

# Indexing personal names

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## Chinese personal names

*Liqun Dai*

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### Construction of Chinese names

Chinese surnames (i.e. family names) precede given names. So, to take an example discussed further below, in ‘Yen Junling’, ‘Yen’ is the surname, ‘Junling’ the given name. This is the practice also followed in a number of European countries, but in English-speaking countries, of course, the more normal form would be ‘Junling Yen’ except for alphabetical order purposes, when the order would be the same as in Chinese but with a comma inserted after the surname (i.e. Yen, Junling).

The list of possible Chinese surnames is short. In a recent survey,<sup>1</sup> the Institute of Genetics and Developmental Biology, part of the Chinese Academy of Sciences, collected 4100 surnames based on a database of a quarter of entire population in China. The top 129 surnames are shared by 87 per cent of the Chinese population. *The hundred surnames* (Bai Jia Xing) includes just over 500 surnames, with the top 100 shared by 87 per cent of the Han<sup>2</sup> population.<sup>3</sup>

The basis of both family and given Chinese names is the character, discussed below. Family names usually have one character. Out of over 500 surnames listed in *The hundred Surnames*, only 60 are double-character, and fewer than ten of these still survive today. Sima (司马), Ouyang (欧阳), Situ (司徒), Zhuge (诸葛) and Dongfang (东方) are among the most popular.

Chinese women usually retain their maiden names after marriage. In most cases, children bear the same surname as their father.

Chinese given names are usually made up of just one or two characters. Because of the limited number of family surnames, people use a wide variety of characters as given names for their offspring. In theory, there could be as many given names as there are characters in the Chinese dictionaries, not to mention the two-character combinations.

In many two-character given names, the first character is a generation name shared by all members of the same generation in one or more related families, such as ‘Mao Zedong’, ‘Mao Zetan’ and ‘Mao Zemin’. ‘Ze’ is a generation name. This tradition is becoming increasingly at odds with the one-child family policy and the recent fashion for single-character names.

Historically, people used to have style names in addition to their given names. The style names are known as ‘Zi’ or ‘Hao’ in Chinese. A ‘Zi’ style name is usually given by parents to male children upon reaching maturity and to women by marriage. A ‘Hao’ style name is self-chosen and can have as many as four characters. A ‘Hao’ name is often selected on the basis of people’s personal characteristics or achievements or a place in which they have lived. ‘Ouyang Xiu’ (1007–1072), for instance, had two ‘Hao’ names, ‘Zuiweng’ (‘drunk man’) and ‘Liuyi Jushi’ (‘Liuyi’ being the name of his study room). (‘Ouyang’ is a double-character surname.) When cited, ‘Zi’ and ‘Hao’ style names usually follow the given name, so ‘Ouyang Xiu’ might become ‘Ouyang Xiu, Hao, Zuiweng’.

Like pseudonyms, some style names may become so well known that they replace the given names as the main means of identifying people. For example, Qu Yuan (340–278 BC) is best known for his ‘Zi’, ‘Yuan’. His given name ‘Ping’ is hardly ever mentioned.

People living in Hong Kong, Taiwan and south-east Asian countries tend to have a western name in addition to their Chinese name. This is also the case with many overseas Chinese living in other parts of the world. In her wonderful book, *A thousand pieces of gold*, Adeline Yen Mah wrote, ‘My maiden surname is Yen and my given name is Junling. Thus my Chinese name is Yen Junling. My husband Bob’s surname is Mah. When I married Bob, my Chinese name became Mah Yen Junling, whereas my English name became Adeline Yen Mah.’<sup>4</sup>

### Transliteration of Chinese names

The Chinese logographic writing system uses symbols (‘characters’) of pictorial origin (‘pictographs’) to represent words. Words may be either just one character or a combination of characters.

The two most widely used transcription systems (romanizations) are Wade-Giles and Pinyin. The former was devised by Sir Thomas Francis Wade in 1895 and later modified by Herbert Allen Giles with a view to simplifying

Chinese characters for the western world. Although widely used during the pre-Pinyin era, the Wade-Giles system is thought to be confusing, using, for example, the same symbol to represent different sounds. For instance ‘ch’ in Wade-Giles can be ‘j’, ‘q’, ‘zh’ and ‘ch’ in Pinyin.<sup>5</sup> Pinyin was introduced in the 1950s to standardize Chinese language pronunciation on the basis of the Beijing dialect. Like phonetics in English, Pinyin is used to teach pronunciation in schools. In 1979, the Chinese government made Pinyin official usage for the romanization of Chinese documents and other publications. The ALA-LC Romanization Tables provide a means of ready conversion between the Wade-Giles and Pinyin systems.<sup>6</sup>

Pinyin, for teaching purposes, indicates the four tones either by an accented mark above the vowels or by a number following the Pinyin. For instance mā (ma1), má (ma2), mǎ (ma3) and mà (ma4). Each Chinese character has one syllable and one tone. So 李白 comes out as Lǐ Bái. Two-character names appear as one Pinyin with two syllables, joined together or hyphenated. 李太白 is spelled as Lǐ Tàibái. Many Chinese characters have the same pronunciation or Pinyin (as in the English homophones, ‘see’ and ‘sea’).

But when Pinyin is used as a means of transliterating Chinese characters, the tone marks are absent. This means that two or more completely different Chinese names can appear in the same Pinyin transliteration. Take for example 吴修 (Wú Xiū) and 伍秀 (Wǔ Xiù), which would both be transliterated as Wu Xiu.

Pinyin transliteration of Chinese names not only ignores the four tones, but also has considerable inconsistency in written forms. In an article entitled ‘English versions of Chinese authors’ names in biomedical journals: observations and recommendations’, the author collected four different forms of transliterated names – ‘KE Zhi-Yong’ (surname all in capitals followed by hyphenated or joined-up two-character given names); ‘Lu Wenju’ (surname with just the initial letter capitalized); ‘Shou-liang CHEN’ or ‘Dayuan Li’ (surname inverted), and Q. B. Xiong (initial followed by surname).<sup>7</sup> What seems to be a straightforward name construction in Chinese can be very confusing when transliterated, particularly to cataloguers, indexers and people trying to track down names.

## Suggestions on referencing and distinguishing Pinyin transliteration of Chinese names

- In accordance with Chinese practice, Chinese names lead with the surname without a following comma, except in the case of Chinese people living abroad, who may use the inverted form of their name or, where the original order is retained (as in an index or bibliography), adopt the western comma. For instance, when the Chinese name is transliterated as ‘Mah Yen Junling’, the same form should be adopted in the index without a comma inserted. When the same name is westernized as ‘Junling Yen Mah’, the correct form in an index would be ‘Mah Yen, Junling’, unless the author prefers otherwise.
- Though around 60 double-character (two-syllable) surnames are included in *The hundred surnames*, only a

few have survived (see above). Two-syllable names are likely to be given names.

- When both surname and given name are single-character (one syllable), a check against *The hundred surnames* should help identify which is the surname. Confusion may occur when both characters (Pinyin) can be used as surnames on their own, such as in Li Bai and Zeng Lei. Extra caution is then required. Cross-referencing may be the only way out, but in any case will always be useful where the reader might be uncertain as to the ‘correct’ or preferred version.
- When referencing Chinese names, the surname and initial may not be sufficient to identify the person in question.<sup>8</sup> In this case it would be sensible (as in western practice) to include the full given name.
- There are 56 ethnic groups in China. The names of these minority groups and their transliterations differ greatly from those of the Han. *The Rules for Cataloguing Chinese Documents* suggests that the minority names should be filed according to the authors’ preferred form, followed by minority group and the year of birth.<sup>9</sup> For example ‘Cai Dan Zhuo Ma (Tibet 1937–)’.

## Notes

1. Zhang, Jiansong and Li, Bin (10 January 2006) *The new hundred family names published: Li, Wang and Zhang stay the top three*. Available online at [www.XINHUANET.com](http://www.XINHUANET.com)
2. There are 56 ethnic groups in China. Han, the major group, constitutes about 92 per cent of the population of mainland China. Further information is available in Han Chinese, Wikipedia at [http://en.wikipedia.org/wiki/Han\\_Chinese](http://en.wikipedia.org/wiki/Han_Chinese)
3. He, Zhongyuan (ed.) (2003) *The hundred surnames*. Qingdao: Qingdao Publishing.
4. Mah Yen, Adeline (2004) *A thousand pieces of gold*. London: Harper Perennial, pp. xv–xvi.
5. Wade-Giles romanization, *Encyclopaedia Britannica*, 15th edn (12), 446.
6. *Chinese: rules of application*. The ALA-LC Romanization Tables. Available online at [www.loc.gov/catdir/cpsd/romanization/chinese.pdf](http://www.loc.gov/catdir/cpsd/romanization/chinese.pdf)
7. Sun, Xiaoling; Zhou, Jing (2002) English versions of Chinese authors’ names in biomedical journals: observations and recommendations. *Science Editor* 25(1–3). Available online at [www.councilscienceeditors.org/pdf/v25n1p003-004.pdf](http://www.councilscienceeditors.org/pdf/v25n1p003-004.pdf)
8. For example, ‘Mao, Z.’ for ‘Mao Zedong’, ‘Mao Zetan’ or ‘Mao Zemin’.
9. Personal names of Chinese minority groups, in *Rules for cataloguing Chinese documents*, 2nd edn, 2005. National Library Beijing: Beijing Library Publishing, pp. 344–5.

