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IFLA Universal Bibliographic Control  
and International MARC Programme  
Deutsche Bibliothek, Frankfurt am Main

UBCIM Publications – New Series Vol 16

**Names of Persons:  
National Usages for Entry  
in Catalogues**

4th revised and enlarged edition

K · G · Saur  
München · New Providence · London · Paris 1996

## Introduction

As stated by Dorothy Anderson in her preface to the third edition, "the manual has its origins in the International Conference on Cataloguing Principles (ICCP), Paris, 1961" which adopted as section 12 of its Statement of Principles the following formula for determining the entry-word for personal names in an alphabetical catalogue of books :

When the name of a personal author consists of several words, the choice of entry-word is determined as far as possible by agreed usage in the country of which the author is a citizen, or, if this is not possible, by agreed usage in the language which he generally uses.

Among projects to be undertaken the ICCP listed under Resolution IV A (1) " the publication ... of a statement of the practice approved in each country for the entry of the personal name of its nationals".

A provisional version of the manual appeared in 1963, followed by a definitive edition in 1967. It was decided in 1975 to undertake a full revision and extension of the earlier work. As a result, the third edition was published in 1977, compiled by the IFLA International Office for UBC. A supplement to the third edition including new and updated entries appeared in 1980.

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Entries for countries represented in the third edition which did not reply to the UBCIM request by the deadline of 15 April 1995 are reproduced from the third edition and its supplement. In a few cases, e.g. concerning republics of the former Soviet Union, it had not been possible to identify or to communicate with an appropriate authority.

**UBCIM Publications  
New Series**

Edited by Marie-France Plassard

Die Deutsche Bibliothek – CIP-Einheitsaufnahme

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In cases where several countries share the same language and name usage, a principal entry has been compiled and references have been made to this principal entry, as in previous editions.

It is emphasized, as in the third edition, that "the manual is concerned with the form and not the choice of name headings", and consequently acts as a companion volume to most cataloguing codes which do not or could not cover the wide range of national name usages treated in *Names of Persons*. Entries are based on information received from national authorities; each entry compiled by Russell Sweeney has been checked and approved by the authority concerned. Hopefully it has thus achieved accuracy and precision.

The IFLA UBCIM Programme gratefully acknowledges the assistance of colleagues all over the world who have contributed to the fourth edition, namely all those whose names appear at the end of the entries.

The UBCIM Programme also wishes to thank :

The editor, Russell Sweeney,

Françoise Bourdon, who devoted a considerable amount of time and effort to the feasibility study,

The British Library, especially Heidi Abbott, Anthony Brickell, Brian Holt, Julian Humphreys and the Typing Centre for assistance with the non-Roman scripts and the preparation of the camera-ready-copy.

Final checking and proofreading was done by Stephanie Wehner of the UBCIM Programme.

Frankfurt am Main  
May 1996

Marie-France Plassard  
Programme Officer  
IFLA UBCIM Programme

## Explanatory Notes

This publication is arranged alphabetically by the name of each country in English, romanized where necessary. The only exception to the arrangement by country is the entry under *Arabic names*.

At the top right of each entry the name of each country is given in English. Below this the name of the country is given in its official language(s), both in the original script and its romanized versions where applicable and ascertainable. Different language forms of the name as used in the country are linked by the equals sign (=).

At the top left of each entry the name(s) of the language(s) spoken in the country are given in the same manner as the name of the country, described above.

The terms and explanations used throughout the publication are generally those provided by the authority for each entry, e.g. *Family name* is used if preferred to *Surname* and vice versa. Translations and explanations of terms are frequently added as notes.

All entries have been prepared according to a standard layout, with a few exceptions to accommodate complex usage, such as that for Wales in the entry for the *United Kingdom*. Many entries have separate sections within them for mediaeval and modern usage, or for different language and ethnic groups, or for religious usage.

The usual order of an entry, or a section within an entry, is as follows :

Preliminary notes, often giving the history and development of name, are included in some entries.

The first major part of an entry is called *Name elements* and treats the elements normally forming part of a name. The usual order of names and any additional elements to names, such as honorifics, are given. Wherever possible the use of these additional elements in headings is indicated.

A few entries include a section at the end of *Name elements* to give guidance on the ways in which name elements may be combined, usually when the order given under *Name elements* is not fixed.

The second major part of an entry is called *Order of elements in catalogue headings*. As far as possible the examples given are the same as those used in *Name elements*. However, the examples are illustrative and not prescriptive : that is to say, the choice of entry element is the nationally preferred one, but capitalization, and the use of commas and parentheses, although often customary library practice in a country, will usually be

Languages: 1. Arabic 2. French

Français

ALGERIA  
(AL-JAZAÏR)  
ALGÉRIE

For older Arabic usage see the entry under ARABIC NAMES

**Modern Arabic usage from about 1800**

Algerian practice is to enter modern Arabic names under the last element in names. The article *al* is ignored in filing, e.g.

SA'ĀDA Muhmud  
al-CHARĪF Muhammad Nabīl  
DACHCHĀCH Ahmad Dīb  
'AMĪN Ahmad  
MAḤFŪZ Najīb  
al-SĀYYAD 'Abd al Rahmān  
'ISĀ Maḥmud

**Modern Algerian usage**

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	simple	Mahfoud Abdelhamid Rachid Ḥamid Mohamed Ihsan
	compound	Mahmoud-Agha
	simple	Kaddache Benachenhou Bourouiba Tahar Mazri Gaid
2. Family name	with particle in traditional Arabic form	Abd Al-Ouoddous Ibn Hadūga

*Note:* The order of names varies and may be the reverse of that given above for names in French. Different forms of the same name may appear when transliterated from the Arabic, and when translated into the French form, e.g. 'Abd al-Hamid Ibn Hadūga, 'Abd al-Hamid Ibn Hadūqah, and Abdelhamid Benhedouga. This is especially true of authors whose works are published in Arabic and other languages.

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple family name	family name	KADDACHE Mahfoud BENACHENHOU Abdelhamid BOUROUIBA Rachid TAHAR Aḥmed MAZRI Ḥamid GAID Mouloud ḤŪḤŪ Ahmad Ridḥā BENHEDOUGA Abdelhamid CHRAYAT 'Abd Allāh KATEB Yacine

2. Family name with particle particle

**Sources and recommended references**

*Bibliographie de l'Algérie : périodiques, livres.* Alger: Bibliothèque

**Authority for information provided**

Bibliothèque nationale d'Algérie.

Checked and approved by: Mme R. Chait, l'Attachée de Recherches, Service Bibliothèque nationale d'Algérie, 28 October 1976.

## ARABIC NAMES

### Arabic usage to about 1800

The elements making up older Arabic names are various and complex. Their order can vary and hence it is neither reasonable nor practicable to apply a single rule for the entry of names. The elements described below are given in a common order of usage although many other combinations of all or some of these elements are used.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. <i>Khitāb</i> , an honorific name <i>laqab</i> (see 5 below)	compound, consisting of a word followed by <i>al-Dīn</i> ('the faith')	Fakhr al-Dīn Nūr al-Dīn Rashid al-Dīn
2. <i>Kunya</i> , variously known as nickname, patronymic, or surname. Not necessarily an indication of actual relationship and sometimes used to show honour and courtesy	compound, consisting of the particle <i>Abū</i> (father of) or <i>Umm</i> (mother of) indicating relationship, and the name of a son or daughter	Abū Bakr Abū al-Ḥasan Abū 'Abd Allāh
3. <i>Ism</i> , the given or personal name	usually of religious significance - simple	Aḥmad 'Alī 'Umar Muḥammad
4. <i>Nasab</i> or patronymic	- compound, formed by combining the prefix <i>'Abd</i> (slave) with one of the 99 names of God  compound, consisting of the particle <i>ibn</i> (son of) indicating relationship and the name of the father and/or grandfather also preceded by the particle	'Abd Allāh 'Abd al-Qadīr 'Abd al-Ḥakīm 'Abd al-Raḥmān  ibn Muḥammad ibn 'Umar ibn al-Ḥasan ibn Aḥmad ibn Ḥazm
5. <i>Laqab</i> , variously known as sobriquet, honorary title or epithet and nickname	indicating a personal quality or defect - simple	al-A'shā ('the night-blind') al-Siddīq ('the truthful') al-Katīb
6. <i>Nisba</i> , or attributive <i>laqab</i> , formed by adding the Arabic <i>ya</i> ' twice (-i when romanized) to a name	- compound indicating origin, residence, trade etc. Usually only one	Mīrzā Khān al-Ḥāshimī al-Tamīmī al-Baghdādī al-Mu'tazilī 'Abbāsī Ḥilālī Nadvī

Example of combination:

Taqī al-Dīn <i>khitāb</i>	Abū al-Ḥasan <i>kunya</i>	'Alī ibn 'Abd-al-Kafī <i>ism</i>	ibn Tammām <i>nasab</i>	al-Subkī <i>nisba</i>
------------------------------	------------------------------	-------------------------------------	----------------------------	--------------------------

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* Old Arabic authors should be entered under the best known part of the name, the *shuhra*, which may frequently be the *nisba*. Arabic reference sources should be consulted to determine the entry element. Not all elements in a name are necessarily included in a heading. The *ism* and *nasab* referring to the father are usually included unless customarily not used by the person. The definite article *al* is sometimes disregarded by libraries when filing names beginning with this article.

Type of name	Entry Element	Examples
1. All	the best known form or <i>shuhra</i> which may be - <i>khitāb</i> - <i>kunya</i>  - <i>ism</i> - <i>nasab</i> - <i>laqab</i> - <i>nisba</i>	RASHĪD AL-DĪN TABĪB ABŪ HAYYĀN AL-TAWḤĪDĪ, 'Alī ibn Muḥammad  MĀLIK IBN ANAS IBN HAZM, 'Alī ibn Aḥmad AL-JĀḤĪZ, 'Amr ibn Baḥr AL-RUMMĀNĪ (i.e. Abū al-Ḥasan 'Alī ibn Isā ibn 'Alī al-Rummānī al-Mu'tazilī) AL-ṢUBKĪ (i.e. Taqī al-Dīn, Abū al-Ḥasan 'Alī ibn 'Abd al-Kāfi ibn Tammām al-Ṣubkī) NADVĪ, Abulḥasan 'Alī

### Modern Arabic usage from about 1800

With the gradual breakdown of the traditional Arabic name structure variations in name usage in different Arabic-speaking countries evolved. The *ism* or personal name with a religious significance continued to be widely used, including the compound type described earlier. The *nasab* by and large disappeared, except in Tunisia, Algeria and Morocco, for example, where the traditional *nasab* is now preceded by the word *ben* and not *ibn*. Although the *kunya* and *khitāb* have also disappeared, they may occasionally be used as part of the *ism*, and in Iraq, as well as some other Arab countries, the *kunya* may be observed as a form of courteous address. The *laqab* and *nisba* are the most consistently used name elements. Such names are the basis for the control of name usage in Arabic countries, though it is only since 1960 in Egypt, for example, that a family law has helped to regularise name usage.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. <i>Ism</i> , the given name or personal name	as described at 3 in <i>Name elements</i> above	'Abbās Tawfiq Mahmūd
2. Other names	usually that of father and sometimes also the grandfather and frequently ending with a <i>laqab</i>	Mahmūd Sāmī  al'Akkād al'Ḥakīm  or  <i>nisba</i> al-Barūdī



## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* Modern Arabic authors should be entered under the *shuhra* or best known part of name. Traditional names when used should be entered under the *ism*. Otherwise entry should be under the last element in a name whether it be a *laqab*, *nisba* or *ism*. The definite article *al* is sometimes disregarded by libraries when filing names beginning with this article.

Type of name	Entry element	Examples
1. All	best known form or <i>shuhra</i> which may be - <i>laqab</i>	AL'AKKĀD, Abbās Maḥmūd AL-ḤAKIM, Tawfiq AL-ḤADDĀD, al-Ṭāhir
	- <i>nisba</i>	AL-BARŪDĪ, Maḥmūd Sāmī HILAL, Muḥammad Amīn AL-DĪWANĪ, Mustafā
	- <i>ism</i>	ṢAMMŪD, Nūr al-Dīn

### National cataloguing code

1. Anglo American cataloguing rules, Second edition .- First Arabic edition/translation and additions by M. A. Itayem; edited by ALECSO and Jordan Library Association.-Amman: J. L. A., 1983-946p.

Rules and examples of Anglo American cataloguing rules have been Arabized in order to coincide with all printed and non printed material in Arabic and other languages. The edition was concerned with solving some specific problems regarding Arabic names headings. Furthermore the edition, in a special appendix dealt with the problem of transliteration of names written in Arabic alphabet.

2. International Standard Bibliographic Description (ISBD). - ALECSO finished the Arabization of the complete first and second edition series of ISBD, either in separate form or as part of the Arab Magazine for Information Science. The Arabized material comprises the original text, informative examples, guides and instructions deemed necessary to meet the specific needs of the Arabic Language.

### Romanization schemes in use

The scheme published in *Cataloguing service* (ISSN 0041-7890) bulletin 118, Summer 1976, pp. 15-21 (Processing Department, Library of Congress, Washington D.C.), is used in the compilation of *Accessions list Middle East* (ISSN 0041-7769) published by the American Libraries Book Procurement Center in Cairo.

*International system for the transliteration of Arabic characters*. - Geneva : International Organization for Standardization, 1961. - (ISO Recommendation ; R233)

### National authority file of names

There are some sporadic efforts regarding the preparation of an authority file of Arabic personal names, the most important being the joint project between ALECSO and the University of Cairo in 1976, in addition to the Arab League Documentation Centre (ALDOC) project.

As for the old Arabic names, several individual efforts have materialized to produce the following unified lists:

- Arabic names heading/by Nasser M. Swaydan and Mohsen El Arini. - Riyadh: University of Riyadh, 1980. -644p.

- Arabic names headings up to the year 1800/by Fikri Al Jazzar. - Riyadh: King Fahad National Library, 1991.

### Sources and recommended references

In addition to the Arabized version of Anglo-American Cataloguing rules which contained some rules regarding Arabic names headings, ALECSO held an expert panel on the subject in Rabat (Marocco) for the period 21-26/10/1985. The final report and recommendations of this meeting was included in the Arab Magazine of Information Science vol 6, no.2, 1985.

The following recommendations were emphasized by participants of the meeting:

#### 1. Headings rules

##### 1.1 Rules of old and modern names

- 1.1.1 The principle of "shuhra" is applied in selecting part of the name to be considered as a heading, whether the names are old or modern and whether the chosen element is a "Laqab" or a Kunya or a Nasab or a personal name.
- 1.1.2 If the "Shuhra" cannot be identified, especially in modern names, then the last part of the Arabic name replaces the "Shuhra".
- 1.1.3 The required cross references resulting from the application of the above two principles can be determined.
- 1.1.4 The alteration of the rules in the context can be determined in accordance to the rules of the Anglo-American Cataloguing rules in cases where contradictions are noted in the principles 1.1.1 and 1.1.2 mentioned above.
- 1.1.5 The above mentioned principles are applied to be following cases:
  - Arabic names as written in Arabic alphabet
  - Arabic names as written in languages other than Arabic.
- 1.1.6 Non Arabic names written in Arabic are treated in accordance with the rules applied in the original language concerned.

#### Authority for information provided

Department of Documentation and Information, Arab League Educational Cultural and Scientific Organization (ALECSO).

Checked and approved by: Dr Ahmed Elsheikh, Director, Department of Documentation and Information, Arab League Educational Cultural and Scientific Organization (ALECSO), 10 December 1994.

Language: Spanish

ARGENTINA

Español

For name usage see the entry under SPAIN

*Note:* Married women in Argentina use the maiden name followed by the husband's name, as in Spain; but they are generally known by the husband's name, and this should normally be taken as the entry element.

#### Authority for information provided

Information on name usage taken from the 1967 edition.

Checked and approved 1976.

Language: Armenian

ARMENIA

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple	Հովհաննես	Hovhannes
	- masculine	Ավետիք	Avetikh
2. Patronymic	- feminine	Քնարիկ	Khnarik
	simple	Սահակի	Sahaki
	- masculine and feminine	Վահանի	Vahani
3. Surname	simple	Թումանյան	Thumanyan
		Իսահանյան	Isahakyan
	compound	Մելիք-Օհանջանյան	Melikh-Ohanjanyan
		Տեր-Ղեվոնդյան	Ter-Ghevondyan

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple surname	surname	ԲՍԱԶԱԿՅԱՆ Ավետիք Սահակի ISAHAKYAN, Avetikh Sahaki
		ՍԸԼԻՔ-ՓՍԵՍՅԱՆ Կարո Ալեքսանդրի MELIKH-PHASHAYAN, Karo Aleksandri

#### National cataloguing code

Rules for the choice and form of names are contained in:

*Edinye pravila opisaniya proizvedenij pečati dlia biblioteknyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
English title: *Uniform rules for the entry of printed matter in library catalogues.*

#### Sources and recommended references

Տպագրության տարզ իր, Օրգան Հայկական ՍՍՀ պետական մատենագիտության, Ընդվան, 1926

*Tragruthan taregir.* Organ Haykakan SSH petakan matenagituthyan. Erevan, 1925 -

#### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

**Authority for information provided**

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Language: English

AUSTRALIA

For name usage in English see the entry under UNITED KINGDOM

**Aboriginal usage**

Aboriginal names may consist of a single Aboriginal name, or a combination of Aboriginal and/or Western forenames and surnames, or a compound name. A wife may use her husband's whole name, e.g. Nellie Frank Salt, wife of Frank Salt. Entirely Western names are entered according to Western name usage in Australia.

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Whole name	single	Truganini Bennelong
	compound	Big Arthur Old Man Heron Uncle Toby
2. Forename	Aboriginal	Panjia Tjukabati
	Western origin	Frank Albert
	combined Western and Aboriginal	Margaret Djuwandayugu Bill Midilikari Jambidjmba
3. Surname	Aboriginal	Nungarai Namatjira
	Western origin	Bunter Salt
	place name	Clump Point

**Additional elements to names**

Element	Use	Example
1. Term of kinship (not included in catalogue heading)	before a forename	Granny Buttercup Banning

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Single Aboriginal whole name	single name	TRUGANINI
2. Compound whole name	whole name	BIG ARTHUR OLD MAN HERON
3. Simple surname (Aboriginal or Western)	surname	NUNGARAI, Panjia NAMATJIRA, Albert BUNTER, Bill Midilikari Jambidjmba BANNING, Buttercup
4. Place name surname	place name	CLUMP POINT, Pompey

**National cataloguing code**

The *Anglo-American cataloguing rules* (both British and North-American texts) are used widely, including in the *Australian national bibliography*.

**National authority file of names**

The National Library of Australia, Central Cataloguing Unit, maintains a card authority file for all persons (and corporate bodies) entered in the *Australian national bibliography* since 1968.

**Sources and recommended references**

*Australian national bibliography*. - Canberra : National Library of Australia, 1961  
Weekly  
ISSN 0004-9816

*Who's who in Australia*. - 21st ed. - Melbourne : Herald and Weekly Times, 1974.  
Previously published as *Johns's notable Australians and who's who in Australia*, in 1908; and, *Fred Johns annual*, in 1912-14.

*Dictionary of Australian biography* / Percival Serle. Sydney : Angus and Robertson, 1949.

*Australian dictionary of biography*. - Carlton, Victoria : Melbourne Univ. Press. 1966.

*Australian literature : a bibliography to 1938* / Edmund Morris Miller; extended to 1950 / edited by F. T. McCarthy. - Sydney : Angus and Robertson, 1956.

**Authority for information provided**

Aboriginal names : Australian Institute of Aboriginal Studies.  
Information transmitted by the National Library of Australia.

Western names : *Australian national bibliography*, National Library of Australia.

Checked and approved by: Jan Fullerton, National Library of Australia, 25 February 1976.

Language : German

Deutsch

For name usage see the entry under GERMANY

*Note* : There are some differences between the "Instruktionen für die alphabetischen Kataloge der preussischen Bibliotheken", used before 1989 in the major research libraries in Austria, and the "Regeln für die alphabetische Katalogisierung in wissenschaftlichen Bibliotheken (RAK-WB)", now commonly used in Austria as well as in Germany.

**Sources and recommended references**

*Österreichische Bibliographie : Verzeichnis der österreichischen Neuerscheinungen* / bearb. von der Österreichischen Nationalbibliothek. - Wien : Hauptverband des Österreichischen Buchhandels, 1946 -

Later split into several series :

*Reihe A : Verzeichnis der österreichischen Neuerscheinungen* / hrsg. von der Österreichischen Nationalbibliothek. - Wien, 1987- . ISSN 1023-1862.

*Reihe B : Verzeichnis der österreichischen Hochschulschriften* / hrsg. von der Österreichischen Nationalbibliothek. - Wien, 1987- . ISSN 1023-1987.

*Reihe C : Neuere ausländische Austriaca* / hrsg. von der Österreichischen Nationalbibliothek. - Wien, 1983 (1991) - . ISSN 1023-1900.

*Sonderheft Praktische Musik (Musica practica)* / hrsg. von der Österreichischen Nationalbibliothek. - Wien, 1957- . Published annually. ISSN 1023-1870.

*Sonderheft Zeitschriften* / hrsg. von der Österreichischen Nationalbibliothek. - Wien, 1992. ISSN 1023-1889.

*Österreichisches biographisches Lexikon, 1815 - 1950* / Österreichische Akademie der Wissenschaften. - Graz : Böhlau, 1957-

**Authority for information provided**

Österreichisches Normungsinstitut Fachnormenausschuss 069 : Bibliothekswesen und Dokumentation (Bibliographische Beschreibung).

Vereinigung Österreichischer Bibliothekarinnen und Bibliothekare. Kommission für Nominalkatalogisierung.

Zentrale Redaktion des Österreichischen Bibliothekenverbundes.

Checked and approved by : Friedrich Strassnig, Vorsitzender der Kommission für Nominalkatalogisierung der Vereinigung Österreichischer Bibliothekarinnen und Bibliothekare and Leiter der Zentralen Redaktion des Österreichischen Bibliothekenverbundes, November 1994.

Language: Azerbaijani

AZERBAIJAN

National cataloguing code

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple		
	- masculine	Кәрим	Kārim
	- feminine	Сәмәд Чәмилә Шукуфә	Sämäd Dčämilä Šüküfä
2. Surname	simple		
	- masculine and feminine	Исмәјлзәлә Мәммәдли	Ismajlžadä Mämmädli
	- masculine	Мирзәјев Ибраһимов	Mirzäjev Ibrahimov
	- feminine	Мирзәјева Мәммәдова	Mirzäjeva Mämmädova

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. Simple surname	surname	ИБРАҺИМОВ, Мирзә IBRAHIMOV, Mirzä МӨММӘДОВА, Фирузә MÄMMÄDOVA, Firuzä

### Exceptions:

Type of name	Entry element	Examples
1. Personal name by which some persons, e.g. poets and artists, are better known	personal name or part of name by which better known	Рза РЗАЈЕВ, Расул RZA (full name: RZAJEV, Räsul) Мир Чәләл ПАШАЈЕВ, Мир Чәләл MIR DČÄLAL (full name: PA-ŠAJEV, Mir Dčälal)
2. Name of authors of earlier periods, and <i>akyns</i> (popular singers) consisting of a personal name to which other elements may be added	name by which better known, e.g. a pseudonym, or a personal name	МӘҺСӘТИ КӘН ЧӨВИ MÄHSÄTI QÄND ÄVI

Rules for the choice and from of names are contained in:

*Edinye pravila opisanija proizvedenij pečati dlja bibliotičnyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
English title: *Uniform rules for the entry of printed matter in library catalogues.*

### Sources and recommended references

Азербайжан мәтбуат салнамәси. Азербайжан ССР Дфвләт библиографія органы. Бакы, 1926-

Azərbayjdčan mətbuat salnaməsi. Azərbaycan SSR dövlət bibliografija organı. Bakı, 1926-

### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Language: Bengali  
Bānglā

BANGLADESH  
BĀNGLĀDESH

The population of Bānglādeśh comprises three major religious groups, Muslims (86.6%), Hindus (12.1%) and Buddhists (0.6%). Bengali Muslim names are mainly of Arabic and Persian origin, and drawn from the Holy Qur'ān. Family titles are mainly drawn from Persian and Turkish. Nicknames are given mostly in Bengali. Hindu names are mostly drawn from the Holy scriptures Rāmāyana and Mahābhārat (original in Sanskrit). Modern names and nicknames are, however, derived from Bengali vocabulary. The traditional Buddhist names are drawn from Tripitaka and Pāli language. Modern names and nicknames are given in Bengali language. There has been no legislation to register family names or surnames and varying romanizations have created different versions of the same name.. e.g. Khandakar, Khandaker, Khondkar, Khondker, Khondokar, Khwandkar. One solution is to use standard or anglicized forms, e.g. Chowdhury for Chaudhari, Chaudhary, Choudhry and Chaudhury. Transliteration has been done according to the transliteration scheme of the International Congress of Orientalists, with some modifications.

**Bengali Muslim names**

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Given or personal name ( <i>ism</i> )	simple	Alāul Dilwār Mahtāb
	compound	'Abdul-Qaḍīr Jasimud-Din ( <i>for</i> Jasimud-Dīn or Jasim Uḍḍīn)
2. Surname derived from family name or title	simple, sometimes given as an initial in varying positions	Chowdhury Khān Khondkār (or Khwandkār) Qāzī Shaikh (or Shaykh)
3. Place name ( <i>nisba</i> )	simple, usually ending in <i>i</i> (romanized)	Bhāsānī (after Bhāsān, Assam) Islāmābādī (after Islāmābād, Chittagong) Jessori (after Jessore)
4. Pseudonym ( <i>takhallus</i> )	usually a code word or part of the real name	Kāykoḅād (i.e. Muḥammad Kāzīm Al-Qurayshī) Beḍuīn Samād (i.e. Shaikh 'Abḍus-Samad)
5. Nickname given to child at birth	usually one word	Beauty Mani Milan Rizu Shefālī (name of flower) Shelley

Note: Compound names are characterised by elements such as *al, e, i, ud, ul, ur, us, ush, uz* which link the two parts of a name to convey a definite meaning, eg:

Faḍl-e-Rabbi (excellence of the Possessor),  
Ḥabīb-ur-Raḥmān (friend of the Merciful),  
Munīruz-Zamān (luminous of the time)

When written in roman or Bengali characters these elements may be merged, e.g. which may tend to obscure their compound nature.

Naḥrul Islām *for* Naḥr-ul-Islām (gift of Islām)

**Additional elements to names**

Not included in catalogue headings:

Element	Use	Examples
1. Honorific titles <i>Bahāḍur, Begam</i> (Mrs), <i>Khān Bahāḍur, Musammaḥ</i> (Miss), <i>Nawāb</i> (emperor, king), <i>Pandit, Śāhib</i> (Mr, lord, master), <i>Sir, etc.</i>	before and after the name	<i>Begam</i> Ṣūfiyya Kamāl <i>Khān Bahāḍur Nawāb</i> 'Abdul-Latīf <i>Khān Śāhib</i> Muḥammad Afzal <i>Sir</i> 'Abḍur-Raḥīm

Note: Begam suffixed to a name, e.g. or interposed e.g. meaning "lady of rank" forms a part of the name and is retained in headings. *Bānū, Khānam, Khātūn, Nisā'* (all meaning madam, lady, princess, Mrs.), *Miyān* (sir, an honorary epithet of a Muslim name) are used after the personal name, e.g. and constitute part of the name but under them entry is not made.

