

Resources for handling personal names in indexes

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

Introduction

As every indexer and cataloger knows, personal names are often the most complex of name kinds. Recommended solutions are many and don't always agree with each other. However, the material which follows addresses most challenges and offers a variety of ways to deal with them. It should be used in conjunction with the tables in 'Names and the indexer' (Dunn, 2015).

Below are details of articles and chapters (for full details, see the references at the end) that are devoted to personal names or contain good discussions about non-English language personal names, and in particular how to handle them in indexing projects intended for an English-language market. Practice here may well differ considerably from practice in indexes in the language to which the name belongs. It is also likely to differ from one English-language index to another depending on the intended users and the author's or editor's preferences. Much can depend on various transliteration standards. There is also a particular problem when a person with a non-English language name either moves to an English-speaking country or works in an English-language environment. The key is to ask where the reader or user of the publication in question is most likely to look. In some cases it may be best to consult the client (who may be surprised by the question and for the first time appreciate that the answer is not obvious).

Square brackets are used, where there are no appropriate headings, to indicate where on the page the reference can be found.

Names in languages other than English

Aboriginal. *See* Australian Aboriginal; Canadian Aboriginal; Māori

African

African names (Bridge, 2003: 110–11)

African click

Khoe–San names ... (Willett, 2007: C3:1–4)

Afrikaans

Dutch, German ... (Pitchford, 2006: C11–14)

Arabic

Arabic (Mulvany, 2005: 172–3)

Arabic names (CMOS, 2010: 8.14)

Arabic names (Hedden, 2012: 59–74; 2007: C9–15)

Arabic names (Wellisch, 1991: 297)

Arabic word division (CMOS, 2010: 11.10)

Indexing Arabic names (CMOS, 2010: 16.76)

Islamic names (Bridge, 2003: 109–10)

Muslim or Arabic names (Akhtar, 2007: C3:12–13)

Asian. *See also* Burmese; East Asian; Indian; Thai; South Asian

Asian names (Price, 2013: C7–8)

Indexing Asian names (Akhtar, 2007: C3:12–14; 1989: 156–8)

Indexing other Asian names (CMOS, 2010: 16.87)

Other Asian names (CMOS, 2010: 8.17)

Australian Aboriginal

Australian Aboriginal names (Triffit, 2007: C1–4)

Austrian

Dutch, German ... (Pitchford, 2006: C11–14)

The German alphabet ... (Pitchford, 2012: 106)

Balinese

Balinese names (Davis and Bridge, 2012: 149)

Belgian. *See* Flemish; French

Burmese

Burmese (Mulvany, 2005: 173)

Indexing Burmese names (CMOS, 2010: 16.77)

Canadian. *See also* French

French names of people living outside France (Bridge, 2012: 93–4)

Canadian Aboriginal

[Canadian aboriginals] (Bridge, 2012: 17)

Chinese

Chinese (Mulvany, 2005: 173–4)

Chinese, Japanese and Korean (CJK) names ... (Lam, 2013: C1–6)

Chinese names (Akhtar, 2007: C3:14)

Chinese names (Bridge, 2003: 108–9)

Chinese names (CMOS, 2010: 8.15)

Chinese names ... (Harrison, 1992: 3–14)

Chinese names ... (Lin, 1988: 69–81)

Chinese names (Wellisch, 1991: 298)

Chinese personal names ... (Dai, 2006a: C1–2)

Chinese personal names ... (Lam, 2014: 145–59)

Dialectal variations (Lam, 2014: 150–1)

Indexing Chinese names ... (Bertelsen, 1998: 16–17)

Indexing Chinese names (CMOS, 2010: 16.78)

Some common Chinese names (CMOS, 2010: 11.105)

Tips and suggestions (Lam, 2014: 155–7)
 The hundred surnames ... (Dai, 2006b: C3–8)

Dutch

Dutch capitalization (CMOS, 2010: 11.24)
 Dutch names (Bridge, 2003: 98)
 Dutch names (CMOS, 2010: 8.10)
 Dutch names (Pitchford, 2012a: 75–86)
 Dutch, German ... (Pitchford, 2006: C11–14)