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# The hundred surnames: a Pinyin index

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Ai	艾	Ai		Ai Zidong	Cong	从	Ts'ung	Zong	Cong Zhen
Ai	爱	Ai		Ai Songgu	Cui	崔	Ts'ui		Cui Jian, Cui Yanhui
An	安	An		An Lushan	Da	笪	Ta		Da Zhongguang
Ao	敖	Ao		Ao Taosun, Ao Jigong	Dai	戴	Tai		Dai De, Dai Zhen
Ba	巴	Pa		Ba Su	Dang	党	Tang		Dang Jin, Dang Huaiying
Bai	白	Pai		Bai Juyi, Bai Yunqian	Deng	邓	Teng	Tang, Thien	Deng Xiaoping, Deng Shiru
Bai	柏	Pai		Bai Qian, Bai Ziting					
Baili	百里	Paili		Baili Song	Di	狄	Ti		Di Xi
Ban	班	Pan		Ban Gu, Ban Chao	Diao	刁	Tiao		Diao Baoming, Diao Daigao
Bao	包	Pao		Bao Zheng, Bao Shichen					
Bao	鲍	Pao		Bao Jingyan, Bao Zhao	Ding	丁	Ting		Ding Yunpeng, Ding Qian
Bao	暴	Pao		Bao Xian	Diwu	第五	Tiwu		Diwu Tai, Diwu Juren
Bei	贝	Pei		Bei Yiyuan, Bei Qiong	Dong	东	Tung		Dong Lianghui
Ben	贲	Pen		Ben Sheng	Dong	董	Tung		Dong Zhongshu, Dong Jianhua
Bi	毕	Pi		Bi Sheng, Bi Ruan, Bi Zhu					
Bian	卞	Pien		Bian Hua, Bian Wenyu	Dongfang	东方	Tungfang		Dongfang Shuo
Bian	边	Pien		Bian Gong	Dongguo	东郭	Tungkuo		Dongguo Yannian
Bie	别	Pieh		Bie Zhijie	Dongmen	东门	Tungmen		Dongmen Guifu
Bing	邨	Ping		Bing Yu, Bing Yuan	Dou	斗	Tou		Dou Tao
Bo	伯	Po		Bo Lin	Dou	窦	Tou		Dou Wei, Dou Mo, Dou Xian
Bo	薄	Po		Bo Yu, Bo Shaozhi					
Bu	卜	Pu		Bu Tianzhang, Bu Shang	Du	杜	Tu		Du Shi, Du Fu, Du Mu
Bu	步	Pu		Bu Liang	Du	都	Tu		Du Yu
Cai	蔡	Ts'ai	Chai, Chua, Choy	Cai Lun, Cai Wenji, Cai Ze	Du	堵	Tu		Du Xia
					Du	督	Tu		Du Qiong
					Duan	段	Tuan		Duan Yucai
Cang	苍	Ts'ang		Cang Xie	Duagan	段干	Tuankan		Duagan Tong
Cao	曹	Ts'ao	Tso, Tow	Cao Cao, Cao Xueqin, Cao Kun	Duanmu	端木	Tuanmu		Duanmu Guohu
					E	鄂	O		E Mida
Cen	岑	Ts'en	Sam, Tsen, Sum	Cen Can	Fa	法	Fa		Fa Weitang, Fa Ruozhen
					Fan	范	Fan		Fan Zeng, Fan Hua, Fan Zhongyan
Chai	柴	Ch'ai		Chai Shaobing, Chai Qin	Fan	樊	Fan		Fan Zeng, Fan Zhongyan
Chang	昌	Ch'ang		Chang Yizhi	Fang	方	Fang	Fong	Fang Xiaoru, Fang Lizhi
Chang	常	Ch'ang		Chang Zhimei	Fang	房	Fang		Fang Jingxian
Chanyu	单于	Ch'anyü		Chanyu Anguo	Fei	费	Fei		Fei Boxiong, Fei Xiaotong
Chao	晁	Ch'ao		Chao Xian, Chao Chong	Feng	丰	Feng		Feng Yueren
Chao	巢	Ch'ao		Chao Yuanfang, Chao Jun	Feng	凤	Feng		Feng Gang
Che	车	Ch'e		Che Daozheng, Che Ruoshui	Feng	冯	Feng	Fung, Foong	Feng Menglong, Feng Zicai
Chen	陈	Ch'en	Chan, Chin	Chen Sheng, Chen Shou, Chen Lin	Feng	封	Feng		Feng Xun, Feng Lun
					Feng	酆	Feng		Feng Shu, Feng Qushe
Cheng	成	Ch'eng		Cheng Gongsui	Fu	伏	Fu		Fu Sheng, Fu Shi
Cheng	程	Ch'eng		Cheng Miao, Cheng Weiyuan	Fu	扶	Fu		Fu Kejian
					Fu	符	Fu	Foo, Pu	Fu Zeng
Chi	池	Ch'ih		Chi Bin	Fu	富	Fu		Fu Jiamo
Chong	充	Ch'ung		Chong Shen	Fu	傅	Fu		Fu Yi, Fu Xuan, Fu Shan
Chu	储	Ch'u		Chu Guangyi, Chu Xin	Fu	福	Fu		Fu Kangan
Chu	褚	Ch'u		Chu Shaosun, Chu Suiliang	Gan	干	Kan		Gan Gui
Chu	楚	Ch'u		Chu Zhilan	Gan	甘	Kan		Gan De, Gan Ying
Chunyu	淳于	Ch'unyü		Chunyu Yue	Gao	郇	Kao		Gao Zhizhang

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Gao	高	Kao		Gao E, Gao Shi	Hua	华	Hua		Hua Tuo, Hua Guofeng
Ge	戈	Ko		Ge Xian, Ge Tao, Ge Zai	Hua	花	Hua		Hua Mulan, Hua Runsheng
Ge	盖	Ko		Ge Wenda, Ge Lin	Hua	滑	Hua		Hua Huan, Hua Shou
Ge	葛	Ko		Ge Hong, Ge Xuan	Huai	怀	Huai		Huai Su
Geng	耿	Keng		Geng Jie, Geng Changyan	Huan	宦	Huan		Huan Ji
Gong	弓	Kung		Gong Lin	Huan	桓	Huan		Huan Kuan
Gong	公	Kung		Gong Shamu	Huang	黄	Huang	Wong, Hwang	Huang Tingjian, Huang Daopo
Gong	巩	Kung		Gong Zhen, Gong Li	Huangfu	皇甫	Huangfu		Huangfu Song
Gong	贡	Kung		Gong Shidao	Hui	惠	Hui		Hui Shi, Hui Zhouti
Gong	宫	Kung		Gong Zhiqi, Gong Hongli	Huo	霍	Huo		Huo Yongqing, Huo Yuan
Gong	龚	Kung		Gong Zizhen	Huyan	呼延	Huyen		Huyan Mo
Gongliang	公良	Kungliang		Gongliang Ru	Ji	计	Chi		Ji Li, Ji Fen
Gongsun	公孙	Kungsun		Gongsun Jingmao	Ji	吉	Chi		Ji Yuan
Gongxi	公西	Kunghsi		Gongxi Chi	Ji	纪	Chi		Ji Tianxi, Ji Xiaolan
Gongyang	公羊	Kungyang		Gongyang Shou	Ji	汲	Chi		Ji Gu
Gongye	公冶	Kungyeh		Gongye Chang	Ji	季	Chi		Ji Ben
Gou	勾	Kou		Gou Jian, Gou Zhongzheng	Ji	姬	Chi		Ji Chang
Gou	缙	Kou		Gou Qian	Ji	嵇	Chi		Ji Yongren
Gu	古	Ku	Koo	Gu Zhiqi	Ji	蒯	Chi		Ji Zixun
Gu	谷	Ku		Gu Zongyi	Ji	暨	Chi		Ji Tao
Gu	顾	Ku		Gu Kaizhi, Gu Yanwu, Gu Zuyu	Ji	冀	Chi		Ji Yuxi, Ji Ruxi
Guan	关	Kuan	Kwan, Quan	Guan Hanqing, Guan Tianpei	Jia	邾	Chia		Ji Pang
Guan	管	Kuan		Guan Zhong, Guan Daosheng	Jia	家	Chia		Jia Dingguo
Guang	广	Kuang		Guang Xuan	Jia	贾	Chia		Jia Sixie, Jia Dao, Jia Rang
Gui	归	Kuei		Gui Youguang	Jiagu	夹古	Chiaku		Jiagu Qingchen
Gui	桂	Kuei		Gui Zongru, Gui Wencan	Jian	简	Chien		Jian Zhaoliang
Guliang	谷梁	Kuliang		Guliang Chi	Jiang	江	Chiang	Gong	Jiang Yan, Jiang Qing
Guo	国	Kuo	Gok, Gauk	Guo You	Jiang	姜	Chiang		Jiang Taigong, Jiang Wei
Guo	郭	Kuo		Guo Shoujing	Jiang	蒋	Chiang		Jiang Jieshi, Jiang Shiquan
Ha	哈	Ha		Ha Guoxing	Jiao	焦	Chiao		Jiao Yanshou
Hai	海	Hai		Hai Peng	Jin	金	Chin		Jin Shengtian, Jin Nong
Han	韩	Han		Han Fei, Han Yu, Han Xin	Jin	晋	Chin		Jin Chang
Hang	杭	Hang		Hang Shijun	Jin	靳	Chin		Jin Zhiyi
Hao	郝	Hao		Hao Yun, Hao Jin	Jing	井	Ching		Jing Dan, Jing Tian
He	何	Ho	Hor, Ko	He Chengtian, He Tang, He Jin	Jing	经	Ching		Jing Yuanshan
He	和	Ho		He Xian	Jing	荆	Ching		Jing Ke, Jing Hao
He	贺	Ho		He Zhizhang, He Zizhen, He Zhu	Jing	景	Ching	Ying	Jing Chai
Helian	赫连	Holien		Helian Ziyue	Ju	居	Chü		Ju Jie, Ju Ren, Ju Lian
Heng	衡	Heng		Heng Xian	Ju	鞠	Chü		Ju Chang, Ju Lühou
Hong	弘	Hung		Hong Gong	Kan	阚	K'an		Kan Ze
Hong	红	Hung		Hong Junyou	Kang	亢	K'ang		Kang Shuzi
Hong	洪	Hung		Hong Xiuyuan	Kang	康	K'ang		Kang Youwei, Kang Tai
Hou	后	Hou		Hou Chu, Hou Cang	Ke	柯	K'o		Ke Shu, Ke Qian
Hou	侯	Hou		Hou Xian, Hou Fangyu	Kong	孔	K'ung	Kung	Hong Zi, Kong Rong
Hou	後	Hou		Hou Min	Kong	空	K'ung		
Hu	胡	Hu		Hu Yaobang, Hu Jintao	Kou	寇	K'ou		Kou Qianzhi
Hu	扈	Hu		Hu Meng	Kuai	蒯	K'uai		Kuai Liang
					Kuang	匡	K'uang		Kuang Guoce
					Kuang	况	K'uang		Kuang Zhouyi
					Kui	隗	K'uei	Wei	Kui Lin
					Kui	夔	K'uei		Kui An, Kui Xin
					Lai	赖	Lai		Lai Wenjun, Lai Liang