Siṭāra Begam  
Firḍawsī Begam Chowdhurānī

2. Religious titles, qualifications, etc. <i>Al-Ḥaj, Ḥāfiḥ, Ḥāji, Ḥakīm Ḥazrat, Pīr, Qārī, Mawlānā, Mawlavī, etc.</i>	before the name	Bilqīs Bānū Zubayda Khānam Sanjiḍa Khātūn Afzalun-Nisā' Khātūn 'Abdul-Halīm Miyān <i>Al-Ḥaj</i> Mīr Raḥmat 'Alī <i>Ḥāfiḥ Mawlānā</i> Zakariyyā <i>Khaṭīb-e-A'zam Ḥazrat</i> Mawlānā Ṣiḍḍīq Aḥmad Ṣāhib <i>Pīr Shāh Ṣūfi Alḥāj</i> Mawlānā Dīwān Muḥammad 'Alī <i>Qārī</i> Muḥammad 'Alī Anṣārī
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Ḥāfiḥ Ḥabīb-ur-Raḥmān

Note: Ḥāfiḥ (or Ḥāfeḥ), and Ḥakīm can be used both as religious (redundant) titles or as part of the name, e.g. (where Ḥāfiḥ is a religious academic title who memorises verses of the Qur'an) (where Ḥāfiḥ is an essential part of the name) (where Ḥakīm meaning physician is a religious redundant title) (where Ḥakīm is an essential part of the name)

Ḥāfiḥ Ḥabīb-ur-Raḥmān

Ḥāfiḥ Aḥmad or 'Abḍul-Ḥāfiḥ

Ḥakīm Mawlānā Muḥammad Ḥusain

'Abḍul-Ḥakīm (servant of the Wise)

3. Literary titles <i>Kabi, Mahākabi, Sāhityaratna, Vidyāvinoḍ, etc.</i>	before and after the name	<i>Kabi</i> Shāhidullāh Sāhityaratna <i>Mahākabi</i> Alāul <i>Munshī</i> Muḥammad Zamirsud-Dīn Vidyāvinoḍ
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*Kabi* Shāhidullāh Sāhityaratna  
*Mahākabi* Alāul  
*Munshī* Muḥammad Zamirsud-Dīn Vidyāvinoḍ

4. National, political or social titles conferred by government, political parties, etc.  
*Bangabandhu, Comrade, Nawab, Sher-i-Bānglā, etc.*

before the name

*Bāngabandhu Shaikh Mujibur-Rahmān  
Nawāb Fayzun-Nisā'  
Chowdhurāni  
Sher-i-Bānglā A.K. Fazlul-Haq*

5. Occupational and other titles  
*Captain, Dāktār, Master, Principal, Ustād, etc.*

before the name

*Captain Muḥammad  
Shahīdullāh  
Dāktār Luṭfur-Rahmān  
Ustād Munshī Ra'isud-Dīn*

*Note:* Titles prefixed to names are generally regarded as redundant elements in catalogue headings unless the person is better known by the title alone e.g. or is to be distinguished from others of the same name, e.g.

*Sher-i-Bānglā (i.e. A.K. Fazlul-Haq)*

*'Abdul-Laṭīf (writer) and Khān Bahādūr  
Nawāb 'Abdul-Laṭīf*

Names can be combined in various ways:

1. Simple or compound personal name (*ism*) only

*Akbar  
Alāul  
Shāhjahān  
Jasīnud-Dīn (for Jasīmuḍḍīn or  
Jasīm Uḍḍīn)*

2. Simple name

*Anwār Pāshā  
Ṣufī Muṭahhar Ḥusain (or  
Ḥusayn)*

3. Personal name(s) + Family name or title

*Ḍawlat Qāzī  
Muḥammad 'Alī Akhand  
Ya'qūb 'Alī Chowdhury*

4. Compound personal name(s) preceded by non-compound element(s), family title, name etc.

*Muḥammad 'Abdul-Hai  
Qāzī Naẓrul-Islām  
Shaikh 'Abdur-Rahīm*

5. Compound personal name followed by non-compound element(s), family title, name etc.

*'Abdul-Ghanī Hazārī  
Muḥammad Ḥabīb-ullāh Bahār*

6. Multiple compound name

*Abūl-Kalām Shamsud-Dīn  
'Abdullāh Al-Muṭr Sharafud-Dīn*

7. Place name (*nisba*)

*Abū-Ḥasan Jessorī  
Abūl-Qāsim Muḥammad Ḥusain  
Bāsudevपुरī*

8. Pseudonym or *Takhalluṣ*

*Beḍuin Samaḍ  
Kāy Kobād  
Kuāshā*

9. Official name + nickname

*'Abḍus-Sattar Bābu  
Mizānur-Rahmān Shelley*

10. Name ending in or beginning with *Aḥmad* and *Muḥammad*

*'Abbāsud-Dīn Aḥmad  
Aḥmad Sharīf  
Qāzī Dīn Muḥammad*

11. Patronymic

*Asaḍ Bin Ḥafīz  
Muḥammad 'Abdullāh Ibn Fazl*

12. Female name

*Begam Ruqayya Sakhāwat  
Ḥusain  
Khāliḍa Aḍīb Chowdhury*

*Note:* Arā ("the creative world" or ornament) is an essential adjunct to the preceding given name and not a separate entry element.

*Anjuman-Arā Begam  
Dildār Begam Ruqayya Akhtar  
Jahān-Arā Haq  
Ḥusne-Arā Rahmān  
Mahmūḍa Islām  
Rawshan-Arā Ḥafīz (Kāku)*

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Personal name(s) ( <i>ism</i> ) only	first part of name	'ABDUL-QADİR ALĀUL JASĪMUD-DĪN (or JASĪMUDDĪN)
2. Simple name(s)	last part of name	PĀSHĀ, Anwār ḤUSAIN, Ṣufī Muṭahhar
3. Name(s) containing, or intended to be used as, a surname (e.g. family name, place name)	last part of name	CHOWDHURY, Yarqūb 'Alī KHĀN, Muḥammad Akram BHĀSĀNĪ, 'Abdul-Ḥamid Khān SHĪDDIQĪ, Khondkār Shamsud-Dīn Muḥammad
4. Compound personal name(s) preceded by family title, Muḥammad, etc.	first part of compound name	'ABDUL-HAI, Muḥammad NAẒRUL-ISLĀM, Qāzī
5. More than one compound name	first part of last compound name	SHAMSUD-DĪN, Abūl-Kalām SHARAFUD-DĪN, 'Abdullāh Al-Muṭr
6. Pseudonym or <i>Takhalluṣ</i>	direct order when one-worded, last part of name when more than one word or first part of compound name	KĀYKOBĀD, I.E. Muḥammad Kāzim Al-Qurayshī SAMAD, Beḍuin, i.e. Shaikh 'Abḍus-Samaḍ 'ASKAR IBNE-SHAIKH, i.e. Muḥammad 'Ubayḍullāh
7. Name containing nickname	official name, retaining nickname in parenthesis, or <i>italics</i> or both	FAZLUL-HAQ, Shaikh, (Mani) MIZĀNUR-RAḤMĀN (Shelley)

8. Name ending in or beginning with <i>Ahmad</i> or <i>Muhammad</i>	element preceding or following <i>Ahmad</i> or <i>Muhammad</i> , or first part of personal name if compound	AFSARUD-DĪN AHMAD, Qāzi DĪN MUHAMMAD, Qāzi MANSURUD-DĪN AHMAD, Munshī
9. Patronymic name	element preceding <i>Bin</i> or <i>Ibn</i> , or first part of personal name	'ABDULLĀH IBN FAZL, Muḥammad ASAD BIN HAFĪZ JAMĪL BIN ZIYĀRAṬ
10. Female name	usually last part of name except when compound or ending in <i>Ara</i> , <i>Begam</i> , <i>Haq</i> , <i>Islam</i> , <i>Rahman</i> , etc.	ANJUMAN-ARĀ BEGAM AKHTAR, Dildar Begam Ruqayya CHOWDHURY, Āleyā (Hirā) JAHĀN-ARĀ HAQ HUSAIN, Ruqayya Sakhawāt SITĀRA BEGAM SHEFĀLĪ RAHMĀN

*Note:* In names ending in or beginning with *Ahmad* or *Muhammad*, which is not a name, but an element of a Muslim name derived from the name of the Holy Prophet *Ḥaṣraṭ Muḥammad Mustafā (SM)*, entry should be made under the name immediately preceding or following *Ahmad* or *Muhammad*. In patronymics constituted with elements like *bin* or *ibn* (son of), i.e. *Kamāl bin Maḥṭab*, entry should be made directly under the first part, which is usually the given or personal name, while the last part is the father's name.

**Bengali Hindu names**

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Example
1. One or two word personal name or given name	simple	Khelārām Mahendra
	compound	Bhāraṭchandra Kamalākāṇṭha Mādhābāchārya (Mādhāb = Āchārya) Piṭāambar (Piṭ + Ambar)
2. Surname drawn from family title, sect, caste, etc.	usually simple	Bhattacharjī Bose Chatterjī Datta Tagore (for <i>Thākur</i> )
3. Pseudonym or pen name	usually simple; mostly one word	Banaphul, i.e. Balāichāṇḍ Mukherjī Jājābar, i.e. Binay Mukherjī

*Note:* In older literature up to 18th century one or two word personal names without the family titles were sometimes used by the Hindu writers. In Bengali script personal names are usually written as one word, and will also appear thus when romanized. Personal compound names are frequently composed of such secondary elements or ornaments (সৌন্দর্য বস্তু) as *chandra*, *charaṇ*, *kānta*, *kumār*, *mohan*, *naṇḍa*, *nāth*, *raṅjan*, etc. which are adjuncts to their preceding parts and should not be detached. In western language publications such older names without family titles, and personal names with ornaments are frequently given in split form, i.e. *Khelā Rām* for *Khelārām*, *Mādhāb Āchārya* for *Mādhābāchārya*; and *Bhāraṭ Chandra* for *Bhāraṭchandra*, *Annaḍā Charaṇ* for *Annaḍācharaṇ*, *Abalā Kāṇṭha* for *Abalākāṇṭha*, *Ṭapan Kumār* for *Ṭapankumār*, *Lāl Mohan* for *Lālmohan*, *Kāshī Nāth*

for *Kāshīnāth*, *Kṛishana Naṇḍa* for *Kṛishnananḍa*, *Kāli Ranjan* for *Kāliranjan*, which may lead to the erroneous treatment of the second part as an entry word or as a surname. Further, *Chandra* and *Mohan*, usually forming the secondary elements of compound names, may also constitute the first part of personal name, i.e. *Chandrakāṇṭha Bhaumik*, *Chandramohan Dev*, *Mohanchandra Chakravartī*. Similarly, *Dev* may also constitute a secondary element of a personal name, i.e. *Buddhadev Bose*, as also a family name, i.e. *Ashuṭoṣh Dev*. It is recommended that, to avoid confusion and error, all Bengali Hindu names should be filed letter by letter to bring together names used in their single and two word forms.

Some of the family names are often used in Sanskritized forms which have their standard anglicized equivalents. When romanized, these are also spelled in various ways. It is recommended that for easy applicabilities and for national and international use, these surnames be rendered in standard anglicized forms whenever applicable, e.g.

- Banerji (for Banarjī, Banḍopādhyāy, Banḍyopādhyāya, Banerjea, Banerjee, Banḍyopādhyāya)
- Bhattacharjī (for Bhattachārya, Bhattacharjee, Bhattacharjee)
- Bose (for Basu, Vasu)
- Chatterjī (for Chattopādhyāya, Chatterjea, Chatterjee)
- Gānguli (for Gangopādhyāya)
- Mukherjī (for Mookerjee, Mookerji, Mukherjea, Mukherjee, Mukhopādhyāya)
- Roy (for Rāi, Rāy, Rāya)
- Sinha (for Simha, Singha)
- Tagore (for Thākur, Thākura), etc.
- Dev Barmā (for Ḍevbarmā, or Ḍevvarmā)
- Dev Nāth (for Ḍevnāth)
- Dev Sharmā (for Ḍevsharmā)
- Ghatak Chowdhury (for Ghatakchowdhury)
- Roy Chowdhury (for Roychowdhury)
- Sen Gupta (for Sengupta)
- Sharmā Roy (for Sharmāroy)

Joint family titles used as surnames may also appear in split form, e.g.

ḌEVSHARMĀ CHAKRAVARTĪ, Raṭhindrakāṇṭha

In names containing more than one family name (sometimes combined as one surname), in which the first one may be his original family title, and the latter ones may be either earned, assumed or conferred, no one is to be dropped, or else the author may not be identified, and the entry is recommended under the first family name, e.g.

**Additional elements to names**

**Not included in catalogue headings**

Element	Use	Examples
1. Honoric titles <i>Āchārya</i> , <i>Mahārāj</i> , <i>Maharṣhī</i> , <i>Sardār</i> , <i>Swāmī</i> , <i>Srī (Mr.)</i> , <i>Srīmatī (Mrs)</i> , <i>Viḍyāsāgar</i> , etc.	before and after the name	<i>Maharṣhī Devendranāth Tagore</i> <i>Āchārya Jagadishchandra Bose</i> <i>Iswarchandra Viḍyāsāgar</i>
2. Religious titles <i>Āchārya</i> , <i>Mahāṇṭa</i> , <i>Maharṣhī</i> , <i>Swāmī</i>	before the name	<i>Swāmī Bibekānanda (or</i> <i>Vivekānanda)</i>
3. Literary titles <i>Makākabi</i> , <i>Pandit</i> , <i>Saraswatī</i> , <i>Ṭarkaraṭṇa</i> , <i>Viḍyāṅkār</i> , etc.	generally suffixed to names	<i>Prabhāṭī Ḍevi Saraswatī</i> <i>Jaygopāl Ṭarkaraṭṇa</i>
4. National, political or social titles conferred by government, other authorities <i>Deshbandhu</i> , <i>Roy Bahādur</i> , <i>Rājā</i> , <i>Sir</i> , etc.	before the name	<i>Ḍeshbandhu Chittaranjan Ḍās</i> <i>Rājā Rāmmohan Roy</i>

*Note:* Any of these titles may be retained in headings if the person is better known by the title, e.g.

*Iswarchandra Viḍyāsāgar*



or to identify different people with the same name, e.g.

or when it is maintained by the author by replacing the original family title, e.g.

Rāmnāth Tarkarāṭṇa  
Rāmnāth Tarkasiddhānta and  
Rāmnāth Vidyāraṭṇa  
Mahendrachandra Tāṭṭwanidhi  
Vidyāvinod

Names may be combined in various ways:

- |  |   |
|--|---|
| 1. Simple or compound personal name(s) only                            | Bhāratchandra<br>Kriṣhnananda<br>Rōmgaṭi                                |
| 2. Personal name(s) + family name                                      | Achintakumār Sengupta<br>Nirmalchandra Āich<br>Premānkur Ātarthi        |
| 3. Personal name + family name + literary title                        | Hariprasanna Dāsgupta Vidyāvinod<br>Saradācharaṇ Sen Kabiraṭṇa          |
| 4. Personal name with literary title or honorifics without family name | Shashibhūshan Shaṅkhakābyatīrtha<br>Roy Bahādur Kālīprasanna Vidyāsāgar |
| 5. Pseudonym or pen name   | Jājābar<br>Jarāsandha   |

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Personal name only	first part	BHĀRATCHANDRA MĀDHABĀCHĀRYA
2. Name containing, or intended to be used as, surname	last part	ĀICH, Nirmalchandra ĀTARTHI, Premānkur BHATTACHERJĪ, Jaṭīndraprasād BOSE, Manoj DEVSHARMĀ CHAKRAVARTĪ, Lālmohan ROYCHOWDHURY, Pramanāth SENGUPTA, Achintakumār
3. Name containing literary title(s) or honorifics without family name	personal name, or first part	ACHYUṬANANDA Saraswatī (for Swāmi Achyutananda Saraswatī) ISWARCHANDRA Vidyāsāgar PRABHĀTCHANDRA Kābyatīrtha Vidyāvinod

4. Name containing both family name and literary title(s) or honorifics

family name discarding the literary title or honorifics

BOSE, Jagadishchandra (for  
Āchārya Jagadishchandra  
Bose)  
DĀSGUPTA, Hariprasanna  
(for Hariprasanna  
(Dāsgupta Vidyāvinod)

5. Pseudonyms

directly when one word,  
otherwise last part

BANAPHUL, i.e. Balāichāñḍ  
Mukherjī  
JĀJĀBAR, i.e. Binay Mukherjī  
TAGORE, Tekchāñḍ, i.e.  
Parichāñḍ Miṭra

### Bengali Buddhist names

#### NAME ELEMENTS

Elements normally forming part of name

Element	Type
1. Surname drawn from family name, title, sect, etc.	simple

Examples  
Baṛuā  
Chākmā  
Maṅg  
Muṭṣudḍī  
Ṭalukḍār

2. Personal name or given name with monastic title, without family title	simple
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Bhikkhu Jinānanda  
Dharmaḍhar Mahāṭhara  
Shrī Baṅgshaḍip Ṭhara

#### Additional elements to names

Element	Use
Included in catalogue headings	

Examples

1. Monastic titles Bhikkhu, Brahmachāri, Mahāṭhara, Sāḍhak Sāḍhu, Sāḍhumā, Sraman, Ṭhara	before and after personal name(s)
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Bhikkhu Jinānanda  
Abhaya Ṭissas Mahāṭhara  
Ṭhara Visudḍhananda

Not included in catalogue headings

2. Literary and religious titles, qualifications, etc. Āchārya, Agga Mahāpandī, Saḍḍharmachārya, Vinayāchārya, Ṭripitaka- Visāraḍa	after personal name(s)
--	------------------------

Dharmaḍhar Mahāṭhara  
Ṭripitaka-Visāraḍa  
Aryavaṅsa Mahāṭhara  
Vinayāchārya

3. National socio-political titles conferred by government etc. Nazīr, Roy Bahādur, Roy Sāḍhib, etc.	before personal name
--	----------------------

Nazīr Krishnachandra  
Chowḍhury  
Roy Bahādur Dhīrenḍralāl Baṛuā  
Roy Sāḍhib Sureḍḍranāth Baṛuā

*Note: Thera and Mahāthera are the Pāli form of the Sanskrit, Sthābir or Sthavir and Mahāsthabir or Mahāsthavir. As soon as a person is ordained, or conferred monastic title, his family title is given up.*

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Name containing family name or surname	family name or surname, usually last part of name	BARUĀ, Rabinḍrabijay CHĀKMĀ, Nirubikāsh CHOWDHURY, Maṅg Shwepu MUTSUDDĪ, Niroḍranjan TĀLUKḌĀR, Muninḍrapriya (or Muninḍra Priya) BIMALĀNANḌA Thera DHARMADHAR Mahāthera JINĀNANḌA, Bhikkhu RĀJKISHOR Bhikkhu
2. Personal name(s) with monastic title	personal name	

*Note: Chowdhury and Tālukḍār are common amongst the Muslims, Hindus and Buddhists, whise Roy and Sinha are common among the latter two groups. The Persian form Ta'luqḍār used in Islamic names only are avoided for Hindu and Buddhist names since readers of these two groups are not expected to be acquainted with this form, and its imposition might mean a different person.*

### Romanization schemes in use

International Congress of Orientalists "Transliteration of the Sanskrit, Arabic and Bengali alphabets."  
*In: Journal of the Asiatic Society of Bānglāḍesh, vol. 23 no.1, April 1978, pp. i-iii*

Bānglā viswakosh (Bengali encyclopedia) /ed by 'Abḍul-Ḥakīm. - Dacca : Nawroze Kiṭābistān, 1972-76. - 4 vols. - 'Transliteration system of Arabic-Persian and Urḍū characters' vol. 1, p.21

### Sources and recommended references

Fazlul-Majīḍ, Abūl-Fazal "Cataloguing of Bengali Muslim names." *In: Eastern librarian, vol.1, no. 4, June 1967, pp. 15-19*

Sayful-Islām, K.M. A Code for cataloguing and indexing Bānglāḍeshi Muslim, Hindu and Buddhist names. Dhākā: University of Dhākā, Department of Library Science, 1985. xix, 448p. (PhD. thesis).  
Ch. V: Name elements, formation of names, types of names, and order in catalogue headings. pp. 106-135

Sengupta, Benoyendra "Rendering of Hindu and Muslim names in catalogue entries." *In: Indian librarian, vol. 14 no. 2, September 1959, pp. 57-63*

Fazal-Ilāhi, Khūrshīd, Anīs and Qayṣar, S. Ibne-Ḥasan "Cataloguing of oriental names." *In: Quarterly journal Pakistan Library Association, vol. 2 no. 1, July 1961, pp. 5-16*

Sengupta, Benoyendra "Rendering of Indic names persons in catalogue entries." *In: Report, International Conference on Cataloguing Principles, Paris, 1961. London: Bingley, 1969, pp. 255-265*

Sheniṭi, Maḥmūd "Treatment of Arabic names." *In: Report, International Conference on Cataloguing Principles, Paris, 1961. London: Bingley, 1969, pp. 267-276*

### Authority for information provided

Department of Library and Information Science, University of Dhākā

Checked and approved by: Dr. K.M. Sayful-Islām, Professor, Department of Library and Information Science, University of Dhākā, Dhākā, 1 December 1994.

Language: English

BARBADOS

For name usage see the entry under UNITED KINGDOM

Authority for information provided

E. L. U. Ifill, Public Library, Barbados, 1976-

Language: Belorussian

BELARUS

## NAME ELEMENTS

### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>	
1. Forename	simple		
	- masculine	Аляксей	Aljaksej
	- feminine	Надзея	Nadzeja
2. Patronymic	masculine	Аляксеевіч Аляксандравіч Аляксеўна	Aljakseevič Aljaksandravič Aljaksecūna
	simple		
	- masculine and feminine	Крапіва	Krapiva
3. Surname	- masculine	Кулакоўскі	Kulakoŭski
	- feminine	Кулакоўская	Kulakoŭskaja

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	КРАПІВА, Кандрат Кандратавіч KRAPIVA, Kandrat Kandratavič КУЛАКОЎСКІ, Аляксей Мікалаевіч KULAKOŪSKI, Aljaksej Mikalaevič АЛЯКСАНДРАВІЧ, Андрэй Іванавіч ALJAKSANDRAVIČ, Andrej Ivanavič

### National cataloguing code

Rules for the choice and form of names are contained in:  
*Edinye pravila opisanija proizvedenij pečati dla bibliotečnyh katalogov / Meždovedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
English title: *Uniform rules for the entry of printed matter in library catalogues.*

### Sources and recommended references

Летапіс друку БССР. Мінск, 1927. (Дзяржаўная бібліятэка БССР імя У.І. Леніна. Кніжная палата БССР).

*Letapis druku BSSR. Minsk, 1927 - (Dzjaržaunaja biblijoteka BSSR imja W.I. Lenina. Knižnaja palata BSSR).*

Слоўнік асабовых уласных імён. Укладальнік М. Р. Суднік. Мінск, 1965. (Акадэмія навук БССР. Інстытут мовазнаўства імя Якуба Коласа).

*Sloŭnik asabovych ułasnyh imën. Ukladal'nik M.R. Sudnik. Minsk, 1965. (Akadēmija navuk BSSR. Instytut movaznaŭstva imja Jakuba Kolasa).*

**Romanization schemes in use**

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization.* - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)

**Authority for information provided**

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by A.A. Хренкова, Председатель, Каталогизационной комиссией СССР Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Checked by: Alexander Solodkov, Head, Automation Dept., National Library of Belarus, November 1994. No change.

Languages : 1. Dutch 2. French

Nederlands Français

BELGIUM

BELGIË = BELGIQUE

*Note* : The Cultural Council of Flanders decreed in November 1973 that Nederlands (Dutch) and not Vlaams (Flemish) be used in all official documents to describe the use of this language. Vlaams (Flemish) is regarded as a dialect of standard Nederlands (Dutch). The usage of Dutch and French names is given here as presented in the Belgian national bibliography. See also the note at the end of 'Order of elements in catalogue headings'.

For information on usage of Dutch and French names see the entries under NETHERLANDS and FRANCE

Other national usage follows in this entry

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Forename	simple	Albert Gerard
	compound	Jan Hendrik Jean-Pierre
2. Surname	simple	Carême Walschap
	compound, - consisting of two surnames or of several words not themselves surnames	Carton de Wiart Claes-Vetter
	with prefix, - consisting of an article, a preposition or a combination of both	Van Hoegaerden-de Smit
	- Dutch prefixes <i>d', de, de ter, de van der, den, der, in 't, met den op, op de, op den, op 't, opde, opden, s', 's, 's-, 't, t', te, ten, ter, thoe, toe, uit den, uut den, uut 't, uyt den, uyter, van, van de, van den, van der, van het, van 's, van 't van t', vande, vanden, vander, ver, voor</i>	
	- French prefixes <i>d', de, de l', de la, des, du, l', la, le, les</i>	Le Bolzer-Astier

**Additional elements to names**

Element	Use	Examples
1. Honorific prefix	before a forename	Graaf Charles de Lichtervelde
	before a surname	Prince de Ligne

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	CARÈME, Maurice WALSCHAP, Gerard
2. Compound surname	first part of compound	CARTON DE WIART, Henry CLAES-VETTER, Stephanie TOUSSAINT VAN BOELAERE, Fernand Victor VAN SINT-JAN, R.
3. Surname with prefix	prefix	DE LA FAILLE, Antoine DE LICHTERVELDE, Charles, <i>Graaf</i> DE LIGNE, <i>Prince</i> LE BAR, Marie OP DE BEEK, Leo 'T HOEN, Pieter VAN DEN EEDE, Louis

*Note* : Belgian library practice regarding names with prefixes has been variable until now. In the French-speaking part of the country the tendency is to treat names of French origin according to French usage and with names of Dutch origin to take the prefix as the entry word.

In the Dutch-speaking part the tendency is to treat all names with prefixes according to the traditional usage in The Netherlands, i.e. to place all prefixes, except *ver*, at the end of the names and to take the name following the prefix as the entry word.

However, the Netherlands cataloguing code, *Regels voor de titelbeschrijving*, recommends that for international exchange Belgian names should be treated according to the presentation in the national bibliography, as shown in the examples.

### Authorities responsible for issuing library rules about names

The Belgian national bibliography.

### Sources and recommended references

*Bibliographie de Belgique = Belgische Bibliografie*. - Bruxelles : Bibliothèque Royale Albert 1<sup>er</sup>, 1875.

For Dutch publications :

*Lectuur-repertorium : auteurslijst bevattende 23.000 bio-bibliografische nota's...* / samengesteld door het A.S.K.B.; onder redactie van Joris Baers en Paul Hardy. - 2de en definitieve uitgave. - Antwerpen : Algemeen Sekretariaat voor Katholieke Boekerijen, 1953-1954. - 3dln. (XXVIII, 3252 p.) : portr.; 22cm. & titellijst.

*Lectuur-repertorium, 1952-1966 : auteurslijst betreffende ± 27.000 bio-bibliografische notities...* samengesteld door het A.S.K.B.; onder redactie van Paul Hardy en Xaveer de Win. - Supplement bij de 2de uitg. - Antwerpen : Algemeen Sekretariaat voor Katholieke Boekerijen, 1968-1970. - 3 dln. (XX, 2286p.) : portr. : 22cm.

*Lectuur-repertorium, 1967-1978 : auteurslijst betreffende ± 30.000 bio-bibliografische nota's over auteurs en ± 100.000 werken...* / samengesteld door K.C.L.B. A.; hoofdredacteur : Paul Waterschoot; redactiesecretaris : Marita de Sterck. - Antwerpen : Katholiek Lectorinformatie en Bibliotheekvoorziening; Den Haag : Nederlands Bibliotheek en Lectorium Centrum, 1980-1981. - 3dln. (XIX, 2986p.) : portr.; 21 cm. Supplement 1967-1978 sluit aan bij *Lectuur-repertorium 1900-1952 en Lectorium-repertorium 1952-1966*.

### Authority for information provided

Service Bibliographie de Belgique and Bibliothèque Royale Albert 1<sup>er</sup>, Bruxelles.

Checked and approved by : Paula Goossens and Willy Vanderpijpen, Bibliothèque Royale Albert 1<sup>er</sup>, Bruxelles, February 1995.

Languages : 1. Spanish 2. Quechua 3. Aymar<sup>á</sup>  
Español

BOLIVIA

For name usage in Spanish see the entry under SPAIN

**National cataloguing code**

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are widely used.

**Authority for information provided**

Centro Nacional de Documentación Científica y Tecnológica, La Paz.

Checked and approved by : Ruben Valle Vera, Centro Nacional de Documentación Científica y Tecnológica, La Paz, October 1994.

Language: Bosnian  
Bosanski

BOSNIA AND HERCEGOVINA

BOSNA I HERCEGOVINA

The names in Croatian and Serbian are also legally in use.

**NAME ELEMENTS**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple - masculine - feminine	Mehmed, Branko, Ivo Azra, Zora, Zdenka
2. Surname	simple with prefix now frequently written with the surname as one word compound: - consisting of two surnames, always linked by hyphen - consisting of a surname and territorial name - consisting of a surname and a pseudonym	Sarajlić, Kovačević Hadžijanić, Hadžiristić Karlić-Kapetanović Ejubović-Mostarao Kafija-Pruščak, Hasan

**Sources for national cataloguing code:**

Pravilnik i priručnik za izradbu abecednih kataloga/Eva Verona 1986. Dio i: Odrednice i redalice.