East Asian. *See also* Chinese; Japanese; Korean;
 Vietnamese

East Asian names (Bridge, 2003: 108)
 East Asian names (Wellisch, 1991: 298)

Egyptian

Arabic dialects (Hedden, 2007: C9–C10)
 The Arabic dialect ... (Hedden, 2012: 60–1)

Ethiopian

The entry word (Giorgis, 2007: C3:8–9)

Farsi (Iranian)

Titles in names (Bridge, 2012: 72)

Flemish

Dutch, German ... (Pitchford, 2006: C11–14)
 Dutch names (Pitchford, 2012a: 77, 81, 84–5)

French

French names (Bridge, 2012: 87–95; 2006: C8–11; 2003:
 98–9)
 French names (CMOS, 2010: 8.7)
 French names of people living outside France (Bridge,
 2012: 93–4)
 French names outside France (Bridge, 2006: C10)

German

Dutch, German ... (Pitchford, 2006: C11–14)
 German and Portuguese names (CMOS, 2010: 8.8)
 German names (Bridge, 2003: 99)
 German names (Pitchford, 2012b: 97–108)

Gujarati

Gujarati names (Sahai, 2003: 106–7)

Hawaiian

Hawaiian names (Horie, 2012: 131–7)

Hebrew

Hebrew (Mulvany, 2005: 174)

Hindu

Hindu names (Sahai, 2003: 106)

Hmong

Hmong names (Davis, 2012: 139–43)

Hungarian

Hungarian (Mulvany, 2005: 170)
 Hungarian names (CMOS, 2010: 8:13)
 Hungarian names (Wellisch, 1991: 273)
 Indexing Hungarian names (CMOS, 2010: 16.79)

Indian. *See also* Gujarati

Indexing Indian names (CMOS, 2010: 16.80)
 Indexing Indian names (Sahai, 2003: 106–8)

Indian (Mulvany, 2005: 174–5)
 Indian names (Akhtar, 2007: C3:13–14)
 Indian names (Bridge, 2003: 109)
 Names of Indian Christians (Akhtar, 2007: C3:14)
 South Indian names (Sahai, 2003: 107)

Indonesian

Indexing Indonesian names (CMOS, 2010: 16.81)
 Indonesian (Mulvany, 2005: 175)
 Indonesian names (Davis and Bridge, 2012: 145–54)

Iranian. *See* Farsi (Iranian)

Iraqi

Modern vs. medieval names (Hedden, 2012: 65–6; 2007:
 C11–12)

Irish

Irish prefixes ... (Nic Cóil, 2011: C1–6)

Italian

Italian names (Bridge, 2003: 99–100)
 Italian names (Shuttleworth, 2006: C15–16)

Japanese

Chinese, Japanese and Korean (CJK) names ... (Lam,
 2013: C1–6)
 Indexing Japanese names (CMOS, 2010: 16.82)
 Japanese (Mulvany, 2005: 175)
 Japanese names (CMOS, 2010: 8.16)
 Japanese names (Coates, 2002: 22)
 Japanese names (Power, 2008: C4:2–8)
 Japanese names (Wellisch, 1991: 298–9)

Javanese

Titles and honorifics (Davis and Bridge, 2012: 148)

Khoe-San. *See* African click

Korean

Chinese, Japanese and Korean (CJK) names ... (Lam,
 2013: C1–6)
 East Asian names (White, 2012: 187–8)
 Korean names (Wellisch, 1991: 299)
 Names written in Chinese script ... (Lam, 2014: 154)

Luxemburgish. *See* French; German

Malay

Malay (Mulvany, 2005: 175–6)

Māori

Māori names ... (Briggs, 2012: 76–9)
 Te Reo Māori names (Hall, 2012: 155–62)

Middle Eastern

Islamic and Middle East materials (Hird and Andrews,
 2011: 127–9)

Persian. *See* Farsi (Iranian)

Portuguese

German and Portuguese names (CMOS, 2010: 8.8)
 Indexing books on Latin American history (Cronshaw,
 1998: 11–16)
 Indexing Portuguese names (CMOS, 2010: 16.83)
 Portuguese (Mulvany, 2005: 170)

