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FILING ARRANGEMENT

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Provisional Version

Library of Congress

Washington

March 1971

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FILING ARRANGEMENT

IN THE LIBRARY OF CONGRESS CATALOGS

An Operational Document
Prepared by

JOHN C. RATHER
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Provisional Version

Library of Congress

Washington

March 1971

116

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INTRODUCTION

These filing rules have been designed to enable the Library of Congress, with the least possible effort, to arrange large bibliographic files to satisfy a variety of needs. They have been issued in an operational document to encourage full discussion of their implications for the Library and to allow for possible changes before they are adopted. To establish a common understanding of why these rules differ in many respects from those now in use, it may be helpful to explain the assumptions and principles on which they are based.

Assumptions

Seven assumptions were basic to the development of these rules:

1. File arrangement should be hospitable to various kinds of uses: searching for a known item with perfect information; searching for an item with incomplete or inexact information; browsing.

2. Basic rules should be applied consistently with as few exceptions as possible. Consistency has obvious advantages for filers and users, and it facilitates programming for computer filing.

3. Variations in form among name and subject headings are an essential part of the structure of a file arrangement; they should not be ignored in filing. It is illogical to construct a heading one way and then to file it as if it were constructed another way.

4. It is impossible to eliminate all (or even most) filing problems by revising the rules for constructing headings. In a large file, references are required to lead a user from purely formal

variations of a heading to the one actually used. Thus, the presence of such references makes it certain that some filing problems will persist regardless of changes in the cataloging rules. In any event, it is likely that headings established under various cataloging rules and practices will coexist in the LC files for an indefinite period.

5. The pattern of catalog organization (e.g., dictionary, divided) has an effect on the complexity of arrangement but, in itself, no single pattern can resolve all filing problems. Moreover, the Library of Congress uses alternative patterns for different purposes. Therefore, the rules for filing arrangement should be adaptable to all patterns of catalog organization.

6. Rules for arrangement should discriminate among catalog entries only up to a point. It is unrealistic to expect the rules to provide unique positions for the tiny proportion of entries that would not be differentiated by a standard set of filing fields.

7. The arrangement of the catalog of a large research library cannot be self-explanatory. Its complexity is a function of the number of catalog entries, and the diversity of the languages and forms of material represented. When these factors are compounded by efforts to make the catalog responsive to a variety of needs, it is inevitable that the arrangement may be inconvenient or confusing to some users. To alleviate their difficulties, it is imperative to provide a wide range of aids to catalog use. Until this is done, it would be a mistake to suppose that difficulties in using a catalog are solely attributable to defects in its arrangement.

Principles

The foregoing considerations led to the formulation of three basic principles that shaped the development of these rules:

1. Elements in a heading should be taken in exactly the form and order in which they appear.

2. Related entries should be kept together if they would be difficult to find when a user did not know their precise form.

3. A standard set of fields should be established for each major type of filing entry.

The first principle emphasizes the way a heading looks, not how it sounds. Similar elements that differ in form (e.g., numbers expressed in digits and those expressed in words) are filed in different positions. The inconvenience of having sometimes to look in two places is outweighed by the fact that no special linguistic knowledge is required to find a numeral or an abbreviation when its printed form is known. These rules allow for only a few exceptions to the "file-as-is" principle.

The second principle acknowledges the fact that the more formally constructed a heading is, the less likely a user is to know its elements precisely. Therefore, headings that begin with the same elements are grouped in categories to reduce the time needed to browse in a large file for a heading that is known incompletely.

The third principle applies the legal precept De minimis non curat lex (the law cannot take care of trifles) as a way of preventing the proliferation of special rules. As a result, in some instances (notably

certain title main and added entries), the standard set of fields may be insufficient to differentiate among similar filing entries. It seemed unwise, however, to provide for consideration of other information (e.g., place of publication) as a means of further arrangement. Special rules of this kind are difficult to apply either manually or by computer and the nature of the arrangement is frequently not apparent to users. It seemed, therefore, that "no-order" filing was the lesser evil since a desired item could be found by scanning, as is done now when a user lacks full information or does not understand the arrangement or wishes to guard against misfiled entries.

Organization of the Rules

The rules are divided into four parts: 1) a preliminary note that defines terms used in the rules; 2) general rules; 3) special rules; and 4) a discussion of aids to catalog use.

The general rules give all of the basic specifications for arranging a file. They are presented systematically, progressing from those of widest applicability to those of more limited scope. Their effect is cumulative so that, to understand any given general rule, one must understand the preceding rules. Each main rule (that is, one with a simple numeral like 5) is subdivided by subordinate numbering (e.g., 5.1, 5.2, 5.2.1) into subrules related to the same aspect of filing arrangement.

Special rules cover particular situations that may be encountered in applying general rules. Although all rules are numbered sequentially, the main special rules are also in alphabetical order by their captions.

The rules have been written to say what must be done; only rarely do they state what is not to be done. However, examples have been used lavishly to show the effect of the rules on types of headings not specifically mentioned in the rules themselves. Almost all of the nearly 1,200 examples were culled from the LC Official Catalog. A small number (about 30) were made up to permit concise illustration of a particular rule or to show references that should be made as aids to users.

Computer Filing

The ability to arrange bibliographic entries by computer in an efficient manner depends on a consistent set of rules for arrangement, a machine-readable format that affords adequate identification of key elements in a catalog record, and a flexible program for building sort keys that can be processed by a sort/merge program. These components of a machine filing system are so closely interrelated, however, that it is not easy to assess their relative importance.

The present rules have been designed to satisfy the first requirement. Although the primary concern was to obtain arrangements that are relatively easy for humans to achieve and to use, the final test of the practicality of a rule was whether a computer could be programmed to apply it efficiently.

Clearly it was not possible to make such a decision without considering the other basic components of a machine filing system. This was done by taking account of the content designators (tags, indicators, subfield codes) in the MARC format, the capabilities of the SKED (Sort

Key Edit) program developed by the Library [1] and preliminary analyses of the possibility of developing algorithms to implement various specifications of the rules.

When all of these factors were considered, it seemed quite feasible to program these rules for computer filing with relatively little dependence on manually supplied sort keys. Using these rules as a foundation, the MARC Development Office and the Technical Processes Research Office have already cooperatively developed the logical design of an expanded version of SKED called LIBSKED (Library Sort Key Edit). The development of algorithms to identify and differentiate various kinds of leading elements in a filing entry is well under way. A technique for processing numerals also has been devised. It is hoped that a program with basic filing capabilities will be operational by the end of 1971. Thus, the rules presented here may be said to be a cornerstone of a system that will eventually enable the Library of Congress to produce book catalogs entirely by computer.

Technical Processes Research Office

March 26, 1971

1. For a brief description, see Rather, John C., and Jerry G. Pennington. The MARC sort program. Journal of Library Automation, v. 2, September 1969, 125-138.

PRELIMINARY NOTE

The following glossary of terms used in this document will be helpful in understanding the specifications for filing arrangement. Although the terms and their definitions differ somewhat from those commonly used in discussing the arrangement of catalog entries, they are intended to permit clear, consistent presentation of the rules.

Filing Entry: All of the fields that may be considered in determining the filing position of an item in a catalog; for example, an author heading, title, and imprint date.

Field: A major component of a filing entry that comprises one or more elements (e.g., a heading; a title).

Element: One or more words that make up an integral part of a field (e.g., the surname in a personal name heading). An element and a field are identical when the field contains only one element; for example, a title. The first element in a field is called the leading element; the others are called subordinate elements. For example, in the personal name heading, Carpenter, William, 1871-1944, the leading element is Carpenter; William and 1871-1944 are subordinate elements.

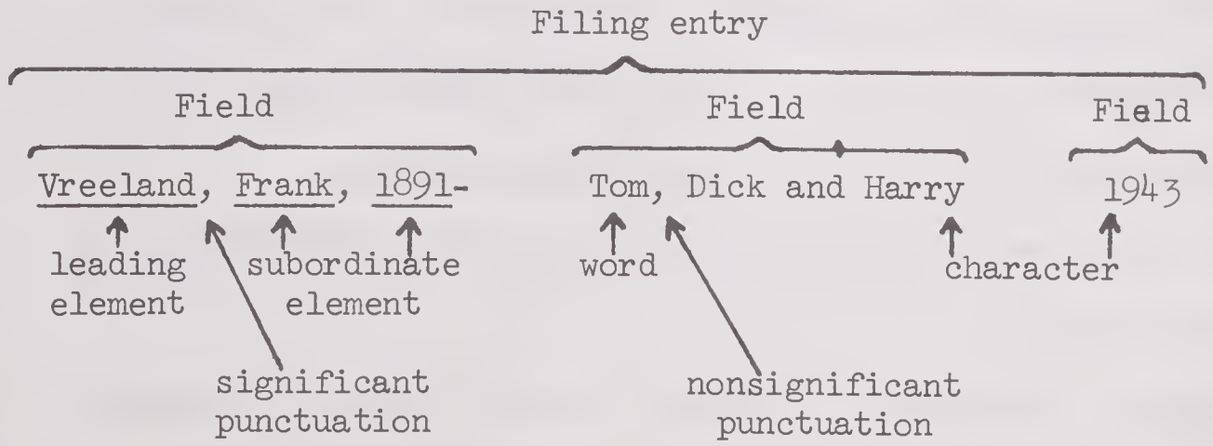
Word: One or more characters set off by spaces and/or marks of significant punctuation.

Character: A character is a letter, digit, symbol, or mark of punctuation. Letters may be called alpha characters; digits may be called numeric characters.

Significant Punctuation: A mark of punctuation that indicates the end of an element. Typical cases include: 1) the period after a direct order corporate name (e.g., Yale University. Library), 2) the comma after a surname (e.g., Johnson, Edgar), 3) parentheses surrounding a qualifying term in a subject heading (e.g., Mass (Physics)—Measurement).

Punctuation that does not indicate the end of an element is considered nonsignificant. Common instances include: 1) a period after an abbreviation (e.g., Mr.), 2) a comma to increase readability (as in 10,000,000 or Smith, Kline, and French Laboratories), 3) parentheses surrounding a word in a direct order corporate name (e.g., Vickers (Aviation) Limited). Although nonsignificant punctuation is generally ignored in filing, it may require special treatment in certain situations (e.g., hyphenation; decimals).

Figure 1.--Components of a filing entry



GENERAL RULES

1. Basic Filing Order

Fields in a filing entry are arranged word by word, and words are arranged character by character. This procedure is continued until one of the following conditions occurs:

a. A prescribed filing position is reached.

b. The field comes to an end (in which case placement is determined by another field of the entry or by applying one of the rules given hereafter).

c. A mark of punctuation showing a subarrangement intervenes.

1.1. Order of Letters

Letters are arranged according to the order of the English alphabet (A-Z).

1.1.1. Modified Letters

Modified letters are treated like their plain equivalents in the English alphabet. Thus all diacritical marks and modifications of recognizable English letters are treated as if they did not exist; e.g., ä, á, å, ø, ɪ, ñ are filed as a, o, l, n. The treatment of special letters that cannot be readily equated with English letters is described in Rule 17.

Example

Hand blows
Hand book for Prospect Park
Hand in glove
Håndbok for sangere

Handbook for adventure
Hände am Pflug
Hands on the past
Haṇḍu [Indic surname]

1.2. Placement of Numerals

Numbers expressed in digits or other notation (e.g., roman numerals) precede letters and, with few exceptions, they are arranged according to their numerical value. According to this rule, all filing entries beginning with numerals appear before entries beginning with the letter A. Numbers expressed as words are filed alphabetically. Detailed instructions for filing numerals are given in Rule 16.

Example

1, 2, 3, and more
1, 2, buckle my shoe
3 died variously
10 ways to become rich
13 jolly saints
112 Elm Street
838 ways to amuse a child
1000 spare time money making ideas
1984
10,000 trade names
1,000,000 delinquents
A is for anatomy
A4D desert speed run
Aa, Abraham
Longitude 30 west
Longitude and time
Nineteen eighty-four
Oberlin College
One, two, three for fun
Rubinstein, Akiba
Ten thousand miles on a bicycle
Three 14th century English mystics
Three by Tey
Thucydides

1.3. Signs and Symbols

Nonalphabetic signs and symbols within a field are generally ignored in filing and the following letters or numerals are used as the basis of arrangement (see also Rule 18).

