

Latest entry [jurisdictional name or geographic subject heading] (Maxwell, 2002: 225–6)  
Lists of kinds of geographic names considered subjects by LOC (Maxwell, 2002: 222–3)

*Geographic place names can also be used as subheadings or subentries*

Geographic subheadings (Dunn, 2014: 139–40)  
Geographic subdivision (Maxwell, 2002: 234–7)  
Subdivision practice (Maxwell, 2002: 227–9)

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# Resources for handling event names in indexes

Linda Dunn

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

## Events as names (or subjects?)

### Introduction

As is the case with geographic names, *AACR2* treats events as both names and subjects, and LOC follows this division by creating events as names and events as subjects in MARC records. Large indexing projects often contain multiple subject areas. If all events are treated as names, this could lead to more events with the same names which require more disambiguation and qualifiers as identifiers. Using the *AACR2* guidelines or the Subject Cataloging Manual (LOC) to format some events as names and some events as subjects can help reduce entries and collect citations under subject terms. Also the indexer can consult the LOC authorities to determine whether an event can be treated as a name or a subject.

*AACR2* requirements for events to be considered as names are those events that are:

- 'formally convened
  - directed toward a common goal
  - capable of being reconvened
  - have formal names, locations, dates, and durations.'
- (LOC Rule Interpretations 24.7 / Subject Cataloging Manual H1592, from *AACR2*) (Maxwell, 2002: 84)

### Events as names

#### Somewhat ambiguous events which have caused past difficulties

Athletic contest  
Competitions  
Conferences  
Contests  
Exhibitions  
Expeditions, military  
Expeditions, scientific

Expositions  
Fairs  
Festivals and celebrations  
Folk festivals and celebrations  
Games (events)  
Meetings  
Parades  
Public celebrations, pageants, anniversaries  
Races (contests)  
Shows (exhibitions)  
Sporting events  
Tournaments

### Events as subjects

Those events which do not meet the requirements above are considered subjects in the LOC Authorities and should follow the cataloging rules for subjects.

Accidents  
Assassinations  
Bombings, explosions  
Coronations  
Cruises, flights  
Cultural revolutions  
Epidemics, famines  
Fires  
Funerals  
Hijackings  
Imprisonments  
Inaugurations  
Massacres  
Military engagements, raids, battles, wars, revolutions, occupations, invasions, operations  
Natural disasters  
Political incidents, affairs, scandals  
Purges  
Reigns, rules  
Riots, demonstrations  
Sieges, blockades  
Special days, weeks, months, years, decades; umbrella terms for events that are composed of multiple individual public celebrations, pageants, anniversaries  
Strikes  
Trials  
Uprisings, mutinies  
Weddings  
(SCM H1592; AACR2) (Maxwell, 2002: 84–5)

Whether or not the indexer decides that some events will be formatted as subjects, authority files for all events are still required so that the name forms for events will be consistent. And going forward the event will be identified as a name or a subject.

### Example of events as names

Cannes Film Festival, 2014  
Cannes Film Festival, 2015

### Example of events as subjects:

Revolutions – South Africa  
Revolutions – South America  
France--History--Revolution, 1789–1799  
United States--History--Revolution, 1775–1783

### Types of events

Event names can refer to one-time events (battles, historical events) or to recurring events (conferences, festivals). There is also a sort of subcategory of historical, cultural, or political periods. In the lists below, brackets are used as previously indicated.

### Awards and medals

Medals and awards (CMOS, 2010: 8.114)  
Subjects [LOC] (Maxwell, 2002: 83)

### 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)

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

### Conferences and meetings

Associations ... [meetings, conferences] (CMOS, 2010: 8.69)  
[Conferences] (Bridge, 2012: 286)  
Names (events) [LOC] (Maxwell, 2002: 84)  
[Meeting names are usually qualified ...] (Maxwell, 2002: 91)  
[Names of meetings as corporate headings] (Maxwell, 2002: 76)  
[Omit from conference names] (Maxwell, 2002: 89–90)  
[Repeated and non-repeated meetings] (Maxwell, 2002: 91–2)  
Entry under meeting name [as a series title] (Maxwell, 2002: 190–91)

Dynasties. *See* Time periods

Eras. *See* Time periods

### Exhibitions

Exhibitions and such (CMOS, 2010: 8.195)  
Names (events) [LOC] (Maxwell, 2002: 84)

### Festivals

Names (events) [LOC] (Maxwell, 2002: 84)

**Historical events.** *See also* Time periods

[For specific kinds of historical events – LOC] (Maxwell, 2002: 81–5)