Portuguese names (Cronshaw, 2012: 115–18)
Spanish and Portuguese names (Bridge, 2003: 100)

Romanian

Romanian (Mulvany, 2005: 171)

Russian

Russian (Mulvany, 2005: 176)
Russian names (CMOS, 2010: 8.12)
Russian names (Wellisch, 1991: 293–4)

Sikh

Sikh names (Akhtar, 2007: C3:14)
Sikh names (Sahai, 2003: 107)

South African. *See* Afrikaans

Spanish

From A to Zeta ... (Cronshaw, 2008: 52–5)
Indexing books on Latin American history (Cronshaw, 1998: 11–16)
Indexing Spanish names (CMOS, 2010: 16.84)
Spanish names (CMOS, 2010: 8.11)
Spanish names (Cronshaw, 2012: 110–15)
Spanish personal names (Cronshaw, 2007: C3:5–7)

Swiss. *See* French; German; Italian

Te Reo Māori. *See* Māori

Thai

Indexing Thai names (CMOS, 2010: 16.85)
Thai (Mulvany, 2005: 176)
Thai names (Lightfoot, 2012: 163–7)

Tibetan

Indexing Tibetan names ... (Searight, 2007: C3:10–11)

Turkish

Turkish names (Alakus, 2007: C5–8)
The Islamic world (White, 2012: 183–5)

Vietnamese

East Asian names (Bridge, 2012: 6)
Indexing Vietnamese names (CMOS, 2010: 16.86)
Vietnamese names (Wellisch, 1991: 298)

Welsh

The indexing of Welsh ... (Moore, 2011: C7–14)

Types of personal name

Academic titles

Academic titles and degrees in index entries (CMOS, 2010: 16.40)

Qualifiers for names (Wellisch, 1991: 331–2)

Titles and other forms of address (White, 2012: 181–2)

Dutch

Academic titles (Pitchford, 2012a: 80–1; 2006: C13)

German

Academic titles (Pitchford, 2012b: 101–2)

Artists' names. *See also* Performing artists' names

Artists in visual and performing arts (Bridge, 2012: 16)

Dates (Zafran, 2012: 220–1)

Family relations (Zafran, 2012: 221–3)

Famous artists (Zafran, 2012: 224–5)

Names (Coerr, 2005: 67–8)

Names in art books (Zafran, 2012: 219–25)

Schools and styles (Zafran, 2012: 223–4)

Unknown (Coerr, 2005: 77)

Writers, artists, etc. (Bridge, 2006: C10)

Children's names

Hmong

Hmong (Davis and Bridge, 2012: 139)

Indonesian

Children (Davis and Bridge, 2012: 148–9)

Portuguese

Portuguese (Cronshaw, 2012: 115–17)

Spanish

Spanish names (Cronshaw, 2012: 110–3)

Christian saints. *See* Saints

Deities

Deities (CMOS, 2010: 8.90)

Deities ... (Horie, 2012: 134)

Divinities (Mertes, 2012b: 191–2)

Divinities. *See* Deities

Family relationships

Distinguishing between people with similar names (Bridge, 2013: 11–14)

Family relations (Zafran, 2012: 221–3)

[Qualifiers for names] (Wellisch, 1991: 331–2)

Fictional characters

Epithets as names of characters (CMOS, 2010: 8.34)

Fictitious characters (Bridge, 2011: C3–4)

Fictitious names (Smith, 2012: 250–3)

Names as phrases (Bridge, 2012: 18–19)

Names in fiction (Zafran, 2012: 273–7)

Gods. *See* Deities

Government officials and heads of state

The AACR2 style for [government officials] (Bridge, 2012: 292)

Heads of state (Maxwell, 2002: 57–9)

Heads of state. *See* Government officials and heads of state

Men's names

Indian

Male names (Sahai, 2003: 107)

Military ranks and titles. *See also* Military in Corporate names: special circumstances

For clarity's sake: indexing military works (Cooke, 2014: 94–7)