1.3.1. Punctuation

Punctuation as such has no place in the collating sequence of characters considered in filing arrangement. A mark of punctuation is taken into account, however, in two situations: 1) when it signals the end of an element or field and indicates the need for subarrangement as described in the following rules; and 2) when it serves as the sole separator between two discrete words (e.g., Mott-Smith; 1951/1952; 1:3) and so must be treated as equivalent to a space.

2. Significant Filing Elements

Elements in a field are taken exactly as they appear with few exceptions. Thus, the position of a filing entry is basically determined by the order and form of the fields it contains. In some cases, however, the filing form of an element may differ from the bibliographic form for one or more of the following reasons:

a. A word may be omitted (e.g., an initial article).

b. A word may be expanded (e.g., "&" filed as "and").

c. A word may be added (e.g., dates in subject subdivisions for certain periods).

d. A word may be relocated (e.g., Ward, Mrs. Humphry is arranged as if it were Ward, Humphry, Mrs.).

Treatment of specific situations is described in later rules.

3. Identification of Elements in a Field

Elements in a field containing more than one element are generally indicated by a dash, period, comma, or parenthesis. This rule does not apply when these marks of punctuation are not significant (Rule 3.1) or under the conditions described in Rule 3.2.1.

3.1. Nonsignificant Punctuation in a Field

A field may contain a dash, period, comma, or parenthesis that does not indicate the end of an element. For example, a dash in a title (e.g., Abraham Lincoln—the seer); a period after an abbreviation (e.g., St. Louis); commas used to separate words in a series (e.g., Sears, Roebuck and Company); parentheses to set off a word within a name (e.g., Vickers (Aviation) Limited). The following guidelines may be helpful in discriminating between significant and nonsignificant punctuation: 1) significant punctuation indicates a formal combination of elements in a field; 2) nonsignificant punctuation occurs as an integral part of a name or title.

3.2. Leading Element

The leading element in a field is indicated by the first significant dash, period, comma, or parenthesis, except when the field contains a forename followed by a roman numeral (Rule 3.2.1).

3.2.1. Forenames with Numeration

When a forename is followed by a roman numeral (as in a heading for a pope or sovereign), the leading element ends before the numeral.

3.3. Leading Elements in Various Types of Fields

In the following sections, examples of leading elements in various types of fields are shown by underlining. Bear in mind that these examples are not intended to illustrate filing arrays which are covered by later rules. An asterisk before an example indicates that it is made up.

3.3.1. Personal Name Fields

In addition to fields beginning with a forename or a surname, personal name fields include cases where entry is made under the distinguishing word in a nobleman's title, the name of a bishop's see, or the name of a family, clan, dynasty, house, or other such group.

Examples

a. Forenames

Aristoteles
Aristoteles—Bibliography
Aristoteles. Poetica
Aristoteles. Spurious and doubtful works

John, Saint, Apostle
John Ambrose, Father
John of Cornwall, fl. 1170
Moses ben Jacob, of Coucy, 13th cent.
Nashwān ibn Sa'id al-Ḥimyarī, d. 1178?

Florence (Artist)

John II Comnenus, Emperor of the East [reference]
John VII, Pope, d. 707

b. Surnames

Brown, Dr.
John, Alfred
John-Ferrer, F
Molina y Vedia de Bastianini, Delfina

Ely, Bishop of, 1506-1515 [reference]
Ely, Francis Turner, Bp. of [reference]
Essex, Robert Devereux, earl of, 1566-1601

c. Names of families, etc.

Flanders, Counts of
Flanders Family
*Flanders Family—Periodicals
Flanders Family (Stephen Flanders, d. 1684)

3.3.2. Place and Corporate Name Fields

In the following examples place name fields and corporate name fields are treated together because a corporate name field may begin with the name of a place. The examples also include instances of nonsignificant punctuation.

Examples

Alaska
Essex Bird-Watching and Preservation Society
Essex County (N.J.) Medical Society

London—Description
London Missionary Society—History

London. County Council
St. Louis. Board of Education
Western Highway Institute. Research Committee

AFL—CIO Conference on World Affairs, New York, 1960
Africa, British East
Essex, Eng.
*Essex, firm, booksellers, New York
Essex Bar Association, Salem, Mass.
Essex Co., Va.
Smith, Kline, and French Laboratories, Philadelphia
Wilson, H.W., firm, publishers

Essex (Aircraft carrier)
New York (City)
Thompson (J. Walter) Company

3.3.3. Uniform Title Fields

For the purpose of determining elements, uniform title headings, uniform filing titles, and certain bibliographic titles are treated in the same way. The last category includes: 1) serial titles when qualified in an added or subject entry; 2) titles of motion pictures, phonorecords, and other types of nonbook materials when they are qualified by a generic term. A qualifying term for nonbook material is contained as a subordinate element of the title regardless of how it is punctuated.

Examples

Arabian nights
Mayflower Compact, 1620

Book of the dead—Dictionaries, indexes, etc.

Bible. O.T. Greek. 1924
Reynard the Fox. Dutch
Strictly guitar. [Phonodisc]

Guillaume (Chanson de geste)
Life (Chicago)
Star Spangled Banner (Motion picture)

3.3.4. Bibliographic Title Fields

A field containing a bibliographic short title consists of a single element. Title added entries are supplied in the required form prior to filing and any punctuation they contain is ignored. When a work is entered under title, however, the filer must determine the end of the short title for himself. It usually occurs at the first mark of punctuation but the sense of the title may require that it be extended beyond that point.

Examples

a. Title added entries

Abraham Lincoln, the marginal man
Civilization—the next stage
Dateline: Berlin
Lost at the South Pole
Oliver! and his friends

b. Entries under title

Adventures for readers [edited by] Jacob ...
Commonwealth; a weekly magazine
Memoirs of General La Fayette, embracing details ...
The Star spangled banner: being a collection ...

3.3.5. Topical Subject Heading Fields

The following examples show the leading elements of various types of topical subject headings and also illustrate cases of nonsignificant punctuation. In topical subject headings, a comma followed by a space and an uppercase letter is significant. When the following letter is lowercase, the comma is nonsignificant.

Examples

Amblyopia
Death in literature
Flute, saxophone, harp with string orchestra

Death—Causes
Government business enterprises—Accounting
Hotels, taverns, etc.—Austria

Death, Apparent
Forestry law and legislation, Colonial
Lasers, Effect of radiation on
Necessity, Fort, Battle of, 1754

Authority (Religion)
Charitable uses, trusts, and foundations (Hindu law)

4. Order of Fields with Identical Leading Elements

Fields with identical leading elements are grouped together. When the leading elements in a group denote different types of entities, the order of arrangement is as follows:

a. Person: (1) Forename

(2) Surname

b. Place

c. Thing: (1) Corporate body

(2) Topical subject heading

d. Title

4.1. Placement of Certain Categories of Leading Elements

For the purpose of file arrangement, leading elements of the following types are considered to be surnames: 1) the distinguishing word in a nobleman's title; 2) the name of a bishop's see; 3) the name of a family, clan, dynasty, house, or other such group; 4) part of a corporate name followed by inverted initials and/or forenames.

Example

George, brother
George, Alfred
*George (P. W.) and Company } filed in one alphabet
George, Ariz.
George (Yacht)
*George (The name) [subject heading]
George [title]

5. Order of Subordinate Filing Elements

When the leading elements of two or more fields are identical and they denote the same type of entity, the arrangement takes account of subordinate filing elements according to the following patterns. The position of a leading element qualified by more than one subordinate element is determined by the order in which the elements appear.

5.1. Forename Fields

The leading element of a forename field may be followed by one or more of the following categories of subordinate elements: 1) numeration; 2) dates; 3) qualifying words; 4) form subheading. When forename fields with identical leading elements have subordinate elements in the first three categories, they are grouped in the following order:

a. Forename alone

b. Forename with numeration
   Forename, date(s) } filed in one sequence

c. Forename, qualifying word(s)

In arranging qualifying words within a group, differences in punctuation are ignored.

Example

*Guillaume
Guillaume IV, comte de Hainaut
Guillaume, 13th cent.
*Guillaume (Artist)
Guillaume, le Clerc, 13th cent.

The treatment of form subheadings (category 4 above) is described in Rule 6.3.

5.2. Surname Fields

The leading element of a surname field (as defined in Rule 4.1) may be followed by one or more of the following categories of subordinate elements: 1) forenames, initials, or (in the case of a nobleman, bishop, or family) a full name; 2) dates; 3) qualifying words; 4) a word that shows the function of the person in relation to a work with which his name is associated; 5) form subheading. When surname fields with identical leading elements have subordinate elements in the first three categories, they are grouped in the following order:

a. Surname alone

b. Surname, date(s)

c. Surname, qualifying word(s)

d. Surname, forename

e. Surname, forename, date(s)

f. Surname, forename, qualifying word(s)

Examples

Smith, ———
Smith, ———, fl. 1641
Smith, Mrs.
Smith, ———, pseud.
Smith, A
Smith, Albert
Smith, Albert, 1873-
Smith, Albert, mining engineer
Smith, Albert Alonzo, 1904-

*Essex, Earls of
Essex, Arthur
Essex, Arthur Capel, 1st earl of, 1631-1683
Essex, Don L., 1893-
Essex, George Capel-Coningsby, 5th earl of, 1757-1839

Essex, Richard Hamilton, 1802-1855
Essex, Robert Devereux, earl of, 1566-1601

Ely, Bishop of, 1506-1515 [reference]
Ely, Aaron
Ely, Francis Turner, Bp. of [reference]
Ely, Frank David
Ely, John Kirkby, Bp. of [reference]

Relators are ignored in filing as described in Rule 11.1. The treatment of form subheadings is described in Rule 6.3.

5.2.1. Corporate Names with Inverted Initials and/or Forenames

The leading element of a corporate name beginning with a surname followed by initials and/or forenames ends before the mark of punctuation setting off the inverted element. A heading of this type interfiles among headings with the same surname. The words following the inverted element up to the next period are treated as part of it. Subheadings under an inverted corporate heading (e.g., Thompson (J. Walter) Company. Market Research Dept.) are treated as separate elements.

Example

Bradley, Milton, 1836-1911
*Bradley, Milton Albert
Bradley (Milton) Company
Bradley, Morton Clark, 1912-

5.3. Place Name Fields

When the leading elements of two or more place name fields or place names at the beginning of a corporate name field are identical but they are qualified by different means, the fields are grouped in the following order:

a. Place name alone

b. Place name followed by parenthetical qualifier

c. Place name followed by a comma and qualifying word(s)

Subarrangement within any group is by succeeding subordinate elements.

The order of the different types of qualifiers for place names is the reverse of that prescribed for other corporate names and topical subject headings. This exception is considered necessary to group together headings relating to the same general place (e.g., the city, archdiocese, province, and republic of Florence, Italy).

Example

Florence
Florence. Archivio di Stato
Florence. Galleria degli Uffizi
Florence. Ordinances, etc.
Florence. Università
Florence. Università. Centro di studi coloniali
Florence. Università. Facoltà di agraria
Florence (Archdiocese) Archbishop, 1513-1523 (Giulio de' Medici)
Florence (Archdiocese) Archbishop, 1962- (Ermenegildo Florit)
Florence (Province) Camera di commercio ed industria
Florence (Province) Consiglio provinciale
Florence (Republic)
Florence (Republic) Laws, statutes, etc.
Florence (Republic) Podestà
Florence, Ala. Charters
Florence, Col. Chamber of commerce
Florence, S.C. Military prison

5.4. Corporate Name Fields

When the leading elements of two or more corporate name fields are identical but they are qualified by different means, the fields are grouped in the following order:

a. Corporate name alone

b. Corporate name followed by a comma and qualifying word(s)

c. Corporate name followed by parenthetical qualifier

Subarrangement within any group is by succeeding subordinate elements.

