not found****CONDITION**

A value of Manifestation: [place of manufacture](#) cannot be found in a manifestation that is being described.

**OPTION**

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**CONDITION**

~~A manifestation does not have a value that can reasonably be determined.~~

A value of Manifestation: [place of manufacture](#) cannot reasonably be determined.

OPTION

Record the value *place of manufacture not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

~~Place of manufacture not identified~~

~~CONDITION~~

~~A manifestation does not have a value that can reasonably be determined.~~

~~OPTION~~

~~Record *place of manufacture not identified*.~~

## Clean version:

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

### Local and larger place names

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

#### OPTION

Record a value of a local place name or of a name of a larger place.

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

#### OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

#### CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: [place of manufacture](#) is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a fictitious or false value as a Manifestation: [note on manufacture statement](#).

OPTION

Record a fictitious or false value within a value of Manifestation: [manifestation manufacture statement](#).

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a real value that is known from another *source of information* as a Manifestation: [note on manufacture statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

Place names not found

## CONDITION

A value of Manifestation: [place of manufacture](#) cannot be found in a manifestation that is being described.

### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

## CONDITION

A value of Manifestation: [place of manufacture](#) cannot reasonably be determined.

### OPTION

Record the value *place of manufacture not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

**Recommendation #5:** Manifestation: [place of production](#)

Same changes as described in Recommendation #1.

**Marked-up version:****Manifestation: place of production****Recording an unstructured description**

Record an unstructured description for a related place as a value of Place: [name of place](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

**OPTION**

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

**OPTION**

Record a preposition that appears with a place name if it is required to make sense of the statement.

**Local and larger place names****CONDITION**

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

**OPTION**

Record a value of a local place name or of a name of a larger place.

**OPTION**

Record both a local place name (city, town, etc.) and a name of a larger place (state, province, country, etc.) if present on the manifestation.

CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

CONDITION

A full address is present on a manifestation.

OPTION

Record a full address.

CONDITION

A value of Manifestation: place of production is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

CONDITION

A value of this element is known to be false or refers to a fictitious entity.

OPTION

Record a fictitious or false value as it appears on a manifestation that is being described.

OPTION

Record a real value that is known from another *source of information*.

OPTION

Record a fictitious or false value as a Manifestation: note on production statement.



**OPTION**

Record a fictitious or false value within a value of Manifestation: [manifestation production statement](#).

**OPTION**

Record a real value that is known from another *source of information*.

**OPTION**

Record a real value that is known from another *source of information* as a Manifestation: [note on production statement](#).

For general guidance on fictitious entities and non-human personages, see Guidance: [Fictitious and non-human appellations](#).

**Place names not found****CONDITION**

A value of Manifestation: [place of production](#) cannot be found in a manifestation that is being described.

**OPTION**

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**OPTION**

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

**CONDITION**

~~A manifestation does not have a value that can reasonably be determined.~~  
A value of Manifestation: [place of production](#) cannot reasonably be determined.

OPTION

Record the value *place of production not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

~~Place of production not identified~~

~~CONDITION~~

~~A manifestation does not have a value that can reasonably be determined.~~

~~OPTION~~

~~Record *place of production not identified*.~~

## Clean version:

### Recording an unstructured description

Record an unstructured description for a related place as a value of Place: [name of place](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on basic transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using Guidance: Transcription guidelines. [Guidelines on normalized transcription](#).

#### OPTION

Record an unstructured description by transcribing text and spoken word content from a manifestation using any transcription guidelines.

#### OPTION

Record a preposition that appears with a place name if it is required to make sense of the statement.

### Local and larger place names

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) or a name of a larger place.

#### OPTION

Record a value of a local place name or of a name of a larger place.

#### CONDITION

A value of Manifestation: place of publication is a local place name (city, town, etc.) and a name of a larger place.

#### OPTION

Record a value of both a local place name (city, town, etc.) and a name of a larger place.

#### CONDITION

A full address is present on a manifestation.

**OPTION**

Record a full address.

**CONDITION**

A value of Manifestation: **place of production** is a local place name (city, town, etc.)

A name of a larger place is not present on the manifestation.

A name of a larger place is considered necessary for identification.

**OPTION**

Record a value of both a local place name (city, town, etc.) and a name of a larger place taken from another *source of information*.

Fictitious or false place names

**CONDITION**

A value of this element is known to be false or refers to a fictitious entity.

**OPTION**

Record a fictitious or false value as it appears on a manifestation that is being described.

**OPTION**

Record a fictitious or false value as a Manifestation: **note on production statement**.

**OPTION**

Record a fictitious or false value within a value of Manifestation: **manifestation production statement**.

**OPTION**

Record a real value that is known from another *source of information*.

**OPTION**

Record a real value that is known from another *source of information* as a Manifestation: **note on p statement**.

For general guidance on fictitious entities and non-human personages, see Guidance: **Fictitious and non-human appellations**.

Place names not found

## CONDITION

A value of Manifestation: [place of production](#) cannot be found in a manifestation that is being described.

### OPTION

Record a value for a place that is known from another *source of information*.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

### OPTION

Record a value for a probable place followed by a question mark.

Record a value for a local place name (city, town, etc.) and include a name of a larger place if necessary for identification.

## CONDITION

A value of Manifestation: [place of production](#) cannot reasonably be determined.

### OPTION

Record the value *place of production not identified*.

Indicate that the information is taken from a source that is outside the manifestation that is being described. For general guidance, see Guidance: Data provenance. [Recording a source of metadata](#).

For general guidance on unstructured descriptions, see Guidance: Recording methods. [Recording an unstructured description](#).

**Recommendation #6:** Add a Table of Contents to each element to reflect the new subheads.

The same structure will be applied to all five elements. Each will link to the appropriate section within the element to allow for quick identification and retrieval.

## Marked-up version:

Recording an unstructured description

- [Local and larger place names](#)
- [Fictitious \*\*or false\*\* place names](#)
- [Place names not found](#)

Record an unstructured description for a related place as a value of Place: [name of place](#).

## Clean version:

Recording an unstructured description

- Local and larger place names
- Fictitious **or false** place names
- Place names not found

Record an unstructured description for a related place as a value of Place: [name of place](#).