Military and naval ranks (Patton, 2010: 78–83)

Professional and military titles ... (Griffith-Jones, 2012: 218)

Soldiers, sailors and airmen (Forder, 2011: C5–6)

Monarchs and nobility

Coping with a title (Lee, 1991: 155–60)

History (Bridge, 2012: 15–16)

Indexing monarchs, popes ... (CMOS, 2010: 16.37)

Indexing princes, dukes, and other[s] ... (CMOS, 2010:

16.28)

Indexing the aristocracy (Lee, 1991: 155–60)
 Names of monarchs (Bridge, 2003: 95)
 [Qualifiers for names ...] (Wellisch, 1991: 331–2)
 Royalty (Binder, 2014: 68)
 Royalty and noble names (Bridge, 2003: 101–4)
 Royalty (Wellisch, 1991: 290)
 Titles ... (White, 2012: 181–2)
 Titles in names (Mulvany, 2005: 165–6)
 Titles of nobility (Pitchford, 2006: C13)
 Titles ... secular [Medieval] (Mertes, 2012a: 38–42)
 Widows and ex-wives (Griffith-Jones, 2012: 275–6)

Arabic
 Royalty (Hedden, 2012: 72–3; 2007: C14)

British
 British nobility (Wellisch, 1991: 291–2)
 Family names vs. titles (Griffith-Jones, 2012: 216–17)
 Titles of royalty ... in the United Kingdom (Griffith-Jones, 2012: 203–18)

Dutch
 Nobility (Pitchford, 2012a: 81–2)

Egyptian
 Egyptian names (Mertes, 2012a: 33)

Flemish
 Nobility (Pitchford, 2012a: 81–2)

French
 Special categories ... (Bridge, 2012: 89–90; 2006: C9)

German
 Special categories ... (Pitchford, 2012b: 102–4)

Hawaiian
 Royalty (Horie, 2012: 134–5)

Italian
 Titles of nobility (Shuttleworth, 2006: C15)

Māori
 [Monarchs] (Hall, 2012: 159)

Spanish
 Names of royalty (Cronshaw, 2012: 113; 2007: C6)

Thai
 Names and titles of nobility (Lightfoot, 2012: 165–6)
 Royal names and titles (Lightfoot, 2012: 164–5)

Musicians' names. *See* Performing artists' names

Nicknames

Nicknames ... (Binder, 2014: 69)
 Nicknames (Bridge, 2012: 16–17)
 Nicknames (Smith, 2012: 250)
 Nicknames (Triffit, 2007: C2)

French

'Dit' names (Bridge, 2012: 92–3)

Medieval

Nicknames (Mertes, 2012a: 37–8)

Nobility. *See* Monarchs and nobility

Peerage. *See* Monarchs and nobility

Performing artists' names. *See also* Artists' names

Artists in visual and performing arts (Bridge, 2012: 16)
 Names in the performing arts (Dunn, 2012: 225–36)
 Performing groups [cross-referencing] (Maxwell, 2002: 55–6)

Personal names

Form of name (Maxwell, 2002: 85–7)
 History of personal names (Bridge, 2003: 90–1)
 What rules are of most value ... (Bridge, 2003: 91–2)

Popes. *See* Religious names and titles

Pseudonyms. *See also* Nicknames

Artists in visual and performing arts (Bridge, 2012: 16)
 500 field: *See also* from tracing [LOC] (Russell, 2012: 328–9)
 Indexing pseudonyms (CMOS, 2010: 16.34)
 Name changes and pseudonyms (White, 2012: 179–81)
 People who change their names (Smith, 2012: 247–8)
 [Pseudonym control] (Wellisch, 1991: 80–1)
 Pseudonyms (Maxwell, 2002: 52; 60–1)
 Pseudonyms (Mulvany, 2005: 159–60)
 Pseudonyms (Wellisch, 1991: 80–1; 285–6)

Two-element names

First and last ... (Dunn, 2012: 234)

Dutch

Writers, artists, and ... (Pitchford, 2012a: 83)

French

Writers, artists, and ... (Bridge, 2012: 91)

