

FILING AND ALPHABETIZING. See Taylor, *Organization* (204-208; 2nd ed. 235-341).

Word by word

Letter-by-letter

Nothing before something.	Something before nothing. (Spaces, punctuation = nothing)
New Amsterdam	New Amsterdam
New England	Newark
New wives for old	New England
Newark	Newman
Newman	New wives for old

Spell out ligatures: Spell Schloß as Schloss. Ampersand (&): In English: and; French et; else after Z.

Numerals: File before a A. Convert roman to arabic. Note older practice of filing spelled as spoken.

10 ans de politique	10 [dix] ans..
\$20 a week	1914 [Nineteen fourteen]
20 Groschen	\$20 a[Twenty dollars]
1914: The war starts	20 [Zwanzig] Groschen

Categorical “Canonical” order, e.g. books of the Bible.

<i>Canonical order</i>	<i>Alphabetical</i>
Bible. O.T. Pentateuch	Bible. N.T. Acts
" " Genesis	" " Matthew
" N.T. Matthew	" O.T. Genesis
" " Acts	" " Pentateuch

Chronological filing: Time preempts alphabetization.

U.S.–History–Revolution, 1775-1783
U.S.–History–1800-
U.S.–History–1801-1809
U.S.–History–War of 1812
U.S.–History–Civil War, 1861-1865
U.S.–History–1900-1939.

Initial articles disregarded: a, an, the. Also foreign equivalents: un, une, le, la,...

Dutch de = the, *but* French de = of, some; à = at; thé = tea. “Die” in German, not English.

Elisions: File as written: Who’s who not Who is who. Scots: M’Gaw. McGaw. MacGaw.

Surname with particles: National practices: US: *De la Mare, Walter*. French: *Tocqueville, Alexis de*.

Order of entries: Author, then Subject, then Title: “Job”, “Love”, ambiguous.

Baltimore, Frederick. [Personal author]
Baltimore. [Political jurisdiction]
Baltimore. [Place, MD]
Baltimore, Ohio. [Another place]
Baltimore the Beautiful [Title]

Modified letters, diacritics: á, â, ã, ä, å, æ, etc., often modify filing order in foreign countries. Usually treated as if not modified in USA. German umlaut ä, ö, ü, is a contraction of ae, oe, ue, so use cross-reference, e.g. Muenchen and München for Munich.

Personal names without surnames: John, abbot of Ford. John, king of England. John II, king of Portugal. John XXIII, pope. John, Prester. John, Saint, apostle. John of Gaunt. John, the Baptist. John, Alois

Initialisms: U.S.A. / Unanimous / UNESCO.

Author’s works: Collected works. Selected works. Individual works (A-Z). Works about author.

Variant Spellings: Labor / Labour; Data base / Data-base / Database.