Examples

National Academy of Sciences, Seoul, Korea [reference]
National Academy of Sciences, Washington, D.C.
National Academy of Sciences (India)

National Research Council
National Research Council. Advisory Committee on Civil Defense
National Research Council. Committee on Nuclear Science
National Research Council. Highway Research Board
National Research Council. Highway Research Board. Committee on Highway Capacity
National Research Council. Highway Research Board. Future Concepts Committee
National Research Council. Space Science Board
National Research Council, Canada
National Research Council, Canada. Division of Building Research
National Research Council, Canada. Subcommittee on Hydrology

5.5. Uniform Title Fields

When the leading elements of two or more uniform title fields are identical but one heading is not qualified and the others are, the fields are grouped in the following order:

a. Uniform title alone

b. Uniform title with qualifier (regardless of punctuation)

Example

The Star-Spangled Banner
Star-spangled banner (Filmstrip)
Star spangled banner (Motion picture)
The Star spangled banner. [Phonodisc]

5.5.1. Subordinate Elements of Uniform Title Headings and Filing Titles

The subordinate elements of a uniform title heading or a uniform filing title may describe 1) part of the larger work (including such terms as "selections"); 2) language of the text; 3) name of the version; and 4) date of the edition. The preceding sequence shows the order of subordinate elements if more than one occurs with a particular uniform title. In filing arrangement, however, when different types of subordinate elements occur in the same relative position (for example, as the second element), the fields are grouped in the following order:

a. Date

b. Language

c. Version

d. Part

Examples

Bible. Afrikaans. 1933
Bible. English. Authorized. 1968
Bible. English. Authorized. Selections. 1968
Bible. English. For the blind. 1954
Bible. English. Smith. 1944
Bible. English. Selections
Bible. Polyglot. 1514
Bible. Welsh. 1823
Bible. Abdias [reference]
Bible. N.T. English. Ledyard. 1969
Bible. N.T. English. Today's English. 1969
Bible. N.T. Wendic. 1966
Bible. N.T. Acts. Greek. 1850
Bible. O.T. Spanish. 1935
Bible. O.T. Genesis. English. 1838

Talmud
Talmud. English
Talmud. English. Selections
Talmud. 'Abodah zarah. German

Talmud. Appendices [reference]
Talmud. Minor tractates
Talmud. Selections
Talmud. Zebaḥim

Additional instructions for arranging uniform titles are given in Rule 19.

5.6. Topical Subject Headings

When the leading elements of two or more topical subject headings are identical but they are qualified by different means, the fields are grouped in the following order:

a. Leading element alone

b. Leading element followed by a comma and qualifying word(s)

c. Leading element followed by parenthetical qualifier

Subarrangement within any group is by succeeding subordinate elements.

Example

Children
Children, Adopted
Children, Vagrant
Children (International law)
Children (Roman law)

5.7. Subject Subdivisions

In any subject heading field, subordinate elements that follow a dash (that is, subject subdivisions) are grouped in the following order:

a. Period subdivisions

b. Form and topical subdivisions

c. Geographical subdivisions

These distinctions are maintained at every level of subject subdivision.

The treatment of subject subdivisions in relation to other subdivisions of the same heading is described in Rule 6.2.

Examples

German literature
German literature—17th century
German literature—20th century
German literature—Addresses, essays, lectures
German literature—History and criticism
German literature—Yearbooks
German literature—Alsace
German literature—Zürich
German literature in foreign countries

Catholic Church—Government
Catholic Church—History—16th century
Catholic Church—History—20th century
Catholic Church—History—1965-
Catholic Church—History—Bibliography
Catholic Church—History—Text-books
Catholic Church—Hymns

Protestant Episcopal Church in the U.S.A.
[abbreviated hereafter as P.E.C.]
P.E.C.—Missions
P.E.C.—Sermons
P.E.C.—Alabama
P.E.C.—North Carolina
P.E.C.—Texas
P.E.C. General convention

6. Placement of Certain Types of Fields

To obtain coherent groupings of filing entries relating to the same entity, the following rules must be observed in arranging three types of fields: 1) author-title fields; 2) fields containing subject subdivisions; 3) personal name fields containing form subheadings.

6.1. Author-Title Fields

A field comprising a personal or corporate author and a title (e.g., Aristoteles. Metaphysica; Society for Pure English. Tract no. 36) is treated as if it consisted of two separate fields containing the same information. Thus, with respect to this consideration, no distinction is made between a filing entry containing separate fields for an author and a title and a filing entry containing an author-title added or subject entry for the same work. See Rule 8 for instruction on the arrangement of entries under the name of an author.

6.2. Fields Containing Subject Subdivisions

A field containing a subject subdivision is treated as if it consisted of at least two parts: the heading proper and the subject subdivision(s). In the case of author-title fields with subject subdivisions, the field is treated as if it consisted of three parts (author, title, subject subdivision) to satisfy the requirements of Rule 6.1. In both circumstances, the subject heading field is grouped with main and added entry fields containing the heading proper. After the functional order of the fields has been taken into account (see Rule 7), arrangement is by subject subdivision.

6.3. Personal Name Fields Containing Form Subheadings

A personal name field containing a form subheading (e.g., Spurious and doubtful works) is treated as an entirely different entity from the personal name on which it is based. Such a heading is arranged after all main, added, and subject entries relating to that particular person.

Examples

Aristoteles
  Ethica
Aristoteles
  Metaphysica
Aristoteles. Metaphysica [author-title added entry]
ARISTOTELES. METAPHYSICA [author-title subject entry]
*ARISTOTELES. METAPHYSICA—BIBLIOGRAPHY
Aristoteles
  Poetica
Aristoteles
  Rhetorica
Aristoteles. Rhetorica
ARISTOTELES
ARISTOTELES—BIBLIOGRAPHY
ARISTOTELES—TRANSLATIONS
Aristoteles. Spurious and doubtful works

Philadelphia [main entry]
PHILADELPHIA
PHILADELPHIA—DESCRIPTION
PHILADELPHIA—POLITICS AND GOVERNMENT
PHILADELPHIA—WATER-SUPPLY
Philadelphia. Athenaeum
PHILADELPHIA. ATHENAEUM
Philadelphia. Board of Health
Philadelphia. Centennial Exhibition, 1876
PHILADELPHIA. CENTENNIAL EXHIBITION, 1876
PHILADELPHIA. CENTENNIAL EXHIBITION, 1876—GUIDE-BOOKS
PHILADELPHIA. CENTENNIAL EXHIBITION, 1876—SONGS AND MUSIC
PHILADELPHIA. CENTENNIAL EXHIBITION, 1876—BRAZIL
PHILADELPHIA. CENTENNIAL EXHIBITION, 1876—SWITZERLAND
Philadelphia. City Planning Commission
Philadelphia. Free Library.
  Decade of growth, 1951-1960 [bibliographic title]
Philadelphia. Free Library. Research bulletin
[series added entry]

Philadelphia. Free Library
  Rules and regulations ...
PHILADELPHIA. FREE LIBRARY
Philadelphia. Free Library. Rare Book Dept.
PHILADELPHIA. FREE LIBRARY. THOMAS HOLME BRANCH
Philadelphia. Free Quaker Meeting House

7. Functional Order of Fields

When the first fields of two or more filing entries are identical and the fields denote the same entity, the entries are grouped according to the cataloging function of these fields (that is, their relationship to the work cataloged or their use in the catalog) in the following order:

a. Main entry, added entry, see reference

b. See-also reference from main or added entry

c. Subject entry

d. See-also reference from a subject entry

Example

Roosevelt, Franklin Delano, Pres. U.S., 1882-1945
[main entry]
Roosevelt, Franklin Delano, Pres. U.S., 1882-1945
[added entry]
Roosevelt, Franklin Delano, Pres. U.S., 1882-1945
see also
New York (State) Governor, 1929-1932 (Franklin D. Roosevelt)
U.S. President, 1933-1945 (Franklin D. Roosevelt)
ROOSEVELT, FRANKLIN DELANO, PRES. U.S., 1882-1945
[subject entry]
ROOSEVELT, FRANKLIN DELANO, PRES. U.S., 1882-1945
see also
PRESIDENTIAL CRUISE TO THE GALAPAGOS ISLANDS, 1938

8. Subarrangement of Identical Fields That Have the Same Function

When the first fields of two or more filing entries denote the same entity and they are functionally identical, the entries are arranged according to their subordinate fields. The selection of subordinate fields for a filing entry must conform to one of four basic patterns:

a. Type 1: (1) Main or added entry for a person or corporate body
(2) Title
(3) Imprint date

b. Type 2: (1) Author-title added entry
(2) Imprint date

c. Type 3: (1) Main or added entry under title
(2) Imprint date

d. Type 4: (1) Subject entry (including author-title entries)
(2) All fields of Type 1 or Type 3 filing entry for catalog record in question

8.1. Choice of Title

Filing entries of Types 1, 2, and 3 can contain only one title. In the case of Types 1 and 3, if more than one kind of title is present in the catalog record, the order of preference is: 1) uniform title heading; 2) uniform filing title; 3) romanized title; 4) bibliographic title. In the case of a Type 2 filing entry, the title to be used occurs as part of the first field.

8.1.1. Uniform Title Headings and Filing Titles

Some of the elements necessary to arrange a uniform title heading properly may appear in a uniform filing title field. For example, the uniform title heading Arabian nights may be made more specific by giving the language of the edition in a filing title field. When this occurs, the uniform title heading and the filing title are treated as one field which is used in the filing entry.

Examples

Shaw, George Bernard, 1856-1950
  Arms and the man. 1913
Shaw, George Bernard, 1856-1950
  Arms and the man. 1958
Shaw, George Bernard, 1856-1950
  Arms and the man. Chinese
Shaw, George Bernard, 1856-1950
  Arms and the man. French
SHAW, GEORGE BERNARD, 1856-1950. ARMS AND THE MAN
  Alexander, Nigel
    A critical commentary on ... 'Arms and the man'
SHAW, GEORGE BERNARD, 1856-1950. ARMS AND THE MAN
  Carrington, Norman Thomas
    G. Bernard Shaw: Arms and the man
Shaw, George Bernard, 1856-1950
  Caesar and Cleopatra. 1913
Shaw, George Bernard, 1856-1950. Caesar and Cleopatra. 1934
    [main entry under Ketchum]
Shaw, George Bernard, 1856-1950
  Caesar and Cleopatra. 1952
SHAW, GEORGE BERNARD, 1856-1950. CAESAR AND CLEOPATRA
  Deans, Marjorie
    Meeting at the Sphinx
Shaw, George Bernard, 1856-1950
  The complete plays of Bernard Shaw
Shaw, George Bernard, 1856-1950
  Do we agree?
    [main entry under Chesterton]
Shaw, George Bernard, 1856-1950
  Dramatic criticism, 1895-98

Shaw, George Bernard, 1856-1950
  Ellen Terry and Bernard Shaw
    [main entry under Terry]
Shaw, George Bernard, 1856-1950
  Forecasts of the coming century
    [main entry under Carpenter]
Shaw, George Bernard, 1856-1950
  Die heilige Johanna, see his Saint Joan. German
Shaw, George Bernard, 1856-1950
  Le héros et le soldat, see his Arms and the man. French
Shaw, George Bernard, 1856-1950
  On language
Shaw, George Bernard, 1856-1950
  Saint Joan. 1924
Shaw, George Bernard, 1856-1950. Saint Joan. 1964
    [main entry under Swander]
Shaw, George Bernard, 1856-1950
  Saint Joan. 1966
Shaw, George Bernard, 1856-1950
  Saint Joan. German
Shaw, George Bernard, 1856-1950
  Selected works. 1956 [uniform title]
Shaw, George Bernard, 1856-1950
  Selected works. Russ. 1946 [uniform title]
Shaw, George Bernard, 1856-1950
  Selected works. Russ. 1956 [uniform title]
Shaw, George Bernard, 1856-1950
  Works [uniform title]
Shaw, George Bernard, 1856-1950
  Yin hsiung yü mei jen, see his Arms and the man. Chinese
Shaw, George Bernard, 1856-1950
  You never can tell. 1906
Shaw, George Bernard, 1856-1950
   see also
 Shaw Society of America
SHAW, GEORGE BERNARD, 1856-1950
  Adam, Ruth
    What Shaw really said
SHAW, GEORGE BERNARD, 1856-1950
  Bab, Julius, 1880-
    Bernard Shaw
SHAW, GEORGE BERNARD, 1856-1950
  Henderson, Archibald, 1877-
    Bernard Shaw: playboy and prophet
SHAW, GEORGE BERNARD, 1856-1950
  Henderson, Archibald, 1877-
    European dramatists