**Sources and recommended references**

Names of Bosnia and Herzegovina

Enciklopedija Jugoslavije. - Zagreb: JLZ, 1955-1971. 1-8.

Savremena književnost naroda i narodnosti Bosne i Hercegovine u 50 knjiga. Sarajevo, 1984/85.

Bibliografija bošnjačke književnosti/Mustafa Ceman. Zagreb, 1994.

Prilog bibliografiji bibliografija Bosne i Hercegovine/E Kujundžić, N Milićević, A Rešidbegović, Sarajevo, 1995.

Checked and approved by: Dr Enes Kujundžić, Sarajevo, March 1996.

Language: Setswana

BOTSWANA

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename		Tebogo Kagiso
2. Surname	simple	Pule
	compound	Mothoetsho

*Note:* No prefixes or connecting articles are used in Setswana names. In the few cases where compound names arise, formed from two words, the use of the hyphen is avoided and the name is not broken up. Thus the compound Motho Etsho becomes Mothoetsho.

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Surname in all cases	surname	PULE, Tebogo Kagiso

#### Authority for information provided

Botswana National Library Service, Gaborone.

Checked and approved by: B. Mogae, Botswana National Library Service, 4 March 1976.

Language: Portuguese

BRAZIL

Português

BRASIL

For name usage in Portuguese see the entry under PORTUGAL

Other national usage follows in this entry

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename ( <i>nome de batismo</i> )	compound with prefix	Maria da Graça
2. Surname ( <i>apelido</i> )	simple	Santo Angelo São Thiago
	- with attributive prefix, e.g. <i>Santo, São</i> , etc.	D'Elia Di Cavalcanti
	- with prefix of foreign origin	Dangelo Deabreu
	- with prefix linked to the name to constitute a single word	
	compound	
	- names of persons best known by forenames only	Alexandre Herculano de Carvalho Araújo Cassiano Ricardo Leite
	- names of persons best known by surname only	Joaquim Maria Machado de Assis
	- consisting of two surnames linked by a hyphen	Duque-Estrada

#### Additional elements to names

Element	Use	Examples
1. Words indicating family relationship, e.g. <i>Filho</i> (son), <i>Júnior</i> (junior), <i>Neto</i> or <i>Netto</i> (grandson), <i>Neta</i> or <i>Netta</i> (granddaughter), <i>Sobrinho</i> (nephew)	after the surname	Eduardo Magalhães Júnior José Dutra Vieira Sobrinho Manuel Bergstrom Lourenço Filho Umbelina Caldas Neta Vargas Netto
	after the forename	Adonias Filho Maurício Júnior
2. Title of nobility ( <i>título de nobreza</i> )	before the proper name in the title and a preposition	José Maria da Silva Paranhos, <i>Barão do Rio Branco</i>

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple forename	forename	ANTONIO
2. Names of persons best known by forenames only	last forename	HERCULANO, Alexandre (i.e. Alexandre Herculano de Carvalho Araújo) RICARDO, Cassiano (i.e. Cassiano Ricardo Leite)
3. Compound forename	last forename	LUIZ, Pedro
- with prefix	last part after the prefix	GRAÇA, Maria da
4. Forenames with words indicating family relationship	forename followed by the designation of relationship	ADONIAS FILHO MAURÍCIO JÚNIOR
5. Names of saints	forename	JOÃO BATISTA, <i>Santo</i>
6. Simple surname - with attributive prefix	prefix	SANTO ANGELO, Estêvão SÃO THIAGO, Moema
- with prefix of foreign origin	prefix	D'ELIA, Antonio DI CAVALCANTI
- consisting of a prefix linked to the name to constitute a single word	prefix	DANGELO, José Geraldo DEABREU, Moacir
7. Compound surname - linked by a hyphen	first part of surname	DUQUE-ESTRADA, Osório
- without forenames, which is the best known or preferred form	last part of surname, without forenames	ASSIS, Machado de (i.e. Joaquim Maria Machado de Assis)
- with words indicating family relationship	surname followed by the designation of relationship	CALDAS NETA, Umbelina LOURENÇO FILHO, Manuel Bergstrom MAGALHÃES JÚNIOR, Eduardo VARGAS NETTO VIEIRA SOBRINHO, José Dutra
8. Title of nobility	the proper name in the title followed by the personal name in direct order and the term of rank	RIO BRANCO, José Maria da Silva Paranhos, <i>Barão do</i>

### National cataloguing code

*Código de Catalogação Anglo Americano*. - 2. ed. - São Paulo : FEBAB, 1985. ISBN 85-85024-03-8

### National authority file of names

An authority file of names is maintained by the Biblioteca Nacional for national and all other authors catalogued by the library.

### Sources and recommended references

*Bibliografia Brasileira*. - Rio de Janeiro : Biblioteca Nacional, 1984 - . ISSN 0102-3144

### Authority for information provided

Biblioteca Nacional, Departamento de Processos Técnicos, Divisão de Bibliografia Brasileira, Seção de Catalogação.

Checked and approved by : Suely Mattos Vahia Loureiro, Seção de Catalogação, Biblioteca Nacional, Rio de Janeiro, November 1994.



Language: Bulgarian  
Bălgarski

BULGARIA  
BĂLGARIJA

Bulgarian names are cited on title pages in the nominative case. A residual case form ending in *va* (*va*), now out of use, is occasionally met with in older works when citing masculine names only and only in cases where the name is linked to the title by a preposition, e.g. *Кратка българска история от Д.П. Войникова* (A short history of Bulgaria, by DP *Vojnikova* (i.e. DP *Vojnikov*)). In such cases it is essential to consult a reliable reference tool to ascertain whether the name cited is masculine, as dealt with above, or feminine, as given in examples below. The author index to the last reference work listed at the end of the entry is recommended for this purpose.

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
<b>1. Forename</b>		
<i>Note:</i> No compound forenames are used in Bulgaria. The father's forename usually follows, in full or abbreviated form	- masculine	Михаил Mihail Димитър Dimitar
	- feminine	Николина Nikolina Пенка Penka
	compound	
	<i>Note:</i> Double personal names appeared after 1878 but never gained popularity owing to both traditional reasons and an official ban	
	- masculine	Иван-Асен Ivan-Asen Петър-Емил Petar-Emil
	- feminine	Анна-Мария Anna-Marija Роз-Мари Roz-Mari
<b>2. Patronymic</b>		
<i>Note:</i> The paternal name is the first of one's father. Paternal names are entered with Bulgarian endings, according to the sex of the child.	masculine	Георгиев Georgiev Христов Hristov
	feminine	Георгиева Georgieva Христова Hristova

*Note:* Occasionally variants occur in the formation of paternal names in the feminine gender, when they are felt to be of foreign origin and the paternal name thus formed is not euphonious. In that case no suffix is added, i.e. Елена Емил, not Елена Емилова.

3. Surname simple

*Note:* The family (surname) name of every person is that of the grandfather or the clan the father belonged to and is known generally.

- masculine	Петров	Petrov
The name is formed by the suffix -OB, -eB	Владикин	Vladikin
	Габровски	Gabrovski

*Note:* The acceptance of variants of the family name is explained by a number of possible variants for their formation. Most frequently this occurs when the paternal name becomes a family name, e.g. Цветан ТОДОРОВ Белчев, Георги ЦАНЕВ Герговски.

- feminine	Петрова	Petrova
Paternal/maiden name or after the husband's name.	Владикина	Vladikina
	Габровска	Gabrovska
compound		
- masculine	Теодоров-Балан	Teodorov-Balan
	Occurring rarely, written hyphenated.	
- feminine	Попова-Мутафова	Popova-Mutafova
	Current practice allows the entry of the family name of the father, followed by that of the spouse, separately hyphenated, in official documents.	

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

General rule

Type of name	Entry element	Examples
1. Forename only	forename	Иван-Асен II, Цар IVAN-ASEN II, Car
2. Simple surname	first part	Георгиев, Димитър GEORGIEV, Dimitar
		Георгиев, Димитър Иванов GEORGIEV, Dimitar Ivanov
		Георгиева, Анна-Мария GEORGIEVA, Anna-Marija
		Георгиева, Анна-Мария С. GEORGIAVA, Anna-Marija S.
		Христов, Михаил HRISTOV, Mihail
		Христов, Михаил Л. HRISTOV, Mihail L.
Христова, Николина HRISTOVA, Nikolina		
Христова, Николина Петрова HRISTOVA, Nikolina Petrova		

3. Compound surname a11 ПТопова-Мутаfoва, Фани POPOVA-MUTAFOVA, Fani  
 Теодоров-Балан, TEODOROV-BALAN,  
 Александър Aleksander

BURKINA FASO

Language: French  
 Français

**National cataloguing code**

1. БДС 15419-82 Библиографско описание на книгите (Bibliographic description of books). София, 1982
2. Ръководство за азбучни каталози на книги (Guide for alphabetical book's catalogue) С. НБКМ. 1989

**National authority file of names**

As an experiment an authority file operated within the National Bibliography of the 70's. As this was done through traditional means, efforts were directed towards the building up and maintenance of indexes of the names of Bulgarian authors, whose work appears under the paternal name, not the family name. In 1993 work began on a current retrospective automated authority file of Bulgarian authors and the authors of translated literature based on UNIMARC/Authorities. - München : Saur, 1991.

**Romanization scheme in use**

БДС 1596-73 Транслитерация на български думи с латински букви.  
*Transliteracija na bălgarski dumi s latinski bukvi.*

**Sources and recommended references**

1. Ковачев, Николай П. Българска ономастика. С., Наука и изкуство, 1986
2. Илчев, Стефан. Речник на личните и фамилните имена у българите. С., БАН, 1969
3. Граматика на съвременния български книжовен език: В 3 т. 2. стереотип.изд. С., БАН 1993
4. Богданов, Иван. Речник на българските псевдними. Писатели, научни работници, преводачи, карикатуристи, публицисти, журналисти... 3 осн. прераб. и доп. доп. изд. С., Д-р Петър Берон, 1989
5. Речник на българската литература. В 3 т. С., БАН, 1976-1982
6. Стоянов, Маньо. Българска възрожденска книжнина. Т.1.София. Наука и изкуство. 1957
7. Вългарска възрожденска интелигенция. Учители, свещеници, монаси, висши духовници, лекари, аптекари, писатели, издатели, книжари, търговци, военни. Енциклопедия. С., Д-р П.Берон, 1988.

**Authority for information provided**

Cataloguing and Holding Organisation Department, St. St. Cyril and Methodius National Library, Sofia.

Checked and approved by: Miss Violeta Ljudskanova, Head of Cataloguing and Holdings Organisation Department, St. St. Cyril and Methodius National Library, Sofia, April 1995.

The distinctive element in Burkina Faso a names has traditionally been the forename which has a special meaning and can protect its bearer against bad luck or invoke the blessing of the gods. Family names on the other hand can be common to a large number of families e.g. Ouédraogo for thousands of people of the Mossi tribe. Islamic and Christian forenames have been added to traditional forenames, sometimes eliminating them altogether. However, since independence in 1960, traditional forenames have experienced a revival.

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Forename(s) of traditional Christian or Islamic origin	simple	Noaga Sékou Pierre Nazi Omar
2. Family name	simple	Ouédraogo Tall Dabire Boni Ki-Zerbo
	compound - consisting of family name of father and family name of mother, sometimes linked by hyphen	

Names may be combined in various ways:

1. Forename + family name  
Noaga Ouédraogo  
Pierre Dabire
2. Christian forename + traditional forename + family name  
Augustin Sondé Coulibaly  
Victor Gomkoudougou Kaboré
3. Traditional forename + Islamic forename + family name  
Sibiri Omar Traoré
4. Islamic forename + Christian forename + family name  
Albert Salfó Balima  
Amadé Louis Ouédraogo
5. Two Islamic forenames + family name (common among the Peuls where the child bears the forename of his father as well as his own)  
Cheik Ousman Diallo

Note: Certain Mossi names consist of two elements which are inseparable, e.g.

Dim Dolbossom  
Sombe Rimi

**Additional elements to names**

Included in catalogue headings:

Element	Use	Examples
1. Title of nobility <i>Der</i> (Dagari title), <i>Naba</i> (title of Mossi chief)	variously before or after family name	Somda <i>Der</i> Etienne <i>Naba</i> Sanem <i>Larlé Naba</i> Moro <i>Naba</i> Kougri

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. All	family name	OUEDRAOGO, Noaga DABIRE, Pierre COULIBALY, Augustin Sondé KABORE, Victor Gomkoudougou TRAORE, Sibiri Omar KI-ZERBO, Joseph BALIMA, Albert Salfó DIALLO, Cheik Ousman SOMDA, <i>Der Etienne</i> SANEM, <i>Naba</i> LARLE, <i>Naba</i> KOUGRI, Moro <i>Naba</i>

**Exception:**

<i>Element</i>	<i>Entry element</i>	<i>Examples</i>
1. Compound inseparable Mossi names	first part of compound	DIM DOLBOSSOM SOMBE RIMI

**Sources and recommended references**

*Essai de catalogage des noms d'auteurs voltaïques* / Bourriema Zorome.

*Les noms des écrivains d'Afrique noire : essai de catalographie* / Jean Fontvieille. - Dakar : Université de Dakar, 1969. - 65p

Checked and approved by: Bourriema Zorome, Conservateur, Université de Ouagadougou, 25 June 1979.

Languages: 1. French 2. Kirundi

**Français**

Burundese names are derived from religion, daily life and family events. As each name is usually a unique individual (personal) name, neither tribal nor family, a person frequently has a different name from that of his parents.

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Individual (personal) name	simple	Havyarimana Hatungimana Nzobonimana Bucumi
	compound, with or without a hyphen	Vyanka-Ndondera
2. Forename	simple, of western origin although there are some Islamic names	Jean Déogratias Hamed Zénon

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple individual name and forename	individual name	HAVYARIMANA, Jean HATUNGIMANA, Emile
2. Compound individual name and forename	first part of compound name	VYANKA-NDONDERA, Cyriaque

**Authority for information provided**

La Bibliothèque de l'Université du Burundi, Bujumbura.

Checked and approved by: Herman Mununi, Conservateur, Université du Burundi, 11 September 1980.

Languages : 1. Khmer 2. English 3. French CAMBODIA  
 Khmei Anglais Barang

*Note* : In 1975 the Khmer Rouge closed all libraries in Cambodia and decimated the professional library community. Although the National Library of Cambodia re-opened in 1980 and others have since followed, Cambodia is just beginning to re-establish recognized cataloguing practices. All government documents are published in Khmer, and some are also translated into English and/or French.

For name usage in English see the entry under UNITED KINGDOM

For name usage in French see the entry under FRANCE

1. Khmer

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Chooun Po Ranariddh
2. Surname	simple	Eng Krouch Norodom

*Note* : Almost all Khmer names have only two elements; the first one is the surname, the second is the forename. Depending on family preference, a child's surname is usually either the surname or forename of the father.

Additional elements to names

*Note* : There are a number of royal, noble, and religious titles used in Khmer. However, there are not yet any cataloguing rules for their use; therefore, they are not included in cataloguing. This issue will be dealt with eventually, and will probably be similar to the rules for Thai. Titles in Khmer and Thai are very similar because they are derived from Pali and Sanskrit.

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

General rule

Type of name	Entry element	Examples
1. Simple surname	surname	ENG Po KROUCH Chooun NORODOM Ranariddh

*Note* : The forename is not set off with a comma.

National cataloguing code

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are generally used in the cataloguing of all languages.

Authority for information provided

National Library for Cambodia, Phnom Penh.

Checked and approved by : He Hin, Acting Director, National Library of Cambodia, April 1995.

Languages: 1. English 2. French CAMEROON  
 Français CAMEROUN

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
<b>a. General usage</b>		
1. Forename(s) of western or Islamic origin	simple	François John Ousmane Ali
	compound	Léon-Marie Jean-Paul
2. Patronymic of traditional origin	simple	Gandji Mey Ayissi
	compound	Owona Mangue Tchoumba Ngouankeu Sengat-Kuo Ipeko-Etomane
	- consisting of family name which may be name of father, or mother, or place of origin, sometimes linked by hyphen	
	- consisting of two or more traditional names linked by particle <i>ba</i> (abbreviation <i>a'</i> ), <i>ma</i> (abbreviation <i>m'</i> ) and <i>nya</i> (equivalent of French <i>de</i> )	Eteki a'Mbumua Makang Ma Mbock Dika Akwa Nya Bonambela

*Note*: Some Cameroonians have abandoned their forename(s) and use their traditional names only e.g.

Eno Belinga  
Mounoume Mbongo  
Liboum

In some cases even the family name has been dropped e.g.

**b. English usage** simple

English-speaking Cameroonians place their forename (of western origin) between the two elements of their patronymic e.g.

Chateh Peter Nkangafack  
(Chateh = personal name,  
Peter = forename,  
Nkangafack = name of father)

Additional elements to names

Included in catalogue headings

Element	Use	Examples
1. Honorific prefix <i>Al Adji</i> (or <i>El Hadj</i> ), <i>Fo</i> = <i>Fen</i> = <i>Fu'u</i> = <i>Nfon</i> , <i>Gwala</i> , <i>Lamido</i> , <i>Mafa</i> = <i>Mafen</i> = <i>Mafj'u</i> = <i>Majfor</i> , <i>Magni</i> = <i>Manyi</i> , <i>Menkam</i> = <i>Monkam</i> , <i>Monji</i> , <i>Nji</i> = <i>Nje</i> , <i>Nganju</i> , <i>Nkutipu</i> = <i>Ntchuepo</i> = <i>Nkweta</i> , <i>So</i> =	variously before forename or replacing forename and personal name	<i>Fu'u</i> Michel Tientchen <i>Sultan</i> Arouna Njoya <i>El Hadj</i> Moussa Yaya

Sop = Asoba, Sultan, Tafo =  
 Tafen = Tafu'u = Tafor,  
 Tagni = Tanyi, Tita, Wambe,  
 Wambe So = Wambe Sob,  
 Watban, Yerim (or Yerima)

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Element	Entry element	Examples
1. Simple patronymic	patronymic	MEY, Ousmane AYISSI, Léon-Marie GANDJI, François
2. Compound patronymic	first part of name	OWONA MENGUE, Alphonse SENGAT-KUO, François ETEKI A' MBUMUA, William Aurélien MAKANG MA MBOCK, Mathias
3. Compound patronymic in English usage	first name	CHATEH, Peter Nkangafack NGU, Jacob Lifangi
4. Names with honorific prefixes	last part of name	TIENTCHEN, Fu'u Michel NJOYA, Sultan Arouna YAYA, El Hadj Moussa
5. Personal name only	personal name	LIBOUM

#### Sources and recommended references

*Essai de catalogue des noms Camerounais* / Hilaire Omokolo. - Yaoundé : Université de Yaoundé, Service Central des Bibliothèques, 1976. - (Collection études et recherches en bibliothéconomie ; 6). - Second edition in preparation.

Checked and approved by: Hilaire Omokolo, Bibliothèque Universitaire, Université de Yaoundé, 22 July 1980.

Languages : 1. English 2. French 3. Native languages

CANADA

Français

For name usage in English see the entry under UNITED KINGDOM

For name usage in French see the entry under FRANCE

Other national usage for English and French, and information on Native names in Canada follow in this entry

#### 1. English

##### NAME ELEMENTS

###### Additional elements to names

Element	Use	Examples
1. Titular prefix of English origin, a rare occurrence	before the forename	Sir Ernest MacMillan

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

Type of name	Entry element	Examples
1. Titular prefix	after the forename	MACMILLAN, Ernest, Sir

(Note: This practice facilitates filing of headings in automated systems.)

#### 2. French

##### NAME ELEMENTS

###### Elements normally forming part of name

Element	Type	Examples
1. Surname ( <i>nom de famille</i> )	simple, with prefix De, de, d' or D'	D'Allaire d'Auteuil De Ladurantaye de Lafontaine

###### Additional elements to names

Element	Use	Examples
1. Titular prefix of English origin, a rare occurrence	before the forename	Sir Wilfrid Laurier

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Surname with prefix	element which predominates in the person's works, or in reference works published in French in Canada <i>Note:</i> The use of uppercase letters indicates preference for use as the entry element. Use preposition <i>de</i> or <i>d'</i> as the entry element if it is capitalized.	AUTEUIL, Chantal d' D'ALLAIRE, Micheline DE LADURANTAYE, Laurent LAFONTAINE, Alain de
2. Titular prefix	after the forename	LAURIER, Wilfrid, <i>Sir</i> (see the note at I, English)

### 3. Native languages

Some names of native origin consist of a single or compound given name. These are often names of historical interest, and were common among the Inuit until the 1960's. Other native names consist of a surname of Native origin and one or more forenames, often of English or French origin. A Native given name may also be employed as a middle name with an English or French surname and forename, as in the names of some contemporary chiefs.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Given name	single	Crowfoot Nuligak Oronhyatekha Pitscolak
	compound	Big Bear Buffalo Child Long Lance
	employed as a middle name	Oné-Onti
2. Forename		Andrew Charlotte George Kateri Max Seepee Zebedee
	single	Clutesi Ipellie Nahbixie Nungak Tekakwitha
3. Surname	single	Bear Robe Gros-Louis
	compound	

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Single given name	given name	CROWFOOT NULIGAK ORONHYATEKHA PITSEOLAK
2. Compound given name	first part of name	BIG BEAR BUFFALO CHILD LONG LANCE
3. Single surname	surname	CLUTESI, George IPELLIE, Seepee NAHBIXIE, Charlotte NUNGAK, Zebedee TEKAKWITHA, Kateri
4. Compound surname	first part of surname	BEAR ROBE, Andrew GROS-LOUIS, Max Oné-Onti

### National cataloguing code

*Anglo-American cataloguing rules*. - 2nd Edition rev. 1988. - Ottawa : Canadian Library Association, 1988. ISBN 0-88802-242-5 (Casebound)

*Anglo-American cataloguing rules. Amendments* 1993. - Ottawa : Canadian Library Association, 1993. ISBN 0-93893-431-5

*Règles de catalogage anglo-américaines*. - 2e éd., revision 1988. - Montréal : ASTED, 1990. ISBN 2-89055-090-7

### National authority file of names

*Canadiana authorities* is a comprehensive list of name headings of Canadian origin, published on microfiche by the National Library of Canada. It is issued quarterly, with bi-weekly supplements. ISSN 0225-1574. *Canadiana* authority records are also available in machine-readable form through the National Library's MARC Records Distribution Service.

### Sources and recommended references

Barbeau, Victor et Fortier, André. *Dictionnaire bibliographique du Canada français*. - Montréal : Académie canadienne-française, 1974.

*Canadian encyclopedia*. - Edmonton : Hurtig, 1988. ISBN 0-88830-326-2

*Dictionary of Canadian biography*. - Toronto : University of Toronto Press, 1966 - ISSN 0070-4717

*Dictionnaire biographique du Canada*. - Québec : Presses de l'Université Laval, 1966 -ISSN 0420-0446

*Encyclopédie du Canada*. - Montréal : Stanké, 1987. ISBN 2-7604-0281-9

Hamel, Réginald. *Dictionnaire des auteurs de langue française en Amérique du Nord*. -Montréal : Fides, 1989. ISBN 2-76211-475-6

**Authority for information provided**

Standards and Support Division, National Library of Canada, in consultation with the Canadian Committee on Cataloguing.

Checked and approved by : Paula Kelsall, Standards and Support Division, National Library of Canada, in consultation with the Canadian Committee on Cataloguing, December 1994.

**Language:** Spanish

Español

COLOMBIA

For name usage see the entry under SPAIN

**National cataloguing code**

The *Anglo-American cataloguing rules* are widely used.

**National authority file of names**

The Instituto Colombiano para el Fomento de la Educación Superior (ICFES) is establishing an authority file of Colombian authors.

**Sources and recommended references**

*Anuario bibliográfico colombiano*. - Bogotá : Instituto Caro y Cuervo, Departamento de bibliografía, 1951-

*Diccionario biográfico y bibliográfico de Colombia* / Joaquín Ospina. - Bogotá : Cromos, 1927-39.

*Quién es quién en Colombia*. - Bogotá : 1948-

*Enciclopedia universal ilustrada*. - Barcelona : Espasa-Calpe. - 70v. + apéndices

*Manual del librero hispanoamericano : bibliografía general española e hispanoamericana...* / Antonio Palau y Dulcet. - 2a ed. - Barcelona : Librería Anticuaria de A. Palau, 1948.

*Diccionario de la literatura universal*. Buenos Aires : Muchnik, 1966. - 3v.

*Diccionario de autores de todos los tiempos y de todos los países*. - Barcelona : Montaner y Simón, 1963. - 3v.

*Ensayo de un diccionario de la literatura* / Cederico Carlos Sainz de Robles. - 3a reimp. - Madrid : Aguilar, 1972.

**Authority for information provided**

División de Documentación e Información, Instituto Colombiano para el Fomento de la Educación Superior (ICFES), Bogotá.

Checked and approved by: Luis Eduardo Espinal A., División de Documentación e Información, ICFES, 23 May 1979.

Language: Croatian

Hrvatski

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple		
	- masculine	Ivan	
	- feminine	Ivana	
	compound		
	- masculine	Mirko Dražen	
	- feminine	Ana Marija	
	2. Surname	simple	Barac Ivančević
		compound	Kačić Miošić Franeš-Mihanović
		- consisting of two surnames	Lacković-Croata
		- consisting of a surname and territorial name	
or			
the reverse (though this is a rare form)		Goran Kovačić	
- consisting of a surname and pseudonym		Car Emin	
- consisting of a surname and title of nobility		Kukuljević-Sakcinski	
- consisting of a woman's maiden name and her husband's surname, always linked by a hyphen	Bošković-Stulli		
or			
the reverse	Brlić-Mažuranić		
- consisting of a woman's first and second husband's surnames (though this is a rare form)	Dujšin-Ribar		

CROATIA

HRVATSKA

### Additional elements to names

#### Not included in catalogue headings

Element	Use	Examples
1. Titular prefixes indicating rank of Croatian, <i>plemanti</i> or <i>plementa</i> (always abbreviated to <i>pl.</i> )	before the surname	Ivan pl. Zajc
and <i>barun</i> , <i>barunica</i> , <i>grof</i> , <i>grofica</i> , <i>kneginja</i> , <i>knez</i>	before the forename	grof Janko Drašković grofica Katarina Zrinski knez Krsto Frankopan
2. Epithets of religious significance in Moslem names, e.g. <i>hadži</i> , <i>hafiz</i>	before the forename	hafiz Mehmed Džemaludin Čaušević

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BARAC, Antun GRMEK, Mirko Dražen VODNIK, Valentin
2. Compound surname	first part of compound	BRLIĆ-MAŽURANIĆ, Ivana KAČIĆ MIOŠIĆ, Andrija KUKULJEVIĆ SAKCINSKI, Ivan
	second part of compound if the first part is a territorial name	KOVAČIĆ, Ivan Goran
3. Croatian names of Middle Ages, consisting of forename and territorial name	forename	GRGUR Senjanin NIKOLA Modruški

### National cataloguing code

- Verona, Eva. *Pravilnik i priručnik za izradbu abecednih kataloga*. Dio 1, Odrednice i redalice  
2. izmijenjeno izd. - Zagreb : Hrvatsko bibliotekarsko društvo, 1986. -

### Sources and recommended references

- Enciklopedija Jugoslavija*. - Zagreb : Jugoslavenski leksikografski zavod, 1955 - 1971. - 8 sv.
- Hrvatska bibliografija. Niz A. Knjige*. - Zagreb : Nacionalna i sveučilišna biblioteka, 1991. - ISSN 1330-0423 (Croatian bibliography : Series A, Books).
- Hrvatska bibliografija. Niz B. - Prilozi u časopisima i zbornicima*. - Zagreb : Nacionalna i sveučilišna biblioteka, 1991. - ISSN 1330-0415 (Croatian bibliography. Series B, Articles in journals and proceedings).



Hrvatski biografski leksikon. - Zagreb : Jugoslavenski leksikografski zavod, 1983 -

1 : A - Bi. - 1983

2 : Bj - C. - Zagreb : Jugoslavenski leksikografski zavod "Miroslav Krleža", 1989. ISBN 86-7053-015-5

3 : C - D. - Zagreb : Leksikografski zavod "Miroslav Krleža", 1983. ISBN 953-6036-18-5

Hrvatska enciklopedija. - Zagreb : Nakl. konzorcija Hrvatske enciklopedije, 1941 - 1945. - 5 sv.

