

Resources for handling geographic names in indexes

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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 geographic names in indexes and databases.

Definitions

Jurisdictions = the name of the government whose territory encompasses the place (Maxwell, 2002: 77).

Qualifiers = the use of geographic names as identifiers to disambiguate other names, especially corporate names.

Place names = the official name of a place (Maxwell, 2002: 77).

Topographic names = 'land forms or surface configuration of a region' (dictionary.com); geographic features like lakes, mountains, valleys, etc.

Introduction

The challenges of geographic names include the usual issues: what is the official name of a place; how to distinguish between places with similar names; and what to do with name changes. In addition to these issues and others, the same geographic names may also be used for jurisdictions, subject headings, and subheadings or subentries, as well as serve as modifiers or qualifiers for corporate names (Maxwell, 2002: 77). In the world of cataloging and MARC records each of these uses is considered a different kind of entity with a unique code assignment. Although in indexing it isn't necessary to identify the use of geographic names with coding numbers as it is in cataloging, it is still helpful to be aware when creating authority files that each kind has different requirements.

Also, authority control becomes especially important in making all of these uses of geographic names consistent within each specific area of usage and also across all the usage areas as well. For example, if it has been decided to use a shorter name for some countries and states used as qualifiers, then the names of all countries and states should be abbreviated or shortened as qualifiers and also as subject, jurisdictions, and subheadings. And of course, all the geographic names should be spelled and capitalized the same no matter where they appear. Without authority control, geographic chaos may reign in a large indexing project.

Note: in the listings below 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.

Geographic place names: non-English language

Place names are the official name of a place (Maxwell, 2002: 77). Like personal names there are different rules for some non-English language names.

Foreign terms for geographic entities (CMOS, 2010: 8.54)

Arabic

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

Chinese

Chinese place names [includes some Hong Kong and Taiwanese place names] (Dai, 2012: 121–30)

Some common Chinese names. Geographical names (CMOS, 2010: 11.105)

French

Indexing names beginning with 'Saint' [or St.] (CMOS, 2010: 16.92)

Hawaiian

Geographic names (Horie, 2012: 136–7)

Hong Kong. *See* Chinese

Indonesian

Personal names including geographic names (Davis; Bridge, 2012: 153–4)

Māori

Geographic names (Hall, 2012: 160–1)

New Zealand. *See* Māori

Non-English names

Indexing names beginning with foreign definite articles (CMOS, 2010: 16.92)

Taiwanese

Chinese place names [includes some Taiwanese place names] (Dai, 2012: 121)

Welsh

The indexing of Welsh place-names (Moore, 2011: C15–C19; 1986: 3–8)

Geographic place names: special circumstances

Generic terms for geographic entities (CMOS, 2010: 8.53)

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

Alternative place names. *See* Variant versions of place names

Articles, definite and indefinite

English language (Bridge, 2012: 303–5)

Filing (sorting) on initial articles or prepositions (Bridge, 2012: 302–5)

Indexing names beginning with foreign definite article (CMOS, 2010: 16.92)

Indexing names beginning with the definite article (CMOS, 2010: 16.91)

Initial articles (Wellisch, 1991: 307)

[Names with more than one element] (Booth, 2001: 98–9)

Non-English languages (Bridge, 2012: 303)

Omissions [of jurisdiction names] (Maxwell, 2002: 93–4)

Personal and place names (Wellisch, 1991: 191)

Place names starting with ‘The’ (Browne, 2001: 119)

Preliminary expressions: articles and prepositions (Mulvany, 2005: 178–9)

Urban areas (CMOS, 2010: 8.48)

Arabic

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

Bilingual/multilingual place names

Geographic names (Maxwell, 2002: 76)

[Many places are known by different names] (Booth, 2001: 98)

Names used bilingually (Bridge, 2012: 301)

Capitalization

Continents, countries, cities, oceans, and such (CMOS, 2010: 8.44)

Governmental entities (CMOS, 2010: 8.51)

Mountains, rivers, and the like (CMOS, 2010: 8.52)

Political divisions – capitalization (CMOS, 2010: 8.50)

Popular place names or epithets (CMOS, 2010: 8.47)

Real versus metaphorical names (CMOS, 2010: 8.49)

Regions of the world and national regions (CMOS, 2010: 8.46)

Changes in place names

Changes of place names (Booth, 2001: 100)

Changes in place names (Bridge, 2012: 309–11)

Changes of name (Wellisch, 1991: 303–4)

[If two territories unite ...] (Wellisch, 1991: 304)

Names of places (Mulvany, 2005: 26)

[Place names] (Wellisch, 1991: 331)

[*See* references] (Mulvany, 2005: 104)

Style and usage in the index (CMOS, 2010: 16.29)

Cross-references. *See also* Double-posting; Variant versions of place names

Alternative names ... (Bridge, 2012: 299–300)

Changes in place names (Bridge, 2012: 309–11)

