

C1 Resources for handling titles to creative works in indexes
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In the first of the follow-up articles to the resources on handling names she provided in the September Indexer, Linda Dunn provides resources for issues over titles.

Forms of title

The table below summarizes the advice offered by leading authorities on handling titles of creative works. The main authorities I have used are Maxwell (2002), Mulvany (2005)

and the *Chicago manual of style* (CMOS) (2010 edition). The first column contains information from multiple sources. See the References at the end for full details of all these sources.

(multiple sources)	Maxwell (2002)	Mulvany (2005)	CMOS (2010)
Choice of title forms (aka uniform titles)			
Assigning titles of creative works (Dunn, 2014: 136)	'Choose the title in the work's original language by which it has become known' (104)	Names of works: books, musical compositions, motion pictures, and artworks (185–6)	Titles of newspapers, books, journals, stories, poems, art-work, musical compositions, etc. should be indexed as they appear in the text (16.47)
Titles as 'cited in a text are entered as given' without the subtitle (Wellisch, 1991: 389)	The title as found in 'manifestations of the work', found in chief sources, or in reference sources (104)	Newspapers and periodicals (186–7)	'English-language newspapers should be indexed as they are generally known' (16.48)
'Some older books with long titles are better known by the secondary part' (Booth, 2001: 102)	Exceptions to this rule: Use the English-language name of a work of art if it is better known in English speaking countries (104–5)		Indexing authored titles of works (16.50)
			Subtitles in index entries omitted in main and in subheadings (16.55)
Initial articles and prepositions			
Initial articles are usually inverted (Booth, 2001: 101–2)	Initial articles should be omitted from the title (106)	Articles at the beginning of English language titles should be inverted and placed at the end of the title (185–6)	Initial article 'The' in newspaper titles should be omitted for English language titles (16.48)
Invert the articles except those in a language in which some articles mean the number one [includes table] (Wellisch, 1991: 189–90)		The same is true for non-English language titles with the caution to watch out for articles which can mean the numeral 'one' (186)	Non-English titles should include the definite article, inverted and preceded by a comma (16.48)
		Make sure that in French and German the article is not a number (186)	Same is true for magazines and journals (16.49)

(multiple sources)	Maxwell (2002)	Mulvany (2005)	CMOS (2010)
		Invert or drop articles at the beginning of titles (123)	Indexing titles beginning with a preposition (16.53)
Sources for authorizing titles			
Some of the sources listed below (all recommended by the author for the column as indicated above) are individual while others are lists or bibliographies. For advice on authorization procedures, see Dunn (2015).			
For sources on specific types of titles see the text on 'Types of titles' that follows this table.	The title as found in 'manifestations of the work' [the work itself], found in chief sources, or in reference sources (104)		Guides to books, periodicals, and other sources (Bibliography 4.5)
	LOC titles authorities		
	Rules: AACR2; LOC rule interpretations; LOC descriptive cataloging manual 10–11)		
Disambiguation of identical titles			
'Identical periodical titles are qualified by place of publication' (Wellisch, 1991: 331)	Qualifiers are used to distinguish between the same types of work (e.g. literature) with the same title (122–4): Pearl (poem) Pearl (novel)	Mulvany expands on Maxwell's examples: Pearl (Middle English poem) Pearl (motion picture: 1947) Pearl (motion picture: 2011)	If needed, for both English and foreign-language titles, the 'city of publication may be added in parentheses' (16.48)
	or different types of works with the same title (122–4): Pearl (novel) Pearl (motion picture)		Same is true for magazines and journals (16.49)
	and rarely two or more works of the same type (124–5): Pearl (motion picture: 1905) Pearl (motion picture: 2011)		
Variant versions of titles			
'Some older books with long titles are better known by the secondary part' (Booth, 2001: 102)			
'Musical items are frequently known by more than one name' (Booth, 2001: 103)			
Translated titles (Wellisch, 1991: 390)			

Types of title

In this section I list the various sorts of title indexers may find themselves having to deal with, and give pointers to where advice can be found. Some general advice can be found in the listed sources, the *Anglo-American Cataloging Rules*, 2nd edition (2005) (AACR2), Library of Congress (LOC) 25.15A1 and 25.16 A–B (see Maxwell, 2002: 119–22) and OSCOLA (www.law.ox.ac.uk/publications/oscola.php). It is also worth checking the index to *The Indexer* (www.indexer.org) for advice on specific subjects.