Hrvatska enciklopedija. - Zagreb : Novinsko izdavačko poduzeće, 1959.

Suvremeni pisci Hrvatske / uredili Fadil Hadžić i Ivan Raos. - Zagreb : Novinsko izdavačko poduzeće, 1959.

Znameniti i zaslužni Hrvati te pomena vrijedna lica u hrvatskoj povijesti od 925 - 1925. - U Zagrebu : Odbur, 1925.

**Authority for information provided**

Hrvatsko bibliotekarsko društvo, Sekcija za bibliografsku kontrolu, Komisija za katalogizaciju. (Croatian Library Association, Section on bibliographical control, Committee on cataloguing)

Checked and approved by : Dorica Blažević, Hrvatsko bibliotekarsko društvo, Sekcija za bibliografsku kontrolu, Zagreb, January 1995.

Language : Spanish

CUBA

Español

For name usage in Spanish see the entry under SPAIN

**National cataloguing code**

NC-39 :92 SNICT. Encamezamientos. Autores individuales y corporativos. (Norma Cubana.)

Cataloguing rules are based on *Anglo-American cataloguing rules*. - 2nd Edition rev. 1988 and 1993.

**Sources and recommended references**

*Bibliografía cubana* / Biblioteca Nacional José Martí. - Habana : Biblioteca Nacional José Martí, 1959 - ISSN 0574-6085

**Authority for information provided**

Process Department, Biblioteca Nacional José Martí, La Habana.

Checked and approved by : Xonia Jiménez López, Vicedirectora de Procesos Técnicos, Biblioteca Nacional José Martí, May 1995.

Languages: Greek Turkish  
Ellenike Türkçe

CYPRUS  
(KYPROS)  
= KIBRIS

Language : Czech  
Čeština

CZECH REPUBLIC  
ČESKÁ REPUBLIKA

For name usage in Greek see the entry under GREECE  
For name usage in Turkish see the entry under TURKEY  
Other national usage follows in this entry

### 1. Greek

#### NAME ELEMENTS

Elements normally forming part of name  
(additional to information in the Ellas entry)

Element	Type	Examples
1. Surname of patronymic form	genitive <i>Note:</i> In certain cases a Greek patronymic will regularly be in the genitive and should not be converted to the nominative e.g.	Nicolaou Nicolaios
	genitive for married women <i>Note:</i> A married woman assumes her husband's patronymic which always appears in the genitive.	Papadopoulou

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Surname of patronymic form	patronymic, in the genitive for names regularly in this form, and for all married women	NICOLAOU, Kyriacos PAPADOPOULOU, Maria

#### Authority for information provided

Library Association of Cyprus.

Checked and approved by: Costas D. Stephanou, Library Association of Cyprus, 6 September 1976.

#### NAME ELEMENTS

*Note:* Czech forenames and surnames, including compound forms, are either nouns or adjectives and are declined accordingly. Difficulties arise because names may be given in other than the nominative case. Similarly, two persons with the same name may be cited in the plural form of the name. In both cases reference sources should be consulted to ascertain the nominative and/or singular forms of name.

#### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple - masculine	Bohuslav Jan Amos Jiří Karel Karel Matěj
	- feminine	Božena Jaroslava
2. Surname	simple - masculine	Čapek Komenský Martinů
	- feminine	Čapková Martinů Němcová
	compound - masculine consisting of names which may be joined by a hyphen	Čapek Chod Havlíček Borovský
	- feminine consisting of a woman's maiden name and her husband's family name, the order being variable	Moserová-Davidová
3. Plural surname	with special ending which is neither masculine nor feminine, used by two persons from the same family in collaboration	Mrštíkové (Alois a Vilém Mrštík, i.e. Alois Mrštík, Vilém Mrštík) Zátokovi (Dana a Emil Zátokovi, i.e. Dana Zátoková, Emil Zátok)
4. Older family name	with prefix, usually for names of nobility	z Žerotína
	consisting of a family name and a preposition followed by a place name	Adam z Veleslavína Jeník z Bratřic Karásek ze Lvovic

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	ČAPEK, Karel KOMENSKÝ, Jan Amos MARTINŮ, Bohuslav MARTINŮ, Jaroslava NĚMCOVÁ, Božena
2. Compound surname	first part of compound	ČAPEK-CHOD, Karel Matěj HAVLÍČEK BOROVSKÝ, Karel
3. Compound surname consisting of a woman's maiden name and her husband's surname	first part of compound	MOSEROVÁ-DAVIDOVÁ, Jaroslava
4. Plural surname	surname	MRŠTÍK, Alois MRŠTÍK, Vilém ZÁTOPEK, Emil ZÁTOPKOVÁ, Dana
5. Older family name		
- simple family name with prefix	family name, but preceded by the prefix in lower case which is ignored in filing	z ŽEROTÍNA, Karel
- compound family name consisting of a family name followed by a preposition and a local name	first part of compound	ADAM Z VELESLAVÍNA, Daniel JENÍK Z BRATŘIC, Jan KARÁSEK ZE LVOVIC, Jiří

Note: Names of foreign origin in Czech Republic are entered according to usage in the appropriate country.

### National cataloguing code

Anglo-americká katalogizační pravidla / překlad Národní knihovna v Praze. - 1. české vyd. - Praha : Národní knihovna, 1994. ISBN 80-7050-187-1

### Sources and recommended references

Česká národní bibliografie : knihy. - Praha : Národní knihovna, 1994 - ISSN 1210-8898.  
Before 1992 under the title : Bibliografický katalog...

### Authority for information provided

Národní knihovna v Praze (National Library in Prague).

Checked and approved by : Dr Bohdana Stoklasová, Director, Cataloguing and National Bibliography Division, Národní knihovna v Praze, January 1995.

Language : Danish

DENMARK

dansk

DANMARK

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Forenames	simple	Christian Inger Lise Lotte Niels Peter
	compound	Ann-Mari
Note: A woman may adopt her father's or husband's forename as a middle name which should not be taken as part of a compound surname, e.g. Ann-Mari Max Hansen (daughter of Max Hansen), Henny Harald Hansen (married to Harald Hansen)		
2. Surname	simple	Møller Nielsen
	- with prefix, usually of foreign origin	la Cour ( <i>French</i> ) van Deurs ( <i>Dutch</i> ) von der Recke ( <i>German</i> )
	compound	
	- consisting of two or more surnames often hyphenated, or linked with a preposition (in the case of foreign names)	Høst-Madsen Martensen-Larsen Møller Christensen Schaffalitzky de Muckadell Steenen Blicher
	- consisting of a woman's maiden name and her husband's surname	Bruhn Hoffmeyer Lund Clausen

### Additional elements to names

Included in catalogue headings :

Element	Use	Examples
1. Titles of nobility	after the forename(s)	Flemming, greve af Rosenborg Margrethe II, dronning af Danmark
2. Qualifying and descriptive phrases used as part of the name	after the forename(s)	Sven, ridder

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	MØLLER, Poul Martin NIELSEN, Carl
2. Surname with prefix	prefix or part following prefix according to usage in country or origin	DEURS, Jan Piet van ( <i>Dutch</i> ) LA COUR, Paul ( <i>French</i> ) RECKE, Ernst von der ( <i>German</i> )
3. Compound name		
<i>Note</i> : Entry is usually the person's preferred form or, if this is unknown, the form used in reference sources as determined by the following common usage.		
- consisting of two or more hyphenated surnames	first part of compound	HØST-MADSEN, Poul MARTENSEN-LARSEN, Florian
- consisting of two surnames not hyphenated of which the second is a name ending in -sen, or Møller	first part of compound	FRIIS MØLLER, Kai MØLLER KRISTENSEN, Sven STORM PETERSEN, Robert
- consisting of two or more other surnames not hyphenated or linked by a preposition	second part of compound	BLICHER, Steen Steensen KOFOED, Axel Dam
- consisting of two surnames linked by a preposition, usually names of foreign origin	first part of compound	SCHAFFELITZKY DE MUCKADELL, Cai

### National cataloguing code

*Katalogiseringsregler og bibliografisk standard for danske biblioteker* (Cataloguing rules and bibliographic standard for Danish libraries) / Det Danske Katalogregeludvalg. - Ballerup : Bibliotekscentralens Forlag, 1987 - 1992. - Part 1. 1987. ISBN 87-552-1466-5. Part 2. 1987. ISBN 87-552-1482-7. - Bilag (Appendices). 1987. ISBN 87-552-1483-5. Periodica (Serials). 1992. ISBN 87-552-1961-6. Forenklinger (Simplifications). 1992. ISBN 87-552-1962-4.

The rules are based on *Anglo-American cataloguing rules*, 2nd Edition rev., 1988. (AACR2)

### Authorities responsible for issuing library rules about names

Katalogdatabadet = Danish Committee on Electronic Library Catalogues, set up by the National Library Authority.

### Sources and recommended references

#### Bibliographies :

*Dansk bogfortegnelse* (Danish national bibliography). 1841- . . . Ballerup : Dansk BiblioteksCenter, 1851- . ISSN 0106-2743.

The Danish national bibliography is also available online from 1976 in the bibliographic database DANBIB.

*Bibliotheca Danica* (Retrospective bibliography of Danish literature, 1482 - 1840). - Copenhagen : Gyldendal, 1877.

*Anonym- og pseudonym-lexicon for Danmark og Island til 1920 og Norge til 1814*. -Copenhagen : Hagerup, 1940.

### Biographical dictionaries :

*Dansk biografisk leksikon* (the national biographical dictionary for Denmark from ca. 800 to the present age) . - 3rd. ed. - Copenhagen : Gyldendal, 1979-1984.

*Kraks blå bog*. Nulevende mænd og kvinders levnedsløb (Kraks blue book. Careers of living Danish men and women). - Copenhagen : Krak, 1910-

### Biobibliographical dictionaries :

Ehrencron-Müller, H. *Forfatterleksikon omfattende Danmark, Norge og Island indtil 1814* (Dictionary of authors, embracing Denmark, Norway and Iceland through 1814). -Copenhagen : Aschehoug, 1924-1932.

*Almindeligt forfatter-lexicon for kongeriget Danmark med tilhørende bilande fra 1814 til 1840* (General dictionary for authors for the kingdom of Denmark including dependencies from 1814 through 1840). - Copenhagen : Forlagsforeningens forlag, 1843/53. Supplement to 1853, 1858/68.

*Dansk skønlitterært forfatterleksikon 1900 - 1950* (Dictionary of Danish belles-lettres authors 1900 - 1950). - Copenhagen : Grønholt Pedersen, 1959-1964.

### Name dictionaries :

Hornby, Rikard. *Danske navne*. - Copenhagen : Gad, 1951. (Lists a number of Danish Christian names.)

### Authority for information provided

Katalogdatabadet = Danish Committee on Electronic Library Catalogues.

Checked and approved by : Mona Madsen, Chair, and Elise Hermann, Secretary, Danish Committee on Electronic Library Catalogues, December 1994.

Language: Estonian

ESTONIA

A surname may occasionally appear in the genitive case on a title-page but is given in the nominative case in a heading, e.g. the genitive Fr. R. Kreutzwaldi is entered as KREZWALD, Friedrich Reinhold.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Entry element	Examples
1. Forename	simple	
	- masculine	Juhan
	- feminine	Ellen
2. Surname	simple	Smuul
		Vilde
	compound	Kangro-Pool
		Kits-Mägi

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple surname	surname	SMUUL, Juhan NURME, Minni
2. Compound surname	first part of compound	KANGRO-POOL, Rasmus KITS-MÄGI, Linda

### National cataloguing code

Rules for the choice and form of names are contained in:

*Edinye pravila opisanija proizvedenij pečati dlia bibliotičnyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj*

*Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*

English title: *Uniform rules for the entry of printed matter in library catalogues.*

### Sources and recommended references

*Raamatukroonika. ENSV riikliku bibliograafia häälekandja.* Tallinn, 1946 - (Eesti NSV Ministrite Nõukogu Riiklik Kirjastuste, Polügraafia ja Raamatukaubanduse Komitee. Eesti NSV Riiklik Raamatupalat).

Rajandi, Edgar. *Raamat nimedest.* Tallinn : Eesti Raamat, 1966.

### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Languages: 1. Amharic 2. Tigrinya 3. Geez 4. Oromo (Galla) ETHIOPIA

The *Civil Code of the Empire of Ethiopia*, 1960, prescribes that every Ethiopian will have a family name, first name(s), and a patronymic. However, as far as is known, this usage has not yet been widely adopted.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Personal name, usually having a religious significance	simple	Ermias Kesete Kebreab
2. Father's personal name, or given name	compound, which may be written as one word simple	Habte Sellassie Berekete Ab or Bereketeab Kebreab
3. Grandfather's personal name, sometimes added to distinguish a person further	compound, which may be written as one word as above, simple or compound	Wolde Mariam Tesfa Mikael or Tesfamikael Tekle Hawariat

Note: The first or second element in a compound personal name may be abbreviated, e.g.

W. Berhan (Wolde Berhan)

#### Additional elements to names

Element	Use	Examples
Included in catalogue headings:		
1. Titles of nobility and honour - <i>Ras, Bitwoded, Atse, Negus</i>	before the personal name	<i>Ras Asrata Kassa</i> <i>Bitwoded Bulcha Gutema</i>
2. Religious titles - <i>Kes, Melake Selam, Abuna, Debtera</i>	before the personal name	<i>Abuna Lukas Tewelde</i>
Not included in catalogue headings:		
3. Other secular titles and forms of address - <i>Miktle, Yeasir Aleka, Shaleka-Basha, Ato (Mr.), Woizerit (Miss), Woizero (Mrs.)</i>	before the personal name	<i>Ato Solomon G. Kristos</i>

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All	first part of name in direct order	MENELIK II, <i>Atse</i> MIKAEL, <i>Nigus</i> LUKAS TEWOLDE, <i>Abuna</i> DIMETROS GEBRE MARIAM, <i>Melake Selam</i> ERMIAS KEBREAB SOLOMON G. KRISTOS ASRATA KASSA, <i>Ras</i>

Note: A foreign woman married to an Ethiopian should be entered in direct order if a completely Ethiopian name has been adopted, or in inverted order if her own forename and her husband's patronymic are used, e.g.

KINFU, Anne-Marie

#### Romanization schemes in use

The scheme devised by Stephen Wright, intended for Amharic but also used for Geez, Tigrinya, and Oromo, has been adopted at Addis Ababa University. It is published in *Journal of Ethiopian studies*, vol. 2 no. 1, Jan. 1964. As many Ethiopian authors have established romanized forms of their names which differ from the Wright scheme, and other romanization schemes available, cross-references will in many cases be necessary. The scheme for Amharic published in *Cataloguing service* (ISSN 0041-7890) bulletin 118, Summer 1976, pp. 13-14 (Processing Department, Library of Congress, Washington D.C.), is also used by some Ethiopian libraries.

#### Sources and recommended references

Solomon G. Kristos. *A decade of Ethiopian languages publications 1959-1969*. Addis Ababa: Institute of Ethiopian Studies Library, Haile Sellassie I University, 1971. (Authors' names are given in romanized form in direct order)

*Ethiopian publications* / Institute of Ethiopian Studies, Addis Ababa University. - Addis Ababa, 1965 -

Kebreab W. Giorgis. "Entry word in Ethiopian names". *International cataloguing*, vol. 3 no. 1, Jan. and Mar. 1974, pp. 2 - 3.

#### Authority for information provided

Library, Addis Ababa University.

Checked and approved by: Dereje Hailu, National Library and Archives, Addis Ababa, October 1994. No change.

Language: 1. Finnish 2. Saami (Lappish) 3. Swedish FINLAND  
 Suomi Saame Svenska SUOMI = SUOPMA

For name usage in Swedish see the entry under SWEDEN

### 1. Finnish

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Jaakko Veikko Antero
2. Surname	compound	Anna-Maija
	simple	Haavio Koskenniemi Raittila Salonen
3. Patronymic	simple with prefix, usually of foreign origin	von Wright af Enehjelm
	compound, frequently joined by a hyphen	Ali-Melkkilä Enäjärvi-Haavio Soisalon-Soininen Ylä-Outinen
		Olavi Maununpoika

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	HAAVIO, Jaakko KOSKENNIEMI, Veikko Antero RAITTIILA, Anna-Maija SALONEN, Armas
2. Compound surname	first part of compound	ALI-MELKKILÄ, Raakel ENÄJÄRVI-HAAVIO, Elsa SOISALON-SOININEN, Ilmari YLÄ-OUTINEN, Urho
3. Surname with prefix	part following the prefix	WRIGHT, George Henrik von ENEHJELM, Curt af

### 2. Saami (Lappish)

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Aili Valpu Karen Kirsti Samuli
2. Surname	compound	Marja-Liisa
	simple	Aikio Jomppanen Mujo Paltto Valle

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	AIKIO, Samuli JOMPPANEN, Karen MUJO, Marja-Liisa PALTTO, Kirsti VALLE, Aili Valpu

##### National cataloguing code

Suomalaiset luettelointisäännöt. Hakutiedot. Uud. laitos.  
 Helsinki : Kirjastopalvelu, 1991. ISBN 951-692-260-0 (sid.)

##### Sources and recommended references

Suomen kirjallisuus. Vuosiluettelo / Helsingin yliopiston kirjasto = Finlands litteratur.  
 Arskatalog / Helsingfors universitetsbibliotek = The Finnish national bibliography.  
 Annual volume / Helsinki University Library. 1972 : 1 - Helsinki : Helsingin yliopiston kirjasto, 1974 -  
 ISSN 0355-0001

##### National authority file of names

Fennica : the Finnish National Bibliography Database. - Helsinki : Helsinki University Library, 1990.  
 (Available only online).

##### Authority for information provided

Bibliographic Department, Helsinki University Library.

Checked and approved by : Irja-Leena Suhonen, Head, Bibliographic Department,  
 Helsinki University Library, February 1995.

Language : French

Français

FRANCE

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename ( <i>prénom</i> )	simple	Jean
	compound, sometimes with a hyphen	Jean Joseph Jean-Pierre
2. Surname ( <i>nom de famille</i> )	simple	Brunet
	with prefix, -consisting of a preposition <i>de</i> or <i>d'</i>	D'Aubigné de Musset
	- consisting of a definite article - abbreviated	Le Cordier L'Herbier
	- consisting of a preposition and an article or, a contraction of a preposition and an article	de la Fontaine Des Cloizeaux Du Bellay
	compound	
	- consisting of two names without a hyphen	Dupont Delestraint
	- consisting of two names joined by a hyphen	Beuve-Méry
	- consisting of a forename and a family name ( <i>always joined by a hyphen</i> )	Charles-Roux
	- including a definite article	Picart Le Doux
	- including a preposition	Teilhard de Chardin
	- including a combination of a preposition and an article, or a contraction of a preposition and an article	Bouthier de La Tour Martin Du Gard Trudon Des Ormes

#### Additional elements to names

Element	Use	Examples
1. Name of place or occupation	following forename ( <i>names of the Middle Ages</i> )	Jean de Meung Guillaume le Clerc
2. Number	following forename ( <i>kings, popes, etc.</i> )	Louis 9

3. Titles of nobility	preceding forename ( <i>used as a courtesy title after the 18th century</i> ) following the surname and preceding the name(s) of place(s) ( <i>until the 18th century</i> )	Prince Louis de Broglie Louis de Rouvroy, <i>duc de Saint Simon</i> Charles de Secondat, <i>baron de La Brède et de Montesquieu</i>
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### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BRUNET, Bernard
2. Surname with prefix	part of the name following the prefix <i>de</i> or <i>d'</i>  prefix, if this is the article alone, or a contraction of a preposition and an article	AUBIGNÉ, Agrippa d' MUSSET, Alfred de  DES CLOIZEAUX, Jacques DU BELLAY, Joachim LA FONTAINE, Jean de LE CORDIER, Roland L'HERBIER, Marcel
3. Compound surname	first part of the name	BEUVE-MÉRY, Hubert BOUTHIER DE LA TOUR, Claire CHARLES-ROUX, Edmonde DUPONT DELESTRAINT, Pierre MARTIN DU GARD, Roger PICART LE DOUX, Jean TEILHARD DE CHARDIN, Pierre TRUDON DES ORMES, Amédée
4. Surname accompanied by a title of nobility ( <i>courtesy title omitted after the 18th century</i> )	surname	BROGLIE, Louis de

#### Exceptions :

1. Forename with name of town or occupation ( <i>names of the Middle Ages</i> )	forename	JEAN DE MEUNG GUILLAUME LE CLERC
2. Forenames with numbers ( <i>kings, popes, etc.</i> )	forename	LOUIS 9
3. Surnames followed by place name(s) ( <i>until the 18th century</i> )	Place name under which the person is best known	MONTESQUIEU, Charles de SAINT-SIMON, Louis de

#### National cataloguing code

*Norme française NF-44-061 : documentation, catalogage : forme et structure des vedettes, titres des rubriques de classement et des titres forgés/ Association française de normalisation. - Paris-La Défense: Association française de normalisation, 1986. ISSN 0335-3938*



### Authorities responsible for issuing library rules about names

Association française de normalisation, Commission générale.

### National authority file of names

*Autorités personnes physiques* / Bibliothèque nationale de France, Service de la coordination bibliographique. - 1990, 1er trim. - Paris : Bibliothèque nationale, 1991. - 11 x 16 cm : microfiches et notices d'accompagnement (mises à jour cumulatives semestrielles). ISSN 1140-5570

*CD-ROM des fichiers d'autorité de BN-OPALE auteurs personnes physiques, collectivités, titres uniformes, matière RAMEAU*. - Paris : Bibliothèque nationale de France, 1995.

### Sources and recommended references

*Archives biographiques françaises* / réd. par Susan Bradley. - München : K.G. Saur, 1988 - 1991. - 12 livraisons, 1065 microfiches (105 x 148 mm) + guide d'utilisation (30 p.). ISBN 3-598-32564-9

*Dictionnaire de biographie française* / sous la dir. de M. Prévost et J.-C. Roman d'Amat. - Paris : Letouzey, 1933 - . - ISBN 2-7063-0158-9

*Who's who in France : qui est qui en France*. - Lafitte, 1953 - . - 30 cm. (Biennial until 1987, and then annual). 1993-1994. - 25th ed. - 1993. - 1812 p. - ISBN 2-85784-030-6

### Authority for information provided

Bibliothèque nationale de France, Direction du développement scientifique et des réseaux, Service de la coordination bibliographique, Bureau des Autorités personnes physiques.

Checked and approved by : Michèle Guy, Service de la coordination bibliographique, Bureau des Autorités personnes physiques, Bibliothèque nationale de France, March, 1995.

Languages : 1. English 2. Wollof 3. Mandinka  
4. Fula 5. Jola

GAMBIA

For name usage in English see the entry under UNITED KINGDOM

The Gambia Curriculum Development Centre is in the process of drawing up standards for spelling and pronouncing national names.

At present name usages can be compared with those followed in Senegal except that spellings differ.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Patronymic	usually simple	Badjan N'jie
2. Forename	simple	
	- masculine	Amadou Seydou
	- feminine	Fatou Safiatou
	compound	
	- masculine	Momodou Sainey

Note : Islam and Europe have influenced use of forenames, e.g. Ahmed, Patience.

3. Forename of either parent	used after the forename and before or after the patronymic	Geddel Samba Lingere
4. Forename or patronymic of a grandparent or ancestor	used after the forename and before or after the patronymic	N'jie
5. Place name of town of origin		Saloum

Name elements may be combined in various ways :

1. Forename + forename of parent + patronymic	Seydou Antouman Badjan
2. Forename + patronymic + forename of parent	Amadou Bah N'jie
3. Forename + forename of parent + forename of grandparent + patronymic	Yoroh Falai Alpha Baldeh

Other variations include a place of origin in different positions, e.g.

4. Forename + place name + patronymic	Samba Balanghar Loum
5. Forename + patronymic + forename of parent + place name	

**Additional elements to names**

Included in catalogue headings :

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Terms of respect : Alhaji or Alhaj (man who has been to Mecca) Ajaratou or Aja (woman who has been to Mecca) Seyfo, Seyfololu (plural) - Chief Sheik (certainly not Chief), - Islamic status rarely used in the Gambia Sherif (descendant of the Prophet Mohamed) Serign, Alpha, Tamsir, Karamo (religious scholars and teachers) Gorgi (Sir), Sohna (Madam)	before the forename as integral parts of the name	Alhaji Saidou Badjan Sheik Yoroh Bah
2. Terms of respect Ndey, Yai, Mba (mother) Bai, Fa (father) Mam (grandparent)	before the forename taken from previous generations	Bai Amadou Bah

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
All	patronymic	N'JIE-BADJAN, Seydou BAH, Bai Amadou BAH, Sheik Yoroh
		N'JIE, Ebou Daour

: persons using an additional 'demarcating' patronymic are entered under the true nymic and the additional name is treated as a secondary element, e.g. Ebou N'jie ir is entered as

**Authority for information provided**

National Library, Banjul.

Recorded and approved by : Miss M.E. Fye, Chief Librarian, National Library, Banjul, November 1994.

Language: Georgian

GEORGIA

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	
	- masculine	გიორგი აკაკი
2. Surname	- feminine	ქეთევან
	simple	
	- masculine	ამირანაშვილი წერეთელი
	- feminine	კეკელიძე
	compound	
	- feminine	ერისთავი-ხოშტარია

Giorgi Akaki

K'et'evan

Amiranašvili Ceret'eli

Kekelidze

Erist'avi-Hoštaria

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	ამირანაშვილი, პალკა პეძელი, რუსთაველი
		AMIRANAŠVILI, Šalva KEKELIDZE, Rusudan
2. Compound surname	first part of compound	ერისთავი-ხოშტარია, ანასტასია
		ERIST'A VI-HOŠTARIA, Anastasia

**Exception:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Personal name by which some persons, e.g. poets and artists, are better known	personal name	ვაჟა-ფშაველა VAZA-P'SAVELA (real name: ლუკა რაზიკაშვილი Luka Razikašvili)

**National cataloguing code**

Rules for the choice and from of names are contained in:  
*Edinye pravila opisanija proizvedenij pečati dlia bibliotičnyh katalogov / Me duvedomstvennaja Katalogizacionaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
 English title: *Uniform rules for the entry of printed matter in library catalogues.*

**Sources and recommended references**

წიგნის მაცნა. სალარეკელის სსრ სახელმწიპო ბიბლიოგრაპიის ორგანო. თბილისი, (სალარეკელის სსრ სახელმწიპო წიგნის პალატა).

*Cignis matiane.* Sak'art'velos SSR Sahelmcip'o bibliografiis organo. T'bilisi, 1926- (Sak'art'velos SSR Sahelmcip'o Cignis Palata).

**Romanization schemes in use**

*International system for the transliteration of Slavic Cyrillic characters* / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)

**Authority for information provided**

Каталогизационной комиссией СССР (USSR Cataloguing Committe).

Checked and approved by: A.A. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committe, 17 February 1977.

Language : German

Federal Republic of GERM

Deutsch

Bundesrepublik DEUTSCH

*Note :* The name of the country as used in catalogue records is Deutschland. Before the reunification the official names were Demokratische Republik (German Democratic Republic) and Bundesrepublik Deutschland (Federal Republic of Germany).

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forenames	simple	Catharina Kathrin
	compound	Karl H. Karl Heinz Karl-Heinz Karlheinz Maria Elisabeth
2. Surname	simple	Morgenstern Schmidt
	- with feminine ending	Welserin
	with prefixes	
	- a preposition	van Beethoven
	- a preposition and an article written separately	von der Hagen von le Fort
	- a contraction of a preposition and an article	aus'm Weerth vom Berg
	- a preposition and a contraction of a preposition and an article	von zur Mühlen
	- more than one prefix linked by a conjunction	von und zu Urff
	compound	
	- consisting of two surnames	Meyer-Hofmann Strauss und Torney
- consisting of a surname and a place name	Meyer zu Selhausen Müller-Meiningen	
- consisting of a surname with the attributive prefix "Sankt"	Sankt Goar	
- consisting of two surnames joined by the word "genannt"	Gnevkow genannt Blume	

**Additional elements to names**

**Titular prefixes :** Baron, Baronesse, Baronin, Freifrau, Freiherr, Freiin, Fürst, Fürstin, Graf, Gräfin, Prinzessin, etc.