Historical events and programs (CMOS, 2010: 8.74)  
Subjects (events) [LOC] (Maxwell, 2002: 85)

Medals. *See* Awards and medals

Meetings. *See* Conferences and meetings

### Natural phenomena

Meteorological and other natural phenomena (CMOS, 2010: 8.76)

[For specific kinds of natural phenomena – LOC]  
(Maxwell, 2002: 81–5)

Period names. *See* Time periods

### Religious events

Religious events ... (CMOS, 2010: 8.107)

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

### Sporting events

Names (events) [LOC] (Maxwell, 2002: 82)

Sporting events (CMOS, 2010: 8.77)

### Time periods

Combined place/time entries (Binder, 2014: 63)

Cultural periods (CMOS, 2010: 8.73)

Descriptive designations for periods (CMOS, 2010: 8.71)

Dynasties (Binder, 2014: 64)

Geographic boundaries [for time periods] (Mertes, 2012: 25)

Movements and styles—capitalization (CMOS, 2010: 8.78)

Numerical designations for periods (CMOS, 2010: 8.70)

Period names (Booth, 2001: 278)

Time gloss (Binder, 2014: 76)

Traditional period names (CMOS, 2010: 8.72)

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

### Events: special circumstances

Additions to names. *See* Disambiguation of identical or similar event names

Alternative names. *See* Variant versions of event names

### Capitalization

Battles and campaigns (CMOS, 2010: 8.113)

Cultural periods (CMOS, 2010: 8.73)

Descriptive designations for periods (CMOS, 2010: 8.71)

Exhibitions and such (CMOS, 2010: 8.195)

Historical events and programs (CMOS, 2010: 8.74)

Medals and awards (CMOS, 2010: 8.114)

Meteorological and other natural phenomena (CMOS, 2010: 8.76)

Movements and styles – capitalization (CMOS, 2010: 8.78)

Numerical designations for periods (CMOS, 2010: 8.70)

Religious events ... (CMOS, 2010: 8.107)

Sporting events (CMOS, 2010: 8.77)

Traditional period names (CMOS, 2010: 8.72)

Wars and revolutions (CMOS, 2010: 8.112)

**Cross-references.** *See also* Variant versions of event names

Battles. Use generic cross-reference (Binder, 2014: 77)

Cross-references in indexes – general principles (CMOS, 2010: 16: 15)

Different events, one name (Binder, 2014: 77)

One event, different names (Binder, 2014: 77)

Dates. *See* Qualifiers as identifiers

### Disambiguation of identical or similar event names

Different events, one name (Binder, 2014: 77)

Events with the same name, Distinguishing. *See*

Disambiguation of identical or similar event names

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

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

Identifiers. *See* Qualifiers as identifiers

Multiple names for one event. *See* Variant versions of event names

### Names or subjects (division of the world)

Name or subject? (Maxwell, 2002: 80–85)

**One event with multiple names.** *See* Variant versions of event names

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

**Popular event names.** *See* Variant versions of event names

### Qualifiers as identifiers

Battles (Binder, 2014: 77)

Combined place/time main entries (Binder, 2014: 63)

Dynasties (Binder, 2014: 64)

[Meeting names are usually qualified ...] (Maxwell, 2002: 91–2)

Time gloss (Binder, 2014: 76–7)

Variant names (Binder, 2014: 77)

Qualifiers to distinguish between identical names. *See* Disambiguation of identical or similar event names

Same or similar names for two or more events. *See* Disambiguation of identical or similar event names

Subjects or names (division of the world). *See* Names or subjects (division of the world)

### Variant versions of event names

One event, different names (Binder, 2014: 77)

Variant names (Binder, 2014: 77)

Undifferentiated names. *See* Disambiguation of identical or similar event names

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

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## References

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ASI's guidelines on 'Best practices for indexing' (right) are downloadable from: [www.asindexing.org/best-indexing-practices/](http://www.asindexing.org/best-indexing-practices/)

This guide presents an overview of best indexing practices for creating accurate, effective, readable indexes. Its goal is to provide general guidelines rather than strict protocols, in recognition of the diversity of texts, disciplines, and index users. ...Covering indexing practices that can be applied to most types of texts, it focuses on back-of-the-book indexes. The principles are drawn from a variety of sources, including ISO 999, the criteria for the ASI/EIS Publishing and Hans Wellisch's *Indexing A to Z*.

## Best Practices for Indexing



American Society for Indexing  
Tempe, Arizona



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