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

Acts, laws, statutes etc. *See* Legal materials including legislation, legal cases and treaties

Anthologies. *See* Poetry, short stories, anthologies

Art exhibitions

Exhibitions etc. (CMOS, 2010: 8.195)

Art works

Art objects, etc. (CMOS, 2010: 8:110)

Choosing the uniform title (Maxwell, 2002: 103–8)

Film, art, and music criticism (White, 2014: 58)

Indexing art books (Dearnley, 2015)

Indexing authored titles of works (CMOS, 2010: 16.50)

Paintings, statues, and such (CMOS, 2010: 8.193)

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

Battles, campaigns, revolutions and wars

Battles (Binder, 2014: 77)

Battles and campaigns (CMOS, 2010: 8.113)

'Lead with the location of the battle' (Binder, 2014: 77)

Subjects (events) [LOC] (Maxwell, 2002: 85)
Wars and revolutions (CMOS, 2010: 8.112)

Books, pamphlets, reports, etc.

An initial 'a,' 'an,' or 'the' in book titles (CMOS, 2010: 8.167)
Choosing the uniform title (Maxwell, 2002: 103–8)
Indexing authored titles of works (CMOS, 2010: 16.50)
Titles (Wellisch, 1991: 389)
Titles of freestanding publications (CMOS, 2010: 8.183)
Treatment of book and periodical titles (CMOS, 2010: 8.166)

Brevity of titles. *See* Length or brevity of titles

Campaigns. *See* Battles, campaigns, revolutions and wars

Cases, Legal. *See* Legal materials including legislation, legal cases and treaties

Choreographic work

Standardized qualifiers [Choreographic work] (Maxwell, 2002: 125–6)

Fairs and large exhibitions

Exhibitions and such (CMOS, 2010: 8.195)

Film and television programs/series

Books in which the principal works discussed ... (White, 2014: 55–6)
Choosing the uniform title (Maxwell, 2002: 103–8)
Film, art, and music criticism (White, 2014: 58)
Standardized qualifiers: (motion picture); (radio program); (television program) (Maxwell, 2002: 125–6)
Titles of movies and television and radio programs and series (CMOS, 2010: 8.185)

Journals, magazines, newspapers, periodicals

An initial 'the' in periodical titles (CMOS, 2010: 8.168)
Indexing magazine and journal titles (CMOS, 2010: 16.49)
Indexing newspaper titles (CMOS, 2010: 16.48)
[Titles of periodicals] (Wellisch, 1991: 389–90)
Treatment of book and periodical titles (CMOS, 2010: 8.166)

Legal materials including legislation, legal cases, and treaties

The handling of titles to legal materials such as legislation, legal cases, and treaties is a minefield on which it is impossible to give any detailed advice here, just some pointers to where the problems lie and suggestions on resources which may help.

Titles of legal materials crop up in various contexts, one split being between legal publications and non-legal publications. There is also a split between legal titles in the text of the book, in tables of legislation, cases and treaties, and in the index, indexers often finding themselves expected to handle all situations. Legal publishers are likely to have clear guidelines on how to deal with such material and these guidelines must be followed. Unfortunately there may be wide variation between them. It is also rare to find useful guidelines for handling legal material in non-legal books, all too often it being assumed that the same rules apply across the board when in practice, even in the index to a law book, it is better to use a short, more accessible, friendly version

rather than the full-blown version used in a table or for citation purposes in the text itself.

Detailed discussion of these issues, recommendations for tackling them, and useful resources can be found in Maureen MacGlashan's 'Guidelines for legal indexing' and 'Guidelines for copy-editors and proof readers handling legal indexes and tables', to be published in a future issue of *The Indexer*.

