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Resources for handling corporate names in indexes

Linda Dunn

Linda Dunn follows up her advice on names and the indexer in the September 2015 *Indexer* with further resources on the formulation of corporate names in indexes and databases.

Introduction

First a definition: AACR2 21.1B defines a 'corporate body' as 'an organization or group of persons that is identified by a particular name and that acts, or may act, as an entity' (Maxwell, 2002: 75; Bridge, 2012: 279). The term 'body' refers to the many kinds of corporate entities including the types in the list below. This definition clearly names the two requirements to be considered a 'corporate body' by librarians: the body should have a unique name and be an entity which can act. However, deciding whether an entity can act or not is probably too fine a point to obsess over for indexing. Many types of businesses, institutions, and

organizations are clearly corporate. If it is unclear that a particular name is a corporate entity, consult one of the authority files (see Table 2 of Dunn, 2015) to verify the corporate quality of the name.

Corporate names raise some of the same issues as personal names: name changes, identical names which need disambiguation with qualifiers, and the fullness or not of the corporate name. There are of course some new challenges with corporate names as well: the order in which the name is to be entered in the index; mergers and acquisitions which result in new or sometimes old names; and the treatment of some governmental names as jurisdictions (which I shall discuss under geographic names).

The first list below includes types of corporate name. The second addresses the special circumstances which apply to the treatment of the many varieties of corporate name. They should be used in conjunction with the table in Dunn (2015).

Types of corporate name

Another difference between corporate names and personal names is the much smaller number of sources for information on how to create authorized corporate names. For this reason I have included in these lists references to paragraphs or parts of pages by using the first words of the paragraphs or sections in brackets. The brackets alert the user that they will have to look a little harder on the page for the cited information. The title has been created from the words beginning the paragraphs or parts of pages on which the information was found.

Administrative entities. *See* Government offices, agencies, commissions, etc.

Agencies, government. *See* Government offices, agencies, commissions, etc.

Aircraft, ships, vehicles, and vessels, etc.

Aircraft, ships, vehicles, and vessels (Binder, 2014: 72)

Military indexing (Forder, 2011: C1–8)

Omissions (Maxwell, 2002: 89)

‘Omit abbreviations before ships of all kinds’ (Maxwell, 2002: 89)

Other vehicle names (CMOS, 2010: 8.116)

Ship names (Patton, 2011: 80–2)

Ships (Bridge, 2012: 293–4; 2003: 113–14)

Ships and other named vessels (CMOS 8.115)

Air force. *See* Military

Alliances. *See* Organizations

Army. *See* Military

Associations, professional organizations, unions, etc.

[Associations ...] (Mulvany, 2005:182)

Associations, unions, and the like (CMOS, 2010: 8.69)

Businesses, corporations, and multinational companies

[Businesses...] (Mulvany, 2005: 181)

Corporate and organizational titles (CMOS, 2010: 8.26)

Corporate names (Bridge, 2003: 111–14)

Corporate names (Maxwell, 2002: 74–6; 89–93)

Corporate (organizational, institutional) names (Booth, 2001: 94–8)

[Corporations] (Bridge, 2012: 286–7)

Groups, government bodies ... [Hawaiian] (Horie 2012: 135–6)

Institutions (Binder, 2014: 70–2)

Institutions and companies (CMOS, 2010: 8.67)

Organization names (Mulvany, 2005: 180–4)

Churches. *See* Religions, churches, orders, organizations, and societies

Commissions, Government. *See* Government offices, agencies, commissions, etc.

Companies. *See* Businesses, corporations, and multinational companies

Corporate names. *See* Businesses, corporations, and multinational companies

Corporations. *See* Businesses, corporations, and multinational companies

Deliberative entities. *See* Government offices, agencies, commissions, etc.; Judicial entities; Legislative entities

Denominations. *See* Religions, churches, denominations, orders, organizations, and societies

Farms, homesteads, and houses. *See* Houses, farms, and homesteads

Federal government. *See* Government offices, agencies, commissions, etc.