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Lan	蓝	Lan		Lan Dingyuan, Lan Ying	Meng	蒙	Meng		Meng Tian
Lang	郎	Lang		Lang Yuling	Mi	米	Mi		Mi Wanzhong, Mi Hanwen
Lao	劳	Lao		Lao Tong	Mi	宓	Mi		Mi Buqi
Lei	雷	Lei	Lui	Lei Huan, Lei Dasheng	Mi	糜	Mi		Mi Xin, Mi Zhu
Leng	冷	Leng		Leng Mei, Leng Shouguang	Miao	苗	Miao		Miao Shouxin
Li	厉	Li		Li Xuan, Li Zhi	Miao	繆	Miao		Miao Xiya, Miao Bingtai
Li	李	Li	Lee, Ly	Li Bin, Li Bai, Li Shizhen, Li Peng	Min	闵	Min		Min Huaiying
Li	利	Li		Li Qian, Li She	Ming	明	Ming		Ming Liang
Li	郦	Li		Li Daoyuan, Li Guangzu	Mo	莫	Mo		Mo Shilong, Mo Ti
Li	黎	Li	Lai	Li Minhuai, Li Jian	Mo	墨	Mo		Mo Zhai
Lian	连	Lien		Lian Zong	Moqi	方俟	Moch'i		Moqi Yong
Lian	廉	Lien		Lian Po, Lian Jie	Mou	牟	Mou		Mou Lun, Mou Yi
Liang	梁	Liang	Leong, Leung	Liang Qiuhe, Liang Qichao	Mu	牧	Mu		Mu Xiang
Liangqiu	梁丘	Liangch'iu		Liangqiu Lin	Mu	慕	Mu		Mu Tianyan
Liao	廖	Liao	Lew	Liao Deming, Liao Yan	Mu	穆	Mu		Mu Xiu, Mu Konghui
Lin	林	Lin	Lam, Lim, Lum	Lin Zexu, Li Biao	Murong	慕容	Mujung		Murong Defeng
Lin	蔭	Lin		Lin Xiangru	Na	那	Na		Na Qingan
Ling	凌	Ling		Ling Shu	Nai	侁	Nai		Nai Zhan
Linghu	令狐	Linghu		Linghu Tong	Nangong	南宮	Nankung		Nangong Kuo, Nangong Jingyi
Liu	刘	Liu	Lau	Liu Shaoqi, Liu Xie, Liu Xiang	Nanmen	南門	Nanmen		Nanmen Ru
Liu	柳	Liu		Liu Zongyuan, Liu Gongquan	Neng	能	Neng		Neng Zixuan
Long	龙	Lung	Loong	Long Zhang, Long Xian	Ni	倪	Ni		Ni Can
Long	隆	Lung		Long Yu	Nian	年	Nien		Nian Rulin
Lou	娄	Lou		Lou Liang	Nie	乜	Nieh		Nie Chengsheng
Lu	卢	Lu		Lu Zhaolin, Lu Fang	Nie	聂	Nieh		Nie Dalian, Nie Rongzhen
Lu	陆	Lu		Lu You, Lu Xinyuan	Ning	宁	Ning		Nie Danian, Nie Rongzhen
Lu	禄	Lu		Lu Deshan	Niu	牛	Niu		Ning Tao
Lu	鲁	Lu		Lu Dongzan	Niu	鈕	Niu		Niu Yuanzhen
Lu	路	Lu		Lu Ban, Lu Kuang, Lu Gong	Nong	农	Nung		Niu Shuyu, Niu Xiu
Lü	吕	Lü		Lu Sui	Ou	欧	Ou		Nong Yi
Luan	栾	Luan		Lü Dongbin, Lü Buwei, Lü Zhi	Ouyang	欧阳	Ouyang Auyong, Owyang		Ou Daren
Luo	罗	Lo	Law, Loh	Luan Wenbo, Luan Congjie	Pan	潘	P'an		Ouyang Xiu
Luo	骆	Lo		Luo Tianyi, Luo Guanzhong	Pang	庞	P'ang		Pan Boqiu, Pan Jixun
Lüqiu	闾丘	Lüch'iu		Luo Binwang, Luo Tengfeng	Pang	逢	P'ang		Pang Tong
Ma	马	Ma	Mah, Mar	Lüqiu Jun	Pei	裴	P'ei		Pang Meng
Ma	麻	Ma		Ma Jun, Ma Zhiyuan	Peng	彭	P'eng		Pei Xiu, Pei Songzhi
Man	满	Man		Ma Jiuchou	Peng	蓬	P'eng		Peng Meng, Peng Dehuai
Mao	毛	Mao		Man Dahai	Peng	蓬	P'eng		Peng Qiu
Mao	茅	Mao		Mao Zedong, Mao Sui, Mao Jin	Pi	皮	P'i		Pi Rixiu, Pi Xirui
Mei	梅	Mei	Moy, Mui	Mao Zhizhi, Mao Xinglai	Ping	平	P'ing		Ping Heng, Ping Zhongwei
Meng	孟	Meng		Mei Wending	Pu	浦	P'u		Pu Jinnan
				Meng Zi, Meng Xi, Meng Haoran	Pu	蒲	P'u		Pu Songling
					Pu	濮	P'u		Pu Zhongqian
					Puyang	濮阳	P'uyang		Puyang Cheng
					Qi	齐	Ch'i		Qi Zhaonan, Qi Yanhuai
					Qi	祁	Ch'i		Qi Yunshi
					Qi	威	Ch'i		Qi Zhong
					Qian	钱	Ch'ien		Qian Daxin, Qian Qi, Qian Sanqiang
					Qiang	强	Ch'iang		Qiang Dun
					Qiao	乔	Ch'iao		Qiao Jie, Qiao Shi
					Qiao	樵	Ch'iao		Qiao Xuan
					Qidiao	漆雕	Ch'itiao		Qidiao Tufu