*Note :* These titular prefixes are now generally omitted in German library practice. The prefix *von* used as a sign of nobility may especially for persons ennobled during their lifetime.

Element	Use	Examples
1. Titular prefix	after the forename(s) and usually followed by the preposition <i>von</i> or <i>zu</i> or by a contraction of a preposition and an article and the surname, simple or compound followed by the preposition and a separate article or by a contraction of a preposition and an article before the forename(s) without any difference in significance in rare cases within a compound	Adolf Friedrich <i>Graf von</i> Schack Karl <i>Freiherr vom</i> Stein zum Altenstein  Franz Clemens Ulrich <i>Prinz zur</i> Lippe-Weissenfeld  <i>Prinz</i> Louis Ferdinand von Preussen  Julia Rauh- <i>Gräfin von der</i> Schulenburg

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. surname	surname	MORGENSTERN, Catharina SCHMIDT, Karl Heinz
2. Feminine ending of surname	surname without feminine ending	WELSER, Philippine (i.e. Welslerin, Philippine)
3. Surname with prefixes		
- a preposition	part following the preposition	BEETHOVEN, Ludwig <i>van</i>
- a titular prefix followed by a preposition	part following the preposition	SCHACK, Adolf Friedrich <i>von</i>
- a titular prefix before the surname and a preposition	part following the preposition	PREUSSEN, Louis Ferdinand <i>von</i>
- a preposition and an article written separately	part following the article	HAGEN, Friedrich <i>von de</i>
- a preposition and an article of Romanic origin	prefix, if it is an article in a name of Romanic origin	LEFORT, Gertrud <i>von</i> (i.e. Gertrud von le Fort)
- a contraction of a preposition and an article	prefix	VOMBERG, Fritz (i.e. Fritz vom Berg)
- a contraction of a preposition and an article elided	prefix	AUS'MWEERTH, Ernst (i.e. Ernst aus'm Weerth)
- a preposition and a contraction of a preposition and an article	prefix, if it is a preposition and an article combined in one word	ZURMÜHLEN, Heinrich <i>von</i> (i.e. Heinrich von zur Mühlen)
- more than one prefix linked by a conjunction	part following the last preposition	URFF, Georg Ludwig <i>von und zu</i>
4. Compound surname		
- consisting of two surnames usually hyphenated	first part of compound	MEYER-HOFMANN, Ernst
- consisting of a name and a hyphenated place name	first part of compound	MÜLLER-MEININGEN, Ernst

- consisting of a name and a place name linked by a preposition	first part of compound	MEYER ZU SELHAUSEN, Hermann
- consisting of the prefix <i>von</i> and two surnames linked by a conjunction	part of compound following the prefix	STRAUSS UND TORNEY, Lulu <i>von</i>
- with titular prefix followed by the preposition combined with an article and two hyphenated surnames	prefix starting the compound, if it is a preposition and an article combined in one word	ZURLIPPE-WEISSENFELD, Franz Clemens Ulrich (i.e. Franz Clemens Ulrich Prinz zur Lippe -Weissenfeld)
- consisting of a name and a place name with a prefix contracted of a preposition and an article	prefix starting the compound, if it is a preposition and an article combined in one word	VOMSTEIN ZUMALTENSTEIN, Karl (i.e. Karl Freiherr vom Stein zum Altenstein)
- consisting of a surname with the attributive prefix <i>Sankt</i>	first part of compound	SANKT GOAR, Ludolph
- consisting of two surnames joined by the word <i>genannt</i>	first part of surname, <i>genannt</i> being replaced by a hyphen	GNEVKOW-BLUME, Rudolf (i.e. Rudolf Gnevkow genannt Blume)
- consisting of a surname and a place name with title of nobility	first part of compound	RAUH- VON DER SCHULENBURG, Julia (i.e. Julia Rauh- Gräfin von der Schulenburg)

### National cataloguing code

*Regeln für die alphabetische Katalogisierung in wissenschaftlichen Bibliotheken* : RAK-WB / [erarb. von der Kommission des Deutschen Bibliotheksinstituts für Alphabetische Katalogisierung (bis 1990) und der Expertengruppe RAK des Deutschen Bibliotheksinstituts (seit 1991). Hrsg. von der Kommission des Deutschen Bibliotheksinstituts für Erschließung und Katalogmanagement]. - 2., überarb. Ausg. - Berlin : Dt. Bibliotheksinst., 1993. ISBN 3-87068-436-4

Based on its predecessor : *Regeln für die alphabetische Katalogisierung (RAK)* which is the joint work of the Kommission für Alphabetische Katalogisierung der Arbeitsstelle für das Bibliothekswesen (Federal Republic of Germany), the Kommission für Katalogfragen des Bibliotheksverbandes der DDR (German Democratic Republic) and the Kommission für Nominalkatalogisierung der Vereinigung Österreichischer Bibliothekare (Austria). Rules for personal names in European languages *Ansetzung der Namen von Personen* (Vorabdruck), München, 1969.

### National authority file of names

*Personennamen-Datei (PND)* [in preparation].

### Sources and recommended references

RAK rules have been used since 1972 in the bibliographies *Deutsche Bibliographie, Frankfurt*, including *Neuerscheinungen-Sofortdienst (CIP)*, and *Deutsche Nationalbibliographie, Leipzig*, including *Deutsches Bücherverzeichnis*.

The following bibliographies edited by Die Deutsche Bibliothek (Deutsche Bücherei Leipzig, Deutsche Bibliothek Frankfurt am Main, Deutsches Musikarchiv Berlin) are now available :

*Deutsche Nationalbibliographie (DNB)*  
*Deutsche Nationalbibliographie. CD-ROM aktuell (DNB-CD)*

Deutsche Nationalbibliographie. CD-ROM Musik (DNB-Musik)  
 CD-ROM der Hochschulschriften Der Deutschen Bibliothek 1945 - 1992 (Diss-CD)  
 Deutsche Nationalbibliographie. Datenbank BIBLIODATA  
 Deutsche Nationalbibliographie. Diskettendienst, Diskette services in DB-MAB  
 Deutsche Nationalbibliographie. Magnetbanddienst, Magnetic tape services available in DB-MAB or UNIMARC.

**Authority for information provided**

Expertengruppe RAK des Deutschen Bibliotheksinstituts.

Checked and approved by : Antje Römer-Kollrust, Die Deutsche Bibliothek, Frankfurt am Main, March 1995.

- Languages : 1. English 2. Akan (Twi and Fante) 3. Ewe GHANA  
 4. Ga 5. Hausa 6. Dagbani 7. Nzeme  
 8. Kazem 9. Adangme

For name usage in English see the entry under UNITED KINGDOM

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forenames of Christian or Islamic origin	simple	Daniel Mary Muhammad
2. Day name (after name of day of birth)	simple	
	- masculine	Kofi (Friday) Kwame (Saturday)
	- feminine	Afua (Friday) Ama (Saturday)
3. Incidental name, e.g. nickname, name denoting numerical place in family	simple	Mansa (third of 3 girls) Mensa (third of 3 boys)
	- masculine and feminine	Nkroma (ninth born) Nyamekye (gift of God)
4. Given name (often used as surname)	simple	
	- masculine	Adom Asa
	- feminine	Adoma Asabea
5. Adopted name, e.g. name of tribe or town of previous employment	simple	Frafra Kunnasi
6. Surname	simple	Acquah Agyei Obeng Osam
	- consisting of incidental name used as surname	Mensa Nkrumah Nyemeke
	- with prefix of foreign origin (generally Dutch or Portuguese)	da Costa da Rocha de Heer Van der Puije
	compound	
	- consisting of maternal and paternal names or given name and paternal name, often hyphenated	Attoh Ahuma Benibengor Blay Ofori-Atta Owusu- Akyeampong

- consisting of given name and appellation for that name, usually hyphenated	Agyenim-Boateng Dua-Agyemang (the <i>Agyemang</i> is the appellation) Sarpong-Kumankoma
- consisting of two surnames with prefix of foreign origin	de Graft-Johnson
- consisting of inverted surname and forename in Asante usage	Osei-Kofi Osei-Kwaku

Name elements may be combined in various ways :

1. Forename + surname	Jacob Owusu-Akyeampong Samuel da Costa
2. Forename + day and/or given name + surname	John Kwame Yeboah Muhammad Atsu Akakpo
3. Given + adopted name (common in the Upper and Northern Regions of Ghana)	Adamu Kumasi Atinga Frafra
4. Day name + given name in the case of females (falling into disuse as a result of the spread of the practice of adopting the surname, often the name of the father or masculine form of their own name)	Akua Asabca Ama Adoma

#### Additional elements to names

Included in catalogue headings :

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Appellation denoting chieftancy, e.g. <i>Asantehene</i> , <i>Deiga</i> , <i>Fiaga</i> , <i>Mantse</i> , <i>Omanhene</i>	usually after surname but sometimes after stool (dynastic) name	Agyemang Badu, <i>Omanhene of Dormaa</i> Kobina Nketsia, <i>Omanhene of Essikadu</i> Opoku Ware II, <i>Asantehene</i>
2. Titles of English origin, now a rare occurrence, e.g. <i>Sir</i>	before personal name	Otumfuo, <i>Sir</i> Osei Agyemang Prempeh II, <i>Asantehene</i>
3. Appellation denoting chieftancy in the Upper and Northern Regions of Ghana, e.g. <i>Dana</i> , <i>Fame</i> , <i>Koro</i> , <i>Lana</i> , <i>Na</i> , <i>Naa</i> , <i>Naba</i> , <i>Pio</i> , <i>Wura</i>	appended as suffixes to a place name	Abdulai II, <i>Ya-Na</i> Abudylai, <i>Cherepone-Fame</i> Ayagitam II, <i>Chiana-Pio</i> Kwadan-Tiig, <i>Tonga-Dana</i> Mahama, <i>Wasipe-Wura</i> Salifu, <i>Soo-Naba</i>

Not included in catalogue headings :

4. Titular prefixes, e.g. <i>Nana</i> , <i>Nene</i> , <i>Nii</i> , <i>Otumfuo</i> , <i>Togbe</i> , <i>Naa</i>	before the personal name	<i>Nana</i> Agyemang Badu, <i>Omanhene of Dormaa</i> <i>Otumfuo</i> Sir Osei Agyemang Prempeh II, <i>Asantehene</i>
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#### Exception :

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Prefixes <i>Nii</i> , <i>Naa</i> , or <i>Nana</i> in Ga and Akan traditional areas, used as terms of respect	before or after forename	<i>Nii</i> Amaa Ollenu Sylvia <i>Naa</i> Ayorkor Sowah

*Note* : Included in catalogue headings as prefix is part of the forename.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	OBENG, Daniel
2. Simple surname with prefix	prefix	DA COSTA, Samuel DA ROCHA, Daniel Kojo DE HEER, Charles Kweku
3. Simple surname with Ga or Akan term of respect	surname	OLLENNU, <i>Nii</i> Amaa SOWAH, Sylvia <i>Naa</i> Ayorkor
4. Compound surname - hyphenated	first part of name	DUA-AGYEMANG, Kweku OWUSU-AKYEAMPONG, Jacob
- non-hyphenated, consisting of inverted surname and forename in Asante usage	first part of name	KYEI MENSAH KWADWO OSEI KWAKU, R.
- non-hyphenated	last part of name	AHUMA, Samuel Attoh BLAY, J. Benibengor
- with prefix	prefix	DE GRAFT-JOHNSON, J. C.
5. Names of chiefs, with titles as last element	last part of name	AGYEMANG BADU, <i>Omanhene of Dormaa</i> NKETSIA, Kobina, <i>Omanhene of Essikadu</i> PREMPEH II, <i>Sir</i> Osei Agyemang, <i>Asantehene</i> SALIFU, <i>Soo-Naba</i>
6. Traditional names in Upper and Northern Regions of Ghana, consisting of given name and tribe or of previous employment (now falling into disuse)	first name (given name)	ADAMU, Kumasi ATINGA, Frafra

### National cataloguing code

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are widely used.

### National authority file of names

An authority file is available, in print form only, at the Research Library on African Affairs in Accra, which is responsible for compiling the national bibliography.

**Sources and recommended references**

*Ghana national bibliography*. - Accra : Research Library on African Affairs, 1967 -

Kisiedu, Christiana. "Problems of name identification for cataloguing purposes", pp. 40 - 51 *Workshop on International Standard Bibliographic Description (ISBD)*, Accra Central Library, 17th-18th July 1975. - Accra : Ghana Library Association, 1976. - (Communication series; no. 1).

Oddoye, E. O. "The treatment of Ghanaian names in cataloguing". Ibid, pp. 52 - 57.

**Authority for information provided**

The Balme Library, University of Ghana, Accra.

Checked and approved by : Mrs V. Dodoo, for University Librarian, and Mrs. C. O. Kisiedu, University Librarian, University of Ghana, May 1995.

**Language:** Greek  
Ellenike

**GREECE**  
**ELLAS**

Greek surnames appear on title-pages in the nominative or genitive case. In any case the surnames should be given in headings in the nominative form, unless the surname belongs to a woman or is the patronymic type described below.

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>	
1. Forename	simple	Σπύρος	Spuros
2. Patronymic	in the genitive case and often given as an initial	Παύλου	Paulou
3. Surname <i>Note: Women's surnames usually appear in the genitive form.</i>	simple	Καζαντζάκης	Kazantzakēs
	- patronymic form, usually in the genitive or normative case	Κυπριανού	Kuprianou
	compound, usually linked by a hyphen	Παπαδόπουλος-Κεραμεύς	Papadopoulos-Kerameus
	- patronymic form, always in the genitive case, for women's names	Μουσαιού Μπουγιούκου Δενδρινού-Αντωνακάκη	Mousaiou-Mprougioukou Dendrinou-Antōnakakē
	- formed by the addition of epithets like Χατζη (Hatzē), Παπα (Papā), Καρα (Kara) etc., written, almost always, as one word	Χατζηγιάννου Παπαδιαμάντης Καραμήτσος	Hatzēioannou Papadiamantēs Karamētsos

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of Name</i>	<i>Entry element</i>	<i>Examples</i>	
1. Simple surname	surname	ΚΑΖΑΝΤΖΑΚΗΣ, Νίκος	KAZANTZAKES, Nikos
2. Compound surname	first part of compound	ΠΑΠΑΔΟΠΟΥΛΟΣ- ΚΕΡΑΜΕΥΣ, Ἄθανάσιος Ι. ΠΑΠΑΔΙΑΜΑΝΤΗΣ, Ἀλέξανδρος ΜΟΥΣΑΙΟΥ- ΜΠΟΥΓΙΟΥΚΟΥ, Μαρία ΔΕΝΔΡΙΝΟΥ- ΑΝΤΩΝΑΚΑΚΗ, Νίκη	PAPADOPOULOS- KERAMEUS, Athanasios I PAPADIAMANTES, Alexandros MOUSAIΟΥ- MPOUGIOUKO U, Maria DENDRINOY- ANTONAKAKE, Nikē

**National authority file of names**

Ióanna Tsoutsou-Démopoulos (ed.) *Katalogos kathierōmenōn onomatōn fusikōn prosōpōn*. - (Personal names authority list). - Athens : National Library of Greece, 1992. (Also available in electronic form and in UNIMARC/A format).

**Recommended references**

Manolis Triantafyllides. *Ta Oikogeneiaka-mas Onomata* (Our family names). - Salonica : University, 1982.

Ekpaideutikē Ellēnikē Egkuklopaideia. *Pagkosmio Biografiko Lexiko* (World Biographical Dictionary). - Athens : Ekdotikē Athēnōn, 1983, 10v.

**Romanization scheme in use**

*International System for the Transliteration of Greek characters into Latin characters*. - Geneva : International Organization for Standardization, 1968. - (ISO Recommendation : R843).

**Authority for information provided**

Cataloguing & Bibliographic Services Dept., National Library of Greece.

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Checked and approved by: George D. Bokus, Head, Cataloguing & Bibliographic Services Dept., National Library of Greece, January 1995.

Language: English

GUYANA

For name usage see the entry under UNITED KINGDOM

*Note:* In Guyana names of Chinese origin with a Western style forename, e.g. Neville Sue Kam Ling, are treated as compound surnames. The Chinese name is entered under the first part of the compound surname, e.g. SUE KAM LING, Neville.

**Authority for information provided**

Agnes McMurdoch, Chief Librarian, National Library, Georgetown, Guyana, 1976.

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Checked and approved 1976.



For name usage in English see the entry under UNITED KINGDOM

**1. Chinese**

This entry covers Chinese usage in Hong Kong where the Cantonese dialect is spoken. The romanization of this dialect differs from the Mandarin, known as Kuo-yü or P'u-t'ung hua which is spoken in China. Whilst only romanized names are given in this entry, there is a general practice to include, in one position or another, the name in the original script as is done in the *Catalogue of books printed in Hong Kong* for authors of books written in Chinese. The Sub-Committee on Cataloguing and Classification of the Hong Kong Library Association, however, has recommended that the name in the original script should not be included. It is recommended that the names of personal authors should be romanized in the form preferred by the author as is usually indicated by the usage on the title page of his or her works in a Western language. In cases of several romanized forms appearing in different works reference sources should be consulted to determine the best known form. When a Cantonese romanization is used reference is always made from the standard Wade-Giles romanization, as well as any other variants which may be sought.

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Family name	simple, usually one character	Lam Lai Wong Chan
	compound, usually two characters, which may be hyphenated or written as one word	Au-Yeung Szeto
2. Personal name	usually two but sometimes one	Yuen-kwok Chuen-yan Yuk-long Hok-lam Tin
3. Additional forename, increasingly coming into use	usually one or more of Western origin or equivalent	William Leusana

*Note:* In Hong Kong wholly Chinese names are written as family name followed by personal name, e.g. However, Hong Kong Chinese writing in Western languages, and Chinese living in other countries, frequently reverse this order, e.g. When a Western forename is used with a name its position depends on the person's background, e.g. in Hong Kong as: or even, with possible use of comma, as in Western countries and publications as: or possibly as:

Lee Hon-ling  
Hon-ling Lee  
Henry Lee Hon-ling  
Lee Hon-ling, Henry  
Henry Hon-ling Lee  
Hon-ling Henry Lee

**Additional elements to names**

Element	Use	Examples
1. Temple name forming part of royal name	added to dynastic name	Ming T'ai-tsu
2. Religious title	after the personal name	Fa-hsien, <i>Shih</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Simple and compound family name	family name. A Western additional name should follow the Chinese personal name(s) and if the name in the original script is to be given it should follow the Chinese personal name(s). If the personal names are given as initials, and the full form is not known, the Western name and initials should be given in the order on the title page	LAM, Yuen-kwok, William AU-YEUNG, Kin-ching LAI, Chuen-yan, David TSUN, King-yim
2. Name of married woman consisting of her husband's family name followed by her maiden name	husband's family name followed by maiden name	WANG MA, Hsi-ch'un
3. Royal name	dynastic name in direct order	MING T'AI-TSU, <i>Emperor of China</i> <i>Note:</i> It is necessary to make references from the personal name, Chu, Yuan-chang, the reign title, Hung-wu, and the dynastic name and reign title, Ming Hung-wu.
4. Religious name	religious personal name	FA-HSIEN, <i>Shih</i>

**National cataloguing code**

The *Anglo-American cataloguing rules* are widely used in Hong Kong.

**Romanization schemes in use**

Cantonese: *The student's Cantonese-English dictionary* by B. F. Meyer and T. F. Wempe. 3rd ed. New York, 1947.  
Modern standard Chinese (Mandarin or Kuo-yü): *A Chinese-English dictionary* by Herbert A. Giles. 2nd ed. London, 1912. (Based on modifications to the system devised by Sir Thomas Francis Wade)  
*Mathews' Chinese-English dictionary*. Cambridge, Massachusetts, 1943. (A modified Wade-Giles system following the introduction of official standard Chinese pronunciation in 1932)  
*A Chinese-English dictionary of modern communist Chinese usage*. 2nd ed. Washington D.C. : US Department of Commerce, 1963. (JPRS 120904) (Uses the Pinyin system)

**Sources and recommended references**

*Catalogue of books printed in Hong Kong*. Hong Kong : City Hall Library, 1967 - (published as part of the *Hong Kong Government gazette*)  
Cordier, H. *Bibliotheca sinica...* 2nd. ed. Paris, 1904.  
Hummel, A.H. *Eminent Chinese of the Ch'ing period*. Washington D.C., 1943.  
*Who's Who in Communist China*. Hong Kong, 1966.  
Yuan, Tung-li. *China in western literature...* New Haven, 1958.  
Laszlo Legeza, I. *Guide to transliterated Chinese in the modern Peking dialect*. Leiden : Brill, 1968.

Authority for information provided: Hong Kong Library Association.

Checked and approved by : H. A. Rydings, Hong Kong Library Association, 13 September 1976.

Language : Hungarian

Magyar

HUNGARY

MAGYARORSZÁG

## NAME ELEMENTS

*Note* : In Hungarian publications the surname is written before the forename. However, in works by Hungarians published in foreign languages the forename is generally given before the surname, e.g. Molnár Ferenc is known outside Hungary as Ferenc Molnár. All examples in this entry follow normal Hungarian order.

### Elements normally forming part of name

Element	Type	Examples
1. Surname	simple	Bodnár Szabó
	compound	
	- consisting of two surnames, or two or more words not themselves surnames sometimes linked by a hyphen	Konkoly-Thege Körösi Csoma Szent Iványi
	- consisting of two surnames of which one is consistently denoted by an initial or initials only	B. Kovács Cs. Szabó
	- of a married woman, consisting of initial or initials only of her husband's surname followed by her maiden name	M. Zemplén
	- of a married woman, consisting of the husband's surname with the suffix <i>-né</i> followed by the maiden name	Beniczkyné Bajza Kosáryné Réz
2. Forename	simple	István Magda
	- for a married woman, formed by the addition of the suffix <i>-né</i> to her husband's forename	Mihályné Pálné
	compound	Anna-Mária Béla László J. Lajos

### Additional elements to names

#### Included in catalogue headings

Element	Use	Examples
1. Titles of nobility	before the surname	<i>egri</i> Tóth Kálmán <i>Felsőbükki</i> Nagy Pál
<i>Note</i> : These always end in <i>-i</i> and are sometimes distinguished on title pages by being printed with a lower case letter or in different type.		
2. Titular prefixes, e.g. <i>báró</i> , <i>gróf</i> , <i>herceg</i> , <i>lovag</i> , <i>örgróf</i> (the feminine forms have the suffix <i>-né</i> or <i>-nő</i> )	before the surname	<i>báró</i> Eötvös József <i>gróf</i> Széchényi István

*Note* : Since 1945 titles and titular prefixes indicating noble rank have not been used in Hungary.

3. Maiden name in cases when the whole maiden name follows her husband's surname and her husband's forename(s) with the suffix *-néTT*
- after the surname Nagy Mihályné Ko Kata

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note* : A comma is used following the forename in cases of inversion, but within the name no comma is used between the surname and the forename.

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BODNÁR István NAGY Mihályné Ko Kata NAGY Pál, <i>Felsőbükki</i> SZABÓ Magda SZÉCHÉNYI István
2. Compound surname - consisting of two surnames or two or more words not themselves surnames sometimes linked by a hyphen	first part of compound	KONKOLY-THEGE Miklós KÖRÖSI CSOMA Sándor SZENT IVÁNYI József
- consisting of two surnames of which one is consistently denoted by an initial or initials only	second part of compound, the initial(s) being placed after the forename and preceded by a comma	KOVÁCS László, B. SZABÓ László, Cs.
- of a married woman consisting of initials only of her husband's surname followed by her maiden name	second part of compound	ZEMPLÉN Jolán, M.
- of a married woman consisting of the husband's surname with the suffix <i>-né</i> followed by the maiden name which may be linked by a hyphen	first part of compound	BENICZKYNÉ BAJZA Lenke KOSÁRYNÉ RÉZ Lola

### National cataloguing code

*MSZ 3440/2 A bibliográfiai leírás besorolási adatai. Személyek nevei* = Heading elements of the bibliographic description. Names of persons / [publ. by the] Magyar Szabványügyi Hivatal. - 2. kiad. - [Budapest] : MSZH, 1981.

### Sources and recommended references

GULYÁS Pál. *Magyar írói álnév lexikon* = Lexicon pseudonymorum Hungaricum. - 2. kiad. - Budapest : Akadémiai K., 1978. - ISBN 963-05-1565-2

GULYÁS Pál. *Magyar írók élete és munkái : új sorozat*. - I-VI. - Budapest : Magyar Könyvtárosok és Levéltárosok Egyesülete, 1939-1944. (The life and works of Hungarian writers.)

GULYÁS Pál. *Magyar írók élete és munkái : új sorozat. - 7- . -* Budapest : MTA Irod tud. Int. : MTA Kvt. : PIM, 1990 - . - ISBN 963-7341-70-6 (The life and works of Hungarian writers.)

*Magyar életrajzi lexikon. 1-4. / Szerk. Kenyeres Ágnes. -* Budapest : Akadémiai K., 1967-1994. (Biographical lexicon of Hungarians.)

*Magyar irodalmi lexikon. 1-3. -* Budapest : Akadémiai K., 1963-1965. (Hungarian lexicon on literature.)

*Magyar könyvészet 1921-1944 = Bibliographia Hungarica 1921-1944. -* Budapest : Országos Széchényi Könyvtár, 1980 - . - ISBN 963-200-200-8

*Magyar könyvészet. - 1961/1962 - . -* Budapest : Országos Széchényi Könyvtár, 1963.-ISSN 0133-3496

*Magyar nemzeti bibliográfia. Idoszaki kiadványok repertóriuma. -* 32. évf. 15. füz. (1977. aug. 15.) - . - Budapest : Országos Széchényi Könyvtár, 1977 - . - ISSN 0133-6894 (Hungarian national bibliography. Repertory of serials.) (Formerly : *Magyar folyóiratok repertóriuma. -* ISSN 0025-0112.)

*Magyar nemzeti bibliográfia. Könyvek bibliográfiája. -* 32. évf. 16. füz. (1977. aug. 31.) - . - Budapest : Országos Széchényi Könyvtár, 1977 - . - ISSN 0133-6843 (Hungarian national bibliography. Bibliography of books.) (Formerly : *Magyar nemzeti bibliográfia = Bibliographia Hungarica. -* ISSN 0373-1766.)

SZINNYEI József. *Magyar írók élete és munkái. I-XIV. -* Budapest : Hornyánszky, 1891-1914. (The life and works of Hungarian writers.)

Új magyar irodalmi lexikon. 1-3. Budapest : Akadémiai K., 1994. - ISBN 963-05-6804-7

#### Authority for information provided

Országos Széchényi Könyvtár = National Széchényi Library.

Checked and approved by : Susanne Berke, Head of Acquisitions and Cataloguing Division, Országos Széchényi Könyvtár, Budapest, December 1994.

Language : Icelandic

ICELAND

Íslenzka

ÍSLAND

#### NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Forenames	simple	Guðrún Snorri
2. Patronymic	compound, not joined by a hyphen masculine, ending in <i>-son</i> feminine, ending in <i>-dóttir</i>	Ólafur Jóhann Sigurðsson Jakobsdóttir
3. Family name	simple	Laxness
4. Place name	preceded by a preposition	frá Lundi úr Köt lum

(Note: Icelandic names do not always include a surname in the accepted sense, and may be formed as follows :

Forename(s) + patronymic  
Forename(s) + patronymic + family name  
Forename(s) + family name  
Forename(s) + preposition + place name.)

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Forename(s) and patronymic	first forename	ÓLAFUR Jóhann Sigurðsson SVAVA Jakobsdóttir
2. Forename(s), patronymic and family name	first forename	GU DMUNDUR Gislason Hagalín
3. Forename(s) and family name	first forename	HALLDÓR Laxness
4. Forename(s), preposition and place name	first forename	JÓHANNES úr Köt lum

(Note: In filing entries, it is the practice in Iceland to ignore a second forename and/or a patronymic given before a family name unless two or more authors bear the same first forename and patronymic, or family name.)

##### Sources and recommended references

*Íslensk bókaskrá = Icelandic national bibliography / útgáfu annast Landsbókasafn Íslands þjóðdeild. -* Reykjavík : Landsbókasafn Íslands, 1975 - . ISSN 0254-1378.

##### Authority for information provided

Landsbókasafn Íslands = National Library of Iceland.

Checked and approved by : Hildur G. Eypórsdóttir, Editor, Icelandic national bibliography, October 1994.