Foundations. *See* Nonprofit organizations

Government offices, agencies, commissions, etc. *See also* Judicial entities; Legislative entities

‘The name of a government is simply... the place name of the relevant jurisdiction...’ Quoting AACR2, 24.3E1: ‘Use the conventional name of a government, unless the official name is in common use. The conventional name ... is the geographic name ... of the area (country, province, state, county, municipality) over which the government exercises jurisdiction’ (Bridge, 2012: 292)

[AACR2 style ...] (Bridge, 2012: 293)

Administrative bodies (CMOS, 2010: 8.62)

[Agencies ...] (Maxwell, 2002: 92)

Commissions (Bridge, 2012: 285–6)

Government bodies (Wellisch, 1991: 68)

Government entities (CMOS, 2010: 8.51)

Governments (Bridge, 2012: 292–3)

Groups, government bodies ... [Hawaiian] (Horie, 2012: 135–6)

[In indexes that refer to government departments ...] (Booth, 2001: 96–7)

Hawaiian corporate names

Groups, government bodies, businesses, and organizations (Horie, 2012: 135–6)

Houses, farms, and homesteads

Houses, farms, and homesteads (Bridge, 2003: 114)

Institutions. *See* Corporate names

Judicial entities

Courts (Booth, 2001: 259)

Judicial bodies (CMOS, 2010: 8.63)

Legislative entities

Legislative and deliberative bodies (CMOS, 2010: 8.61)

Military. *See also* Aircraft, ships, vehicles, and vessels, etc.; Military ranks and titles in Personal names: types of personal name

Armed forces (Bridge 2012: 294–5)

Military indexing (Forder, 2011: C1–8)

Titles and other forms of artists (White, 2012: 181)

Multinational companies. *See* Businesses, corporations, and multinational companies

Museums

[Museums] (Bridge, 2012: 286)

Navy. *See* Military

Nonprofit organizations

Nonprofit foundations ... (Mulvany, 2005: 181)

Orders, Religious. *See* Religions, churches, orders, organizations, and societies

Organizations. *See also* Nonprofit organizations; Religions, churches, orders, organizations, and societies

Organization names (Mulvany, 2005: 180–7)

Organizations, parties, alliances, and so forth (CMOS, 2010: 8.65)

Personal names as corporate names

Personal names *also* forming corporate names (Bridge, 2003: 112–13)

[Personal names as corporate names] (Maxwell, 2005: 90)

Political parties. *See* Organizations

Professional organizations. *See* Associations, professional organizations, unions, etc.

Public and private institutions. *See* Institutions

Religions, churches, denominations, orders, organizations, and societies

Churches (Bridge, 2003: 112)

Religions ... (Mertes, 2012: 195–6)

[Religious orders and societies] (Bridge, 2012: 286)

Societies. *See* Associations, professional organizations, unions, etc.; Religions, churches, denominations, orders, organizations, and societies

State government. *See* Government offices, agencies, commissions, etc.

Unions. *See* Associations, professional organizations, unions, etc.

Vehicles and vessels. *See* Aircraft, ships, vehicles, and vessels, etc.

Corporate names: special circumstances

Like personal names, there are many different issues and situations which affect the creation of an authorized corporate name. Here are some of the more common 'special circumstances' of corporate names.

Note: Brackets indicate that the title has been created from the words beginning the paragraphs or parts of pages on which the information was found. The brackets alert the user that they will have to look a little harder on the page for the cited information.