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Qiguan	亓官	Ch'ikuan		Qiguan Shi	Shi	时	Shih		Shi Shaozhang, Shi Yuechun
Qin	钦	Ch'in		Qin Shan					
Qin	秦	Ch'in		Qin Yueren, Qin Jiushao, Qin Qiong	Shi	施	Shih	Sze	Shi Naian
Qin	琴	Ch'in		Qin Gao	Shou	寿	Shou		Shou Fu
Qiu	仇	Ch'iu	Chou	Qiu Ying	Shu	束	Shu		Shu Jizhen
Qiu	邱	Ch'iu	Khu, Kau, Yau	Qiu Chi, Qiu Wei	Shu	舒	Shu		Shu Zongeng
Qiu	秋	Ch'iu		Qiu Jin	Shuai	帅	Shuai		Shu Wei
Qiu	裘	Ch'iu		Qiu Yu	Shuang	双	Shuang		Shuai Nianzu
Qu	曲	Ch'ü		Qu Yun, Qu Zhisheng	Shui	水	Shui		Shuang Zifu
Qu	屈	Ch'ü		Qu Yuan, Qu Dajun	Si	司	Ssu	See	Shun Jiayin
Qu	璩	Ch'ü	Chu	Qu Guangyue	Sikong	司空	Ssuk'ung		Si Yunde
Qu	瞿	Ch'ü		Qu Jingchun	Sikou	司寇	Ssuk'ou		Sikong Tu, Sikong Shu
Quan	权	Ch'üan		Quan Jin	Sima	司马	Ssuma	Szema, Seema	Sikou Huizi
Quan	全	Ch'üan		Quan Zuwang, Quan Yuanqi	Situ	司徒	Ssut'u	Sutu, Seto	Sima Qian, Sima Guang
Que	阙	Ch'üeh		Que Lan	Song	宋	Sung		Situ Mancheng
Ran	冉	Jan		Ran Geng, Ran Yongguang	Song	松	Sung		Song Qingling, Song Meiling
Rangsi	壤驷	Jangssu		Rangsi Chiwai	Su	苏	Su		Song Mian
Rao	饶	Jao		Rao Wei					Su Xun, Su Shi, Su Qin, Su Wu
Ren	任	Jen		Ren Renfa, Ren Dachun	Su	宿	Su		Su Jin
Rong	戎	Jung		Rong Li	Sun	孙	Sun	Suen	Sun Wu, Sun Quan, Sun Zhongshan
Rong	荣	Jung	Wing, Wh-eng	Rong Guang, Rong Yiren	Suo	索	So		Suo Ban, Suo Jing
Rong	容	Jung		Rong An	Tai	邵	T'ai		Tai Meng
Rong	融	Jung			Taishu	太叔	T'aishu		Taishu Xiong
Ru	汝	Ju		Ru Shuqi	Tan	谈	T'an		Tan Ying, Tan Qian
Ru	茹	Ju		Ru Faliang	Tan	谭	T'an		Tan Sitong, Tan Yuanchun
Ruan	阮	Juan		Ruan Xiaoxu, Ruan Yuan	Tang	汤	T'ang	Tong	Tang Xianzu
Rui	芮	Jui		Rui Xuan, Rui Cheng	Tang	唐	T'ang		Tang Shenwei, Tang Yan
Sang	桑	Sang		Sang Qin	Tantai	澹台	T'ant'ai		Tantai Jingbo
Sha	沙	Sha	Sa	Sha Shenzhi, Sha Fu	Tao	陶	T'ao		Tao Yuanming, Tao Hongjin
Shan	山	Shan		Shan Qianzhi					
Shan	单	Shan		Shan Chao	Teng	滕	T'eng		Teng Yuanfa
Shang	尚	Shang	Sheung	Shang Zhongxian	Tian	田	T'ien		Tian Ji, Tian He
Shang	商	Shang		Shang Qi	Tong	佟	T'ung		Tong Shijin
Shang	赏	Shang		Shang Yuqiang	Tong	通	T'ung		Tong Benren
Shangguan	上官	Shangkuan		Shangguan Boda	Tong	童	T'ung		Tong Chengxu, Tong Nengling
Shao	邵	Shao		Shao Xu, Shao Han					
Shao	韶	Shao		Shao Shi	Tu	涂	T'u		Tu Tao, Tu Tianxiang
She	厓	She		She Dichang	Tu	屠	T'u		Tu Long, Tu Anshi
She	佘	She		She Guanyuan	Tuoba	拓跋	T'opa		Tuoba Hong
Shen	申	Shen		Shen Gong, Shen Congwen	Wan	万	Wan	Mon, Won	Wan Sitong, Wan Chuan
Shen	沈	Shen		Shen Kuo, Shen Zhou					
Shen	莘	Shen		Shen Kai	Wang	王	Wang	Wong	Wang Anshi, Wang Hongwen
Shen	慎	Shen		Shen Dongmei, Shen Wenqi	Wang	汪	Wang		Wang Dayuan, Wang Shishen
Sheng	盛	Sheng		Sheng Lan, Sheng Yan, Sheng Nian	Wei	卫	Wei		Wei Yang, Wei Qing, Wei Heng
Shentu	申屠	Shent'u		Shentu Zhiyuan					
Shi	石	Shih		Shi Shen, Shi Jingtang	Wei	韦	Wei		Wei Meng
Shi	史	Shih		Shi Siming, Shi Zhenlin	Wei	危	Wei		Wei Zhaode, Wei Longguang
Shi	师	Shih		Shi Yeguang					

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Wei	蔚	Wei		Wei Zhaomin	Xun	荀	Hsün		Xun Kuang, Xun Yue
Wei	魏	Wei	Gooi	Wei Yuan, Wei Wenhou	Yan	闫	Yen		Yan Xishan
Weisheng	微生	Weisheng		Weisheng Gao	Yan	言	Yen		Yan Gong
Wen	文	Wen		Wen Tianxiang, Wen Kang	Yan	严	Yen	Yim	Yan Fu, Yan Yu, Yan Ji
Wen	闻	Wen		Wen Shao	Yan	晏	Yen		Yan Ying
Wen	温	Wen	Won	Wen Yanbo, Wen Jiabao	Yan	阎	Yen		Yan Liben
Weng	翁	Weng		Weng Juan, Weng Fanggang	Yan	颜	Yen		Yan Hui, Yan Zhenqing
Wenren	闻人	Wenjen		Wenren Shaozong	Yan	燕	Yen		Yan Su
Wo	沃	Wo		Wo Shu	Yan	鄢	Yen		Yan Guizhi
Wu	乌	Wu		Wu Sidao	Yang	羊	Yang		Yang Xu
Wu	毋	Wu		Wu Siyi	Yang	杨	Yang		Yang Jiong, Yang Zhen, Yang Zhenning
Wu	伍	Wu	Ng, Eng	Wu Zixu	Yang	阳	Yang		Yang Qiu
Wu	郇	Wu		Wu Tong, Wu Xiwen	Yang	仰	Yang		Yang Zhan
Wu	巫	Wu		Wu Mashu, Wu Zixiu	Yang	养	Yang		Yang Fen
Wu	吴	Wu	Woo, Ng	Wu Chengen, Wu Jingzi, Wu Guang	Yangshe	羊舌	Yangshe		Yangshe Chi
Wu	武	Wu		Wu Zetian, Wu Zhiwang	Yao	姚	Yao		Yao Xin, Yao Wenyan
Wuma	巫马	Wuma		Wuma Shi	Ye	叶	Yeh	Yap, Yep, Yip	Ye Mengde, Ye Tianshi
Xi	习	Hsi		Xi Zaochi	Yi	伊	I		Yi Yi
Xi	郗	Hsi	Chi	Xi Chun	Yi	易	I		Yi Jizhi, Yi Shunding
Xi	郤	Hsi		Xi Shui	Yi	羿	I		Yi Zhong
Xi	席	Hsi		Xi Jian	Yi	益	I		Yi Qiang
Xi	奚	Hsi		Xi Gang	Yin	尹	Yin		Yin Wenzhi, Yin Xian
Xia	夏	Hsia		Xia Yuanchun, Xia Jingqu	Yin	印	Yin		Yin Duan
Xiahou	夏侯	Hsiahou		Xiahou Sheng	Yin	阴	Yin		Yin Zhen, Yin Bingheng
Xian	咸	Hsien		Xian Qiumeng, Xian Ji	Yin	殷	Yin		Yin Zhongrong
Xiang	向	Hsiang		Xiang Rong	Ying	应	Ying		Yin Mengming
Xiang	相	Hsiang		Xiang Yun	Yong	雍	Yung		Yong Shanxian
Xiang	项	Hsiang		Xiang Yu, Xiang Mingda	You	尤	Yu		You Rou, You Wen
Xianyu	鲜于	Hsienyü		Xianyu Shu	You	有	Yu		You Ruo, You Rixing
Xiao	萧	Hsiao	Siew, Siu, Seow	Xiao Ziyun, Xiao Yuncong	You	游	Yu		You Xu
Xie	谢	Hsieh	Dea, Che, Tse, She	Xie Lingyun, Xie An, Xie Xuan	Yu	于	Yü	Yee	Yu Qian
Xie	解	Hsieh		Xie Jin, Xie Xuelong	Yu	余	Yü		Yu Xiangdou, Yu Shuyan
Ximen	西门	Hsimen		Simen Junhui	Yu	於	Yü		Yu Yanqing, Yu Zhuwu
Xin	辛	Hsin		Xin Qiji, Xin Kai, Xin Zixiu	Yu	郁	Yü		Yu Jishan, Yu Wenbo
Xing	邢	Hsing		Xing Rang, Xing Tong	Yu	鱼	Yü		Yu Meng, Yu Xuanji
Xing	幸	Hsing		Xing Ling	Yu	禹	Yü		Yu Xian
Xiong	熊	Hsiung		Xiong Damu, Xiong Bolong	Yu	俞	Yü		Yu Boya
Xu	许	Hsü	Hsu, Hui, Huie	Xu Shen, Xu Heng, Xu Yang	Yu	庾	Yü		Yu Tianxi
Xu	须	Hsü		Xu Wu	Yu	喻	Yü		Yu Chang, Yu Guoren
Xu	胥	Hsü		Xu Ding	Yu	虞	Yü		Yu Shinan, Yu Ji
Xu	徐	Hsü	Shu, Shaw, Seah	Xu Guangqi	Yuan	元	Yüan		Yuan Haowen
Xuan	宣	Hsüan		Xuan Heng	Yuan	袁	Yüan		Yuan Hong, Yuan Shikai
Xuanyuan	轩辕	Hsüanyüan		Xuanyuan Fan	Yuchi	尉迟	Yüch'ih		Yuchi Yiseng
Xue	薛	Hsüeh		Xue Juzheng, Xue Lizhai	Yue	乐	Yüeh		Yue Shi
					Yue	岳	Yüeh		Yue Fei, Yue Zheng
					Yue	越	Yüeh		Yue Shifu
					Yuezheng	乐正	Yüehcheng		Yuezheng Zichun
					Yun	云	Yün		Yun Chang
					Yuwen	宇文	Yüwen		Yuwen Xuzhong
					Zai	宰	Tsai		Zai Yu, Zai Rang
					Zaifu	宰父	Tsaifu		Zaifu Hei
					Zan	咎	Tsan		Zan Shang

Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names	Pinyin	Hanzi (simplified)	Wade Giles	Other forms	Well-known names
Zang	臧	Tsang		Zang Lin	Zhu	朱	Chu	Gee	Zhu Yuanzhang, Zhu Xi
Zeng	曾	Tseng	Tsang, Dong, Jeng	Zeng Cai, Zeng Gong	Zhu	竺	Chu		Zhu Danian
Zha	查	Cha		Zha Yihuang, Zha Shenxing	Zhu	祝	Chu		Zhu Zhishan, Zhu Weihao
Zhai	翟	Chai		Zhai Jin, Zhai Shan	Zhu	诸	Chu		Zhu jin, Zhu Sheng
Zhan	湛	Chan		Zhan Ruoshui	Zhuang	庄	Chuang		Zhuang Zhou, Zhuang Zi
Zhan	詹	Chan	Chaim	Zhan Xiyuan	Zhuansun	颛孙	Chuansun		Zhuansun Shi
Zhang	仝	Chang		Zhang Yuxi	Zhuge	诸葛	Chuko		Zhuge Liang, Zhuge Kongming
Zhang	张	Chang	Cheung, Chiang	Zhang Heng, Zhang Chunqiao	Zhuo	卓	Cho		Zhuo Mao
Zhang	章	Chang		Zhang Shengyi, Zhang Xuecheng	Zi	訾	Tzu		Zi Rudao
Zhangsun	长孙	Changsun		Zhangsun Wuji	Ziche	子车	Tzuch'e		Ziche Zhongxing
Zhao	赵	Chao	Chew, Chieu, Chiu	Zhao Kuangyin, Zhao Mingcheng	Zong	宗	Tsung	Tsung, Dung	Zong Xihua, Zong Yuanding
Zhen	甄	Chen		Zhen Hui, Zhen Yong	Zongzheng	宗政	Tsungcheng		Zongzheng Zhensun
Zheng	郑	Cheng	Cheng, Chung	Zheng Qiao, Zheng He, Zheng Banqiao	Zou	邹	Tsou		Zou Yang, Zou Liang, Zou Yan
Zhi	支	Chih		Zhi Dake, Zhi Shucai	Zu	祖	Tsu		Zu Chongzhi
Zhong	仲	Chung		Zhong Heqing	Zuo	左	Tso		Zuo Si
Zhong	终	Chung		Zhong Shensi	Zuoqiu	左丘	Tsoch'iu		Zuoqiu Ming
Zhong	钟	Chung		Zhong Sicheng, Zhong Xing					
Zhongli	钟离	Chungli		Zhongli Zi					
Zhongsun	仲孙	Chungsun		Zhongsun Heji					
Zhou	周	Chou	Chow	Zhou Yu, Zhou Enlai, Zhou Mi					

*The hundred surnames* is one of the most popular reference sources for the Han surnames. It was originally compiled by an unknown author in the 10th century and later recompiled many times. The current widely used version includes 503 surnames. The Pinyin index of the 503 Chinese surnames provides an access to this great work for Western people. Surnames with same Pinyin are filed according to their number of strokes. For transliteration purpose, the four tone marks are ignored in Pinyin. (This version of *The hundred surnames* was compiled by Liqun Dai.)

## French names

### Noeline Bridge

In the examples below, fuller forms of names than are needed in indexing are usually used, especially in the sections dealing with nobility, royalty and religious persons. Indexers should be guided by authors' usage and the genre of book in deciding what needs to be included: academic, biographical and history books, for example, often call for a fuller usage, others a shorter form.

The glosses are intended to be explanatory for the purposes of this article, not for addition to index entries (although some could be used that way): they include English terms and names for French ones, along with other notes.

### Surnames with prefixes

The treatment of surnames beginning with prefixes depends on the nature of the prefix, and is largely governed by a few simple conventions.

a) When the prefix comprises an article or contraction of

an article and preposition, enter the name under the prefix. The definite article in French consists of *le*, *la*, *l'*, and *les*. The contractions, known as the partitive article (or partitive or particle) in English and *particule* in French, are *du* and *des*.

La Fresnaye, Roger de  
Le Pen, Jean-Marie  
L'Aubinière, Georgina de  
Du Bellay, Joachim  
Des Ursins, Anne Marie de la Trémoille

Note that many French names with prefixes have evolved as one word:

Dubuffet, Jean  
Laplace, Pierre-Simon de

Some names with prefixes occur as both one and two words, as in:



Du Bois and Dubois  
De l'Orme and Delorme  
Le Brun and Lebrun

Word-by-word sorting can separate these variants from each other, especially in a large index, and *see also* references should be provided.

b) Where the prefix is *de* or *d'*, enter the name under the part following the prefix.

Beauvoir, Simone de  
Villepain, Dominique de  
Aubigné, Theodore Agrippa d'  
Montaigne, Michel de  
Sévigné, Marie de Rabutin-Chantal, marquise de

In this article, I have capitalized all beginning prefixes for the sake of consistency. Practices do vary, however: indexers will encounter the use of both upper and lower case in texts and their bibliographies, and the indexing manuals often reflect this variance in the examples they give (see Booth, 2001; Mulvany, 2005). Publishers' style guides may mandate the use of one or the other.

## Compound surnames

Where compound surnames consist of two elements linked by a hyphen, index under the first element.

Joliot-Curie, Irène  
Bussy-Rabutin, Roger de  
Brillat-Savarin, Jean Anthelme  
Douste-Blazy, Philippe  
Taeuber-Arp, Sophie  
Sainte-Beuve, Charles-Augustin  
Viollet-le-Duc, Eugène-Emmanuel

When the names are not hyphenated, it can be difficult to see where the surname(s) begin, whether the last names are simple or compound, as in

Teilhard de Chardin, Pierre  
Alembert, Jean le Rond d'  
Martin du Gard, Roger  
Joly de Chouin, Marie  
Sylvain dit Larose, Pierre  
Giscard d'Estaing, Valéry  
Vigée le Brun, Louise-Élisabeth

The best way to verify these is to consult reference books or library catalogues, and use an Internet search to see which element or elements are considered to be the surname. *See* references from unused forms are almost mandatory for this category.

## Special categories of persons

### Nobility

The names for ranks of nobility are *prince* (*princesse*), *duc* (*duchesse*), *marquis* (*marquise*), *comte* (*comtesse*), *vicomte*

(*vicomtesse*), *baron* (*baronne*), *chevalier*, *châtelain* (*châtelaine*), and *seigneur*, usually abbreviated to *sieur*. These titles, usually followed by *de*, are placed at the end of the entry and must match the first element of the name. Note that French titles are lower-cased.

Condé, Charlotte-Marguerite de Montmorency, princesse de Orléans et Bragance, Louis, prince d'  
Montesquieu, Charles de Secondat, baron de  
Berry, Jean de France, duc de  
Paris, Henri d'Orléans, comte de  
Sade, Donatien Alphonse François, marquis de  
Pompadour, Jeanne Antoinette Poisson, marquise de  
Turenne, Henri de La Tour d'Auvergne, vicomte de  
Sévigné, Marie de Rabutin-Chantal, marquise de  
La Vérendrye, Pierre Gauthier de Varennes, sieur de

### Royalty

Names of royalty are entered under the given name, not the dynastic or family name.