<b>Languages:</b>	<b>1. English</b>	<b>2. Assamese</b>	<b>3. Kannada</b>	<b>4. Punjabi</b>	<b>INDIA</b>
		Bengali	Malayalam		
		Gujurati	Tamil		
		Hindi	Telugu		
		Marathi			
		Oriya			

The Indian Constitution, in its eighth schedule, recognises fifteen state languages of which Hindi is one, the lingua franca and representative common language of the whole of India. After the independence of India in 1947 it was accepted that Hindi should become the official language of the country and from January 26, 1965, it has been the language for carrying out official correspondence in the Union and Hindi-speaking areas.

No diacriticals are used in the romanized examples given in this entry. Indian name usage is treated here by a preliminary section on usage followed by more information on groups 2, 3 and 4 listed above.

#### Usage to about the middle of the nineteenth century

Names in this period are entered in direct order under the first element unless this is an honorific. Honorifics are either placed at the end of, or not included in, a heading.

KRISHNA BHATTACHARYA  
SANKARA ACHARYA  
AMARA SIMHA

#### Usage from the middle of the nineteenth century

Names frequently indicate, through the use of initials, etc. that a part of a name is used as a surname, following Western practice, and this should be used as the entry element.

GUPTA, Ramdas  
NEHRU, Jawarhar Lal  
RAO, V. K. P.  
CHETTIYAR, G. K.  
AYYAR, M. N.

*Note:* Generally speaking the spelling of the name used should be the romanized version found in works published in Western languages. However, in common with other countries in Asia, varying romanizations and differences between Sanskritized and romanized forms have created several versions of the same name, e.g. Tagore used by a Bengali writing in Western languages and Thakur used by the same person writing in Bengali; Mukhopadhyaya and Mukharji, Mukherji, Mukherjee, Mookherjea, etc. It is common practice to use a uniform spelling of such names and to refer from other forms although this is not a preferred practice in many libraries which have separate language catalogues.

#### 2. Assamese, etc.

This section contains information largely applicable to modern names in group 2. These names may consist of one to five words and have no fixed order. Members of the same family may have different surnames because of the practice of taking the surname from the other names used in a family group.

### NAME ELEMENTS

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Personal name(s) or given name(s), sometimes given as initial(s)	simple	Kanaiya Lal Gopal Birinchi Kumar
	compound	Mohandas Karamchand
2. Father's personal name, as 1 above	used in Gujurati and Marathi	Manek Lal Karamchand Nilkanth
3. Surname, drawn from caste name, family name or titles, groups, etc.	usually simple and sometimes given as an initial	Barua Bose Kaula Gandhi Dandekar Mitra Panigrahi

4. Pen name	used alone or added to the real name	Ashak (i.e. Upendra Nath Ashak)
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If it is not surname, name will appear as it is written on the title page. It will not be inverted. The form of name in original language will be accepted. In Bengali, Mukhopadhyaya is preferable and references are made from all its other forms; Das, Bal, Lal, etc. - if these are not surname, they are not split:

#### Examples:

<i>Existing</i>	<i>Standardised Form</i>
1. Mukharji Mukherji Mukherjee Mookherjea etc	Mukhopadhyay
2. Tagore	Thakur

References have to be made from different forms to standardised form.

#### Example of Non-split form of Indic Names:

<i>Wrongly used form</i>	<i>Standardised</i>
1. Gupta, Ram Das	Gupta, Ramdas
BUT	
2. Gupta, R. D.	Gupta, R. D.

*Note:* In the Devanagari script it is common to write given names as one word. When romanized a given name will also appear as one word but frequently in Western language publications it will appear in split form, e.g. Upendra Nath for Upendranath, Ram Das for Ramadas, etc. The modern practice is to use the split form even though it creates, for example, the abbreviated form R. D. Gupta for Ram Das (i.e. Ramadas) Gupta. It is recommended that either all such names are consistently used in their split form or that Indian names are filed letter by letter to bring together names which are used in their single and two word form.

A problem which arises from the use of split given names is that the second word may be taken as a surname, e.g. the Nath in Upendra Nath, when no family name is present or if a caste name, for example, has been dropped. The second word is actually a permanent accompaniment to the first word. Nevertheless, some persons use the second word as a surname, e.g. Anand, Bal, Bhakta, Bhushan, Chand, Chandra, Charan, Das, Dev, Gopal, Kisor, Kumar, Lal, Narayan, Nath, Prasad, Raj, and Ram.

#### Additional elements to names

<i>Element</i>	<i>Don't Use</i>	<i>Examples</i>
1. Honorific titles	before the name	Benoyendra Sengupta
- Kumari (Miss), Smt., Srimati, or Shrimati (Mrs.), Sri or Shri (Mr.)		
2. Titles, qualifications, etc.	variously prefixed or suffixed to, or placed between, given name(s)	Moti Lal Gopal Das Tara Chand Lal Bahadur Shastri Nand Lal Chaudhari
- Sardar, Goswami, Chaudhari, Padamshri, etc.		
3. Religious titles	as above	Ambika Prasad Acharya
- Acharya, Pandit, Swami, etc.		

**Examples:**

*Existing Form*

1. Swami, Vivekananda
2. Acharya Binoba Bhabhe
3. Pandit Jawaharlal Nehru
4. Shri Benoyendra Sengupta
5. Padamshri Tara Chand

*Standardised Form*

- Vivekananda, Swami  
 Binoba Bhabhe, Acharya  
 Nehru, Jawaharlal  
 Sengupta, Benoyendra  
 Tara Chand

*Note:* The titles *Acharya, Pant, Pandit, Sastri or Shastri, Svami or Swami, Chaudhari, Naik, Pandeya, Patnak, Pradhan, Seth, Shah, Thakur*, and *Vaid or Vaidya*, if used after a given name, may be used as surnames. If used before a given name they sometimes become part of a given name. All titles prefixed to a given name are not included in headings provided it has been determined that the titles are not in fact the given name or part of it.

Names may be combined in various ways.

Names may be combined in various ways:

1. Simple personal names only  
 Rajindra Prasad  
*Sardar* Ram Nath
2. Personal name(s) + family name  
 Subhashchandra Bose  
 Prithvinath Kaula
3. Father's name, sometimes given as initial + personal name  
 S. Ramaswami
4. Personal name + father's name, both sometimes given as initials + family name  
 Yashwantrao Balwantrao Chavan  
 Mohandas Karamchand Gandhi.  
*or, M. K. Gandhi*

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Personal, name(s) only	personal names in direct order	RAJINDRA PRASAD RAM NATH HARI PRASADA
2. Names containing, or intended to be used as, a surname	preferred or best known form, usually the last part of a name, a surname	GANDHI, Mohandas Karamchand BOSE, Subhash Chandra BARUA, Birinchi Kumar DANDEKAR, Gopal Nilkanth MUNSHI, Kanaiyalal Maneklal DVIVEDI, Sri Ram

**3. Kannada, Tamil, Telugu and Malayalam**

**NAME ELEMENTS**

Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. House name or place name indicating origin	simple	Haldodeddri Savar Sarvepalli Chettur

2. Father's personal name	used by Tamils	Narayanrao
3. Personal name	sometimes given as an initial	Radhakrishnan Mangesa Sankaran
4. Caste name	as 3 above	Rao Nair Ayyar Ayyangar

Name elements may be combined in various ways:

1. Place name + father's name, both given as initials + personal name  
 S. R. Ranganathan
2. Place name + father's name, both given as initials + personal name + family name  
 C. P. Ramaswamy Ayyar
3. Family name, given as initial + personal name  
 A. K. Gopalan (i.e. Ayillath  
 Kattigel Gopalan)
4. Place name + personal name + family name  
 Pathom Thanu Pillai
5. Place name + family name, both given as initials + personal name  
 P. M. Sivadasan

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. All	personal name	MANGESA RAO, Savar RADHAKRISHNAN, Sarvepalli SANKARAN NAIR, Chettur RANGANATHAN, S. R. RAMASWAMY AYYAR, C. P. THANU PILLAI, Pathom SIVADASAN, P. M. GOPALAN, A. K. SRINIVASA SHASTRI, V. S.

**4. Punjabi**

**NAME ELEMENTS**

Elements normally forming part of name

Use both personal name and surname. Gyani, Sital are religious honours and entry are made as under: Sohan Singh 'Sital', Zail Singh 'Gyani'.

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Personal name	usually simple + complementary word - masculine - feminine	Trilok Surjit  Singh Kaur
2. Surname or place name		Jolly Dhillon Varna

### Additional elements to names

Element	Use	Examples
Included in catalogue headings:		
1. General titles and qualifications, etc. - <i>Sarna, Sethi, Gyani, Sital</i>	at the end of the name	Surjit Kaur <i>Sarna</i> Jail Singh <i>Gyani</i>

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All	personal name	TRILOK SINGH SURJIT SINGH SETHI SURJIT KAUR SARNA PARTAP SINGH KAIRON

### National cataloguing code

Ranganathan, S. R. *Classified catalogue code*. 5th ed. New York : Asia Publ. House, 1964.

### Romanization schemes in use

A comprehensive table for the romanization of Indian scripts appears in the volumes of the *Indian national bibliography*.

### Sources and recommended references

Sengupta, Benoyendra. *Rendering of Indic names-of-person in catalogue entries*. In : *Report, International Conference on Cataloguing Principles, Paris, 1961*. London : Bingley, 1969, pp. 255-265.

Dogra, R. C. "Notes on Hindi names". *International library review*, vol. 8, 1976, pp.327-347

*The Indian national bibliography*. Calcutta : Central Reference Library, Ministry of Education and Social Welfare, 1959 -

Uppal, Om Prakash. "Modern Hindu names". *Herald of library science*, vol. 14 no.1, Jan 1975, pp.94-98.

Indian Association of Special Libraries and Information Centres. *Indic names, including proceedings of the Seminar on the Rendering of Indic Names held at Calcutta, December 30, 1960-January 1, 1961*. Calcutta : IASLIC, 1961. (IASLIC Special Publication ; no. 2)

### Authority for information provided

This entry is largely based on that in the 1967 edition which was authorised by the Indian National Committee on Cataloguing Principles, with some expansion on modern names from the sources listed, checked by R. C. Dogra, School of Oriental and African Studies Library, London, 22 November 1976.

Checked and approved by: the National Library of India, Calcutta, April 1996.

Language : Indonesian

INDONESIA

Bahasa Indonesia

The Indonesian language is written in the roman script. The spelling of Indonesian and Malay has recently been aligned and may highlight some variant forms of names in older works. Indonesian names show considerable Islamic influence. However, wholly foreign names such as Arabic and Chinese are not considered here as they are treated in Indonesian libraries according to usage in the country of origin.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Given name	simple, usually one but sometimes two	Harsini Setiasih Suharto Sutomo Jauhar
	preceded by a birth order name, or term of kinship ( <i>teknonym</i> )	I Made Sandy Nyoman Suwandi Pendit
	European origin	John Laurens
2. Adult name	simple	Kartawinata Notodipuro Purbodiningrat
	compound	Joko Santoso Surjo Untoro
3. Father's personal name, which may appear as initials and without a preceding particle, and which may be used as an adopted surname formed by combining the given and adult names	simple, as at 1 above, and may be preceded by a particle indicating relationship - <i>anak, bin, binti, ibni</i> , meaning child of, although this is falling into disuse	anak Janing <i>bin Nuh</i> Jusuf Sumitro
4. Clan name	simple	Gintings Nasution Sihombing
	compound	Lunban Toruan
5. Family name	usually simple though more than one is sometimes considered to be compound	Bohang Dajoh Tatengkeng
	compound in foreign form	Sahetapy-Engel
6. Traditional title name ( <i>adat</i> title)	may be preceded by <i>gelar</i> (honoured as) and a title such as <i>Daeng, Sutan, Datuk</i> , etc.	
	- simple	<i>Datuk</i> Madjoindo <i>gelar</i> Sutan Pamenan
	- compound	<i>Sutan</i> Radjo Endah
7. Place name		Acch

## Tanjung

*Note* : A married woman may take her husband's name, whether family or clan name :  
or her husband's whole name preceded by the prefix *Ny.* for *Nyonya* (Mrs) :  
or retain her personal name followed by her husband's family or clan name and her maiden name, linked by a hyphen :

Names which contain *Abu, Adi, Budi, Joko, Karti, Kusuma, Mangku, Noto, Prawira, Pura, Sastra, Sri, Suma, Suria, and Tri* may be written as one or separate words. If a person uses both the combined and separate forms the one-word form is used, e.g.

Name elements can be combined in various ways :

- |  |   |
|--|---|
| 1. Personal name (s) sometimes preceded by term of kinship or birth order name | Siagian (e.g. Harjarti Siagian)<br>Subandrio (e.g. Hurustiati Subandrio)  |
| 2. Personal name (s) + father's name   | <i>Ny.</i> Arudji Kartawinata   |
| 3. Personal name (s) + adult name  | Nani Suwondo-Surasno<br>Reny Siwabessy-Putiray  |
| 4. Personal name (s) + clan name   | Adisendjaja   |
| 5. Personal name (s) + family name   | Alfian: <i>Men</i> Djaja<br>Ali Amran : <i>Ketut</i> Tantri   |
| 6. Personal name (s) + traditional name  | Anwar Yusuf<br>Harjito Notodipuro   |
| 7. Personal name (s) + place name  | Amir Taat Nasution<br>Mochtar Lubis<br>Gerrit Siwabessy<br>Marius Ramis Dajoh<br>Rustam <i>Sutan</i> Palindih<br>Syamsuddin <i>Sutan</i> Rajo Endah<br>Abubakar Aceh<br>Mohammed Hassan di Tiro |

## Additional elements to names

Element	Use	Examples
1. Honoric titles - <i>Kanjeng Raden Mas, Marah, Mas, Raden, Raden Mas, Raden Mas Ngabei, Tumenggung</i>	usually before a name to indicate royalty, hereditary nobility, office, etc.	<i>Marah</i> Rusli <i>Mas</i> Abdullah <i>Raden Mas Ngabei</i> Purbatjaraka
2. Religious titles - <i>Haji, Kyai, Haji, Tengku, etc.</i>	usually before a name	<i>Haji</i> Ruslan Abdulgani <i>Kiyai Haji</i> Mohammed Ilyas
3. Terms of address - <i>Tuan, Nyonya, Bapak, Ibu</i>	usually before a name	<i>Ibu</i> Sud <i>Nyonya</i> Adam Malik

*Note* : The number of Indonesian titles is extremely large and reference sources may need to be consulted to recognize them. They may be mistaken for one or more elements of the names themselves although some titles, e.g. *Mara* or *Marah*, may be used as name elements rather than titles.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note* : Some authors are indifferent about the spelling of their names, e.g. Achjar, and Ahjar, by the same person. Similarly in the case of names containing *oe* and *u*. The spelling *oe* as in Soekarno was abandoned in 1947 in favour of *u*, Sukarno. However, some authors continue to spell their names the old way. The usual solution in Indonesian libraries was to file names spelled with *oe* as if spelled with *u* but taking care to distinguish foreign names properly spelled with *oe*. In 1972 another spelling reform occurred :

- ch became kh, e.g. Chairil became Khairil
- dj became j, e.g. Djakarta became Jakarta
- j which was pronounced as y in you, became y, e.g. Jahya became Yahya, Sjahrir became Syahrir
- tj became c, e.g. Tjokronegoro became Cokronegoro, Purbatjaraka became Purbacaraka.

The current recommendation is to use the modern spelling of a name if an author uses both old and modern forms. Because of the complexity of Indonesian names it is customary to make adequate cross-references from the direct order form, unless the first name is Western, and from variant spellings, as well as from other likely elements in names. The general rule for the entry of Indonesian names including part Indonesian and foreign names is to some extent an unnatural one as it does not always follow customary practice. However, for library purposes, especially for non-Indonesian users, the general rule is more useful and it is felt library users will have little difficulty with the method.

## General rule

Type of name	Entry element	Examples
1. All Indonesian names except as specified below	last elements in the name, e.g. a single element or the first part of a compound. If the last element is sometimes written as one word or as separate words the one-word form is used with appropriate references. The word <i>gelar</i> if used is not given in the entry but other titles are considered part of the name ( <i>Note</i> : The terms <i>Daeng</i> , <i>Datuk</i> , and <i>Sutan</i> when used, indicate the last element.)	AMRAN, Ali GINARSA, Ktut JAYA, Men LUMBANTOBING, Apul (reference from TOBING, Apul Lumban) MALIK, Adam NASUTION, Amir Taat NOTODIPURO, Harjito PALINDIH, Rustam Sutan PURBACARAKA, Raden Mas Ngabei RAJO ENDAH, Syamsuddin Sutan SAHETAPY-ENGEL, J.A. SANI, Sitti Nuraini SIWABESSY-PUTIRAY, Reny SUWONDO-SURASNO, Nani YUSUF, Anwar

## Exceptions :

Type of name	Entry element	Examples
1. Name followed by other names represented by initials as preferred by a person	first element in direct order	MAHMUD NAHIRY H.M. NUNCIK A.R.
2. Names containing <i>di, el, nan,</i> etc.	part preceding <i>di</i> , etc.	SURIA di Raja USMAN el Muhammady, Muhamad, <i>Tengku</i> PAMUNCAK, <i>nan</i> SATI
3. Names containing initials at the beginning and at the end, e.g. U. Samsudin S.		SAMSUDIN S., U.

## National cataloguing code

*Peraturan katalogisasi nama-nama Indonesia.* - Jakarta : Bidang Bibliografi dan Deposit, Pusat Pembinaan Perpustakaan, 1976.- (Cataloguing rules for Indonesian names.)

*Peraturan menentukan tajuk entri utama.* - Jakarta : Indonesian Institute of Sciences, 1975.- (Indonesian cataloguing rules.)

*Peraturan katalogisasi Indonesia.* - Ed. 4.- Jakarta : Perpustakaan Nasional, 1994. (Indonesian cataloguing rules.) ISBN 979-8006-36-4

## National authority file of names

Daftar nama pengarang Indonesia = Authority file for Indonesian names. - Jakarta : Perpustakaan Nasional, 1986.

## Sources and recommended references

*Bibliografi nasional Indonesia*. - Jakarta : Kantor Bibliografi Nasional, 1963.

*Who's who in Indonesia : biographies of prominent Indonesian personalities in all fields* / compiled by O.G. Roeder. - Jakarta : Gunung Agung, 1971.

Tairas, J.N.B. *Some aspects of descriptive cataloguing standardization in Indonesia*. Paper presented to the Library Seminar, 28th International Congress of Orientalists (1971 : Canberra).

Tairas, J.N.B. *Cataloguing rules for Indonesian author entries*. Paper presented to the Sectional group on Arabic, Indonesian and Malaysian names at the International Conference on Cataloguing Principles (1961 : Paris).

Rony, A. Kohar. "Indonesian names : a guide to bibliographic listing" . *Indonesia*, no. 10, Oct. 1970, pp. 27-36. (Contains a useful list of honorific titles.)

Prijono. "Indonesian names and titles." *Indonesian review*, vol. 2 no. 1, Oct./Dec. 1955.

Isa, Zubaidah. "The entry word in Indonesian names and titles." *Library Resources and Technical Services*, vol. 15 no. 2, Summer 1971, p. 390ff.

Hadiwijana, R.D.S. *Nama-nama Indonesia*. Jogja : Spring 1968.

## Authority for information provided

Bidang Bibliografi dan Deposit, Pusat Pembinaan Perpustakaan, Departemen Pendidikan dan Kebudayaan; and Mrs. Siti Aisah Prajogo, Chairman, Working Team for Libraries and Documentation, Committee on Libraries, Documentation and Information, Sub-project Standardization, Indonesian Institute of Sciences.

Checked and approved by : Soekarman K, President of Indonesian Library Association and J.N.B. Tairas, Consultant National Library of Indonesia, November 1994.

Language: Persian  
(Farsi)

IRAN  
(IRĀN)

Iranian names, excluding names of royalty, prophets, Imams and Saints fall into three different periods: before Islam, after Islam to 1926, and modern usage, that is to say from 1926 onwards. Although different main entry rules are used in each period, rules for the entry of royalty are the same through out Iranian history. For royalty of all periods see No. 4.

## 1. Modern usage

Family names following Western practice were introduced into Iran in 1926. Middle names are not used in Iran. Various prefixes and suffixes to names (such as *Amir*, *Bani*, *Key*, *Pur*, *Shāh*, etc., as prefixes, and *Beygi*, *Sāz*, *Pazhuh*, *Niyā*, *Nezhad*, *Chi*, *Zadeh*, *Pūr*, etc., as suffixes) are treated as integral parts of a name. Most titles of address (*'onvār*) were abolished in 1926 though some may have become an integral part of a name. National Library of Iran adds the dates of birth and death where appropriate to catalogue headings, using the Jalāli (Hejri *Shamsi*) Calendar, but dates are not included in the examples given in this entry. Terms of address in use include *Āqā* (Mr), *Bānu* (Mrs), *Dushizeh* (Miss), *Khānom* (Mrs and Miss).

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename (corresponding to the <i>nām</i> or given name of earlier times)	simple	Şādeq Farangis Zahrā Sa'īd	صادق فونگيس زهرا سعید
	compound, usually hyphenated when transliterated	Mohammad-'Ali Ḥasan-'Ali	محمد علی حسن علی
2. Family name or surname	simple	Nafisi Forughi	نفیسی فروغی
	compound - consisting of two or more words	Modarres Razavi Rezāzādeh Shafaq	مدروس رضوی رضازاده شفاق
	compound - consisting of a woman's maiden surname and her husband's surname given in parentheses	Kiyā (Khānlari) Omid (Shafā)	کیا (خانلاری) امید (شفا)

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples	
1. Simple family name	family name	NAFISI, Sa'īd FORUGHI, Mohammad-'Ali	نفیسی، سعید فروغی، محمد علی



2. Compound family name	first part of compound	MODARRES RAZAVI, Moḥammad-Taqi REZĀZĀDEH SHĀFAQ, Šādeq	مدرس رضوی، محمد تقی رضازاده شفق، صادق
3. Compound surname of married women	maiden name only and husband's surname placed in parentheses	KIYĀ, Zahrā (Kḥānlari) OMID, Farangis (Shafā)	کیا، زهرا (خانلاری) امید، فرنگیس (شفا)

## 2. Usage before Islam (to ca 622)

Names in this period were usually single simple personal names. Compound names were rarely used. In each case entry is made under the name whether simple or compound. No family name was used in this period.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple	Tansar Mazdak	تنسر مزدک
	compound	Bahrām Chubin Ārturpāt Farrokhzātān	بهرام چوبین آرتورپات فرخزاتان

## 3. Usage after Islam to 1926 (ca 622-1926)

Iranian names in this period may comprise one or more of the following elements. Additionally, a person may have more than one of each of these elements. There is no specific order in which these elements may be combined although the order below is common. A distinctive name is derived from these elements for cataloguing purposes.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Title of address (' <i>onvān</i> or ' <i>khatāb</i> )		Āqā Sarkār Sheykh 'Ālijenāb Seyyed Āyatollah	آقا سرکار شیخ عالیجناب سید آیت الله
2. Nickname ( <i>konyeh</i> or ' <i>konyat</i> )	compound of two elements, the first usually being <i>abo</i> or <i>abu</i> (father of), <i>omm</i> (mother of), and occasionally <i>akhu</i> (brother of), <i>okht</i> (sister of). <i>Konyeh</i>	Abolḥasan Abuḥanifeh Abolqāsem Omm Kolsum	ابو الحسن ابو حنیفه ابو القاسم ام الكلثوم

3. Forename ( <i>nām</i> or ' <i>esm</i> )	forms which do not indicate blood relationship may be <i>nām(s)</i> or ' <i>laqab(s)</i>	Moḥammad ebn 'Ali Ḥoseyn 'Ali ebn Musā	محمد بن علی حسین علی بن موسی
4. Relationship or descent ( <i>nasab</i> ) i.e. usually the names of the father, grandfather, etc.	usually one or two elements followed by the particle indicating relationship plus forename of the father normally known as the <i>nasab</i>	each <i>nasab</i> is generally preceded by a particle <i>ebn</i> (son of), or <i>bent</i> (daughter of). If the particle is not used, the <i>nasab</i> follows directly	ابن ندیم بنت کعب ناصر خسرو
5. Honorary title or epithet ( <i>laqab</i> )	official title; political title; religious title; or denoting intellectual and other achievements	ebn Nadim bent Ka'b Nāṣer Khosrow	شاه امیر نظام خمس الدین ادیب الممالک
6. Relative adjective ( <i>nesbat</i> )	ending in <i>i</i> and usually designates place of birth, residence, profession, religion or sect. The <i>nesbat</i> is often the last element in a name	Shāh Amir Nezām Shamsoddin Adibolmamālek	محمد طاهر بن حسین شیرازی نجفی قمی اخباری
7. Pen name ( <i>takhallos</i> )	usually chosen by or given to poets and may be any element in a person's full name. The <i>takhallos</i> is often the last element in a name or the element before the <i>nesbat</i>	Moḥammad Ṭāher ebn Ḥoseyn <i>Shirāzi Najafi</i> <i>Qomi Akhbāri</i> (i.e. originating in Shirāz, born in Najaf, residing in Qom and belonging to the Akhbāri sect)	سعدی ( شیخ مشرف الدین مصلح بن عبد الله حافظ ، شمس الدین محمد حافظ

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All	distinctive name ( <i>Esm-e Ashhar</i> ) which may be any of the types listed in 1-7 above, followed by forename and <i>nasab</i>	

- 'onvān (only if an integral part of name, otherwise omitted)	ĀQĀ JAMĀL KH'ĀNSĀRI, Moḥammad ebn Ḥoseyn MIRZĀ KUCHEK KHĀN JANGALI, Yunes ebn Mirzā Bozorg	آقا جمال خوانساری، محمد بن حسین میرزا کوچک خان، یونس بن میرزا بزرگ
- konyeh	ABOLFOTUH, Ḥoseyn ebn 'Ali ABUḤANIFEH, No'mān ebn Šābet	ابو الفتح، حسین بن علی ابو حنیفه، نعمان بن ثابت
- nām, followed by the particle and nasab without the use of a comma	KHĀLED ebn VALID RĀBE'EH bent KA'B	خالد بن ولید رایحه بنت کعب
- nasab	EBN NADIM, Moḥammad ebn Eshāq	ابن ندیم، محمد بن اسحاق
- laqab	SAFI'ALISHĀH, Moḥammad Ḥasan ebn Moḥammad Bāqer	صفی علیشاه، محمد حسن بن محمد باقر
- nesbat	RĀZI, Moḥammad ebn Zakariyā	رازی، محمد بن زکریا
- takhallos	KHAYYĀM, 'Omar ebn Ebrāhim	خیام، عمر بن ابراهیم

#### 4. Royal names

All royal names are entered under the forename whether before Islam or after. All epithets are omitted and numbers are used to distinguish kings of the same name. The dynastic name is always added to the forename plus the royal title.

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All	forename	DĀRYŪSH HĀKHĀMANESHI I, Shāh of Irān BAHRĀM SĀSĀNI V, Shāh of Irān NĀSERODDIN QĀJĀR, Shāh of Irān REZA PAHLAVI, Shāh of Irān

#### 5. The Prophets, Imams, Popes and Saints

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

1) Prophets are entered under the forename plus the epithet of prophethood.

Type of name	Entry element	Examples
1. All	forename	Muhammad, <i>Payambar-e Islam</i> Mūsā, <i>Payambar-e Yahūd</i>

2) Imams are entered under the forename plus the father's name. Their number in the sequence is added after a comma.

Type of name	Entry element	Examples
1. All	forename	Ali Ebn Abitalib, <i>Imam Avval</i> علی بن ابی طالب (ع)، امام اول

3) Popes are entered under first name and their number is immediately added, the epithet "Pope" is added after a comma.

Type of name	Entry element	Examples
1. All	forename	Pius XII, pope پیوس دوازدهم، پاپ

4) Islamic Saints are entered under the forename and the father's name is immediately added.

Type of name	Entry element	Examples
1. All	forename	Zeynab bent-e Ali Ebn Abi Talib But Fātima Zahrā
Exception		

#### National cataloguing code

The *Anglo-American Cataloging Rules*, 2nd edition, North American text, are used with modifications.

*Manual of Cataloging Rules*, edited by Mandana Sadigh-Behzadi. Tehran: National Library of Iran, 1994.

