

Subject subheadings

Arrange subheadings alphabetically under subjects, followed by all country or place subdivisions.

Example.

Architecture.
 Architecture—Bibliography.
 Architecture—Dictionaries.
 Architecture—Societies.
 Architecture—France.
 Architecture—Greece.
 Architecture—Rome.

Surnames

The surname used alone precedes the same name with forenames. When initials only are given, they precede fully written names beginning with the same initial.

Example.

Brown.
 Brown, T. L.
 Brown, Thomas.
 Brown, Thomas Lewis.

Surnames. Family names

Arrange surnames with family or house following the name after the single name and before any compound names or titles beginning with the same name.

Example.

Scott, Sir Walter.
 Scott family.
 Scott-Elliot, W.
 Scott and Scotland.

Surnames, Compound

Arrange surnames compounded of two names with or without a hyphen after the first name but before the next longer word.

Example.

Burne, Niehol.
 Burne-Jones, Sir Edward Coley.
 Burnet, Gilbert.

Surnames, and forenames the same

When surnames and forenames are the same, arrange chronologically. Names without dates precede those with dates, using the title of honour or epithet to distinguish.

Example.

Murray, John, B.A.
 Murray, John of Polmaise.
 Murray, Sir John, 1715-1777.
 Murray, John, 1786-1851.