SHAW, GEORGE BERNARD, 1856-1950
  Henderson, Archibald, 1877-
    Interpreters of life and the modern spirit
SHAW, GEORGE BERNARD, 1856-1950
  The Heretics
    [main entry under title]

The light. 1856 [monograph; main entry under Hurley]
Light. 1881 [serial]
Light. 1890 [serial]
Light. 1896 [serial]
The light. 1907 [monograph; main entry under Gorst]
The Light. 1909 [serial]
Light. 1923 [serial]
Light. 1930 [monograph; main entry under Rutherford]
Light. 1931 [serial]
The Light. 1938 [serial; main entry under another title]
Light. 1942 [monograph; main entry under Hotchkiss]
The light. 1943 [monograph; main entry under Young]
The light. 1958 [monograph; main entry under Saint-Marcoux]
Light. 1965 [monograph; main entry under Kohn]
Light. 1968 [monograph; main entry under Waller]

CHESS
  Abrahams, Gerald, 1907-
    The chess mind
CHESS
  Abrahams, Gerald, 1907-
    Technique in chess
CHESS
  Academie universelle des jeux
    [main entry under title]
CHESS
  Agnel, Hyacinth R 1799-1871
    The book of chess
CHESS
  Agostini, Orfeu Gilberto d'
    Xadrez básico
CHESS
  Alatortsev, Vladimir Alekseevich
    Problemy sovremennoĭ teorii shakmat
      [romanized title]
CHESS
  Alatortsev, Vladimir Alekseevich
    Vzaimodeĭstvie figur i peshek
      [romanized title]

9. Treatment of Identical Filing Entries

When two or more filing entries are identical, no effort need be made to arrange them within their group. In a manual file, the new entry can simply be placed after those already there. This situation occurs most commonly with filing entries for titles of various kinds (see Type 3 filing entry in Rule 8).

Example

Light (Motion picture) 1957
Light (Motion picture) 1965
Light (Motion picture) 1968
Light (Motion picture) 1969
Light (Motion picture) 1969
Light (Motion picture) 1969

10. Abbreviations

Abbreviations are arranged exactly as written with one exception: Gt. Brit. is arranged as if spelled Great Britain.

Examples

Madame Lynch
Messieurs les fabriciens
Mister Fish Kelly
Mistress Anne
Mladov, Anatoliĭ Grigor'evich
M'Liss and Louie
MM-Bildführer
MM. Poule, Laigre & c^{ie} à la guerre
Mme. Maímee
Monsieur Beaucaire
Moon and planets
Mr. Faithful
Mrs. Adis
Mrštíková, Božena

The great baseball mystery
Gt. Brit. Ministry of Defence
Gt. Brit. War Office. Judges Committee
Great Britain [title]
Great Britain and Ghana

Saint, Lawrence Bradford, 1885-
Saint Agnes School, Loudonville, N.Y.
Saint-Lambert, Michel de
Saint Martin, Netherlands Antilles
Saint-Simon, Louis de Rouvroy, duc de, 1675-1755
Sainte Anne
Sainte-Beuve, Charles Augustin, 1804-1869
San Francisco underground gourmet
Society of Nuclear Medicine
St. Augustine, Trinidad
St.-Martin-du-Canigou (Abbey)
Ste. Genevieve Co., Mo.
Steacy, Frederick William, 1871-

11. Elements Ignored or Transposed

This rule considers simple cases in which an element or word in a field is ignored or transposed in arranging a filing entry. Complex cases or those that fit naturally into a broader rule are treated elsewhere (see Rules 13 and 16.7.1).

11.1. Relators with Personal Names

Words that show the function of a person in relation to a work (e.g., ed., joint author) or his role in a legal action (e.g., appellant, defendant) are ignored in filing.

11.1.1. Relators with Corporate Names

Words that show the role of a corporate body in a legal action are considered in arranging fields. Names qualified in this way are grouped after unqualified names used as main and added entries and before the unqualified name as a subject heading. This places them also before the unqualified name with a subheading.

Examples

Lang, Andrew, 1844-1912
  Adventures among books
Lang, Andrew, 1844-1912, joint author
  An ministir Ó Ceallaigh
    [main entry under Mason]
Lang, Andrew, 1844-1912
  Ban and arrière ban
Lang, Andrew, 1844-1912, ed.
  The blue fairy book
    [editor as main entry]
Lang, Andrew, 1844-1912
  Historical mysteries
Lang, Andrew, 1844-1912, tr.
  The Iliad of Homer
    [main entry under Homerus]

Lang, Andrew, 1844-1912, joint author
The King over the water
[main entry under Shield]
Lang, Andrew, 1844-1912, ed.
The lilac fairy book
Lang, Andrew, 1844-1912
The maid of France

Brown, John, 1800-1859
* Abolitionist speeches
[main entry under title]
Brown, John, 1800-1859, defendant
Court of Appeals of Virginia ...
Brown, John, 1800-1859, defendant
Last speech
Brown, John, 1800-1859
Testimonials of Captain John Brown ...
Brown, John, 1800-1859
Words of John Brown

Standard Oil Company
Background data on 100 octane gasoline
Standard Oil Company
The Big deep (Motion picture)
[main entry under title]
Standard Oil Company
Denials of justice
Standard Oil Company
Digest of laws ...
[main entry under Palmer]
Standard Oil Company
Whose oil is it?
Standard Oil Company, appellant
Standard Oil Company of New Jersey ...
[main entry under Johnson]
Standard Oil Company, appellant
Standard Oil Company of New Jersey ...
[main entry under United States, appellee]
Standard Oil Company, defendant
In the Supreme Court of Ohio
[main entry under Ohio, plaintiff]
Standard Oil Company, petitioner
The Standard Oil Company of New York ...
[main entry under U.S. Dept. of Justice]
Standard Oil Company, respondent
The United States, petitioner ...
[main entry under U.S. Dept. of Justice]

STANDARD OIL COMPANY
  Baker, John Calhoun, 1895-
    Directors and their functions
Standard Oil Company. Committee on Reservoir Development
  and Operation
  Joint progress report ...
Standard Oil Company. Marine Dept. [reference]

11.2. Terms of Honor and Address

British titles of honor (Dame, Lady, Lord, Sir) and the terms of address for a married woman (e.g., Mrs.) that precede a forename in a personal name field are treated as if they followed all of the forenames in that field.

Example

Reynolds, John Phillips, 1863-
Reynolds, Sir John Russell, bart., 1828-1896
Reynolds, Joseph, d. 1872
*Reynolds, Mrs. Joseph [reference]
Reynolds, Joseph William, 1821-1899
Reynolds, Sir Joshua, 1723-1792
Reynolds, Joshua Paul, 1906-

12. Hyphenated Words

Words connected by a hyphen are always treated as separate words. This rule applies even when the first part of a hyphenated word is a prefix that sometimes appears as an integral part of a word.

Examples

Anti-aircraft defence
Anti-alien legislation in California
Anti "block-booking" and "blind selling"
Anti-Cobweb Club, Foochow
The Anti-masonic review and magazine
Antiaircraft defense
Antier, Daniel
Antimasonic Party
Antimo, Angelo d'

Inter	[title]
Inter-ACT Publication	[memo card]
Inter-agency Sedimentation Conference	[reference]
Inter alia	
Inter-Allied Book Centre, London	[subject]
Inter-American Conference on Social Security	
Inter arma	
Inter-governmental grants in metropolitan Calcutta	
Inter Kibbutz Economic Advisory Unit	[reference]
Inter Lachen, Fla.	[reference]
Inter-Lagar Films	
Inter Naciones	[corporate name]
Inter-nos	[title]
The inter se doctrine of Commonwealth nations	
Interacting Fermi Systems	
Interagency Committee on Mental Retardation	
Interallied Club, Paris	

13. Initial Articles

Initial articles in the nominative case are generally ignored at the beginning of a field whether they appear separately or are elided.

Table 1 lists definite and indefinite articles in various languages in the nominative case only (all genders and both numbers), which should be disregarded whenever they occur as the initial word of a title. In languages having an indefinite article, the word or words representing the cardinal numeral "one" also are given. An initial numeral, whether used as a noun or an adjective, must always be regarded in filing. Note that there are no articles, either definite or indefinite, in Czech, Estonian, Finnish, Latin, Latvian, Lithuanian, Polish, Russian, Serbo-Croatian, Slovak, Slovenian and Ukrainian.

Examples

Radio
La Radio agricole
El radio-amador en las vias del mundo
The radio amateur
Le radio-amateur dans le monde entier
Radio audience measurement
La radio avanza
Das Radio-Baubuch
Radio beams
The Radio blue book
Les Radio-clubs du Niger
Radio designs manual
Der radio-detektiv

Enfant, Édouard L' [reference]
L'enfant abandonée
Enfant chèri des dames
L'enfant criminel
Un enfant délicat
Enfant des hommes

Table 1.--Articles in the nominative case in various foreign languages

ENGLISH			ARABIC		BULGARIAN		
Definite article	Indefinite article	Cardinal numeral	Definite article		Definite article	Indefinite article	Cardinal numeral
the	a an	one	al-[1] el-	No indefinite article	See footnote [2]	единъ една едно	единъ една едно

DANISH			DUTCH			ESPERANTO	
Definite article	Indefinite article	Cardinal numeral	Definite article	Indefinite article	Cardinal numeral	Definite article	
den det de	en et	en et een [3] én [3] eet [3] ét [3] ett [3]	de het 't	een eene 'n	een eene één [3] ééne [3]	la	No indefinite article

FRENCH			GAELIC, SCOTTISH		GERMAN		
Definite article	Indefinite article	Cardinal numeral	Definite article		Definite article	Indefinite article	Cardinal numeral
le la l' les	un une	un une	an am an t- a' na na h-	No indefinite article	der [4] die das	ein eine	ein [5] eine [5] eins [6]

[1] The Arabic articles "al-" or "el-", (or the assimilated forms ad-, ag-, ak-, an-, ar-, as-, at-, az-, if used) as initial words of a title, though joined by a hyphen to the name or word following, are to be disregarded in filing, *e. g.* al-Mostatraf is filed under "M".

[2] Both Bulgarian and Rumanian have definite articles but as they are added as suffixes to the word which they make definite there is no filing problem.

[3] The word written in this form always indicates the cardinal numeral.

[4] When "der" is in the masculine singular nominative.

[5] In German the numerals "ein" and "eine" are sometimes spaced (e i n ; e i n e) to distinguish them from the indefinite article.

[6] The form "eins", as a cardinal numeral, is used only in counting and in expressions of time.

Table 1 (continued)--Articles in the nominative case in various foreign languages

GREEK, CLASSICAL (Capitals, lower case)			GREEK, MODERN					
Definite article	Transliteration		Definite article		Indefinite article		Cardinal numeral	
Ὁ ὁ Ἡ ἡ Τό τό Τώ τώ [7] Οἱ οἱ Αἱ αἱ Τά τά	Ho Hē To Tō Hoi Hai Ta	No indefinite article	Ὁ ὁ Ἡ ἡ Τό τό Οἱ οἱ Αἱ αἱ Τά τά		ἕνας [8] μιά ἕνα	εἷς μία ἕν	ἕνας [8] μιά ἕνα,	εἷς μία ἕν

HAWAIIAN			HEBREW (Transliterated)		HUNGARIAN		
Definite article	Indefinite article	Cardinal numeral	Definite article		Definite article	Indefinite article	Cardinal numeral
ka ke na "O emphatic" [9]	he	hookahi kahi kekahi	ha- [10] he-	No indefinite article	a az	egy	egy

ICELANDIC		IRISH		ITALIAN			MANX	
Definite article		Definite article		Definite article	Indefinite article	Cardinal numeral	Definite article	
hinn [11] hin hið hinir hinar	No indefinite article	An nA	No indefinite article	il la lo i gli le l' gl'	un uno una un'	un uno una un'	yn y ny	No indefinite article

[7] Τώ is the dual case of the definite article in Classical Greek. There is no dual case in Modern Greek.