Abbreviations. *See* Acronyms, abbreviations and initialisms

Acquisitions. *See* Mergers and acquisitions

Acronyms, abbreviations and initialisms

Acronyms and initialisms (Bridge, 2012: 287–8)

Additions to names (Bridge, 2012: 296–7)

Corporate (organizational, institutional) names (Booth, 2001: 94–6)

Function words: Articles ... (Mulvany, 2005: 122–3)

Indexing abbreviations and acronyms (CMOS, 2010: 16.46)

Omissions (Maxwell, 2002: 89)

'Omit abbreviations before ships of all kinds' (Maxwell, 2002: 89)

Ships and other named vessels (CMOS, 2010: 8.115)

[The adoption of an initialism] (Bridge, 2012: 290)

[The main difficulty ...] (Mulvany, 2005: 184)

Additions to names. *See* Disambiguation of identical or similar corporate names; Qualifiers as identifiers

Alternative names. *See* Variant versions of corporate names

Apostrophes. *See* Diacritics

Articles, definite and indefinite

Corporate names and names of objects (Wellisch, 1991: 190–1)

Corporate names starting with 'The' (Browne, 2001: 119–20)

Definite and indefinite articles (Hall, 2012: 157)

[Initial articles] (Wellisch, 1991: 65)

Initial definite article (al-) (Hedden, 2012: 66–7; 2007: C12)

Names beginning with initial articles (Bridge, 2012: 282–3)

Omission of article in indexed names of organizations (CMOS, 2010: 16.88)

Omissions (Maxwell, 2002: 89)

Bilingual/multilingual names

Bilingual/multilingual names (Bridge, 2012: 288–9)

Bilingual titles (Hall, 2012: 155)

Brevity of names. *See* Length or brevity of corporate names

Capitalization and italics

Administrative bodies (CMOS, 2010: 8.62)

Associations, unions, and the like (CMOS, 2010: 8.69)

Corporate and organizational titles (CMOS, 2010: 8.26)

Government entities (CMOS, 2010: 8.51)

Institutions and companies (CMOS, 2010: 8.67)

Italics for 'See' ... (CMOS, 2010: 16.22)

Judicial bodies (CMOS, 2010: 8.63)

Legislative and deliberative bodies (CMOS, 2010: 8.61)

Names with unusual capitalization (CMOS, 2010: 8.69)

Organizations, parties, alliances, and so forth (CMOS, 2010: 8.65)

Other vehicle names (CMOS, 2010: 8.116)

Political divisions – capitalization (CMOS, 2010: 8.50)

Ships and other named vessels (CMOS, 2010: 8.115)

Changes in corporate name. *See also* Mergers and acquisitions

Changes of corporate name (Booth, 2001: 97–8)

Changes of name (Bridge, 2012: 289–91)

[Changes of names ...] (Wellisch, 1991: 67)

Company indexes (Barlow, 2009: 5)

Corporate names (Maxwell, 2002: 74–5)

[Even more than some ...] (Mulvany, 2005: 183–4)
Organization names (Mulvany, 2005: 180–1)
See and *See* under (Mulvany, 2005: 103–4)

Corporate entities with the same names, distinguishing. *See* Disambiguation of identical or similar corporate names

Corporate name changes. *See* Changes in corporate names

Cross-references. *See also* Double-posting; Variant versions of corporate names
[‘*See*’ references] (Wellisch, 1991: 80)
Changes of corporate name (Booth, 2001: 97–8)
Changes of name (Bridge, 2012: 289–91)
[Changes of names ...] (Wellisch, 1991: 67)
[Corporations] (Bridge, 2012: 286–7)
[Coverage of a body under 2 or ... more names] (Bridge, 2012: 290–1)
Cross-references in indexes – general principles (CMOS, 2010: 16: 15)
[Even more than some ...] (Mulvany, 2005: 183–4)
Form of name (Wellisch, 1991: 65)
Hierarchical vs. direct entry (Bridge, 2012: 295–7)
Indexing abbreviations and acronyms (CMOS, 2010: 16:46)
[Museums] (Bridge, 2012: 286)
[Names beginning with academy, association, council, etc.] (Wellisch 1991: 65)
Names beginning with forename or initials (Bridge, 2012: 283–4)
Obsolete forms (Wellisch, 1991: 82–3)
One institution (Binder, 2014: 71–2)
[Religious orders ...] (Bridge, 2012: 286)
Romanization (Wellisch, 1991: 68–9)
‘*See*’ references and ‘double posting’ (CMOS, 2010: 16.16)
‘*See*’ references following a main heading (CMOS, 2010: 16.17)
Several names (Wellisch, 1991: 66–7)
[Some companies ...] (Mulvany, 2005: 183)
[The adoption of an initialism] (Bridge, 2012: 290)
[The general rule ...] (Mulvany, 2005: 181)
Variant names (Bridge, 2012: 285–91)

