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

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 Gaulthier 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*