[8] In Modern Greek the cardinal numeral is quite commonly employed in the vernacular in the sense of the indefinite articles "a" or "an." The vernacular, or colloquial, form is ἕνας, μιά, ἕνα (henas, mia, hena) and the more literary form, which is sometimes used, is εἷς, μία, ἕν (heis, mia, hen).

[9] In Hawaiian the "O emphatic", used to point out the subject emphatically, seems to be a kind of article and should be disregarded in filing. It is used only with the nominative case, chiefly before proper names and pronouns. It must be carefully distinguished from the preposition "O", in particular, but "O" also serves the Hawaiian language as a noun (with several meanings) a verb (with several meanings), an adverb, and a conjunction.

[10] In Hebrew disregard the articles "ha-" and "he-", when joined to the following word by a hyphen, if such word is the initial word of a title.

[11] Hinn, etc., is the form of the definite article in Icelandic, in the nominative case, when it *precedes* the word or words which it limits.

Table 1 (continued)--Articles in the nominative case in various foreign languages

NORWEGIAN					
Dano-Norwegian (Riksmaal)			New Norwegian (Landsmaal)		
Definite article	Indefinite article	Cardinal numeral	Definite article	Indefinite article	Cardinal numeral
den det de	en et	en et een [3] én [3] ét [3] ett [3] étt [3]	den det dei	ein ei e eit	ein ei e eit

PORTUGUESE			PROVENÇAL, OLD [13]			PROVENÇAL, MODERN [13]		
Definite article	Indefinite article	Cardinal numeral	Definite article	Indefinite article	Definite numeral	Indefinite article	Indefinite article	Cardinal numeral
o a [12] os as	um uma	um uma	lo li le la l' il lh' lhi los las les	uns us una	uns us una	lo lou la l' li lis lu	un uno una	un uno una

RUMANIAN			SPANISH			SWEDISH		
Definite article	Indefinite article	Cardinal numeral	Definite article	Indefinite article	Cardinal numeral	Definite article	Indefinite article	Cardinal numeral
See footnote [2]	un una o	un una o unul [3]	el la lo [14] los las	un una	un una uno [3]	den det de	en ett	en ett ene [3] ena [3]

[2] Both Bulgarian and Rumanian have definite articles but as they are added as suffixes to the word which they make definite there is no filing problem.

[3] The word written in this form always indicates the cardinal numeral.

[12] The word "à" with an accent in Portuguese is not an article and must be regarded in filing.

[13] The articles in old and modern Provençal represent a combination of the articles listed by several authorities who do not always agree with each other.

[14] The use of the word "lo" in Spanish as an article is very restricted. It should be disregarded in filing only when combined with an adjective which is used substantively with the force of an abstract noun.

Lo bueno—the good
Lo infinito—the infinite

Table 1 (continued)--Articles in the nominative case in various foreign languages

TURKISH (New)			WELSH		YIDDISH (Transliterated)		
	Indefinite article	Cardinal numeral	Definite article		Definite article	Indefinite article	Cardinal numeral
No definite article	bir	bir	y yr	No indefinite article	der di die dos	a an ein [15] eine [15]	ein eine

[15] "Ein" and "eine" are occasionally used in Yiddish in the sense of the indefinite article.

13.1. Initial Articles in Place Names and Personal Names

Initial articles that form an integral part of place names and personal names (including nicknames, sobriquets, and phrases characterizing persons) are generally regarded in arranging fields. An exception is made for English initial articles which are ignored even when required to make names intelligible (e.g., An American; The Wash); see also Rule 13.2.

Examples

Laš, Michal
Las de los sombreros verdes
Las Hurdes, Spain
Las que llegaron después
Las Vegas Valley
Las Vergnas, Georges
Lasa, José Maria de
Lasalle, Albert de
*Las lástimas
L'Enfant, Edouard

El, Eliyahu Pat- [reference]
El [title]
El-Abiad, Ahmed H 1926-
El Al Israel Airlines
El Alamein (Motion picture)
el-Ayouty, Eisha Yassin Mohamed, 1932-
El-Baz, Edgard, 1937-
El-Baz, Farouk
el-Busaidy, Hamed bin Saleh
El Campo, Tex.
El Curioso parlante [reference]
The El Dorado Trail [title]
El, ella y el otro
el-Garem, Omar
El Greco [reference]
El in the Ugaritic texts
el Kodsy, Ahmad

Ün, Ekrem Zeki
Un, Kir-ha
The un-Americans

Un de la résistance
Un des eleves de M. l'abbé Rive [reference]
Un Français
  Vers un meilleur avenir
    [main entry under title]
Un français
  Le vote des femmes ... [reference]
Un kā khayāl [title]
Un mundo [title]
Un Tal, pseud. [reference]

Americam noviter detectam
An American
  1776-1876
    [main entry under title]
An American
  The amazing American
    [main entry under title]
An American
  Constantinople and its environs [reference]
An American, tr.
  History of the Spanish inquisition
    [main entry under Llorente]
An American, pseud.
  Alabama claims
    [main entry under title]
American, pseud.
  A journal of a tour of Italy [reference]
The American [title]
American Academy for Jewish Research

13.2. Initial Articles in Corporate Names and Topical Subject Headings

Articles at the beginning of a field containing a corporate name or topical subject heading are disregarded in arranging entries. Articles elsewhere in such a field are considered in filing even when they come at the beginning of an element. Topical subject headings with inverted initial articles are treated like other inverted subject headings (see Rule 5.6).

Examples

Cluain Éanna arís
The Club, London
The Club, New Haven
The Club, Rochester
A club. 1914
The club. 1932
Club. 1950 [title]
Club. 1955 [title]
The club. 1957
Der Club. 1969 [title]
Club 21, New York [reference]
The Club 1943 [corporate name]
Club accounts

Florence. Kunsthistorisches Institut
Florence. La Badia (Abbatia S. Mariae)
Florence. La Nazione [reference]
Florence. L'Espressionismo, 1964
Florence. Liceo scientifico Leonardo da Vinci
Florence. L'Italica [reference]
Florence. Maggio musicale fiorentino

West, William
The West
The West—Antiquities
West African botany

Trees—Thailand
Trees—The West
Trees—Tobago
Trees—U.S.
Trees—Virginia
*Trees—West [reference]

Stasis (The word)
State, Act of [reference]
State, Communist [reference]
State, Corporate [reference]
State, Heads of [reference]
State, Matter of [reference]
State, The
State aid to education

13.3. Articles Not in the Nominative Case and Words Resembling Articles

In applying Rule 13 care must be taken to identify articles that are not in the nominative case and words resembling articles. These parts of speech are regarded in filing (see examples under Rule 13.1). [An extended treatment of these pitfalls would be desirable in a filing manual.]

14. Initials and Acronyms

Initials separated by marks of punctuation and/or spaces are treated as separate words. Acronyms and initials not separated in any way are treated as single words regardless of capitalization.

14.1. Initials for Personal and Corporate Names

Initials that stand for the names of real or pseudonymous persons or the names of corporate bodies are treated like fuller names of the same type and they are grouped before titles using the same initials.

14.2. Initials Followed by Marks of Omission

When an initial is followed only by ellipses or other marks of omission, the marks are disregarded. If additional letters follow the marks of omission, they are treated as if they constitute a new word. Thus, in this case, the marks of omission are considered to be equivalent to a single space.

Examples

"A."
*— A — *, tr.
A, tr.
A***, comte d'
A., Dr.
A*****, Major, pseud.
A., A.
A------, A
A., B., ed.
A ..., D. G. de.
A*, E*
A., Edwin
a [title]
The A.A.A.
A... a... a... kotki dwa
A. Alli Majang [reference: forename/surname]
A.B.C., ed.

A.B.C. [title]
A-B-C der aesthetik
A, B, C, des Chrestiens
A. B. E. M. [reference to corporate name]
The A. B. Gray report
A bâtons rompus
A-C calculation charts
A-D [title]
A..... D..... d. L. M.....
A. G., visconde de
A-g, Nil
A. G. [reference to corporate name]
A.-G. Chemie [title]
"A. G.'s" Book of the rifle
A gauche de la barricade
A******** H*** [forename/surname]
A. Hall & co.
A hunting we will go
A i u e o [title]
A—iĭ, A
A is for abrazo
A - istov, Petr
A. M. A. [reference to corporate name]
A. N. [forename/surname]
A-n, Aleksandr
A och O för ombud
A—ov, P G
A.R.E.A. [reference to corporate name]
A und O
A. V. [forename/surname]
A-v, Al
A—v, N.
The A.V. [title]
A. V. C. fairy tales
A v dvukh shagakh—voĭna
A-V Explorations, inc.
A vendre
A-W chart of nuclear data
A. Wahab Ali [reference: forename/surname]
A. Ward's wax figger show
A was an archer
A-wei, pseud.
Aa, Pieter van der, 1659-1733
The AA touring guide
AB circuit breakers
The AB-Z of winemaking
AbaG, pseud.
ABC, Madrid [corporate name]

ABC [title]
ABC der optik
The abc of British Railways locomotives
ABCDeFOBI
ABE [reference to corporate name]
Abem [corporate name]
ABGIIA [title]
ACME [reference to corporate name]
Acme Code Company
ACT now [title]
ACTION [corporate name]
Action Group [corporate name]
Adefa [corporate name]
ADLIB [title]
Aid for federally affected schools
AMA book of employment forms
Amherst College
ANA-AAAA Interchange [reference to corporate name]
APICS bibliography
Applied business law
Area [corporate name]
Area analysis
AYaLeL [reference to personal name]

U., A., tr.
U, Chang-ch'un, 1898-1959
U 20 [title]
The "U.A." (private) telegraphic code
U Ba Tin [reference: forename/surname]
U-boat killer
U rodnym krai
U.S. [main entry; new style]
U.S. [reference]
U.S., appellant
U.S., respondent
U.S. Adjutant-General's Office
U.S. AID Mission in Vietnam
U.S. Youth Conservation Corps
U.S. 1 [title]
U.S.A. [title]
U.S. and Canada
U.S. Grant Album
U.S. -iana [title]
The U.S. in a revolutionary world
Uasarken II, King of Egypt
The undetective
United Society for the Propagation of the Gospel

United States	[main entry; old style]
United States	[reference]
United States, appellant	
United States, respondent	
The United States and Canada	
US	[title]

NOTE

To attain greater consistency in the arrangement of initialisms under the provisions of Rule 14, when a catalog record is prepared, spaces could be inserted in initialisms that are not already separated by spaces or marks of punctuation. Thus ABC, Madrid, in the first example could be established as A B C, Madrid, so that it would file between A.B.C., ed., and A.B.C. [title]. An initialism in a bibliographic title could be treated in similar fashion. The decision as to whether a string of capital letters is an initialism or an acronym could be made most conveniently by the cataloger.

15. Names with Prefixes

A prefix that is part of the name of a person or place is treated as a separate word unless it is joined to the rest of the name directly or by an apostrophe without a space.

Example

Darby, William
D'Arcy, Ella
De, Harinath, 1877-
De Forrest, Charlotte Burgis
De Kalb, Ill. Public Schools
De la Torre, Teofilo
De Laubenfels, Max Walker, 1894-
De Morgan, William Frend
De'Ath, Wilfred, 1937-
Death, William A
DeCasseres, Benjamin
Deformation of solids
Del Mar, Eugene
Delau, Marc
Delaware Bay shore
Dell service book
Della brevità della vita
Della-Piana, Gabriel Mario, 1926-
Della Torre, Luigi
Dellagiovanna, Emil, 1909-
Dell'Agnolo, Maddalena
D'Entrecasteaux Islands
DeKalb, Tex.
Dos Passos, John, 1896-
Dos Ríos, Cuba
Dósa, Rudolfné
Dospanova, Khivaz
Dracula
Du Hamel, William James
Du Jeu, Emmanuel, vicomte
Dugout jinx
Duhamel, Raoul
Duhau, Alfredo

16. Numerals

Numbers expressed in digits or other notation (e.g., roman numerals) precede letters and, with few exceptions, they are arranged according to their numerical value (Rule 1.2). The following rules govern the specific arrangement of numerals within their own group.

