

FILING RULES FOR DICTIONARY CATALOGUES

Abbreviations

Arrange abbreviations as if spelled in full, but elisions as they are printed.

Example.

I., E.A.
I.L.P., see Independent labour party.
Ibsen, Henrik.
Independent labour party.
I.L.P. year-book.
McDougall, George Frederick.
McDougall, George Millward.
Macdongall, W. B.
St. John, Henry.
Saint John, Henry Craven.
St. John, James Augustus.
Saint John, City.
Ste. Anne de la Perade.
Sainte Anne de la Poëtière.

Who makes what.
Who'd be a king.
Wholesale accounting.
Who's who.
Whose hand.

Added entry, see Author arrangement.

Ampersand

The character & is arranged as if spelled in full in the language of the title, "and," "et," "und," etc.

Example.

Doll's house & other plays.
Doll's house model book.
France & the United States.
France & Allemagne.

Apostrophe, see Possessive case.

Article

Disregard the article if it is at the beginning of the title, otherwise alphabetize as any other word.

Example.

The house beautiful.
A house-boat on the Styx.
How Canada was won.