Changes of name (Wellisch, 1991: 303–4)

Cross-references in indexes – general principles (CMOS, 2010: 16.15)

Filing (sorting) on initial articles or prepositions (Bridge, 2012: 302–5)

Indexing names of places beginning with ‘Saint’ (CMOS, 2010: 16.93)

Names of places (Mulvany, 2005: 26)

[Many places are known by different names] (Booth, 2001: 98)

Names used bilingually (Bridge, 2012: 301)

Physical features (Binder, 2014: 73–4)

Preliminary expressions: articles and prepositions (Mulvany, 2005: 178–9)

Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

[*See* references] (Mulvany, 2005: 104)

Dates for name changes. *See* Disambiguation of identical or similar place names

Definite articles. *See* Articles, Definite and indefinite

Direct versus inverted order

Direct order:

Indexing names beginning with ‘Saint’ [or St.] (CMOS, 2010: 16.92)

[Likewise, if the name begins ...] (Mulvany, 2005: 179)

Indexing names beginning with ‘Mount,’ ‘Lake,’ and such (CMOS, 2010: 16.90)

Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Inverted order:

Indexing names beginning with ‘Mount,’ ‘Lake,’ and such (CMOS, 2010: 16.90)

Names beginning with geographic terms (Bridge, 2012: 305–7)

Physical features (Binder, 2014: 73–4)

Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Disambiguation of identical or similar place names

Additions (Maxwell, 2002: 94)

[Homographic corporate names] (Wellisch, 1991: 331)

Homographs (Wellisch, 1991: 304)

Indexing confusing names (CMOS, 2010: 16.45)

Place names can be added to corporate names (Russell, 2012: 335)

[Places with identical names] (Booth, 2001: 99)

[Reversions to previous names ...] (Bridge, 2012: 310)

Two places with the same name (Bridge, 2012: 311–2)

Double-posting. *See also* Cross-references

Physical features (Binder, 2014: 73–4)

Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Topographic features (Wellisch, 1991: 304–5)
 Entry elements/words. *See* Direct versus inverted order
 Epithets. *See* Variant versions of place names
 Formal or less formal country names. *See* Variant versions of place names

Full place names unknown

Indexing incomplete names ... (CMOS, 2010: 16.44)
 Geographic physical features. *See* Names beginning with ...
 Glosses. *See* Disambiguation of identical or similar place names; Qualifiers as identifiers
 Identical place names. *See* Disambiguation of identical or similar place names
 Identifiers. *See* Qualifiers as identifiers
 Incomplete place names. *See* Full place names unknown
 Indefinite articles. *See* Articles, definite and indefinite
 Initial terms. *See* Names beginning with ...
 Inverted order. *See* Direct versus inverted order

Language of place names should be English

[AACR2 23.2 ...] (Maxwell, 2002: 76)

Medieval place names

The Medieval and Early Modern worlds (White, 2012: 173)
 Multiple names for one place. *See* Variant versions of place names
 Name changes. *See* Changes in place names

Names beginning with ...

Place names:

Names beginning with geographic terms (Bridge, 2012: 305–7)
 Indexing names beginning with ‘Mount,’ ‘Lake,’ and such (CMOS, 2010: 16.90)
 Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Geographic physical features:

Changes to the form as found (Maxwell, 2002: 95)
 Geographical terms as first elements (Wellisch, 1991: 306–7)
 Indexing names beginning with ‘Mount,’ ‘Lake,’ and such (CMOS, 2010: 16.90)
 [Named topographical features ...] (Booth, 2001: 99)
 Physical features (Binder, 2014: 73–4)
 Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Saint or St.:

Changes to the form as found (Maxwell, 2002: 94)
 Indexing names beginning with ‘Saint’ [or St.] (CMOS, 2010: 16.92)
 One place with multiple names. *See* Variant versions of place names

Order of place names. *See* Direct versus inverted order

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

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

Physical features, geographic. *See* Names beginning with ...

Place names beginning with ... *See* Names beginning with ...

Place name changes. *See* Changes in place names

Place names as qualifiers. *See* Geographic names: special uses List below

Places with the same name, distinguishing. *See* Disambiguation of identical or similar place names

Popular names. *See* Variant versions of place names

Prepositions, initial

Filing (sorting) on initial articles or prepositions (Bridge, 2012: 302–5)
 [Names with more than one element] (Booth, 2001: 98–9)
 Preliminary expressions: articles and prepositions (Mulvany, 2005: 178–9)

Punctuation and spacing

[Punctuation and spacing] (Booth, 2001: 100)

Qualifiers as identifiers

Additions (Maxwell, 2002: 94–5)
 [Homographic corporate names (Wellisch, 1991: 331)
 Homographs (Booth, 2001: 80–1)
 Identifiers for geographic names (Mulvany, 2005: 179)
 Two places with same name (homographs) (Bridge, 2012: 311–2)
 Qualifiers to distinguish between identical place names. *See* Disambiguation of identical or similar place names

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 LOC 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 (Wellisch, 1991: 307–8)

Saint or St., Names beginning with. *See* Names beginning with ...