Definite articles. *See* Articles, Definite and indefinite

Diacritics

Diacritics for indexers (Rhoades, 2008: 146–7)

Direct vs inverted order

Direct order:

Corporate names (Maxwell, 2002: 89)
Direct vs. inverted entry/double entries (Bridge, 2012: 280–1)
Indexing personal names as corporate names (CMOS, 2010: 16.89)
Order of entry (Wellisch, 1991: 64–5)
[The decision ...] (Booth, 2001: 95–6)
[The general rule ...] (Mulvany, 2005: 181)

Inverted order:

[In some situations] (Mulvany, 2005: 180–1)
Order of entry (Wellisch, 1991: 64–5)
[Names beginning with academy, association, council, etc.] (Wellisch 1991: 65)

Disambiguation of identical or similar corporate names

Additions (Maxwell, 2002: 90–2)
Additions to names (Bridge, 2012: 297–8)
[Coverage of a body under 2 or ... more names] (Bridge, 2012: 290–1)
[Depending on the needs ...] (Russell, 2012: 335)
[Homographic corporate names] (Wellisch, 1991: 331)
[Mergers and acquisitions] (Mulvany, 2005: 184)
National Gallery (Bridge, 2003: 113)
Order of entry (Wellisch, 1991: 64–5)

Double-posting. *See also* Cross-references

Corporate (organizational, institutional) names (Booth, 2001: 94–6)
[Coverage of a body under 2 or ... more names] (Bridge, 2012: 290–1)
Direct vs. inverted entry/double entries (Bridge, 2012: 280–1)
[In some situations ...] (Mulvany, 2005: 181–2)
Names beginning with forename or initials (Bridge, 2012: 283–4)
‘*See*’ references and ‘double posting’ (CMOS, 2010: 16.16)

Entry elements/words. *See* Direct versus inverted order

First names. *See* Initials or first names beginning corporate names

Formal versus informal names. *See* Variant versions of corporate names

Fullness of names. *See* Length or brevity of names

Glosses. *See* Disambiguation of identical or similar corporate names; Qualifiers as identifiers

Hierarchical entries. *See* Subordinate/Hierarchical entries

Honorifics or titles beginning corporate names

Names beginning with honorifics or titles (Bridge, 2012: 284–5)

Identical names. *See* Disambiguation of identical or similar corporate names

Identifiers. *See* Qualifiers as identifiers

Incorporation, terms of. *See* Terms of incorporation (Inc., Ltd., Corp. etc.)

Indefinite articles. *See* Articles, Definite and indefinite

Informal names. *See* Variant versions of corporate names

Initialisms. *See* Acronyms

Initials or first names beginning corporate names

Names beginning with forename or initials (Bridge, 2012: 283–4)
Omissions (Maxwell, 2002: 89)
Organization names (Mulvany, 2005: 180–1)

Inverted order. *See* Direct versus inverted order

Italics. *See* Capitalization and italics

Length or brevity of corporate names

Organization names (Mulvany, 2005: 180, 183, 184)
Variant names (Bridge, 2012: 285–6)

Library of Congress (LOC)

Corporate names [LOC not as helpful] (Russell, 2012: 333–5)

Macrons. *See* Diacritics

Mergers and acquisitions

[Company mergers and acquisitions ...] (Bridge, 2012: 291–2)

[Mergers and acquisitions ...] (Mulvany, 2005: 184)

Multilingual names. *See* Bilingual/Multilingual names

Multiple names for corporate entities. *See* Variant versions of corporate names

Name changes. *See* Changes in corporate names

Names or subjects (Division of the world)

Name or subjects? (Maxwell, 2002: 80–4)