Louis XIV, roi (King)  
Marie-Antoinette, reine (Queen)  
Joséphine, impératrice des français (Empress of the French)  
Louis-Philippe I, roi des français (King of the French)  
Eugénie, impératrice des français (Empress of the French)  
Napoléon I, empereur des français (Emperor of the French)

Noble and royal names are prime candidates for indexers' choices regarding longer or shorter forms. The following examples are commonly seen and are quite adequate for many indexing purposes:

Joséphine, impératrice (or Empress)  
Louis XIV  
Montesquieu, baron de (or Charles de)  
Pompadour, marquise de (or Madame de)  
Sade, marquis de  
Sévigné, marquise de (or Madame de)

As with beginning prefixes, capitalization of titles varies. The French customarily use lower case; English texts vary in their usage.

### Medieval names

Compared with other Europeans, the French use of surnames began quite early in medieval times. Prior to the adoption of a surname (family name), an individual was known only by a given name which was then followed by a phrase, or byword, which identified the person and distinguished him/her from others with the same given name. These names are indexed in direct order, given name followed by byword (if any). Dates and/or further explanations may be added for clarity.

Guillaume le Clerc  
Christine de Pisan  
Josquin des Pres  
Chrétien de Troyes

Blayve le charpentier  
Marguerite la lavendière  
Héloïse, 1101–1164  
Gislebertus (medieval sculptor)  
Diane de Poitiers

Because many of these bywords went on to form surnames, overlapping can occur. Indexing decisions usually involve a balance between author's usage, reference sources, and indexer's own judgement and sense of appropriateness in a particular situation.

Two commonly encountered early names with surnames are:

Abélard, Pierre (Abelard, Peter)  
Pucelle, Jean

#### Writers, artists, etc., with one name

Voltaire (real name François-Marie-Arouet de Voltaire)  
Moebius (real name Jean Giraud)  
Colette (birth name Gabrielle Sidonie Colette)  
Willy (real name Henry Gauthier-Villars)  
Molière (real name Jean-Baptiste Poquelin)  
Le Corbusier (real name Charles-Edouard Jeanneret)  
Crébillon (dramatist, if needed)  
Benguigui (real name Patrick Bruel)

See references often won't be necessary unless the person is not well known under the one-word name or the real name is given prominence in the text.

#### Religious persons

The names of the religious are usually entered under their first names, followed by their titles. Variations occur when religious persons are known under surnames.

Anne, sainte  
Claude d'Abbeville, père  
Maur, saint  
Vincent de Paul, saint  
Jeanne-Françoise de Chantal, sainte (in anglophone sources, usually Jane Frances de Chantal, Saint)  
Jeanne d'Arc, sainte (in anglophone sources, usually Joan of Arc, Saint)

Examples of religious entered under surname are:

Ste-Marie, Béatrice, soeur (Sister)  
Richelieu, Armand Jean du Plessis, Cardinal (may simply be indexed as Richelieu, Cardinal)  
Brébeuf, Jean de, saint  
Vianney, Jean Baptiste Marie, saint  
Bourgeoys, Marguerite, Saint

Index entries for the names of saints whose surnames are used vary between entry under surnames and under given names. The three saints mentioned above are entered in the Bibliothèque nationale de France catalogue, for example, as

Jean de Brébeuf  
Marguerite Bourgeoys  
Jean-Marie Vianney

where other library catalogues have entered them under surnames.

#### French names outside France

Names beginning with the article or partitive are also indexed under these:

Du Boisgobey, Fortuné  
Du Maurier, Daphne  
L'Heureux-Dubé, Claire

Over time, names outside France have often blended prefixes and following surnames into one, thus obviating the need to make decisions based on conventions.

Debellefeuille, Claude  
DuBois, William Pène

Where the prefix remains separate, the usual practice is to index the name under the prefix.

De Forêt, Nancy Cumming  
De la Mare, Walter  
De Mille, Agnes

However, Canadian practice applies a subtle distinction in judging the use of *de* and *d'*. If these are predominantly capitalized in works by or about the person, they form the beginning element of the name:

D'Amours, Jean-Claude  
De la Barre, Kenneth  
De Niverville, Peter

If predominantly lower-cased, the heading begins with the element following *de* or *d'*:

Niverville, Patrick de  
Tonnancour, Jacques Godefroy de

In other countries with names including French elements, conventions for ordering the names depends upon local indexing practices and usage. Generally, Belgium, Luxembourg and Switzerland, and the European countries that include French as an official language use French rules for French names, but Belgian practice and usage can be quite varied, depending on the area of the country.

In non-Western countries, French names are usually confined to given names; because most indexing conventions are concerned with other elements, like surnames, titles, patronymics, and so on, local traditions and conventions are used in indexing. These names can be very complex, and guidelines for dealing with them are beyond the scope of this article. However, the presence of a French (or other Western) given name provides two advantages for

indexers: the given name is obvious, and inversion of the name is likely to be acceptable, as in

Owona Mengue, Alphonse  
Gandji, François  
Radaody-Ralrosy, Paul.

## Afterword

The inclusion of all appropriate cross-references is beyond the scope of this article. The basic indexing manuals, along with reference sources like library catalogues provide guidelines and examples; beyond that, indexers should exercise their own judgement and experience, along with any restrictions on index length, in adding what is needed.

The forms of names I have used are those conforming to indexing conventions, exemplified in most reference sources. Variations do occur, however, even among reliable reference sources. Also, particularly with complex names, authors often use an order differing from that used in reference sources and our indexing manuals. In choosing the order, form and language of names for the index, indexers always need to use their sensitivity and judgement, taking into account authors' wishes and publishers' style guides.

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# Dutch, German, Austrian, Flemish and Afrikaans names

Jacqueline Pitchford

## Surnames starting with prefixes

### Dutch names

In Dutch it is common for surnames to start with prepositions (*van, der, den, in, te, ter, ten*) or articles (*de, het*) or with a combination of the two (*van de, van der, van den, in het*). Examples: Jan van der Heide, K. de Jager, B. in het Veld. In fact these names are so common that it would lead to no end of searching in indexes and other alphabetical lists such as telephone directories and bibliographies were they to be sorted on the prefix. While in most other languages surnames containing prepositions and/or articles are sorted on the prefix, in Dutch these are transposed to follow the forename(s) or initial(s). So for Van der Heide one has to look under 'Heide, van der' (the initial letter of the preposition being lower case).

A few Dutch surnames start with an apostrophe (e.g. 't Hart, 's-Gravenmade) or with an article followed by apostrophe (e.g. d'Hondt). These prefixes are shortenings of articles or prepositions and are also transposed. For example, the prefix 't is short for *het*, meaning 'the'.

There are a few exceptions to transposing prepositions and articles, particularly in relation to foreign names. This is where

library cataloguing rules (FOBID, 1981) and rules for name indexing (*ABC-regels*: NOBIN, 1985) differ. Both guidelines prescribe that the prefixes *fitz, mac, o'* and *ver* should not be transposed, nor are prefixes that are attached to the surname (e.g. Johannes Vermeer). However, library cataloguing rules state that *des, du, la, le, l', les, saint, san, sankt* and *sint* are not transposed either, while the *ABC-regels* advise the contrary. In the table of examples below, I follow the *ABC-regels*.

Languages derived from Dutch or Dutch dialects do not necessarily follow Dutch practice. In Flemish, prepositions are often attached to the surname (e.g. Vanderheide) and are sorted under the prefix. But even when not attached to the surname, they are not transposed and are sorted on the preposition. In Afrikaans prepositions and articles are not transposed.

### German names

Some leading indexing manuals (e.g. Mulvany, 1994; Wellisch, 1996) prescribe that when sorting German names all articles and prepositions are transposed to follow the forename(s) initial(s), except when there is a single-word combination of preposition and article, such as *am (an dem), im (in dem), vom*

**Table of examples**

<b>Dutch</b>	<b>Flemish</b>	<b>Afrikaans</b>	<b>German</b>	<b>German</b>
Berge, Anton van den	De Lange, Ellen	De Klerk, Frederik	<i>According to AACR2</i>	<i>According to DIN 5007-2</i>
Grand, Jeanne le	D'hondt, Eddy	Willem	Am Thym, August	Berg, Fritz vom
Gravendijk, Jan Willem	Vandenberge, Anton	Du Preez, A.	Aus 'm Weerth, Ernst	Bismarck, Otto von
van 's-	Vanderpoorten, M.	Uitenbogaardt, P.	Bismarck, Otto von	Maur, Ivo auf der
Hart, Maarten 't	Verstraet, Willy	Van den Bergh, Anton	Maur, Ivo auf der	Mühl, Hans zur
Hondt, Eddy d'			Vom Berg, Fritz	Thym, August am
Lange, Ellen de			Zur Mühl, Hans	Weerth, Ernst aus 'm
Rijn, Rembrandt van				
Uijtenbogaert, P.				
Vermeer, Johannes				
Willibrord, Sint				

(*von dem*), *zum (zu dem)* and *zur (zu der)*. When a name contains these combined prefixes, it is sorted on the preposition (e.g. 'Zur Mühl, Hans'). These rules are based on the Anglo-American Cataloguing Rules 2 (AACR2). The German standard DIN 5007-2, however, prescribes that all articles and prepositions, including the combined ones, are to be transposed (e.g. 'Mühl, Hans zur'). But the German telephone directory is far from consistent in its approach to DIN 5007-2, listing, for example 'Vom Bruch, Thomas' and 'Zum Broock, Melanie'. It is also inconsistent in dealing with *von*, with 'Bulow, Hans-H. von' on the one hand, and 'Von Salzen, Anja' on the other. Taking no chances, some names are double-posted. So what does the poor indexer do? Take his or her pick drawing on usage in the text being indexed, and stay consistent.

