

**" See also " cards**

File " See also " cards in front of the cards with the same entry.

Example.

Law, William.  
 Law, see also  
     Commercial law.  
 Law.  
 Law—History.  
 Law—Periodicals.

**Shakespeare**

Arrange Shakespeare entries in three divisions.

1. Collected works in one alphabetical file.
2. Single works arranged alphabetically by title, followed by criticism arranged second by author.
3. Works about the author including Biography, Criticism, Dictionaries, etc., arranged alphabetically by the sub-headings.

Example.

Shakespeare, William.  
     Complete works.  
 Shakespeare, William.  
     Dramatic works.  
 Shakespeare, William.  
     Œuvres complètes.  
 Shakespeare, William.  
     Works.  
 Shakespeare, William.  
     As you like it (Text).  
     As you like it (Criticism).  
 Shakespeare, William.  
     King Henry IV.  
 Shakespeare, William.  
     Poems.  
 Shakespeare, William.  
     Romeo and Juliet.  
 Shakespeare, William.  
     Sonnets.  
 Shakespeare, William.  
     Taming of the Shrew.

Arrange translations and originals under author alphabetically by title. It is not necessary to keep the translation next to the original.

Societies, see Places: Places, Compound names.