German

Writers, artists, and ... (Pitchford, 2012b: 104–5)

Hawaiian

Forenames, single names ... (Horie, 2012: 133–4)

Japanese

Assumed names and pen-names (Power, 2008: C4: 6–7)

Portuguese

Portuguese names of writers ... (Cronshaw, 2012: 117)

Spanish

Spanish names of writers ... (Cronshaw, 2012: 114–15)

Welsh

Welsh ornamental aliases (Moore, 2011: C12–13)

Religious names and titles. *See also* Saints

Clerical titles in index entries (CMOS, 2010: 16.39)
 Ecclesiastical officials (Mertes, 2012b: 194–5)
 Indexing monarchs, popes, and the like (CMOS, 2010: 16.37)

Christian

Names of popes (Bridge, 2003: 94)

Religious appellations and titles (Wellisch, 1991: 295–6)

French

Religious persons (Bridge, 2012: 91–2; 2006: C10)

German

Religious persons (Pitchford, 2012b: 105–6)

Indian

Muslim names (Sahai, 2003: 107)

Islam

Religious titles (Shuttleworth, 2006: C15)

Titles, Ecclesiastical ... (Mertes, 2012b: 38–42)

Titles in names (Hedden, 2012: 71–2; 2007: C14)

Italian

Medieval and Renaissance usage (Shuttleworth, 2006: C15–16)

Medieval

Titles, Ecclesiastical ... (Mertes, 2012b: 38–42)

Renaissance names

Saints, kings, and peasants ... (Mertes, 1998a: 1–9)

Royalty. *See* Monarchs and nobility

Sailors. *See* Military ranks and titles

Saints. *See also* Religious names and titles

Indexing names with ‘Saint’ (CMOS, 2010: 17.75)

Indexing saints (CMOS, 2010: 16.42)

Saints (Mertes, 2012b: 193)

Christian

Christian saints (Mulvany, 2005: 163)

Saints (Wellisch, 1991: 296)

Dutch

Saints... (Pitchford, 2012a: 83–4)

Medieval

Saints (Mertes, 2012b: 43)

Slave names

Indexing slave names (Brown, 2003: 109)

Indexing slave names (Peterson, 2001: 132–42)

Soldiers. *See* Military ranks and titles

Titles and offices. *See also* Academic titles; Military titles and ranks; Monarchs and nobility; Religious names and titles

Exceptions to the general rule (CMOS, 2010: 8.19)

Titles (Pitchford, 2006: C12–13)

Titles and honorifics (Davis and Bridge, 2012: 148)

Titles and offices—the general rule (CMOS, 2010: 8.18)

Titles and other forms of address (White, 2012: 181–2)

Widows and ex-wives (Griffith-Jones, 2012: 215–16)

Titles, Ecclesiastical ... (Mertes, 2012b: 38–42)

Indonesian

Titles and honorifics (Davis and Bridge, 2012: 148)

Ottoman Turkish

[Persian and Ottoman Turkish] (Hedden, 2012: 72)

Persian

[Persian and Ottoman Turkish] (Hedden, 2012: 72)

Thai

Other titles (Lightfoot, 2012: 166)

Women’s names

Compound surnames (White, 2012: 176–7)

Female married names (Cronshaw, 2014: 153)

Female names (Sahai, 2003: 108)

Indexing married women’s names (CMOS, 2010: 16.36)

Marriage-based name change (Smith, 2012: 248)

Widows and ex-wives (Griffith-Jones, 2012: 215–6)

Women’s names (White, 2012: 174–6)

Chinese

Married women (Bertelsen, 1998: 17)

Dutch

Compound surnames (Pitchford, 2012a: 78)

Hmong

Naming system (Davis, 2012: 139–41)

Indonesian

Women (Davis and Bridge, 2012: 148–9)

Japanese

Married names (Power, 2008: C4:7)

Spanish

Indexing Spanish names (CMOS, 2010: 16.84)

Married women (Cronshaw, 2007: C6)

Women’s names (Cronshaw, 2012: 116)

Welsh

Women’s names ... (Moore, 2011: C8–9)

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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).