دستنامه قواعد فهرست نویسی، تنظیم و تدوین ماندانا صدیق بهزادی. تهران: کتابخانه ملی ایران، ۱۳۷۳

#### National authority file of names

*The Name Authority List of Authors and Famous People*. Tehran: TEBROC, 1977 (Plus its supplements by National Library of Iran)

#### Romanization schemes in use

The Scheme given in Sharify (see below) is used, with some modifications.

**Sources and recommended references**

1. Sharify, Naser. *Cataloging of Persian Works, including rules for transliteration, entry and description*. Chicago: American Library Association, 1959.  
*National bibliography of Iran*. Tehran: National Library of Iran 1983 -
2. Modarres Khayabani, Mohammad'Ali. *Reyhānat al-adab fi Tarājem al-Ma'rufīn belkoneyeh va al-Lagab*. Tehran: Khayyām, 1348.  
مدرس خیابانی، محمد علی، *ریحانة الاضرب فی تراجم المعروفین بالکنیة واللقب*. تهران: خیام، ۱۳۴۸.
3. al-Zerekli, Kheyroddin. *al-A'ām; Ghāmus-e Tarājom al-Ashhar al-Rejāl va al-Nesā'*. Cairo: 1969.  
الزركلى، خير الدين. *الاعلام: قاموس تراجم الاشهر الرجال والنساء*. قاهره: ۱۹۶۹.
4. Moshar, Khanbaba. *Mo'allefin Kotob-e Chappi-ye Farsi, as Aghaz ta Konūn*. [Tehran]: 1340-1344. 6 vol.  
مشار، خانبابا. *مؤلفین کتب چاپی فارسی از آغاز تا کنون*. [تهران]: ۱۳۴۰-۱۳۴۴. ۶ جلد.

**Authority for information provided**

National Library of the Islamic Republic of Iran.

Checked and approved by: Mrs Poori Soltani, National Library of the Islamic Republic of Iran, 20th November 1994.

Languages : 1. Irish Gaelic 2. English  
An Ghacilge

IRELAND

ÉIRE

For name usage in English see the entry under UNITED KINGDOM

Irish Gaelic usage follows in this entry

**1. An Ghacilge**

**NAME ELEMENTS**

Elements normally forming part of name

Element	Type	Examples
1. Forename (Christian name)	simple	Máire Séan
2. Surname	simple	Réamonn
	compound, consisting of two surnames with prefix. The majority of Irish surnames have prefixes. Each prefix has a masculine and feminine form with the exception of <i>De</i> which is the same in both genders :	Mac Donnchadha Ó Briain
		De Róiste
	<i>masculine</i> <i>feminine</i>	<i>masculine</i> <i>feminine</i>
	Ó* or Ua      Ní	Ó Briain      Ní Bhriain *
	Mac      Nic	Ó hAirt      Ní Airt
	Mag      Nig	Mac Néill      Nic Néill
	(* Note: After the prefix Ó an <i>h</i> is inserted before an initial vowel.)	Mag Uidhir      Nig Uidhir
		(* Note: After the prefix Ní an <i>h</i> is inserted after an initial consonant, except in the case of l, n and r.)
	A married woman uses the genitive form of the masculine prefix to her husband's surname :	
	<i>husband</i> <i>wife</i>	<i>husband</i> <i>wife</i>
	Ó or Ua      Uí or Í	Ó Néill      Uí Néill
	Mac      Mhic	Ua Néill      Í Néill
	Mag      Mhig	Mac Néill      Mhic Néill
		Mag Uidhir      Mhig Uidhir

**Additional elements to names**

Included in catalogue headings

Element	Use	Examples
1. Epithet signifying a personal characteristic, place of birth or of residence, placed between the forename and surname	to distinguish two persons having the same forename and surname	Eoghan <i>Ruadh</i> Ó Briain Aodh <i>Muimhneach</i> Ó hAirt Brian <i>an Doire</i> Mac Néill
2. Agnomen added to surname	to distinguish branches of a family	Séan Ó Conchobhair <i>Donn</i>

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	RÉAMONN, Séan
2. Surname with prefix	prefix	MAC NÉILL, Séan NIC NÉILL, Máire
3. Surname with inserted epithet	surname	MHIC NÉILL, Máire Ó HAIRT, Aodh <i>Muimhneach</i>
4. Compound surname - consisting of two surnames	last part of surname	Ó BRIAIN, Domhnall Mac Donnchadha
- consisting of surname and agnomen	surname	Ó CONCHOBHAIR DONN, Séan

### Romanization schemes in use

Older works in Irish Gaelic were frequently printed in the so-called Gaelic type, an alphabet of eighteen letters of the roman alphabet in slightly unfamiliar form in the case of a few letters. The only real change, however, is the substitution of the roman letter *h* for the superscript unctum of the Gaelic letter. Thus *ḥ* becomes *gh*.

### Authority for information provided

Largely based on the entry in the 1967 edition authorized by the Library of University College, Dublin, in consultation with eight other libraries; and, Leabharlann Náisiúnta Na hÉireann = National Library of Ireland.

Checked and approved by: Brian McKenna, Keeper - Systems, National Library of Ireland, Dublin, February 1995.

Language: Hebrew

ISRAEL

(YISRAEL)

### Biblical and post-Biblical period

#### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Kalev
2. Particle	indicating relationship	<i>ben</i> (son of) <i>bar</i> (son of, in Aramaic)
+		
3. Patronymic		Yefunne
4. Epithet	usually topographical	ha-Qenizi (i.e. <i>The Qenizeer</i> )

Note: Elements 2, 3 and 4 were not always used.

#### Additional elements to names

Element	Use	Examples
1. Honorific and religious titles used by important authors, known as Sages or Rabbis, in the post-Biblical period, e.g. <i>Rabbi</i> (my master), <i>Rav</i> (my master, in Aramaic), <i>Rabbenu</i> (our master), <i>Rabban</i> (our master, in Aramaic, designating national spiritual chief), <i>Gaon</i> (Excellency)	before the forename          after the forename	<i>Rabbi</i> Aqiva ben Yosef <i>Rabban</i> Yoḥanan ben Zakkay <i>Rav</i> Naḥman bar Yizḥaq <i>Rabbenu</i> Gershom ben Yehuda <i>Rabbenu</i> Ya'aqov Tam          <i>Sadya Gaon</i>

### Middle Ages onwards

A large number of rabbinic authorities, and some other writers, became known by universally-used abbreviations derived from the forms of names described above. These abbreviated names were often applied posthumously. References from abbreviated to full forms are essential.

Name	Abbreviation used
<i>Rabbi Shelomo</i> ḥizḥaqi (i.e. <i>The Isaacide</i> , son of Isaac)	Rashi
<i>Rabbi Moshe ben Maimon</i>	Rambam
<i>Morenu ha-Rav Ya'aqov ha-Levi</i>	Maharil
<i>Samuel David Luzzatto</i>	Shadal
<i>Yehuda Lev Levin</i>	Yahalal

Jews generally began to assume forms of names analogous to their surroundings, e.g. from the end of the Middle Ages for Jews in Spain and from the Napoleonic order of 1808 in France. These non-Hebrew names were often kept by Jewish immigrants into Israel during this century.

A significant number of, though by no means all, Jews in Israel in turn converted these names into Hebrew forms. These new forms may or may not have a phonetic or semantic connection with the original name, e.g.

Hebrew form used		Original form
Ben Gurion	for	Gryn
Tur-Sinay	for	Torzzyner
Min-Hahar	for	Bergmann
Refael	for	Werfel
Yaron	for	Singer
Ben-Zevi	for	Schimschelewitsch

It is not practical to transliterate from the Hebrew those non-Hebrew Israeli names which were brought by immigrants from various countries. They should be reconstructed according to their original form, as shown in the examples below, thus avoiding, for example, Qelayn in place of the preferable Klein, Peranqo for Franco, Belokh for Block, etc.. In cases where the difference between original and exact transliteration is not great, the usual spelling is to be preferred, e.g. David instead of Dawid.

The adoption of family names (surnames) by different groups of Jews took place at various times.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
		Transliterated	Form used
1. Forename(s)	simple	Avraham Shimshon Refael Samson	Abraham Raphael
2. Particle	indicating relationship	ben	ben
3. Patronymic		Yosef	Joseph
4. Title of descent		ha-Kohen ha-Lewi	ha-Kohen ha-Levi
5. Surname	simple	Mizrahi	Mizrahi
	compound		Radler-Feldmann

Note: Elements 2, 3 and 4 are unusual in Israeli names.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples	
		Transliterated	Form used
1. Names without a family name	forename	Yehuda ben Shemuel he-hasid me-Regensburg of Regensburg	JUDAH ben Samuel he-hasid, KALEV ben Yefunne ha-Qenizi
2. Simple surname	surname	Mizrahi, Avraham	MIZRAHI, Abraham

3. Compound surname	first part of compound	Radler-Feldmann, RADLER-FELDMAN
		Yehoshua Joshua
		Ben-Guryon, Dawid BEN GURION, David
		Tur-Sinay, Naftali Herz TUR-SINAI, Naphtali Herz
		Ibn-Gevirol, Shelomo IBN GABIROL, Solomon

Note: This name is of Arabic origin, the element *Ibn* often being read as *Aven* or *Even* because it is contrary to Hebrew morphology.

### Romanization scheme in use

The scheme used in this entry, and by the Jewish National and University Library, is based on the decisions of the Academy for the Hebrew Language, Reshumot-Yalqut hapirsumim, in its official journal no. 519, 23 January 1957.

### National authority file of names

An authority file is maintained at the Jewish National and University Library for Hebrew and Yiddish names. The quarterly journal *Kirjat sepher* published by the Library gives information on Israeli authors' names and as far as possible indicates the preferred romanized form after each Hebrew name.

### Sources and recommended references

Besides the published catalogues of Hebrew works in the New York Public Library, Klau Library of the Hebrew Union College in Cincinnati, Harvard University Library, and the Library of Congress, the following sources are recommended:

*Kirjat sepher*. - Jerusalem : Jewish National and University Library, 1924- (Mostly in Hebrew).

Zunz, Leopold. *Namen der Juden : eine geschichtliche Untersuchung*. Leipzig, 1873. Republished with corrections in the author's *Gesammelte Schriften*, II, pp. 1-82.

Catane, Moshe. "Les changements de noms en Israël". *Revue internationale d'onomastique*, vol. 3, no. 4, 1951, pp. 301-313.

Catane, Moshe. "Kelale ha-kirtus ba-qatalog ha-iwri shel bet ha-sefarim ha-leummi wehauniversitai". *Yad la-qore*, vol. 5, no. 1, 1958, pp.41-52. (In Hebrew).

Levy, Paul. *Les noms des Israélites en France*. Paris, 1960.

Wellisch, Hans Hanan. *Filing rules, with examples in Hebrew and roman characters*. Jerusalem, 1966. (Mostly in Hebrew).

Oppenheimer, Hanna. *Targilim leqitlug...* Rev. ed. Jerusalem, 1974.

### Authority for information provided

Jewish National and University Library.

Checked and approved by: Dr. Moshe Catane, Jewish National and University Library, 28 November 1976.

Language : Italian

ITALY

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Italiano

ITALIA

#### General rule

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename ( <i>prenome</i> ) a forename, or a sobriquet	simple	Avicenna Celine Delly Elena Federico Trilussa
	consisting of two or more forenames	Alberto Magno Giovanni Crisostomo Giovanni Paolo Maestro dell'Osservanza Vittorio Emanuele
2. Surname ( <i>cognome</i> )	simple	Alighieri Bianchi Labriola Palestrina Uberti
	consisting of two or more surnames	Bianchi Bandinelli Bianchi Bandinelli Baranelli Marchesini Gobetti Monti Della Corte
	with prefix	Da Costa Pereira D'Annunzio De Rossi La Farina

#### Additional elements to names

Element	Use	Examples
1. Royal title	following the forename	Elena, <i>regina d'Italia</i> Federico II, <i>imperatore</i> Vittorio Emanuele III, <i>re d'Italia</i>
2. Title of nobility ( <i>casato, predicato nobiliare</i> )	following the surname	Camillo Benso, <i>conte di Cavour</i> Michelangelo Caetani, <i>duca di Sermoneta</i>  Lorenzo de' Medici Luigi Amedeo di Savoia, <i>duca degli Abruzzi</i>
3. Title of church dignitaries	following the forename	Alberto Magno, <i>santo</i> Giovanni Paolo II, <i>papa</i>

Type of name	Entry element	Examples
1. Forename		
- simple	forename	AVICENNA CELINE DELLY ELENA, <i>regina d'Italia</i> FEDERICO II, <i>imperatore</i> TRILUSSA
- consisting of one or more forenames	first forename	ALBERTUS MAGNUS, <i>santo</i> GIOVANNI CRISOSTOMO DA CITTADELLA, <i>santo</i> IOANNES PAULUS II, <i>papa</i> MAESTRO DELL' OSSERVANZA VITTORIO EMANUELE III, <i>re d'Italia</i>
2. Surname		
- simple	surname	ALIGHIERI, Dante BIANCHI, Mario LABRIOLA, Silvano PALESTRINA, Giovanni Pierluigi da UBERTI, Fazio degli
- consisting of one or more surnames	first surname	BIANCHI BANDINELLI, Ranuccio BIANCHI BANDINELLI BARANELLI, Fiamma MARCHESINI GOBETTI, Ada MONTI DELLA CORTE, Alessandro Augusto
- with prefix	prefix	DA COSTA PEREIRA, Carlo José D'ANNUNZIO, Gabriele DE ROSSI, Giuseppe Maria LA FARINA, Camillo
3. Title of nobility		
- when the family name is better known, the title of nobility, consisting of a prefix indicating a rank, followed by a name, usually a place name	surname	CAETANI, MICHELANGELO, <i>duca di Sermoneta</i> MEDICI, Lorenzo de' SAVOIA, Luigi Amedeo di, <i>duca degli Abruzzi</i>
- when the title of nobility, consisting of a name of place is better known	name of place	CAVOUR, Camillo Benso, <i>conte di</i>

#### National cataloguing code

Regole per la compilazione del catalogo alfabetico per autori nelle biblioteche italiane / Roma : Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche, 1979. - Includes rules for personal names as well as filing guidelines.

#### Authorities responsible for issuing library rules about names

Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche - ICCU, Roma.

#### National authority file of names

An authority file on line is under development, and will also be made available on CD-ROM in UNIMARC format.

#### Sources and recommended references

*Bibliografia nazionale italiana*. - Firenze, 1958 - . ISSN 0006-1077 (also available on CD-ROM from 1958 - )

*Dizionario biografico degli Italiani*. - Roma : Istituto Treccani, 1960 - .

*Dizionario enciclopedico italiano*. - Roma : Istituto della Enciclopedia italiana, 1955-1961. (with periodical updatings)

*Lessico universale italiano*. - Roma : Istituto della Enciclopedia italiana, 1968-1981.

*Onomasticon* / Giovanni Ferrari. - Milano : Hoepli, 1947.

#### Authority for information provided

Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche - ICCU, Viale Castro Pretorio, 105, 00185 Roma.

Checked and approved by : Isa de Pinedo, Istituto Centrale per il Catalogo Unico delle Biblioteche Italiane e per le Informazioni Bibliografiche - ICCU, Rome, May 1995.

Language: French  
Français

IVORY COAST  
CÔTE D'IVOIRE

This entry covers Akan, Krou and Mandé usage, the three largest ethnic groups in the Ivory Coast.

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Patronymic	simple	Tchetche Assouan Amoikon
2. Particle	indicating relationship	<i>bi</i> (son of) <i>lou</i> (daughter of)
	indicating circumstances relating to birth	<i>kan</i> (second) <i>n'</i> , <i>n'da</i> (one of twins)
3. Traditional forename often derived from day of birth	simple - masculine  - feminine	Koffi (Friday) Kouame (Saturday) Kassi/Kouassi (Sunday) Kadio/Kouadio (Monday)  Akassi (Sunday) Yaba/Aya (Thursday)
4. Forename of Christian or Islamic origin	simple - masculine  - feminine  compound - masculine	Amadou Jean Michel Edmond  Jeanne Henriette  Jean-Marie Simon-Pierre

Names may be combined in various ways:

1. Patronymic + traditional forename	Assouan Akassiba
2. Patronymic + traditional forename + Christian forename	Kouadio Kouadio Pierre
3. Patronymic + Islamic forename + Christian forename	Kone Amadou Jean
4. Particle indicating circumstances relating to birth + patronymic + traditional forename	N'da Amoikon Aka
5. Patronymic + particle indicating relationship + traditional forename	Semi bi Zan Irie bi Toh

##### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Honorific suffix	after a patronymic	Assemian Dihye (Assemian the King)

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry of element	Examples
1. All	patronymic	ASSOUAN, Akassiba KOUADIO, Kouadio Pierre KONE, Amadou Jean AMOIKON, Aka N'da SEMI BI ZAN IRIE BI TOH BOA KOUASSI, Kan

**Sources and recommended references**

- Le patronyme des auteurs ivoiriens* / Seydou Guèye. - (Unpublished paper)
- Les noms des écrivains d'Afrique noire : essai de catalogographie* / Jean Fontvieille. - Dakar : Université de Dakar, 1969. - 65p
- Bibliographie de la Côte d'Ivoire*. - Abidjan : Bibliothèque nationale, 1969- .

Checked and approved by: Seydou Guèye, Directeur, Bibliothèque nationale, Abidjan, 25 July 1980.

Language: English

JAMAICA

For name usage see the entry under UNITED KINGDOM

**Authority for information provided**

Arlene Kent, West India Reference Library, Institute of Jamaica, Kingston.

Checked and approved 1976.



Language: Japanese  
Nihongo

JAPAN  
NIPPON

Up to the Meiji era, 1885, most Japanese were only permitted personal names. From 1885, however, family names were introduced, usually former family names or entirely new names. Both the family and personal names are usually written in two Chinese characters (known as *kanji*) although one or three characters may be used. Some feminine personal names may be written in the Japanese syllabary (known as *kana*). It is often very difficult for Japanese cataloguers to determine the correct reading of a Japanese name because a name in Chinese characters can be read in several ways. Similarly, romanized Japanese names can cause confusion because without the Chinese characters it is impossible to determine the correct original form. Thus, for example, the family name 角田 can be read as Tsunoda, Sumida, Kakuda (sometimes Tsunota, Sumita, Kakuta). Conversely, the romanized form Kōno can be written with ten different Chinese characters. Chinese characters are traditionally arranged in order according to their radicals and strokes. However, to enable alphabetic filing of headings, Japanese libraries often transliterate *kanji* into either *kana* or roman letters (known as *romaji*). It is essential to retain the original form in *kanji* with other forms so as to ensure correct identification and meaning of headings. All examples in this entry have been romanized according to the Hepburn system.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Family name		酒井 or 五十嵐	Sakai Igarashi
2. Personal name	names written in <i>kanji</i> may have as the last character		
	- masculine	道男 or 三千夫 健	Michio Takeshi
	- feminine	フミ子 ひろみ	Fumiko Hiromi
3. Whole name	royal title	明治天皇	Meiji tennō
	name with title of position or office	清少納言	Sei shōnagon
	nickname, stage name, pen name, etc.	フランキー Sakai	Furanki

Note: The family name is given first in Japanese but persons customarily reverse the order of their names when corresponding or publishing in Western languages.

### Additional elements to names

Element	Use	Examples
Distinguishing stage name	after the name	尾上菊五郎 6 目 Onoe Kikugorō rokudaime, (Kabuki actor)

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry elements	Examples
1. Personal name only (from earlier periods, or Buddhists)	personal name	園 空 Sono Kūkai
2. Family name	family name	酒井 男 櫻 千夫 五十嵐 神野ひろみ 神野フミ子 SAKAI Michio SAKAI Michio IGARASHI Takeshi JINNO Hiromi KANNO Fumiko
3. Whole name	first part of the name	明治天皇 清少納言 フランキー MEIJI tennō SEI shōnagon FURANKI Sakai

### National Cataloguing code

*Nippon cataloging rules*. - Prelim. new ed. - Tokyo : Japan Library Association, 1977. 1987 edition (revised in 1994) is also used by many libraries.

### National authority file of names

*National Diet Library authority file for Japanese authors*. - 2nd ed. - Tokyo : National Diet Library, 1991.  
*Japan MARC authority file for authors' names*. [magnet tape format] - Tokyo : National Diet Library, 1994 -

### Romanization schemes in use

The official system in Japan is known as the *kunrei* system (or sometimes *kunrei-shiki*). The Hepburn system is widely used in Western libraries and cataloguing codes. The *kunrei* system is described in *Romanization of Japanese* issued by the Prime Minister as Cabinet Notification no. 2, 9 December 1954, and in ISO 3602, 1st ed., 1989-09-01: Documentation - Romanization of Japanese.

### Sources and recommended references

Gillis, I.V. and Pai, Ping-Chi, *Japanese Surnames*. - Peking, 1939  
*Japanese personal names*. - Peking, 1940

Both these works are useful for distinguishing family names from personal names, although some family names are mixed in with the latter work.

*Bunka jinmeiroku*. - Tokyo : Nihon Chosakuken Kyogikai, 1951-

*Jinji koshinroku*. - Tokyo : Jinji Koshinjo, 1903-

*Dainihon jinmei jisho*. - Tokyo : Dainihon Jinmei Jisho kankokai, 1937-38.

*Dai Jinmei Jitn*. - Tokyo : Heibonsha, 1953.

*Kenkyusha kenkyu kadai soran*. - Tokyo : Nihon Gakujutsu Shinkokai, 1979-

*Gendai Nihon jinmeiroku*. - Tokyo : Nichigai Asoshietsu, 1987-

Fujimura, Tsukuru. *Nihon bungaku daijiten*. - Rev. ed. - Tokyo : Shinchosha, 1950.  
 Washio, Jinkei. *Nihon bukka jinmei jisho*. - Rev. ed. - Tokyo : Tokyo Bijutsu, 1966.

**Authority for information provided**

Japan Library Association; National Diet Library.

Checked by: Fumiyasu Nomura, Chairman, Cataloging Committee, Japan Library Association.  
 Approved by: Mitsuharu Ōtake, Chief, Book Processing Division, Books Department, National Diet Library, 30 November 1994.

Language: Kazakhstan

KAZAKHSTAN

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>	
1. Forename	simple		
	- masculine	Жұбан	ūban
	- feminine	Нүрсейіт Умбетәлі Жібек Мәншүк	Nūrsejit Ūmbetāli ibek Mānsuk
2. Surname	simple		
	- masculine	Мұстафин Момышұлы Ыдырысов	Mūstafin Momyşūly Ydyrysov
	- feminine	Мұстафина Ыдырысова	Mūstafina Ydyrysova

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>	
1. Simple surname	surname	МҰСТАФИН, Ғабиден МОМЫШҰЛЫ, Бауыржан  ЫДЫРЫСОВ, Қабдыкәрім САРМҰРЗИНА, Мәсура	MŪSTAFIN, Gabiden MOMYŞŪLY, Bauyr an YDYRYSOV, Qabdykärīm SARMŪRZINA, Māsura

**Exceptions:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>	
1. Personal name by which some persons, e.g. poets and artists, are better known	personal name	ЖАМБЫЛ ЖАМБЫЛ Жабаев	AMBYL ( <i>full name:</i> AMBYL Zabaev)
2. Names of authors of earlier periods, and <i>akyns</i> (popular singers), consisting of a personal name to which other elements may be added	name by which better known, e.g. a pseudonym, or a personal name	ЖАЯУ МУСА	AJAU MŪSA

### National cataloguing code

Rules for the choice and form of names are contained in:

*Edinye pravila opisanija proizvedenij pečati dlja bibliotečnyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
English title: *Uniform rules for the entry of printed matter in library catalogues.*

### Sources and recommended references

Баспасөз шежіресі. Қазақ ССР мемлекеттік бнблиография органы. Алматы, 1957-

*Baspasöz şe iresi. Qazaq SSR memlekettik bibliografija organy. Almaty, 1957-*

### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Languages: 1. English 2. Afroasiatic group (Somali and Borana languages): Somali; Borana (Gabbra); Boni; El Molo, Rendille; Galla; Arabs **KENYA**

3. Bantu group: Swahili; Kikuyu; Luhya; Kamba; Gusii; Meru; Embu; Taita; Taveta; Nyika; Giryama; Digo; Pokomo; Tharaka; Segeju; Kuria

4. Nilotic group (Kalenjin, Pokot, and Luo languages): Luos; Masai; Nandi; Kipsigis

5. Banjuni group (Kiamu and Swahili languages)

For name usage in English see the entry under UNITED KINGDOM

### 2. Afroasiatic group

#### NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Forename(s) (individual name)	simple	Amina Mohammed Bonaya Asli
2. Particle	indicating relationship	Inan (daughter of, or son of) bin (son of) bint, or binti (daughter of)
3. Patronymic	simple	Kassimu Ali
	compound	Yusuf Hassan Wako Bonaya Adhi Godana

#### Additional elements to names

Element	Use	Example
1. Religious designation not used as an entry element	before the forename	Haji Hassan

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All	first element followed by other elements in direct order	YUSUF HASSAN MOHAMMED ADHI GODANA AMINA INAN ALI SALAT BIN MAALIM GURE ZUBEIDA BINTI ALI GUMBIS

### 3. Bantu group

Names in this group have no definite usage and may be formed in many patterns using the elements listed below. General library practice is to take the last name as the entry element: the last name can be any of the elements listed below but not a forename of foreign origin. A foreign forename usually comes first in general usage.

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	usually of foreign origin	James
2. Individual name	of local origin, usually simple	Munyao Mwangi
3. Particle	indicating relationship but rarely used by writers	<i>wa</i> (son of, or daughter of)
	- simple	wa Kamau
	- linked by hyphen to the last name and treated as a compound surname	Wa-Amboye
4. Patronymic	usually simple	Musau Kamau
5. Family name	usually simple	Mula

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple names	always the last name whether individual, family or patronymic. Foreign forenames are not entry elements	MUNYAO, James MUSAU, James Munyao MULA, James Musau Munyao MUSAU, Munyao wa KAMAU, Mwangi wa
2. Compound names	first part of compound	WA-AMBOYE, Juma
3. Names of writers who have preferred form of name usage	preferred form, e.g. Ngugi wa Thiong'o (formerly James Ngugi) has adopted the element <i>wa</i> and prefers direct order entry	NGUGI WA THIONG'O

### 4. Nilotic group

#### a. Kalenjin

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	usually of foreign origin	Joel Julia
2. Individual (personal) name	of local origin	Kipkoech Mosenik Chepkoech Kipkorir

3. Particle	indicating relationship	<i>arap</i> (son of)
	- simple	arap Maiyo
	- linked by hyphen to the patronymic and treated as a compound surname	Arap-Lelei
4. Patronymic	usually simple except as in 3 above	Lelei Kenduiywa Sang Maiyo

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple names	always the last name. Foreign forenames are not entry elements	MAIYO, Arphaxao Kipruto arap SANG, Julia Jeptanui
2. Compound names	first part of compound	ARAP-LELEI, Joel Richard Kibet

#### b. Pokot

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	usually of foreign origin	Ruth Peter
2. Individual (personal) name	of local origin	Chenanga Pseret
3. Particle	indicating relationship	<i>Wero</i> (son of) <i>Chepo</i> (daughter of)
4. Patronymic		Endoo Kapelion

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. All	individual (personal) name and other names in direct order. Foreign forenames are not entry elements	PSERET ENDOO, Peter CHENANGA CHEPO KAPELION, Ruth

## NAME ELEMENTS

### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	usually of foreign origin	Geoffreys Harrison Elisha
2. Individual (personal) name	usually of local origin	Ongayo Gombe Atieno Otieno Owino
3. Particle	indicating relationship but rarely used	<i>Wood</i> (son of) <i>Nyar</i> (daughter of)
4. Patronymic		Kokwaro Malo Odhiambo Ombudo

*Note:* When two Luo names are present the last is the patronymic. If one Luo name is present it is usually the personal name. An individual (personal) name may be hyphenated to the patronymic forming a compound name. As it is difficult to recognise a Luo compound name comprising an individual name and patronymic which are not hyphenated such names are treated as simple names.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple names	last name whether individual or patronymic. Foreign forenames are not entry elements	GOMBE, Samson KOKWARO, John Ongayo
2. Compound names	first part of compound if linked by a hyphen	OWINO-OMBUDO ATIENA-ODHIAMBO, Elisha Stephen

### 5. Banjuni group

Although the Banjuni are predominantly Bantu, their name usage is influenced by Islamic practice similar to the Afroasiatic group. The languages of the Banjuni are Kiamu and Swahili.