**Compound surnames**

There are a lot of compound surnames in Dutch and German. Some are the result of adding a partner's name following marriage. Others, particularly amongst the nobility, are long-standing.

Traditionally, on marriage a woman would take her husband's name, followed by her own, e.g. Maria van den Berg-Janssen. Sorting is on the first surname, obviously taking into account any rules for prepositions/articles. Nowadays this form of surname is seen as a bit old-fashioned, and women (or men) tend to continue to use just their premarital name, or to switch to their partner's name.

Existing compound surnames often have a preposition or article in between, e.g. Paul Fentener van Vlissingen. In this

case, the name is sorted on the first surname (i.e. 'Fentener van Vlissingen, Paul'). But in Afrikaans there is an exception to this rule. If the compound surname starts with 'Janse(n)', the name is always sorted on the second part of the surname and 'Janse(n)' is given in full after the initials, e.g. 'Van Rensburg, M. C. Jansen'.

Compound names in noble families are usually longer and seem more complicated to sort, especially as these persons are often titled as well. Example:

Petronella Q.R. barones van den Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus

The part 'gezegd Dratunus' means that the name in spoken language is shortened to 'Dratunus'. In sorting, this additional piece of information follows the second surname and precedes the forename(s)/initial(s).

**Titles**

It is beyond the scope of this article to deal with all types of titles. I restrict myself to academic titles and titles of nobility. When dealing with titles indexers will also come across issues like priority in the order of titles (for example, in German military ranks come first, then academic titles, then non-academic titles, then titles of nobility), but that is for a future article! It is in any case unlikely that more than one or two titles at most would be included in an index. The situation might be different in other alphabetical lists.

**Table of compound names**

<b>Compound name</b>	<b>Sorts as</b>
Birgit von Berg-Gastmeier ( <i>German</i> )	Berg-Gastmeier, Birgit von
Maria van der Berg-Janssen ( <i>Dutch</i> )	Berg-Janssen, Maria van der
Petronella Q.R. barones van den Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus ( <i>Dutch</i> )	Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus, Petronella Q.R. barones van den
P.A. Bryce-Borthwick ( <i>Afrikaans</i> )	Bryce-Borthwick, P.A.
J. Carton de Wiart ( <i>Flemish</i> )	Carton de Wiart, J.
Johan Gey van Pittius ( <i>Afrikaans</i> )	Gey van Pittius, Johan
M. van der Goes van Naters ( <i>Dutch</i> )	Goes van Naters, M. van der
August Heinrich Hoffmann von Fallersleben ( <i>German</i> )	Hoffmann von Fallersleben, August Heinrich
Gisela Meyer-Gelsing ( <i>German</i> )	Meyer-Gelsing, Gisela
Henriëtte Roland Holst-van der Schalk ( <i>Dutch</i> )	Roland Holst-van der Schalk, Henriëtte
M.C. Jansen van Rensburg ( <i>Afrikaans</i> )	Van Rensburg, M.C. Jansen

### Academic titles

All Dutch academic titles are transposed to follow the surname, but they come in front of the forename(s)/initial(s). Some Dutch academic titles include *Drs., Dr., Ing., Ir., Mr., Prof.* In German, academic titles follow the forename(s)/initial(s) when sorting. Some German academic titles include *Dipl.-Psych., Dipl.-Ing., M.A., Dr., Prof.* A few years ago the Bachelor/Master system was introduced in Europe, so the national academic titles will be replaced by international titles.

### Titles of nobility

The Dutch and German way of indexing names with titles of nobility does not differ a lot from international practice. In general, the title of nobility is transposed to follow the forename(s) and/or initial(s). Coming from untitled noble families, the Dutch title *jonkheer/jonkvrouw* is an exception to this rule. *Jonkheer* is transposed to follow the surname and comes before the forename(s)/initial(s). Note the comma between forename(s) and title in German, and the lack of it in Dutch.

Some (male) titles of nobility in Dutch include *Jonkheer* (abbrev. *Jhr.*), *Ridder*, *Baron*, *Burggraaf*, *Graaf*, *Hertog* and *Prins*. Some examples of (male) German titles of nobility are *Reichsritter*, *Freiherr*, *Graf*, *Herzog* and *Fürst*.

Library cataloguing rules prescribe the omission of titles of nobility in the main entry.

## Dutch and German alphabets are based on the Latin alphabet, but . . .

Dutch and German alphabets have 26 characters, but both languages use extra letters. Dutch uses one additional ligature, the Dutch 'ij/IJ'. German uses three extra diacritic letters (ä/Ä, ö/Ö, ü/Ü) and one ligature 'ß' (*es-zett* or *scharfes s*).

### Names starting or including Dutch 'ij' and treatment of non-Dutch 'y'

In Dutch, the combination 'ij/IJ' is considered a single letter, sometimes denoted as 'ÿ'. In the standard alphabet listing 'ij' replaces 'y' (the alphabet ends x, ij, z). However, in some cases 'y' is inserted between 'x' and 'ij', making 'z' the 27th letter. In Dutch 'y' only occurs in loanwords or in (variantly spelled) old Dutch, which is still noticeable in Afrikaans, where 'y' is used instead of 'ij' or 'ÿ'. If a name or word starts with the letter 'ij', both letters should be in capitals.

In telephone directories and in most Dutch encyclopedias the letter 'ij' is sorted under and treated equally to the letter 'y'. This is because many surnames have nonstandard spellings, for example 'Bruijn' may also be spelled 'Bruyn', and thanks to this sorting they can be found next to each other. This contrasts with the word order in dictionaries, where words with 'ij' are sorted under the letter 'i', between 'ih' and 'ik'. In Flemish, 'ij' is treated as a digraph. It is always counted as two letters and sorted as 'ij' not 'y'. The two letters are not capitalized. In Afrikaans there is no letter 'ij'. The indexer using an automatic sorting tool will probably have to introduce a forced sort, and may in some situations take the view that for English language purposes the user of the index would find it more helpful to follow the convention in Dutch dictionaries and sort between 'ih' and 'ik'.

Dutch	Flemish
Ypenburg, J.A.	Ijsselmuiden, B. van
Ijsselmuiden, B. van	Ijzerman, A.
Yuswa, C.	Ypenburg, J.A.
Ijzerman, A.	Yuswa, C.

### The German Szet

In German spelling the *es-zett* or *scharfes s* ('ß') is used. It exists only in a lower-case version since it can never occur at the beginning of a word. In both German and Austrian Szet is equal to 'ss' in sorting. If using a beta to represent the Szet, the indexer will have to watch automatic sorting.

### Table of academic titles

Dutch Name	Sorts as	German Name	Sorts as
Ing. A. Bartels	Bartels, Ing. A.	Dipl.-Ing. Heinrich Berg	Berg, Heinrich, Dipl.-Ing.
Mr. dr. Jos van Dijk	Dijk, Mr. dr. Jos. van	Johann Müller, M.A.	Müller, Johann, M.A.
Prof. ir. J.M. op den Orth	Orth, Prof. ir. J.M. op den	Prof. Alfred Richter	Richter, Alfred, Professor
Drs. P. van Vliet	Vliet, Drs. P. van		

### Table of titles of nobility

Noble name	Sorts as
Willem Gustaaf Frederik graaf Bentinck ( <i>Dutch</i> )	Bentinck, Willem Gustaaf Frederik graaf
Petronella Q.R. barones van den Bosch van Drakensteijn-Tuteijn van der Nahenius, gezegd Dratunus ( <i>Dutch</i> )	Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus, Petronella Q.R. barones van den
Marion Hedda Ilse Grafyn Dönhoff ( <i>German</i> )	Dönhoff, Marion Hedda Ilse, Grafyn
Clemens August Graf von Galen ( <i>German</i> )	Galen, Clemens August, Graf von
Karl Friedrich Hieronymus Freiherr von Münchhausen ( <i>German</i> )	Münchhausen, Karl Friedrich Hieronymus, Freiherr von
Jhr. G.S. op ten Noort ( <i>Dutch</i> )	Noort, Jhr. G.S. op ten
Willem Louis Frederik Christiaan ridder van Rappard ( <i>Dutch</i> )	Rappard, Willem Louis Frederik Christiaan ridder van
Kunigunde Freifrau von Zitzewitz ( <i>German</i> )	Zitzewitz, Kunigunde von, Freifrau

### Separating out the letter combinations 'sch' and 'st' in German sorting

When creating indexes and alphabetical lists Germans sometimes separate out the letter combinations 'sch' and 'st'. In telephone directories 'Sch' and 'St' are extra blocks, but naturally interfiled with the other 'S' entries. In his article on indexing on the continent, Michael Robertson (1995) gave an example of a German index where 'Sch' and 'St' were sorted after the letter 'S'. Nowadays this practice seems to be less common, and it is not recommended in English-language indexes.