Cases (Booth, 2001: 258–60)

Formal names of acts, treaties etc. (CMOS, 2010: 8.79)

Generic terms for pending legislation (CMOS, 2010: 8: 80)

Laws and treaties (Maxwell, 2002: 119–22)

Magazines. *See* Journals, magazines, newspapers, periodicals

Manuscripts

Manuscript headings (Maxwell, 2002: 138–43; AACR2, 1998: 25.13)

Titles of unpublished works (CMOS, 2010: 8.184)

Movies. *See* Film and television programs/series

Music

Carols for indexers (Russell and MacGlashan, 2011)

Film, art, and music criticism (White, 2014: 58)

Indexing authored titles of works (CMOS, 2010: 16.50)

Instrumental works (CMOS, 2010: 8.190)

Music indexing and retrieval (Kelly, 2010)

[Musical items] (Booth, 2001: 103)

Operas, songs, and the like (CMOS, 2010: 8.189)

[Titles are ... not always literally translated] (Wellisch, 1991: 390)

Newspapers. *See* Journals, magazines, newspapers, periodicals.

Pamphlets. *See* Books, pamphlets, reports, etc.

Periodicals. *See* Journals, magazines, newspapers, periodicals

Photographs

[Still image collections] (Booth, 2001: 232–3)

Plays

Assigning titles of creative works (Dunn, 2014: 136)

Poetry, short stories, anthologies

Assigning titles of creative works (Dunn, 2014: 136)

Poetry [includes short stories] (White, 2014: 54–5)

Poetry and the indexing thereof (Johnstone, 2010)

Titles of poems (CMOS, 2010: 8.179)

Recipes

[2. Name] (Wellisch, 1991: 56–7)

Culinary indexers' reference sources (Sassen, 2014)

Food for thought (Watts, 2014)

Recordings

Recordings (CMOS, 2010: 8.192)

Religious writings

Detailed guidance (Booth, 2001: 102–3)

Other names and versions for bibles (CMOS, 2010: 8.103)

Prayers, creeds, and such (CMOS, 2010: 8.106)

Scriptures (CMOS, 2010: 8.102)

Scriptures (Mertes, 2012: 197–200)

Reports. *See* Books, pamphlets, reports, etc.

Short stories. *See* Poetry, short stories, anthologies

Speeches

Speeches (CMOS, 2010: 16.75)

Television programs/series. *See* Film and television programs/series

Treaties

Formal names of acts, treaties, and so forth (CMOS, 2010: 8.79)

[Entry of treaties ...] (Maxwell, 2002: 120–2)

Laws and treaties (Maxwell, 2002: 119–22)

Unpublished works. *See* Manuscripts

Websites

Websites and web pages (CMOS, 2010: 8.186)

Titles of works: special circumstances

Abbreviations. *See* Acronyms

Accent marks. *See* Diacritics

Acronyms

Indexing magazine and journal titles (CMOS, 2010: 16.49)

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

Alternative titles. *See* Variant versions of titles

Apostrophes. *See* Diacritics

Articles, definite and indefinite

An initial ‘a,’ ‘an,’ or ‘the’ in book titles (CMOS, 2010: 8.167)

An initial ‘the’ in periodical titles (CMOS, 2010: 8.168)

Indexing English-language titles beginning with an article (CMOS, 2010: 16.51)

Indexing foreign-language titles beginning with an article (CMOS, 2010: 16.52)

Indexing magazine and journal titles (CMOS, 2010: 16.49)

Indexing newspaper titles (CMOS, 2010: 16.48)

[Initial articles] (Booth, 2001: 101–3)

The definite article (Browne, 2001)

Titles of works (Wellisch, 1991:188–90)

Titles of works (documents) (Booth, 2001: 101–3)

Capitalization and italics

Capitalization of foreign titles (CMOS, 2010: 11.3)

Capitalization of titles of works – general principles (CMOS, 2010: 8.155)

Examples of headline-style capitalization (CMOS, 2010: 8.158)

Exhibitions and such (CMOS, 2010: 8.195)

Formal names of acts, treaties, and so forth (CMOS, 2010: 8.79)

Instrumental works (CMOS, 2010: 8.190)

[It is usual to capitalize ...] (Booth, 2001: 102)

Italics for ‘see,’ ... (CMOS, 2010: 16.22)

Non-English titles (CMOS, 2010: 14.107)

Operas, songs, and the like (CMOS, 2010: 8.189)

Other names and versions for bibles (CMOS, 2010: 8.103)

Paintings, statues, and such (CMOS, 2010: 8.193)

Principles and examples of sentence-style capitalization (CMOS, 2010: 8.156)