Same or similar names of two or more places. *See* Disambiguation of identical or similar place names

Spacing and punctuation. *See* Punctuation and spacing

Transliteration. *See also* Romanization

Transliteration = ‘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.

Differences in Romanization/transliteration (Bridge, 2012: 302)

Romanization (Wellisch, 1991: 307–8)

Variant versions of place names

Alternative names ... (Bridge, 2012: 299–300)

English versus vernacular place names. (Wellisch, 1991: 302)

Formal versus less formal country names (Bridge, 2012: 301–2)

[Many places are known by different names] (Booth, 2001: 98)

Popular place names or epithets (CMOS, 2010: 8.47)

Real versus metaphorical names (CMOS, 2010: 8.49)

Geographic names: Special uses

These special uses lists contain citations specifically about jurisdictions, topographical names, geographic names as identifiers or qualifiers, subject headings, and subheadings or subentries.

Brackets are used as noted earlier.

Geographic names as political entities or jurisdictions

Jurisdictions = the name of the government whose territory encompasses the place (Maxwell, 2002: 77).

Cities and towns

Continents, countries, cities, oceans, and such (CMOS, 2010: 8.44)

Locations within cities (Bridge, 2012: 308)

Urban areas (CMOS, 2010: 8.48)

Countries

Additions (Maxwell, 2002: 94)

Continents, countries, cities, oceans, and such (CMOS, 2010: 8.44)

Formal versus less formal country names (Bridge, 2012: 301–2)

Latest entry [jurisdictional name or geographic subject heading] (Maxwell, 2002: 225–6)

Omissions [of jurisdiction names] (Maxwell, 2002: 93–4)

Governments

Government bodies (Wellisch, 1991: 68)

Governmental entities (CMOS, 2010: 8.51)

Governments (Bridge, 2012: 292–3)

Jurisdictions

Gathering localities under names of larger jurisdictional (Bridge, 2012: 314)

Geographic names established as subjects (Maxwell, 2002: 222–5)

Initial terms indicating jurisdiction (Bridge, 2012: 307–8)

Initial terms indicating jurisdiction (Wellisch, 1991: 305–6)

Latest entry (Maxwell, 2002: 225–6)

Local place names qualified by jurisdictions (Maxwell, 2002: 94–5)

Omissions [of jurisdiction names] (Maxwell, 2002: 93–4)

Political divisions – capitalization (CMOS, 2010: 8.50)

Political entities (Binder, 2014: 74–5)

Local place names

[Local place names ... qualified by jurisdictions] (Maxwell, 2002: 94–5)

Geographic features as topographical names

Topographic names = ‘land forms or surface configuration of a region’ (dictionary.com); geographic features like lakes, mountains, valleys, etc.

Continents, countries, cities, oceans, and such (CMOS, 2010: 8.44)

Geographical terms as first elements (Wellisch, 1991: 306–7)

Indexing names beginning with ‘Mount,’ ‘Lake,’ and such (CMOS, 2010: 16.90)

Mountains, rivers, and the like (CMOS, 2010: 8.52)

[Named topographical features ...] (Booth, 2001: 99)

Names beginning with geographic names (Bridge, 2012: 305–7)

Physical features (Binder, 2014: 73–4)

Place names (Booth, 2001: 278–80)

Preliminary expressions: geographic features (Mulvany, 2005: 177–8)

Regions of the world and national regions (CMOS, 2010: 8.46)

Topographic features (Wellisch, 1991: 304–5)

Geographic place names as identifiers or qualifiers

Additions (Maxwell, 2002: 94–5)

Corporate names [place names added] (Russell, 2012: 333–4)

[Homographic corporate names] (Wellisch, 1991: 331)

Homographs (Booth, 2001: 80–1)

Identifiers for geographic names (Mulvany, 2005: 179)

[If the name is to be established ...] (Maxwell, 2002: 223–5)

[In another situation] (Maxwell, 2002: 131–2)

Indexing names of places beginning with ‘Saint’ (CMOS, 2010: 16.93)

Indexing newspaper titles (CMOS, 2010: 16.94)

[Local place names qualified by jurisdictions] (Maxwell, 2002: 94–5)

Omissions [of jurisdiction names] (Maxwell, 2002: 93–4)

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

[Possible qualifiers include] (Maxwell, 2002: 131–6)

Royalty (Binder, 2014: 68–9)

Two places with same name (homographs) (Bridge, 2012: 311–2)

[When the place is small ...] (Bridge, 2012: 115)

[When the place is usually known ...] (Bridge, 2012: 308)

Geographic names as subject headings

Geographic names (Maxwell, 2002: 76–8)

Geographic names established as subjects (Maxwell, 2002: 222–6)

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

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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