16.1. Punctuation in Numerals

Punctuation used to increase the readability of a numeral is treated as if it did not exist. Punctuation used in other ways (e.g., decimals; separation of numerals) is treated as a space (see also Rule 16.5 for treatment of decimals). For example, 1,000 is equivalent to 1000, but 1948/1949 is equivalent to 1948 1949.

16.1.1. Variation in Punctuation of Numerals

Punctuation of numerals depends on national usage. Although a comma is generally used for readability and a period to introduce a decimal, the meaning of these marks of punctuation may be reversed in particular cases. Care should be taken to determine the function of a punctuation mark before deciding how it is to be treated in filing.

16.2. Numerals in Nonarabic Notation

Numerals in nonarabic notation are interfiled with their arabic equivalents (e.g., XX is treated like 20). In the absence of any specific indication, such numerals are treated as cardinal numerals.

16.3. Ordinal Numerals

An ordinal numeral files immediately after the cardinal numeral of the same value (i.e., 8, 8th, 9, 9th, etc.). Note, however, the treatment of an ordinal numeral in a chronological subdivision of a subject heading in Rule 16.7. When ordinality is indicated by a period after a numeral (e.g., 18. to convey 18th in German), it is interfiled with cardinal numerals by the next word.

16.4. Fractions

A fraction is arranged as if the numeral above or to the left of the line (i.e., numerator) and the numeral below or to the right of the line (i.e., denominator) were separate numerals. In arranging fractions, the numerator is considered first (e.g., 1/2 and $\frac{1}{2}$ are treated like 1 2). Fractions combined with whole numerals are considered to be separate from them even if there is no space between the whole numeral and the fraction.

16.5. Decimals

Numerals after a decimal point are arranged digit by digit, one place at a time. Decimal numerals that are not combined with a whole numeral (e.g., .45) are arranged before the numeral "1". Decimal numerals that are combined with a whole numeral are arranged after all entries with the same whole numeral alone.

16.6. Subscript and Superscript Numerals

Subscript and superscript numerals are treated like separate whole numbers if they are associated with numerals (e.g., 10^6 is treated as if it were 10 6). When subscript and superscript numerals are associated with letters, they are considered part of the same word (e.g., H_2O is treated as if it were H20).

Examples

.300 Vickers machine gun mechanism made easy
.303-inch machine guns and small arms
'.45-70' rifles
1:0 für Dich
1 2 3 for Christmas
The 1-2-3 guide to libraries
Het 1, 2, 3 van de economie
1, 2, 3's
1, 2, buckle my shoe
1/3 of an inch of French bread
1,3-shifts
1-4-5 boogie woogie
1/4 fambá y 19 cuentos más
1/10th hours of 48 hours a week pay roll wage calculator
$1 contest library series
1¢ life
1 uit 7
#1 World Way
1-Y's for mental reasons
2 [title]
2 1/2 minute talk treasury
* 2^6 is 64
II-VI semiconducting compounds
2 anni dopo
The $2 window on Wall Street
Le 2e plan Beveridge
3 [title]
3 1/2 monate Fabrik-arbeitern
3/3's
3/4 for 3
3-5-7 minute talks on Freemasonry
3:10 to Yuma
3 and 30 watchbirds
3 a's: art, applied art, architecture

3-D scale drawing
3 died variously
3 point 2 and what goes with it
3 vo 365
3M Company
3.1416 and all that
The 3.2 beer law ...
4-3-3 systeem
4-19-69, pseud.
4 cuentos
Die 4 Elemente
IV fireworks
4-H Club conservation activities
4H/1P, music for piano
La IV^{me} race
5 1/2: reflections on an age
5:5
The 5"/38 gun
5 against the house
5 BX plan for physical fitness
5-M Co.
5A and 5B
6, 5, 4, 3, 2, 1

5,000- and 10,000-year star catalogs
The 5000 and the power tangle
5.000 años de historia
The 5,000 fingers of Dr. T
5000 Jahre Bier
5.000 kilomètres dans le sud
$5,000 reward; or, The missing bride

16.7. Dates in a Chronological File

In a chronological file (e.g., period subdivisions under the name of a place as subject; personal name with date) dates are arranged according to proper chronology so that B.C. dates precede A.D. dates in inverse numerical order. When a B.C. date occurs in other situations, however, it is treated like any other whole number.

16.7.1. Incompletely Expressed Dates

A historic time period that is generalized or expressed only in words is treated as if it consisted of the full range of dates for the period. For example, 16th century is arranged as 1500-1599 and under U.S.—History, Civil War is arranged as 1861-1865. A period subdivision in the form of "To [date]" is treated as if it were 0-[date] (e.g., To 1517 is arranged as 0-1517). Period subdivisions are arranged chronologically even when the dates do not appear first. Geologic time periods are arranged alphabetically.

Examples

U.S.—Foreign Relations—Revolution [1776-1782]
U.S.—Foreign Relations—1783-1865
U.S.—Foreign Relations—1789-1797
U.S.—Foreign Relations—Constitutional Period, 1789-1809

Egypt—History—To 332 B.C. [0-332 B.C.]
Egypt—History—Ancient to 640 A.D. [0-640 A.D.]
Egypt—History—332-30 B.C.
Egypt—History—Graeco-Roman period, 332 B.C.- 640 A.D.
Egypt—History—30 B.C.- 640 A.D.
Egypt—History—640-1250
Egypt—History—640-1882

India—History—Early to 324 B.C. [0-324 B.C.]
India—History—324 B.C.- 1000 A.D.
India—History—1000-1526
India—History—1500-1765
India—History—18th century [1700-1799]
India—History—British occupation, 1765-1947
India—History—Rohilla War, 1774
India—History—19th century [1800-1899]
India—History—Mutiny, 1809

English fiction—Middle English (1100-1500)
English fiction—Early modern (to 1700) [1501-1700]
English fiction—18th century [1700-1799]
English fiction—19th century [1800-1899]
English fiction—20th century [1900-1999]

16.7.2. Qualified Dates

In a personal name field, qualifications of dates (e.g., b., ca., d., fl., ?) are ignored in filing and the dates are treated like their unqualified equivalents.

Example

Brown, John, 1610?-1679
*Brown, John, 1610-1680
Brown, John, 1696?-1742
Brown, John, 18th cent. [1700-1799] [information card]
Brown, John, 1715-1766
Brown, John, 1800-1859
Brown, John, b. 1817
Brown, John, 1819-1840
Brown, John, d. 1826
Brown, John, 1826-1883
Brown, John, d. 1829
Brown, John, 1847-
Brown, John, fl. 1854
Brown, John, 1878-
Brown, John, 1914-
Brown, John, 1936-
Brown, Mrs. John, 1847-1935 [reference]
Brown, John A.

16.7.3. Dates with Month and Day

Dates that include the month and day as well as year are treated as if they were in year-month-day order regardless of the actual form and the months are arranged in calendar order.

Example

Müller, Hans, 1896-
Müller, Hans, Apr. 20, 1900-
Müller, Hans, Oct. 22, 1900-
Müller, Hans, Oct. 27, 1900-
*Müller, Hans, Dec. 25, 1900-
Müller, Hans, 1902-

16.8. Additional Examples

The following examples are given to show the effect of Rule 16 on the arrangement of headings with internal numerals. They do not illustrate any new principles of arrangement.

Examples

*U.S., respondent [new style heading]
U.S. 1st Congress, 1st session, 1789. House 1/
U.S. 1st Congress, 2d session, 1790. House
U.S. 1st Congress, 3d session, 1790-1791. House
U.S. 1st Congress, 1789-1791
U.S. 1ST CONGRESS, 1789-1791
U.S. 1st Congress, 1789-1791. House
U.S. 1ST CONGRESS, 1789-1791. SENATE
U.S. 2d Congress, 1st session, 1791-1792
U.S. 2d Congress, 1st session, 1791-1792. House
U.S. 2d Congress, 2d session, 1792-1793. House
U.S. 2D CONGRESS, 1791-1793—BIBLIOGRAPHY
U.S. 20th Congress, 1st session, 1827-1828. House
U.S. 20TH CONGRESS, 1827-1829
U.S. 40th Congress, 1st session, 1867. Senate
U.S. 40th Congress, 2d session, 1867-1868
U.S. 40th Congress, 3d session, 1868-1869. House
U.S. 60th Congress, 1st session, 1907-1908
U.S. 80th Congress, 1947-1948
U.S. 91st Congress, 1st session, 1969
U.S. 91st Congress, 1st session, 1969. House
U.S. 91st Congress, 1st session, 1969. Senate
U.S. 91st Congress, 2d session, 1970
U.S. 91st Congress, 2d session, 1970. House
U.S. 91st Congress, 2d session, 1970. Senate
U.S. A.I.D., Indonesia [reference]

The following headings show the relative position of other headings for the U.S. Congress

U.S. Conciliation Service
U.S. Congress
U.S. Congress. Aviation Policy Board
U.S. Congress. Conference Committees, 1953

1. Until recently, the words Congress and session were abbreviated in this type of heading, but the abbreviations do not affect the arrangement since they are used consistently for each Congress. The preferred full form is shown here for the sake of simplicity.

U.S. Congress. House
U.S. Congress. House. Task Force on International Labor Organizations
U.S. Congress. Senate
U.S. Congress. Senate. Subcommittee on Housing and Urban Affairs
U.S. Congress. Special Subcommittee on H. Res. 920 [reference]
U.S. Constitution

U.S. ARMY—YEARBOOKS
U.S. Army. 1st Advanced Infantry Training Brigade
U.S. Army. 1st Air Cavalry Division
U.S. Army. 1st Armored Division
*U.S. Army. 1st Army [reference]
U.S. Army. 1st Artillery
U.S. Army. 1st Cavalry
U.S. Army. 1st Cavalry (Volunteer)
U.S. Army. 1st Cavalry Division
*U.S. Army. 1st Corps Area [reference]
U.S. Army. 1st Division
U.S. Army. 1st Dragoons [reference]
U.S. Army. 1st Gas Regiment
U.S. Army. 1st Infantry
U.S. Army. 1st Infantry (Sharpshooters)
U.S. Army. 1st Infantry Division [reference]
U.S. Army. 1st Military District, Richmond
U.S. Army. 1st Military Railway Service
U.S. Army. 1st Ranger Battalion
U.S. Army. II Corps
U.S. ARMY. 2D ARMORED DIVISION
U.S. Army. 2d Artillery. Light Battery M
U.S. Army. 2d Cavalry
U.S. Army. 2d Chemical Mortar Battalion
U.S. Army. 2d Division
U.S. Army. 2d Dragoons (Light) [reference]
U.S. Army. 2d ECA Regiment [reference]
U.S. Army. 2d Engineer Special Brigade [reference]
U.S. Army. 2d Infantry
U.S. Army. 2D LIGHT DRAGOONS
U.S. Army. 3D CAVALRY
U.S. Army. 3d Infantry
U.S. Army. 47th Coast Artillery
U.S. Army. 47th Infantry
U.S. Army. 85th Division
U.S. ARMY. 86TH INFANTRY. 3D BATTALION
U.S. Army. 103d Aero Squadron
U.S. ARMY. 112TH INFANTRY

U.S. Army. 113th Cavalry Group
U.S. Army. 402d Civil Affairs Company
U.S. Army. 504th Infantry
U.S. ARMY. 805TH INFANTRY
U.S. Army. 1264th Engineer Combat Battalion [reference]
U.S. Army. 1629th Engineer Construction Battalion [reference]
U.S. Army. 3060th Engineer Topographical Company [reference]
U.S. Army. AAA Command
U.S. Army. Adjutant General's Corps

The next two groups of examples show the relative position of certain other headings under U.S. Army

U.S. Army. Finance Center, Fort Benjamin Harrison, Ind.
U.S. Army. First Army
U.S. Army. First Battalion of California Mountaineers
U.S. Army. First Corps Area
U.S. Army. First Service Battalion [reference]
U.S. Army. First Service Command [reference]
U.S. Army. First Team [reference]
U.S. Army. Fitzsimmons General Hospital, Denver

U.S. Army. Iceland Base Command
U.S. ARMY. INDIAN SCOUTS
*U.S. Army. Infantry [reference]
U.S. ARMY. INFANTRY
U.S. ARMY. INFANTRY—DRILL AND TACTICS
U.S. ARMY. INFANTRY—SONGS AND MUSIC
U.S. Army. Infantry School [reference]

Piano music
Piano music (1 hand)
Piano music (1 hand), Arranged
Piano music (2 hands) [reference]
Piano music (2 pianos)
Piano music (2 pianos), Arranged
Piano music (2 pianos, 6 hands)
Piano music (2 pianos, 8 hands)
Piano music (3 hands)
Piano music (3 pianos)
Piano music (4 hands)
Piano music (4 pianos)

Piano music (Boogie woogie)
Piano music (Jazz)

Quartets
*Quartets (2 accordians, cornet, drum)
Quartets (2 flutes, viola, violoncello)
Quartets (2 horns, viola, violoncello)
Quartets (2 pianos, 2 violins)
Quartets (2 pianos, flute, viola)
Quartets (2 pianos, violin, violoncello)
Quartets (2 zithers, violin, viola)
Quartets (3 cornets, drum)
Quartets (3 recorders, violin)
Quartets (4 guitars)
Quartets (4 harps)
Quartets (Accordian, clarinet, guitar, double bass)
*Quartets (Accordians, ... [reference]

NOTE

If the arrangement of headings with internal numerals is considered to be unsatisfactory for a given type of heading, a different order may be obtained by altering the heading so that the numeral is in a different position or omitted entirely. For example, Quartets (2 pianos, 2 violins) might be changed to either Quartets (Pianos 2, Violins 2) or Quartets (Pianos, violins). To alter a name heading in these or other ways would, of course, require a change in the Anglo-American Cataloging Rules.