Omissions

Omit terms for incorporation: Inc., Corp., or Ltd. with exceptions (Maxwell, 2002: 89)

One corporate entity with multiple names. *See* Variant versions of corporate names

Order of names. *See* Direct versus inverted order

Parenthetical glosses. *See* Disambiguation of identical or similar corporate names; Qualifiers as identifiers

Particles. *See* Articles, Definite and indefinite

Popular names. *See* Variant versions of corporate names

Punctuation

‘See’ references following a main heading (CMOS, 2010: 16.17)

Qualifiers as identifiers

Additions (Maxwell, 2002: 90–2)

Additions to names (Bridge, 2012: 297–8)

[Another difference ...] (Russell, 2012: 335)

Corporate (organizational, institutional) names (Booth, 2001: 94–6)

Indexing abbreviations and acronyms (CMOS, 2010: 16:46)

Organization names (Mulvany, 2005: 180–1)

Place names can be added to corporate names (Russell, 2012: 334)

[Possible qualifiers include ...] (Maxwell, 2002: 131–2)

[The adoption of an initialism] (Bridge, 2012: 90)

Romanization. *See also* Transliteration

Romanization is technically the transcription of ‘names written in alphabets other than Roman’ but often used interchangeably with transliteration. Difficulties with the spelling of Chinese names result from the use of two different systems (Wade-Giles and Pinyin, the most commonly used system today). Also the LOC does not use the system used by almost everyone else so it is not a good source for authorization of names (Bridge, 2012: 17).

Romanization (Wellisch, 1991: 68–9)

Same names of two or more corporate entities. *See* Disambiguation of identical or similar corporate names

Shortening of names. *See* Length or brevity of names

Similar names of two or more corporate entities. *See* Disambiguation of identical or similar corporate names

Subordinate/Hierarchical entries

Armed forces (Bridge, 2012: 294–5)

Corporate names (Russell, 2012: 334–5)

Hierarchical vs. direct entry (Bridge, 2012: 295–7)

[In indexes that refer to government departments ...] (Booth, 2001: 96–7)

Subordinate bodies (Maxwell, 2002: 92–3)

Subsidiaries. *See* Subordinate/Hierarchical entries

Terms of incorporation (Inc., Ltd., Corp. etc.)

Omissions (Maxwell, 2002: 89)

Titles beginning corporate names. *See* Honorifics or titles beginning corporate names

Two or more corporate entities with similar names. *See* Disambiguation of identical or similar corporate names

Two or more corporate entities with the same names. *See* Disambiguation of identical or similar corporate names

Transliteration. *See also* Romanization

Transliteration is ‘letter-for-letter transcription’ of non-Roman alphabets, but often used interchangeably with Romanization (Bridge, 2012, 17–18).

There is often more than one style or system of transliterating non-Roman alphabets such as Cyrillic (Russian, Bulgarian, etc.) and the scripts of Arabic, Farsi, or Hindi. Therefore it is important to be sure which system is being used in the documents being indexed especially if there are a lot of documents by different authors.

Romanization (Wellisch, 1991: 68–9)

Variant versions of corporate names. *See also* Changes in corporate names

Corporate names (Maxwell, 2002: 74–6)

Different names for same body (Bridge, 2012: 285–6)

One institution (Binder, 2014: 71–2)

Several names (Wellisch, 1991: 66–7)

[The main difficulty ...] (Mulvany, 2005: 184)

Widely known corporate names. *See* Variant versions of corporate names

Acknowledgment

Linda would like to thank all the indexers who wrote an article, a chapter and/or edited a book about names. Without them this article could not have been written.

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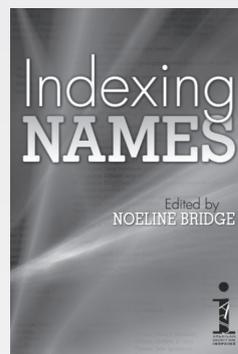
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Edited by Noeline Bridge
ISBN 978-1-57387-450-2

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