Principles of headline-style capitalization (CMOS, 2010: 8.157)

Recordings (CMOS, 2010: 8.192)

Titles of freestanding publications (CMOS, 2010: 8.183)

Titles of movies and television and radio programs and series (CMOS, 2010: 8.185)

Titles of poems (CMOS, 2010: 8.179)

Titles of unpublished works (CMOS, 2010: 8.184)

Treatment of book and periodical titles (CMOS, 2010: 8.166)

Websites and web pages (CMOS, 2010: 8.186)

Changes to titles

Permissible changes to titles (CMOS, 2010: 8.16 3)

Cross-references. *See also* Variant versions of titles

Cross-references in indexes – general principles (CMOS, 16: 15)

Obsolete forms (Wellisch, 1991: 82–3)

[Translated titles ...] (Wellisch, 1991: 390)

Definite articles. *See* Articles, definite and indefinite

Diacritics

Accents and modified letters (Booth, 2001: 104)

Disambiguation of identical or similar titles

Assigning titles of creative works (Dunn, 2014: 136)

[Homographic titles] (Wellisch, 1991: 331)

[Identical periodical titles] (Wellisch, 1991: 331)

Indexing English-language titles beginning with an article (CMOS, 2010: 16.51)

Indexing foreign-language titles beginning with an article (CMOS, 2010: 16.52)

Indexing magazine and journal titles (CMOS, 2010: 16.49)

Indexing newspaper titles (CMOS, 2010: 16.48)

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

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

Identical titles. *See* Disambiguation of identical or similar titles

Identifiers. *See* Qualifiers as identifiers

Indefinite articles. *See* Articles, definite and indefinite

Initialisms. *See* Acronyms

Italics. *See* Capitalization and italics

Length or brevity of titles

[The opposites of long titles ...] (Wellisch, 1991: 389–90)

Multiple titles for one work. *See* Variant versions of titles

Non-English languages

Capitalization of foreign titles (CMOS, 2010: 11.3)

Foreign titles with English translation (CMOS, 2010: 11.6)

Indexing foreign-language titles beginning with an article (CMOS, 2010: 16.52)

Indexing magazine and journal titles (CMOS, 2010: 16.49)
 Indexing newspaper titles (CMOS, 2010: 16.48)
 Indexing titles beginning with a preposition (CMOS, 2010: 16.53)
 Punctuation of foreign titles (CMOS, 2010: 11.4)
 Titles of French works (CMOS, 2010: 11.30)
 Translated titles (CMOS, 2010: 11.7)

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

Particles. *See* Articles, definite and indefinite; Prepositions, initial

Popular titles. *See* Variant versions of titles

Prepositions, initial

Indexing titles beginning with a preposition (CMOS, 2010: 16.53)

Punctuation

Indexing titles ending with a question mark or exclamation point (CMOS, 2010: 16.54)

Punctuation of foreign titles (CMOS, 2010: 11.4)
 [Translated titles ...] (Wellisch, 1991: 390)

Qualifiers as identifiers

Qualifiers (Booth, 2001: 105)

Romanization. *See also* Transliteration

Romanization = 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 Library of Congress does not use the system used by most everyone else so it is not a good source for authorization of names (Bridge, 2012: 17).

Romanization systems (Heung, 2013: C5)

Transliteration and romanization (Booth, 2001: 104)

Same or similar title of two or more works. *See* Disambiguation of identical or similar names

Spelling

[All titles ...] (Wellisch, 1991: 390)

Subtitles

Subtitles in index entries (CMOS, 2010: 16.55)

Title changes. *See* Changes to titles

Titles with the same or similar names. *See* Disambiguation of identical or similar titles

Translation of titles

[Titles are ... not always literally translated] (Wellisch, 1991: 390)

Transliteration. *See also* Romanization

Transliteration = 'letter-for-letter transcription' of non-Roman alphabets, but often used interchangeably with Romanization (Bridge, 2012, 17–8).

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.

Transliteration and Romanization (Booth, 2001: 104)

Undifferentiated titles. *See* Disambiguation of identical or similar titles

Variant versions of titles

[Some older books ...] (Booth, 2001: 102)

[When dealing with titles ...] (Booth, 2001: 103)

Widely known or popular titles. *See* Variant versions of titles

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