17. Romanization of Letters

Letters in a filing entry are limited to letters of the English alphabet (A-Z). Nonroman letters or special letters that are to be considered in filing must be converted to this alphabet. Bibliographic titles that are entirely in a nonroman alphabet present no special problems because they are romanized as part of the cataloging process. Nonroman or special letters that appear as part of a roman alphabet title must be romanized when the filing entry is formulated. Instructions for handling particular cases are given in Rules 17.1 and 17.2.

17.1. Nonroman Alphabets

When letters in a nonroman alphabet appear as part of a roman alphabet title, they are romanized for filing according to the romanization table used for cataloging purposes. Since this situation most frequently involves Greek letters, the romanization table for Greek is given below.

MODERN GREEK TRANSLITERATION[1]

Α	α	a	Ι	ι	i	Ῥ	ῥ	rh
Β	β	b	Κ	κ	k	Σ	σ	s
Γ	γ	g (γ before γ, κ, χ = n)	Λ	λ	l	Τ	τ	t
			Μ	μ	m	Υ	υ	y
Δ	δ	d	Ν	ν	n	Φ	φ	ph
Ε	ε	e	Ξ	ξ	x	Χ	χ	ch
Ζ	ζ	z	Ο	ο	o	Ψ	ψ	ps
Η	η	ē	Π	π	p	Ω	ω	ō
Θ	θ	th	Ρ	ρ	r			

Αι	αι	ai
Αυ	αυ	au
Αϋ	αϋ	ay
Ευ	ευ	eu
Ηυ	ηυ	ēu
Ου	ου	ou

Spiritus asper (῾) = *h*, *e. g.* Ἑταιρία = Hetairia.

Examples

A. B. A. V.	[reference]
A B & C schools publication	[series]
α-, β- and γ-spectroscopy	
A. B. C.	[title]
A.-G. Chemie	
α-γ directional correlation in Po^{211}	
A-G-E bulletin	
Atō Shobō, Tokyo	
The ATΩ story: from gold to diamond	
The ATO story, the first fifty years	
Atoar Rahman	[reference]

17.2. Special Letters

Several languages that use the roman alphabet also employ special letters that have no immediately recognizable equivalents in that alphabet. The following list shows how these letters are treated.

Language	Letter	Filing value
Anglo-Saxon	ȝ	g
German	ß	ss
Icelandic	ð	d
	þ	th
Turkish	ı	i

Example

Thorarensen, Lárus	
Þórarinn Loftunga, 11th cent.	
Þórarinsson, Árni, 1860-1948	
Thorarinsson, Benedikt Sigurður	
Thord-Gray, I	
Þórðar saga hreðu	[uniform title heading]
Thordarson, Agnes	
Þórðarson, Björn, 1879-	
Thordarson, Leo, 1909-	

18. Signs and Symbols

Nonalphabetic signs and symbols are generally ignored in filing and the next letters or numerals are used as the basis for arrangement. Exceptions to this rule are described in Rules 18.1 and 18.2. Note also that a nonalphabetic sign that looks like a letter (e.g., x as the sign of multiplication) is filed as a letter.

Examples

100 alphabets publicitaires
100% American (Motion picture)
100 anni di educazione fisica
The $100 bond news
100 chapel talks
100% cooperation with the United States
100 embalming questions answered
$100 gets you started
100% histoire d'un patriote
100 Jahre Brennerbahn
Las 100 más famosas novelas
* 100¢ on the dollar
100 percent insurance on ship mortgage
* The £100 pound wager
100 pounds of popcorn
100 x Zeichnen und Malen
100 years an orphan

1:0 für Baby
1+1 [English title]
1+1=1 [English title]
1 2 3 for Christmas
1+12=13 [German title]

1 see 4 [title]
1 x 1 der Kunstharzpresserei
1 x 1 der Taktik
1-Y's for mental reasons

See also examples under Rules 14.2 and 16.6.

18.1. Treatment of the Ampersand

The ampersand (&) is treated as if spelled out in the language of the field being filed. The English equivalent ("and") must be supplied when the filing entry is formulated, but foreign equivalents may be given as part of the catalog entry. The following list shows the filing form for an ampersand when used in conjunction with words in various European languages:

Language	Filing value
Danish	og
Dutch	en
French	et
German	und
Italian	e ("ed" before words beginning with "e")
Latin	et
Norwegian	og
Portuguese	e
Rumanian	si
Spanish	y ("é" before words beginning with "i" or "hi")
Swedish	och

Examples

A Alfonso Reyes, 17 de mayo de 1949
A & B poetry [series]
A & B roads motoring atlas of Great Britain
A and G motor vehicle year book
A & O International
A and P Company [reference]

A estrêla sobe
* A & B internationale [& filed as "et"]
A. F., ed.

A un joven socialista mexicano
A und Ö
A & Ö Österreich
A & Ö Zentralkontor Ges.m.b.H. [reference]
A une courtisane

18.2. "Names" Consisting of Symbols

When the leading element of a filing entry consists only of symbols (e.g., *** as a pseudonym), the entry is arranged at the beginning of the file before the lowest numeral. Fields containing "names" of this kind are grouped in the following order:

a. Symbols with or without relator

b. Symbols with qualifying term(s)

c. Symbols with forename(s)

Within each of these groups, references beginning with a "name" in symbols are subarranged by the heading referred to, before added entries which are subarranged by bibliographic title. Differences in the symbols used have no bearing on the arrangement.

Example

****, tr.
see Péreira da Costa, Constantino
***
see Seton, William
***
Die algerische Revolution
? ? ?
Un aventurier vous parle
* * *
Demain...l'armée française

——?
East and west
"?" The Layton court mystery [reference]
?
Recollections of three kaisers
***, ed.
Vitrine XIII
... ...?
Zjebany nawoženja
***, abbé
***, avocat [reference]
_____, Bishop of
* *
* , Landgerichtsdirektor
* *, Mademoiselle de
***, Mme de
**, Mr.
* *
* , pseud.
Der giftbau [reference]
卐, pseud.
The language of the stars [reference]
* * *, U.S. Army [reference]
* * *, Alphonse
——, James J [reference]
* * *, Marie

19. Uniform Titles

The following rules deal with special cases of subarrangement of uniform title fields. The first rule is an extension of Rule 5.5; the second is, in part, an exception to it. The examples under Rule 19.1 serve to illustrate not only that rule but also other features of the arrangement of entries under uniform titles as provided for in Rule 5.5.1, Rule 8, and Rule 9. Note especially the order of entries under Bible, the most complex of all uniform title headings.

19.1. Form Subheadings in Uniform Titles

A uniform title may include one of the following form subheadings: Harmonies; Lessons, Liturgical; Manuscripts (with or without a language); Paraphrases; Selections. For the purpose of arrangement, these subheadings are treated as equivalent to parts of the larger work, with the exception noted in Rule 19.2. Thus, they are interfiled with subheadings for specifically named parts of the same work.

Examples

Upanishads
1898 [imprint date; bibliographic title ignored]
Upanishads
1912
Upanishads
1953
Upanishads
1953
Upanishads
1967
UPANISHADS
Banerjee, Hiranmay, 1905 ...
UPANISHADS
Godel, Roger ...
UPANISHADS
Sharma, Vidya Sagar ...

UPANISHADS—BIBLIOGRAPHY
Upanishads. Bengali and Sanskrit. Selections
1966
Upanishads. English
1957
Upanishads. English. Selections
1938
Upanishads. Hindi
1962
Upanishads. Yiddish
1958
Upanishads. Aitareyopaniṣad
1965
Upanishads. Aitareyopaniṣad. English
1899
Upanishads. Īśopaniṣad
1943
UPANISHADS. ĪŚOPANIṢAD—CRITICISM, INTERPRETATION, ETC.
Upanishads. Īśopaniṣad. English
1968
Upanishads. Praśnopaniṣad
1944
Upanishads. Praśnopaniṣad. English
1929
Upanishads. Selections
1960
Upanishads. Taittirīyopaniṣad
1942
Upanishads, Gītā and Bible

BIBLE—ANTIQUITIES
BIBLE—HISTORY
BIBLE—VERSIONS
Bible. Armenian. 1860
*Bible. Dutch. States-general version. 1886
Bible. Dutch. Paraphrases. 1964
Bible. Dutch. Selections. 1942
BIBLE. ENGLISH—BIBLIOGRAPHY
BIBLE. ENGLISH—VERSIONS
Bible. English. Authorized. 1968
Bible. English. Authorized. Selections. 1968
Bible. English. Shorthand [reference]
Bible. English. Smith. 1970
Bible. English. Lessons, Liturgical. 1931
Bible. English. Paraphrases. 1967
Bible. English. Selections. 1968
Bible. English (Basic English) 1950

Bible. Latin. Vulgate. 1969
Bible. Latin. Selections. 1832
Bible. Polyglot. 1901
Bible. Welsh. 1828
Bible. 1 Esdras (Apocrypha) [reference]
Bible. 1 John [reference]
Bible. 2 Esdras (Apocrypha) [reference]
Bible. 2 John [reference]
Bible. 3 John [reference]
Bible. 4 Esdras (Vulgate) [reference]
Bible. Amos [reference]
Bible. Corinthians [reference]
*Bible. Esdras [reference]
Bible. Harmonies [reference]
Bible. John [reference]
Bible. Judges [reference]
Bible. Lessons, Liturgical [reference]
BIBLE. MANUSCRIPTS, ANGLO-NORMAN
Bible. Manuscripts, Greek
Bible. Manuscripts, Greek. Codex Alexandrinus
Bible. Manuscripts, Greek. N.T. Acts. Codex 614
Bible. Manuscripts, Greek. N.T. Codex Bezâe
Bible. Manuscripts, Greek. N.T. Gospels. Codex Q
Bible. Manuscripts, Greek. N.T. Revelation
BIBLE. MANUSCRIPTS, GREEK. N.T. SCOTT-BROWN MS.
Bible. Manuscripts, Greek. O.T.
Bible. Manuscripts, Latin. N.T. Acts
Bible. Manuscripts, Latin. N.T. Codex Bezâe
Bible. N.T.—THEOLOGY
Bible. N.T. Arabic. 1616
BIBLE. N.T. ENGLISH—VERSIONS
Bible. N.T. English. 1904
Bible. N.T. English. Barclay. 1968
Bible. N.T. English. Today's English. 1970
Bible. N.T. English. Paraphrases. 1792
Bible. N.T. Polyglot. 1964
BIBLE. N.T. 1 CORINTHIANS—COMMENTARIES
Bible. N.T. 1 Corinthians. English. 1841
Bible. N.T. 1 John
Bible. N.T. 1 Thessalonians
Bible. N.T. 2 Corinthians
Bible. N.T. 2 John
Bible. N.T. 2 Thessalonians
Bible. N.T. 3 John
Bible. N.T. ACTS—COMMENTARIES
Bible. N.T. Acts. English. 1876
Bible. N.T. Corinthians. German. 1923
Bible. N.T. Epistles of John [reference]

