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

Dutch	Flemish	Afrikaans	German	German
			According to AACR2	*According to DIN 5007-2*
Berge, Anton van den	De Lange, Ellen	De Klerk, Frederik Willem	Am Thym, August	Berg, Fritz vom
Grand, Jeanne le	D'hondt, Eddy	Du Preez, A.	Aus 'm Weerth, Ernst	Bismarck, Otto von
Gravendijk, Jan Willem van 's-	Vandenberge, Anton	Uitenbogaardt, P.	Bismarck, Otto von	Maur, Ivo auf der
Hart, Maarten 't	Vanderpoorten, M.	Van den Bergh, Anton	Maur, Ivo auf der	Mühl, Hans zur
Hondt, Eddy d'	Verstraet, Willy		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

Compound name	Sorts as
Birgit von Berg-Gastmeier *(German)*	Berg-Gastmeier, Birgit von
Maria van der Berg-Janssen *(Dutch)*	Berg-Janssen, Maria van der
Petronella Q.R. barones van den Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus *(Dutch)*	Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus, Petronella Q.R. barones van den
P.A. Bryce-Borthwick *(Afrikaans)*	Bryce-Borthwick, P.A.
J. Carton de Wiart *(Flemish)*	Carton de Wiart, J.
Johan Gey van Pittius *(Afrikaans)*	Gey van Pittius, Johan
M. van der Goes van Naters *(Dutch)*	Goes van Naters, M. van der
August Heinrich Hoffmann von Fallersleben *(German)*	Hoffmann von Fallersleben, August Heinrich
Gisela Meyer-Gelsingen *(German)*	Meyer-Gelsingen, Gisela
Henriëtte Roland Holst-van der Schalk *(Dutch)*	Roland Holst-van der Schalk, Henriëtte
M.C. Jansen van Rensburg *(Afrikaans)*	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		German	
Name	**Sorts as**	**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 *(Dutch)*	Bentinck, Willem Gustaaf Frederik graaf
Petronella Q.R. barones van den Bosch van Drakensteijn-Tuteijn van der Nahenius, gezegd Dratunus *(Dutch)*	Bosch van Drakensteijn-Tutein van der Nahenius, gezegd Dratunus, Petronella Q.R. barones van den
Marion Hedda Ilse Grafin Dönhoff *(German)*	Dönhoff, Marion Hedda Ilse, Grafin
Clemens August Graf von Galen *(German)*	Galen, Clemens August, Graf von
Karl Friedrich Hieronymus Freiherr von Münchausen *(German)*	Münchhausen, Karl Friedrich Hieronymus, Freiherr von
Jhr. G.S. op ten Noort *(Dutch)*	Noort, Jhr. G.S. op ten
Willem Louis Frederik Christiaan ridder van Rappard *(Dutch)*	Rappard, Willem Louis Frederik Christiaan ridder van
Kunigunde Freifrau von Zitzewitz *(German)*	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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