- Sumner, William G.
- Szondi, Peter
- Schachtel, Ernst
- Schumacher, Kurt
- Schwarzschild, Leopold
- Stalin, Jossif W

### Diacritics (acute accents, grave accents, circumflexes, diaeresis)

In Dutch, diacritics are neglected in sorting. In German an umlaut (diaeresis) has the effect for sorting purposes of adding an 'e' after the letter, so 'Ä/ä' are sorted as 'ae', 'Ö/ö' as 'oe', and 'Ü/ü' as 'ue'. Austrians treat the umlaut differently, sorting 'Ä/ä' after 'az', 'Ö/ö' after 'oz', and 'Ü/ü' after 'uz'. These variants are set out in the table below.

#### The umlaut

Dutch	German	Austrian
Göbel	Göbel	Goethe
Goethe	Goethe	Goldmann
Goldmann	Götz	Göbel
Götz	Goldmann	Götz

In an English-language index it would normally be preferable to follow the normal default sort option, which simply ignores the umlaut and sorts according to where the name would fall if there were no umlaut. But this may leave decisions to be taken where the text varies between say 'ä' and 'ae'. The convenience of the user of the index (and the author's preferred practice) must be the guideline.

### Conclusion

Readers of this article will see that there is little uniformity of practice between the languages under consideration, and that there are even variations within each language. There is also divergence of practice for different purposes. For example, dictionary practice may not follow indexing practice. It should also be noted that the starting point for this discussion has been practice for purposes of an index in the language under consideration. Often that practice would not be appropriate in an English-language index. How many English readers, for example, would expect to find 'ij' treated as 'y'? So the

English-language indexer is going to need, as always, to use judgement over which conventions and rules to follow, bearing in mind above all the terminology of the text being indexed and the convenience of the user. It is hoped that, if nothing else, this article has alerted indexers to the minefield they are treading and offered some help in finding a way through.

### Acknowledgement

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# Italian names

*Christine Shuttleworth*

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## Modern usage

Personal names are generally found in the pattern familiar to anglophones, with the surname following one or more forenames, and should be inverted when indexed:

Antonioni, Michelangelo  
Giulini, Carlo Maria  
Lualdi, Antonella  
Morante, Elsa  
Pasolini, Pier Paolo

Care should be taken with official documents, in which the surname may be given first, e.g. Rossi Giovanni, where Rossi is the surname, and the name should be indexed as:

Rossi, Giovanni

### *Compound surnames and names of married women*

Italian compound surnames should be indexed under the first element:

Poggio Bracciolini, Gian Francesco

Italian women often add their husbands' surnames to their own. If Maria Rossi marries and takes her husband's surname, Martinelli, in addition to her own, the name should be indexed under the first element of the surname:

Rossi Martinelli, Maria

Alternatively Italian women may continue to use their maiden names alone after marriage, especially in business contexts and on legal documents, so it should not be assumed that they and their husbands will have the same surname.

### *Surnames with prefixes*

Modern surnames with prefixes (usually prepositions) are indexed under the prefix:

D'Annunzio, Gabriele  
De Sica, Vittorio  
Della Casa, Lisa  
Di Stefano, Giuseppe

Other prefixes you may find are *A*, *Da*, *Del*, *Li* and *Lo*.

### *Titles of nobility*

These are placed after the family name when the latter is better known:

Savoia, Luigi Amedeo di, duca degli Abruzzi  
Boiardo, Matteo Maria, conte di Scandiano

Such titles are dropped for professional purposes:

Visconti, Luchino  
(where the film director's title of 'conte di Modrone' is not used)

When the person is known by the title of nobility, the name is indexed under the title:

Montecucculi, Raimondo, conte di

### *Religious titles*

These include Fra (brother), Suor (sister) and Padre (father). They are normally placed after the actual name, but before the forename if both surname and forename are used:

Benincasa, Suor Orsola  
Lippi, Fra Filippo  
Maria Celeste, Suor  
Pio, Padre

In an English text (in contrast to Italian practice where popes tend to be called by their family name), popes are normally indexed by the names they have taken on being elected to the papacy, for example:

Pius V, Pope

If a pope's original name is mentioned in the text, it may be helpful to include it in brackets:

Benedict XVI, Pope (earlier Cardinal Joseph Alois Ratzinger)  
John Paul II, Pope (earlier Cardinal Karol Wojtyła)

There may also be occasions when it might be appropriate (for example, in the biography of a single pope) to split the index entries between 'before' and 'after' election to the papacy. There is no need to give the Italian version of the name, such as Benedetto or Giovanni Paolo.

## Medieval and Renaissance usage

During the Middle Ages and Renaissance, surnames as we know them today were not universally used, the person possessing only a given name, along with a phrase to distinguish between persons with the same name. Examples are given below. Surnames became increasingly used as they were needed, especially during the Renaissance and in early modern times, and names from this period often show a mixture of forms and usage.

It can therefore be difficult to know which element of a name is the one under which it should be indexed. In such cases it is usually best to index under the name by which the individual is best known, particularly in the case of artists and other prominent persons:

Giorgione [Giorgio Barbarelli, also called Giorgio da Castel-franco]

Michelangelo Buonarroti [not Buonarroti, Michelangelo]

But there is not always a consensus about this: the poet Dante is sometimes indexed as Dante Alighieri and sometimes as Alighieri, Dante. In such cases it may be helpful to use cross-references, if space allows.

Before the modern period (see above), prepositions such as *de*, *de'*, *degli*, *dei* and *de li* were not usually part of the surname, so Lorenzo de' Medici is indexed as Medici, Lorenzo de'.

Some individuals are known by alternative names rather than surnames as we know them today. The rule of thumb is to index them under the name by which they are best known, with the original name in brackets if appropriate. The categories below indicate known names that derive from factors of other given names:

#### *Descriptive names derived from personal characteristics*

Such as Guercino ('squint-eyed'), actually Antonio Barbieri:

Guercino (Antonio Barbieri)

Sodoma (Giovanni Antonio Bazzi)

#### *Descriptive names derived from occupations*

Such as 'calzolaio' (shoemaker) or 'fabbro' (ironsmith). The master of a guild may be identified as 'maestro'. Sometimes these descriptives become the name by which the person is best known. Domenico di Tommaso Bigordi was apprenticed to a goldsmith, known as a metal garland-maker or *ghirlandaio*; Jacopo Robusti became known as Tintoretto after his father's profession of dyer (*tintore*):

Ghirlandaio, Domenico (Domenico di Tommaso Bigordi)

Tintoretto (Jacopo Robusti)

#### *Diminutives and other variations on forenames*

Masaccio (Tommaso Giovanni di Mone)

#### *Patronymics and names derived from those of associates*

Filippo, son of Michele, is identified by his father's name with the prefix 'di'. The grandfather's name may also be added, with or without a family name to follow:

Filippo di Michele

Filippo di Michele di Giovanni

Francesco di Giorgio

Piero di Cosimo adopted the name of the artist under whom

he studied, Cosimo Rosselli. Andrea del Sarto was the son of a tailor (*sarto*).

Andrea del Sarto

Piero di Cosimo

#### *Geographic names*

Derived from the individual's birthplace or home town. Leonardo da Vinci, to use a well-known example, came from the town of Vinci (the word 'da' means 'from'). The artists Caravaggio and Correggio also took their names from their home towns, and the name of Perugino is derived from Perugia.

Antonello da Messina

Caravaggio (Michelangelo Merisi da Caravaggio)

Correggio (Antonio Allegri)

Leonardo da Vinci

Mino da Fiesole

Palestrina, Giovanni Pierluigi da

Perugino (Pietro Vannucci)

Some well-known figures are known only by a forename, sometimes anglicized in anglophone use:

Raphael (Raffaello Sanzio or Santi)

Titian (Tiziano Vecelli)

In the absence of more information about the individuals concerned, there is no infallible way of recognizing names that should be indexed in one way or another. Wellisch (1995: 364) advises consulting reference works and catalogues for guidance. The indexer must use his or her own judgement to decide when to use *see* references from given or other names; this is advisable particularly when the author uses them also. Again, the decision may depend on space constraints.

To quote an Italian proverb, *Chi cerca, trova* (seek and you shall find).

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