BIBLE. N.T. GOSPELS--COMMENTARIES
*Bible. N.T. Gospels. English. Phillips. 1952
Bible. N.T. Gospels. English. Harmonies. 1948
*Bible. N.T. John [reference]
BIBLE. N.T. JOHN--COMMENTARIES
Bible. N.T. John. English. Phillips. 1969
Bible. N.T. Thessalonians. Polyglot. 1965
Bible. Nehemiah [reference]
BIBLE. O.T.--COMMENTARIES
Bible. O.T. English. 1851
Bible. O.T. English. Lessons, Liturgical. 1921
Bible. O.T. English. Paraphrases. 1966
Bible. O.T. English. Selections. 1950
Bible. O.T. Yiddish. 1909
Bible. O.T. Amos. English. Revised Standard. 1969
Bible. O.T. Apocrypha. 1 Esdras. Greek. 1929
Bible. O.T. Apocrypha. 2 Esdras. English. 1933
Bible. O.T. Apocrypha. Baruch. Hebrew. 1879
Bible. O.T. Chronicles. Hebrew. 1957
Bible. O.T. Ecclesiastes. Hebrew. 1965
*Bible. O.T. Esdras [reference]
Bible. O.T. Judges. English. 1968
Bible. O.T. Proverbs. Japanese. 1967
BIBLE. O.T. PSALMS I, 3--MEDITATIONS
Bible. O.T. Psalms I-VIII. Hebrew. 1850
Bible. O.T. Psalms I-X. Hebrew. 1723
BIBLE. O.T. PSALMS I-XLI--MEDITATIONS
BIBLE. O.T. PSALMS II--COMMENTARIES
BIBLE. O.T. PSALMS VII
Bible. O.T. Psalms XVII-CXVIII. Greek. 1967
Bible. O.T. Psalms XXIII. English. 1933
Bible. O.T. Song of Solomon. Arabic. 1940
BIBLE. O.T. ZEPHANIAH--PROPHECIES
Bible. Paraphrases [reference]
Bible. Proverbs [reference]
Bible. Selections [reference]
Bible. Thessalonians [reference]
Bible. Zephaniah [reference]

19.2. Musical Works

Uniform filing titles for musical works include subordinate elements that describe type of score, opus number, catalog number, key, instrumentation, etc. When different types of subordinate elements occur

in the same relative position (for example, as the second element in the field), the fields are grouped in the following order:

a. Date

b. Language

c. Form subheading, including musical form (e.g., arr., cadenza, libretto, organ-vocal score, selections, texts)

d. Part, including catalog number, instrumentation, key, opus number (e.g., intermezzo, K. 297^{c} (299), strings, F major, no. 2)

Note that form subheadings such as "selections" are included in the third group in this rule for musical works, not as parts as is specified in Rule 19.1.

19.2.1. Treatment of "Phonodisc"

When the term Phonodisc is used with the uniform filing title for a musical work, it is treated as a qualifier according to the terms of Rule 5.5.

Examples

Entries under Telemann, Georg Philipp, 1681-1767

The baroque art of Telemann [reference]
[Concerto, 2 flutes & string orchestra, A major; arr.]
[Concerto, 2 recorders & string orchestra, B♭ major]
[Concerto, 3 oboes, 3 violins & continuo, B♭ major]
[Concerto, 3 trumpets, 2 oboes & string orchestra, D major]
[Concerto, flute & string orchestra, G major]
[Concerto, flute, oboe d'amore & bass, G major]
Concerto, in A major, Ouvertüre in D major [and] Trio in E minor [reference]

[Concerto, oboe & string orchestra, C minor]
[Concerto, oboe & string orchestra, F minor] Phonodisc
[Concerto, recorder, oboe, violin & continuo, A minor]
[Concerto, trumpet, 2 oboes & continuo, D major]
[Concerto polonoise, string orchestra, G major]
[Concertos. Selections] Phonodisc
[Fantasia, viola da gamba, D major]
[Fantasias, harpsichord. Selections] Phonodisc
[Fantasias, harpsichord. Selections; arr.]
[Fantasias, harpsichord. No. 1-12] Phonodisc
[Harmonischer Gottesdienst. Selections]
[Harmonischer Gottesdienst. Deine Toten werden leben.]
[Ich weiss, dass mein Erlöser lebt. German]
[Ich weiss, dass mein Erlöser lebt; arr.]
[Ich weiss, dass mein Erlöser lebt. Piano-vocal score. English & German]
[Passion (St. Mark: 1759) German] Phonodisc
[Passion (St. Matthew: 1730)] Phonodisc
[Works. Selections]
[Works, instrumental. Selections] Phonodisc
[Works, organ]
Works for woodwinds [reference]

Entries under Mozart, Johann Chrysostom Wolfgang Amadeus, 1756-1791

[Concerto, 2 pianos, K. 316^{a} (365) E♭ major]
[Concerto, 3 pianos, K. 242, F major]
[Concerto, clarinet, K. 622, A major. Cadenza (Cioffi)]
[Concerto, clarinet, K. 622, A major. Selections; arr.]
[Concerto, clarinet, K. 622, A major. Adagio; arr.]
Concerto, no. 7, in D major, for violin and orchestra, K.271^{a} [reference]
Concerto, no. 7, in F major, for three pianos and orchestra, K. 242 [reference]
Concerto, no. 12, in A, K. 414 [reference]
*[Concerto, piano, 4 hands]
[Concerto, piano, K. 37, F major; arr.]

[Concerto, piano, K. 39, B♭ major; arr.]
[Concerto, piano, K. 175, D major; arr.]
[Concerto, piano, K. 238, B♭ major]
[Concerto, piano, K. 385p, A major]
[Concerto, piano, K. 386a (414) A major]
[Concerto, piano, K. 387a (413) F major]
[Concerto, piano, K. 387b (415) C major]
Concerto, piano, no. 8, C major [reference]
[Concerto, violin, K. 219, A major]
Concerto for basson and orchestra, no. 2, in B flat [reference]
[Concertos. Selections] Phonodisc
[Concertos, horn]
[Concertos, piano. Selections. Cadenzas (Fischer)]
[Don Giovanni.]
[Don Giovanni. German & Italian]
[Don Giovanni. Italian]
[Don Giovanni; arr.]
[Don Giovanni. Libretto. English]
[Don Giovanni. Piano-vocal score. English & Italian]
[Don Giovanni. Selections.]
[Don Giovanni. Batti, batti, o bel masetto, arranged]
[Don Giovanni. Overture]

20. Words with Apostrophes

Elided words, possessives, and other words with apostrophes are arranged as one word, disregarding the apostrophe, except as noted in Rule 20.1.

Examples

J. W. Morgan collection
Ja!
J'accuse!
Jackson Hole with a naturalist
J'ai vu des soucoupes volantes
Jeanne Damon's quick knits
Jeanne d'Arc au bûcher
Jean's opportunity
J'exige la parole
Jexium Island

The do's
Dos accidentes do trabalho
Do's and don'ts for musicians
Dos and don'ts for notaries
Do's and dont's in Europe, 1954
The do's and don't's of flute playing
Dos and donts of radio writing
Dos años bajo el terror

20.1. Elided Initial Articles

When the first part of the elision is an initial article in the nominative case, it is generally ignored; see Rule 13 for specific details.

AIDS TO CATALOG USE

The arrangement of entries in a large bibliographic file cannot be suitable for various types of searches and at the same time be so simple that it is self-explanatory. Regular users of a file should be familiar with the general principles of its arrangement, but it is unrealistic to expect that many of them will know the rules well enough to locate every entry without some guidance. Infrequent users are obviously in need of still more help. Thus, even the most consistent set of rules must be explained by various devices that are readily available to users. This need is especially great in the case of the present rules because the principles of arrangement differ significantly from those familiar to many users.

Types of Aids

The following aids should be provided to explain the structure of the catalog:

1. A detailed filing manual. This is a necessity for filers and frequent users of the catalog.

2. A brief version of the essential rules. This should be posted prominently at various points in the area of the card catalog, included at the beginning of each volume of the book catalog, and made available to individual users in sheet and/or card form.

3. Information cards and references. Three types are needed: categorical references, specific filing references, and arrangement

cards. They should be interspersed at appropriate points in the catalog itself. The following sections give a detailed description of the content and use of each type.

Categorical References

A categorical reference briefly explains a particular rule, describes its effect on entries in variant forms, and points to other parts of the file where they may be found. By functioning as a general reference for a category of headings (e.g., those beginning with a numeral), a categorical reference minimizes the need for specific filing references. Figure 2 gives an example of a categorical reference.

This type of catalog aid is filed with sizable groups of entries under variant forms of the same item. For example, the explanation of the treatment of numbers belongs with entries beginning with numerals and with groups of entries beginning with specific numbers expressed in words (e.g., one, one hundred).

For a card catalog, arrangement cards and categorical references should be printed on 3 1/4" x 5" stock with the caption along the top edge so that they protrude above neighboring cards. Only one categorical reference of a given kind is needed in a catalog drawer. In a book catalog, the categorical reference should be printed in the top right-hand corner of an odd-numbered page. It is not necessary to have the same categorical reference on every two-page spread of a given group of entries, but the information should be repeated every 4-6 pages when there is a long sequence of entries of one kind.

Categorical references should be made to explain the following rules: abbreviations, hyphenated words (file only under common prefixes); initials and acronyms (only with entries filed as separate letters); names with prefixes (file only under common prefixes); numerals. The need for categorical references for other rules would be dictated by the structure and size of a given file.

Specific Filing References

A reference should be made for a specific heading or group of headings that, by the rules, may be located in an unusual position in the file. It is made by reconstructing the heading so that the reference can be filed by the rules in a desired alternative location. Figure 3 gives an example of a filing reference for a group of headings. Figure 4 exemplifies a filing reference for a single heading. This type of catalog aid supplements references from alternative forms of heading required by the cataloging rules.

Arrangement Cards

The arrangement of entries under certain headings (typically uniform titles and voluminous authors) is frequently so complex that a user cannot be expected to find his way without assistance. To alleviate his problems, the arrangement of the group of entries should be described briefly on a card that is filed at the beginning of the group. In a long file (such as entries for the Bible), it may be desirable to intersperse several such cards at strategic points. Figure 5 gives an example of an arrangement card.

Figure 2.--Categorical reference

Information Card: Treatment of Numbers

Numbers expressed as numerals (e.g., 4, 1984, XX) precede words consisting of letters and they are arranged according to their numerical value (roman numerals are treated like arabic numerals).

Numbers expressed as words (e.g., four, nineteen eighty-four, twenty) are filed alphabetically.

If you do not find what you want in this portion of the catalog, look under the alternative form. When looking for a verbal form, bear in mind that it will appear in the language of the item you are seeking and that the verbal form may be expressed in any one of several ways (e.g., one hundred, a hundred) which file in different places in the catalog.

Figure 3.--Filing reference for a group of headings

U.S. Army. Infantry

Entries for headings with a numeral before the last part of this heading (e.g., U.S. Army. 1st Infantry) are in the group of headings arranged in numerical order after subject headings for U.S. Army and before headings beginning U.S. Army. A...

Each numbered infantry will be found in its alphabetical place in the group of headings beginning with that numeral.

Figure 4.--Filing reference for a single heading

TREES—WEST
see
TREES—THE WEST [filed under The]

Figure 5.--Arrangement card

Goethe, Johann Wolfgang von, 1749-1832

Entries under this heading are grouped as follows: Works written, edited, or translated by the author and works to which he contributed in some other manner are arranged by title. Made-up titles* are filed alphabetically among individual titles.

Under each title, the groupings are as follows: 1) editions in the original language and added entries for related works, by date; 2) works about the title, by author, title, and date; 3) translations of the work, by language and date.

Works about the author are arranged by author of the work, title, and date.

*Correspondence, Plays, Poems, Selected Works, Selections, Works

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