## NAME ELEMENTS

### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Individual name(s)	usually simple	Athman Bwana Mwanamshamu Bakari Mbwarahaji
2. Particle	indicating relationship	<i>bin</i> (son of) <i>binti</i> (daughter of)
3. Patronymic	usually simple	Atiki Bwanadi Maulana

*Note:* Names may contain more than one particle and patronymic.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Individual name, or individual name, particle and patronymic	individual name	MWANAMSHAMU BINTI ATJAKI ASHA BINTI BAKARI MWALIMU ATHMAN BIN LALI OMAR BAKARI BIN MWALIMU BIN BAKARI

### National cataloguing code

The *Anglo-American cataloguing rules* are used by the Kenya National Library Service and the University of Nairobi Library.

### National authority file of names

The Cataloguing Department of the University of Nairobi Library maintains an authority file.

### Authority responsible for issuing rules about names

Kenya Library Association.

### Authority for information provided

Cataloguing and Indexing Sub-Committee, Kenya Library Association; University of Nairobi Library.

Checked and approved by: Mrs. Margaret N. Muriuki, Cataloguing Department, University of Nairobi Library, 21 October 1976.

Language: Kirgiz

KIRGIZIYA

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple		
	- masculine	Кубанычбек Муса	Kubanyčbek Musa
2. Surname	- feminine	Чынгыз	Čyngyz
	simple	Субайылда	Subajyl'da
	- masculine	Борбутулов Абдыкадыров	Borbugulov Abdykadyrov
	- feminine	Абдыкадырова	Abdykadyrova

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. Simple surname	surname	БОРБУГУЛОВ, Мухтар BORBUGULOV, Muhtar АБДЫКАДЫРОВ, Абдылда ABDYKADYROV, Abdylda АБДЫКАДЫРОВА, Субайылда ABDYKADYROVA, Subajyl'da

### Exceptions:

Type of name	Entry element	Examples
1. Names of authors of earlier periods, and <i>akyns</i> (popular singer), consisting of a personal name to which other elements may be added	name by which better known, e.g. a pseudonym, or a personal name	ТОГОЛОК МОЛДО TOGOLOK MOLDO МОЛДО КЫЛЫЧ MOLDO KYLYČ

## National cataloguing code

Rules for the choice and form of names are contained in:

*Edinye pravila opisaniya proizvedenij pečati dlia bibliotečnyh katalogov / Me duvedomstvennaja Kataložizacijonnaja Komissaja pri Gosudarstvennoj*

*Biblioteke SSSR im V.I. Lenina.* - 2. isdanie - Moskva : Kniga, 1959 - 1960.

English title: *Uniform rules for the entry of printed matter in library catalogues.*

## Sources and recommended references

Китеп летописи. Кыргыз ССРинин мамлекеттик органы. Фрунзе, 1949-

*Kitep letopisi.* Kyrgyz SSRinim mamlekettik organy. Frunze, 1949 -

## Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization.* - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ; 30 cm. - (ISO Recommendation ; R9)

## Authority for information provided

Каталожизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

It is only since the late nineteenth century that surnames have been widely adopted by Koreans, compulsorily since the Family Registration Law of 1909, although they were in use by some important Korean families from the fourteenth century. There are approximately 1,000 surnames of Chinese origin and 250 of Korean origin. Names may appear in Chinese characters but are read with the Korean pronunciation. The law of the Republic of Korea now provides for names to be given in Korean characters (*Hangul*) and this is the prevalent form. Names may be romanized in many different ways; for example, one surname may appear as Yi, Lee, Li, Rec, Ri, Rhee, Rieh because Koreans may romanize their names at random. Married women continue to be known by their maiden names although use of the husband's surname is becoming more widespread.

## NAME ELEMENTS

### Elements normally forming part of name

Elements	Type	Examples
1. Surname	usually one syllable although there are ten surnames of two syllables	Kim Yi Lee Namgung Sunwoo
2. Given name(s)	usually two inseparable syllables although some persons may have only one <i>Note:</i> One of the syllables is a generation name common to all members of the same generation in a family. In a single syllable name the generation name does not appear in Korean or in transliterated form although it is designated by a radical or stroke when written in Chinese, e.g.	Pu-sik Sun-sin Ku Pyŏk  Pu-sik ( <i>Pu</i> is the generation name) Sun-sin ( <i>sin</i> is the generation name)

*Note:* In Korean the surname is written first. However, Koreans writing in Western languages may retain the original order, or place a comma after the surname in the original order, or reverse the order by giving the surname last. Both two syllable surnames and two syllable given names may have their syllables joined or linked by a hyphen. In the more common case of a single syllable surname, the hyphenated given names help to highlight the surname. The use of the comma to separate the surname, whether for ordinary use or in catalogue headings, is no longer recommended by Korean librarians although this practice was included in the *Korean cataloguing rules*.

### Additional elements to names

Element	Use	Examples
1. Religious titles <i>Note:</i> Buddhist priests who died before 1910 or at the end of the Yi dynasty were better known by priestly names.	before the surname	Seok Il Yeon Wonhyo (original name Sŏl Sŏ-dang) Iryon (original name Kim Kyŏn-myŏng)
2. Royal names <i>Note:</i> Royalty is usually best known by temple, posthumous or honorific names. The dynastic name is given after one of the above).		Sejong (original name Yi To) Muyŏl-wang (original name Sama-wang) Anpyŏng Taegun (original name Yi Yong)

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Surname and given name(s)	surname in direct order without a separating comma	KIM Pu-sik YI Sun-sin KIM Ku NAM GUNG Pyŏk <i>Note:</i> Two syllable names may be linked or separated depending on the author's preference, e.g. NAM-GUNG Pyŏk NAMGUNG Pyŏk.
2. Religious names	as above, or name following prefix if present  or priestly name for priests who died before 1910 or the end of the Yi dynasty	IL YEON, <i>Seok</i>  WONHYO (reference from SŌL Sŏ-dang) IRYŌN (reference from KIM Kyon-myong)
3. Royal names	temple name or posthumous name followed by dynastic name	SEJONG (reference from YI To) MUYŌL-WANG (reference from SAMA-WANG) ANPYŌNG TAEGUN (reference from Y.I. Yong)

### National cataloguing code

*Korean cataloguing rules*. Rev. ed. Seoul : Korean Library Association, 1966. A revision is in preparation.

### Romanization schemes in use

McCune, G. M. and Reischauer, E. D. "The romanization of the Korean language". *Transactions of the Korea Branch, Royal Asiatic Society*, vol. 29, 1939, pp. 1-55. This system has been used for the examples in this entry. However, the system published in 1959 by the Ministry of Education is the official one in Korea although not as widely used as McCune-Reischauer.

### Sources and recommended references

*Korean national bibliography*. - Seoul : Central National Library of Korea, 1968 -

Lee Jai-Chul. "Problems of cataloguing and bibliographic entries for oriental names". *Inmun kwahak* (=Journal of the humanistic studies), vol. 18, Dec. 1967, pp. 65-92. (In Korean, English summary pp. 188-189).

*Han-guk Inmyong Tae-sajon*. Seoul : Sin-gu Munwha-sa, 1967. (Korean bibliographical dictionary for writers no longer living, from ancient times to 1966).

*Hyondae Han-guk Inmyong Sajon* - Seoul : Haptong Press, 1967 - . (Contemporary Korean bibliographical dictionary, published annually and covering living writers. The writers' preferred romanizations are given).

Authority for information provided

Korean Library Association.

Entry compiled in the IFLA UBC Office from information supplied by: Lee Jai-Chul and the late Chang Il Se, Korean Library Association. 1976.

Language: Lettish

LATVIA

### NAME ELEMENTS

A name is given in the genitive case on a title-page but is given in the nominative case in a heading, e.g. the genitive Jana Raina is entered as RAINIS, Jānis.

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	
	- masculine	Jānis
	- feminine	Velta
2. Surname	simple	
	- masculine	Rainis Upīts Ērglis
	- feminine	Upīte Ērgle
	compound	
	- masculine	Jansons-Brauns Arājs-Bērce

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	RAINIS, Jānis UPĪTS, Andrejs
2. Compound surname	first part of compound	JANSONS-BRAUNS, Jānis ARĀJS-BĒRCE, Augusts

#### National cataloguing code

Rules for the choice and form of names are contained in:

*Edīnye pravila opisanija proizvedenij pečati dlja bibliotečnyh katalogov / Me duvedomstvennaja Kataložicacionnaja Komissaja pri Gosudarstvennoj*

*Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*

English title: *Uniform rules for the entry of printed matter in library catalogues.*

#### Sources and recommended references

*Latvijas PSR preses hronika. Riga, 1949-*

#### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*



Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Language: Arabic

LEBANON

LUBNAN

For name usage prior to 1800 see entry under ARABIC NAMES

The official language is Arabic. French and, increasingly, English are widely spoken in official and commercial circles.

NAME ELEMENTS

Elements normally forming part of a name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Given or personal name ( <i>ism</i> )	single and simple	Sami (masculine) Samia (feminine)
	compound	Abd-al-Sattar (masculine) Marie-Jeanne (feminine)
	compound ( <i>khitab</i> ) consisting of word followed by <i>al-dine</i>	Nour al-Dine (masculine)
2. Middle name	usually father's name	Sami Abd-al-Sattar
3. Family name (can be any of these types)	a) personal name or <i>ism</i> (masculine) - simple	Yusuf
	- compound	Abd Allah Abd al-Nour
	b) <i>laqab</i>	al Dahhan al Tawil al Khazen
	c) <i>nisba</i>	Kisrwni Kittani Usayli
	d) <i>kunya</i>	Abu Fadil Abi Saad
e) <i>khitab</i>	Taky al-Dine Zayn al-Dine	

Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
Included in catalogue headings:		
1. A suffix of title of nobility or position	where suffix has become integral part of name	Mardambey Kaidbey
2. Suffixes and prefixes of titles of nobility		Beyk
3. Suffixes and prefixes of religious and social rank		Shayk

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple family name	family name	YUSUF
3. Compound family name	first part of compound	AL-KHOURY, Rashid Salim

*Note:* Care should be taken not to separate any part of a compound Arabic name for this distorts its meaning completely e.g. ABDUL NASSER, Jamal *not* NASSER, Jamal Abdul

### National cataloguing code

The *Anglo-American cataloguing rules* are widely used.

### Romanization schemes in use

The Library of Congress Romanization scheme for Arabic names is widely used.

### National authority file of names

There is no national authority file of names, but at the American University of Beirut an attempt is being made to compile a name authority file.

### Authority for information provided

Library Association Board, Lebanese Library Association, Beirut.

Checked and approved by: Aida Naaman, Member, Library Association Board, Lebanese Library Association, 25 July 1979.

Language : Lithuanian

LITHUANIA

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	
	- masculine	Eduardas
2. Surname	- feminine	Birutė
	simple	
	- masculine	Cvirka Mieželaitis
	- feminine	Liobytė Rutkauskienė Žilinskaitė
	compound	
	- masculine	Gudaitis-Guzevičius
	- feminine	Ambrziejūtė-Steponaitienė Čiurlionienė-Kymantaitė Endziulaitytė-Pivoriūnė

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BALCEVIČIUS, Vaclovas Pranciškus CVIRKA, Petras LOKOŠIŪNIENĖ, Laimė Gabrielė MIEŽELAITIS, Eduardas RUTKAUSKIENĖ, Birutė ŽILINSKAITĖ, Vytautė
2. Compound surname	first part of compound	ČIURLIONIENĖ-KYMANTAITĖ, Sofija GUDAITIS-GUZEVIČIUS, Aleksandras GURNEVIČIUS-RAMAŠKONIS, Vladas Jonas SLUCKAITĖ-JURAŠIENĖ, Aušra Marija

### Sources and recommended references

*Bibliografijos žinios* : Lietuvos nacionalinės bibliografijos rodyklė/ Lietuvos Respublikos Kultūros ministerija, Lietuvos nacionalinė M. Mažvydo biblioteka, Bibliografijos ir knygotyros centras. - Vilnius : Lietuvos nacionalinė M. Mažvydo biblioteka, Bibliografijos ir knygotyros centras, 1992. ISSN 1392-0308

*Bibliografijos žinios* : Lietuvos valst. ir liet. taut. bibliografijos žurn., leidžiamas Vytauto Didžiojo bibliotekos. - Kaunas : Vytauto Didžiojo biblioteka, 1928 - 1943.

*Knygų metraštis* : LTSR valst. bibliografijos organas. - Vilnius : Lietuvos TSR knygų rūmai, 1947 - 1956.

*Žurnalų ir laikraščių straipsnių metraštis* : LTSR valst. bibliografijos organas. - Vilnius : Lietuvos TSR knygų rūmai, 1949 - 1956.

*Spaudos metraštis* : LTSR valst. bibliografijos rodyklė. - Vilnius : Lietuvos knygų rūmai, 1957 - 1991. ISSN 0135-1354

**Authority for information provided**

Martynas Mažvydas National Library of Lithuania. The Centre for Bibliography and Book Science, Vilnius.

Checked and approved by : R. Varnienė, Director, The Centre for Bibliography and Book Science, Martynas Mažvydas National Library of Lithuania, November 1994.

Language 1. French 2. German

LUXEMBOURG

Français Deutsch

For name usage in French see the entry under FRANCE

For name usage in German see the entry under Federal Republic of GERMANY

**Authority for information provided**

Gilbert Trausch, Director, Bibliothèque nationale, Luxembourg.

Checked and approved 1976.

Language: Macedonian

MACEDONIA

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples	
1. Forename(s)	simple		
	- masculine	Блаже	Bla e
	- feminine	Блага	Blaga
2. Patronymic	rarely used and sometimes represented by initials	Куманов	Kumanov
	simple		
3. Surname	- masculine	Конески	Koneski
		Апостолов	Apostolov
	- feminine	Деспотовска	Despotovska
		Петрова	Petrova
	with prefix, now frequently written with the surname as one word	Хаџи Димов	Had i Dimov
		Поп-Георгиев	Pop-Georgiev
		Поплазаров	Poplazarov
		Хаџиманов	Had imanov
	compound		
	- consisting of two surnames, always linked by a hyphen	Андонов-Полјански	Andonov-Poljanski
	- consisting of a surname and territorial name	Пејчиновиќ-Тетоец	Pejčinoviĳ-Tetoec
	- consisting of a surname and pseudonym	Хаџи Константинов-Цинот	Had i Konstantinov-D inot
- consisting of a surname and a name given during the pre-war and wartime resistance movements	Теменугов-Железни	Temenugov- elezni	
- consisting of a woman's maiden name and her husband's surname in the feminine form, always linked by a hyphen	Угринова-Скаловска	Ugrinova-Skalovska	

#### Romanization schemes in use

The Macedonian and Serbian names given in this entry have been romanized according to the parallel alphabets (roman and Cyrillic) used in Yugoslavia. Since the ISO system for the romanization of Slavic Cyrillic characters is mainly based on these alphabets, the romanization of Macedonian and Serbian names is in agreement with the main tables of ISO R/9-1955 and 1968, and with the draft

ISO/DIS 1975. For the romanization of other Slavic Cyrillic characters libraries use ISO R/9-1955 with some very slight alterations.

#### Sources and recommended references

*Bibliografij Jugoslavije. Knjige, brosure i muzikalije.* Beograd : Jugoslavenski Bibliografski Institut, 1950-

#### Authority for information provided

Union of Library Associations of Yugoslavia, Committee on Cataloguing.

Checked and approved by: Dr Eva Verona, Zagreb, 26 October 1976

Language: 1. Malagasy 2. French

Français

MADAGASCAR  
MADAGISIKARA

In Madagascar the traditional practice is to place the forename *after* the family name. However, due to European influence, the forename may sometimes appear in publications *before* the family name.

NAME ELEMENTS

Elements normally forming part of a name

Element	Type	Examples
A. Customary usage:		
1. Family name	simple	Rabary Rabearison Ralaitafika Manambelona Kalovaiavy Solomampionona Mampitovy
	compound	Raoline Andriambololona Rakotobe Andriamaro
	- linked by hyphen	Rakoto-Ratsimamanga Rajemisa-Raolison Rakotomalala-Rabarijaona
2. Forename(s) of Christian, or, increasingly, traditional origin	simple	Louis Georges Simeon Narivelo Voahirana Zanajaona
B. Literary usage:		
1. Pseudonym	simple	Rado Mazavatsinana Mimoza Faridanonana Dimbiniala
	compound	- consisting of two or more words, sometimes linked by hyphen or apostrophe Antisivan'ilampy Felam-Bao Mena Randja Zanamihoatra
		- consisting of two words, the first of which is the article <i>Ny</i> Ny Malodohasaha Ny Rindra Ny Riana

Additional elements to names

Not included in catalogue headings:

Element	Use	Examples
1. Terms of address <i>Ingahy/Andriamatoa</i> (Mr.), <i>Ramatoa</i> (Mrs.), <i>Itompokolahy/</i> <i>Itompokovavy</i> (the late)	before family name	<i>Ingahy</i> Rabary

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple family name	family name	RABENJA, Salomon ANDRIAMALALA, Emilson Daniel RALAITAFIKA, Patrice Samuel
2. Compound family name	first part of name	RADAODY-RALAROSY, Paul RAJEMISA-RAOLISON, Régis
3. Simple pseudonym	pseudonym	RADO FARIDANONANA
4. Compound pseudonym	first part of pseudonym	FELAM-BAO MENA RANDJA ZANAMIHOATRA
5. Pseudonym with preceding article	article	NY VOLONANDRO NY VOLOTARA

Note: 1) If both forename and family name are Malagasy and there is uncertainty as to which is the forename, enter under the second name with a reference from the first name.  
2) As the names Rakoto, Ranaivo, Razafy (and their derivatives) are very common, they should be entered as forenames, e.g. Desiré Rakoto Andriantsilavo would be catalogued as ANDRIANTSILAVO, Desiré Rakoto.

Sources and recommended references

*Bibliographie annuelle de Madagascar*. - Antananarivo : Bibliothèque universitaire et Bibliothèque nationale, 1965-

Authority for information provided

Service des bibliothèques, Antananarivo.

Checked and approved by: Juliette Ratsimandrava, Chef, Service des Bibliothèques, 5 June 1979.

For name usage in English see the entry under UNITED KINGDOM  
Other national usage follows in this entry

**NAME ELEMENTS**

**Elements usually forming part of a name**

Element	Type	Examples
1. Forename(s)	Christian or baptismal	Afiki Roderick Samson
2. Surname	simple family name, sometimes adopted surname is clan name	Juma Mabomba
	compound consisting of family name and clan name (such as <i>Chisale</i> , <i>Banda</i> , <i>Phiri</i> , <i>Mbewe</i> , <i>Nkhoma</i> )	Kambewa Chisale Siliya Banda

**Additional elements to name**

Element	Use	Examples
1. Appellations denoting honour or respect (usually included in catalogue headings)	before first name or family/title name	<i>Inkosi</i> Gomani (Chief) <i>Inkosi ya Makosi</i> Mbelwa (Chief of Chiefs) <i>Ngwazi</i> Dr. H. Kamuzu Banda (Conqueror)

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Simple surname	surname	JUMA, Paul Afiki
2. Surname which includes clan name	name preceding clan name	SILIYA BANDA, George H. KAMBEWA CHISALE, John F.

**Sources and recommended references**

*Malawi national bibliography.* - Zomba : National Archives of Malawi, 1967-

**Authority for information provided**

Malawi Library Association.

Checked and approved by: Roderick S. Mabomba, Director, Malawi National Library Service, Lilongwe, 5 August 1980.

For name usage in English see the entry under UNITED KINGDOM

**1. Malay (Bahasa Melayu)**

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Given name	simple	Shahnon Zaharah
	- represented by initials	Z.
	compound	Bibi Aishah Muhammad Yusof  <i>(Note : Muhammad has variant spellings and is often abbreviated to M., Md., Mohd. or Muhd.)</i>
2. Particle	- represented by initials	A. J. A. Samad
	indicating filial relationship, variously used	<i>al</i> (article preceding Malay names of Arabic origin) <i>bin</i> (son of, often abbreviated/initialised to B., b.) <i>binte</i> or <i>binti</i> (daughter of, often abbreviated to bte., bt., b.) <i>ibni</i> (son of, used in names of nobility)
3. Father's name	simple	Ahmad Nawawi
	- represented by initials	H.
	- preceded by father's title	<i>Haji</i> Omar
	compound	Abdul Majid Hamid Don
	- represented by initials	M. Onn
	- preceded by father's title	<i>Raja</i> Muhammad Ali

**Additional elements to names**

*Note* : Malaysia is exceptional in having a considerable number of generally used titles and terms of address. Examples of titles given here are in the masculine; there are, however, feminine equivalents for most of these titles. Since September 1972 some changes have been made in the spelling of titles and terms of address and some of these may occur with variant spelling, e.g. *Dato*, *Datok* and *Datuk*.

Element	Use	Examples
1. Hereditary titles <i>Tengku</i> , <i>Syed</i> , <i>Raja</i> , <i>Abang</i> , <i>Wan</i> , <i>Nik</i> , etc. Hereditary titles are treated as an integral element of the name in accordance with customary practices.	before given name	<i>Nik</i> Abdul Aziz <i>Nik</i> Safiah <i>Raja</i> Mukhtaruddin <i>Syed</i> Hussin

2. Conferred titles

- Religious titles, e.g. *Haji, Lebai, Mufti*, etc. before given name *Haji Jamaluddin*
- Titles of office, e.g. *Batin, Datuk Setia Mahkota, Sultan, Yang diPertuan Besar, Tuanku*, etc. before given name *Sultan Azlan Shah Tuanku Jaafar*
- Titles of honour, e.g. *Dato', Dato' Amar DiRaja, Tan Sri, Tun*, etc. before given name *Tan Sri Datuk Hamzah Tun Hussein*
- 3. Terms of address, e.g. *Adek, Bongsu, Habib, Pak, Yang Amat Berhormat, Yang Mulia*, etc. Official terms of address are often abbreviated, e.g. *Y.A.B.* for *Yang Amat Berhormat*. before given name *Pak Matlob Y.A.B. Ghafar*
- 4. Additional name indicating place of origin or profession variously, after given name or father's name *Abdul Manan al-Rembaui Abdullah al-Qari Ahmad bin Yaakub al-Johori*

Name elements may be combined in various ways :

- | Elements  | Examples   |
|---|--|
| 1. Simple given name + father's name  | Shahnon Ahmad  |
| 2. Simple given name + filial indicator + father's name                       | Ali bin Ahmad  |
| 3. Simple given name + surname  | Faridah Merican  |
| 4. Simple given name + profession name  | Abdullah al-Qari                                       |
| 5. Initialized simple given name + father's name                              | Z. Hussein   |
| 6. Compound given name + father's name  | Amat Juhari Moain                                      |
| 7. Compound given name + filial indicator + father's name                     | Abdul Majid bin Zainuddin                              |
| 8. Compound given name + place name   | Abdul Manan al-Rembaui                                 |
| 9. Partly initialized compound given name + father's name                     | A. Samad Said  |
| 10. Initialized compound given name + father's name                           | A.J. Halim   |
| 11. Hereditary title + simple given name + father's name                      | Raja Mukhtaruddin Dain                                 |
| 12. Hereditary title + simple given name + hereditary title + father's name   | Sharifah Mastura Syed Abdullah                         |
| 13. Hereditary title + simple given name + surname                            | Syed Hussein Alatas                                    |
| 14. Hereditary title + compound given name + hereditary title + father's name | Nik Abdul Aziz Nik Mat                                 |
| 15. Title of honour + hereditary title + given name + father's name           | Tan Sri Syed Nasir Ismail                              |
| 16. Religious title + given name + father's name                              | Haji Jamaluddin Hashim                                 |
| 17. Title of office + given name + father's name                              | Tuanku Abdul Halim Mu'azzam Shah ibni Sultan Badlishah |
| 18. Title(s) of honour + given name + father's name                           | Tan Sri Datuk Hamzah Sendut                            |
| 19. Terms of address + given name + father's name                             | Y.A.B. Ghafar Baba                                     |
| 20. Initialized filial indicator + initialized father's name + given name     | B.H. Shafuddin   |

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

General rule

Type of name	Entry element	Examples
1. All	given name in direct order including hereditary title or given name represented by initial(s). <i>(Note : Filial indicators are ignored in filing, although indicators and father's titles are omitted in catalogue headings, unless the person consistently uses them, as in royal titles and some of the examples shown.)</i>	A. SAMAD SAID A.J. HALIM AHMAD bin Yaakub al-Johori BIBI AISHAH binti Hamid Don DATU MUSTAPHA bin Datu Harun, Tun FATIMAH HUSAIN HASSAN bin Abdul Majid JAMALUDDIN HASHIM, Haji RAJA IDRIS AL-MUTAWAKKIL ALALLAHI SHAH, ibni Sultan Iskandar Shah Kadasallah, Sultan of Perak RAJA MUKHTARUDDIN DAIN SHAHNON AHMAD SYED HUSIN ALI TENGKU ABDUL HALIM MU'AZZAM SHAH ibni Sultan Badlishah, Sultan Kedah

Exceptions :

Type of name	Entry element	Examples
1. Name containing surname <i>(Note : This adopted Western practice is very rare.)</i>	surname	ALATAS, Syed Hussein MERICAN, Faridah SOPIEE, Mohamed Noordin  <i>(Note : Cross references should be made from the name in direct order, e.g. Mohamed Noordin Sopiie, see Sopiie, Mohamed Noordin.)</i>
2. Name beginning with initials/ abbreviations representing filial indicators, relationship, title, and/or the father's name	given name	HOOD H.M.S. SHAFRUDDIN B.H.

2. Iban

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Given name	simple	Birai Jepet Kanyah A.L. B.
	- represented by initial(s) <i>(Note: The initials may represent part of a compound given name or the father's name.)</i>	

	- Western origin	Henry Peter
	- compound name which may include element of Western origin	Benedict Sandin Lawrence Sanoun
2. Particle	indicating filial relationship, variously used	<i>anak</i> (son or daughter of, often abbreviated to <i>ak</i> .)
3. Father's name	simple	Jabu Sanggu
	- preceded by father's title	<i>Tuai Rumah</i> Jabo

#### Additional elements to names

##### Included in catalogue headings

Element	Use	Examples
1. Conferred titles, e.g. <i>Temenggong, Radin, Patinggi, Tuai Serang, Tuai Kayau, Kepala Manok Sabong, Manok Sabong, Kepala Pugu Menoa, Tuai Menoa, Orang Kaya, Orang Kaya Pemanca, Orang Kaya Panglima, Orang Kaya Temenggong, Pateh</i>	before given name	<i>Temenggong</i> Jugah
2. Titles of office, e.g. <i>Pengarah, Penghulu, Penghulu Dalam, Mandal, Tuai Rumah</i>	before given name	<i>Penghulu</i> Jinggut
3. Religious titles, e.g. <i>Kepala Lemambang, Lemambang, Saut Lemambang, Manang Mansau, Manang Mata, Manang Mengeris, Menang Bali</i>	before given name	<i>Lemambang</i> Laut

##### Name elements may be combined in various ways :

Elements	Examples
1. Iban given name + filial indicator + father's name	Jinggut <i>anak</i> Attan
2. Iban given name + father's name	Jupong Sajai
3. Western given name + Iban given name	Dunstan Entinggi
4. Western given name + Iban given name + filial indicator + father's name	Benedict Sandin <i>anak</i> Attat Felix Ambon <i>anak</i> Sait
5. Western given name + Iban given name + father's name	Jonathan Jaran Awell
6. Western given name + surname	Peter Kedit

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. All	given name in direct order including given name with initial(s) <i>(Note : Filial indicators are ignored in filing, although indicators and the father's titles are omitted in catalogue headings unless the person consistently uses them.)</i>	A.L. BUNGGAN B. ENTIKA ININ HENRY GERJIH LUAT <i>anak</i> Jabu, <i>Lemambang</i> RITIKOS <i>anak</i> Jitab SANDAH <i>anak</i> Penghulu Jarrow TAWI BALLAI

### Exception :

Type of name	Entry element	Examples
1. Names containing surname <i>(Note : This adopted Western practice is very rare.)</i>	surname	KEDIT, Peter NICHOL, Linda

### National cataloguing code

The *Anglo-American cataloguing rules*, 2nd. ed., 1988 revision, are used, with the exception of rule 22.27 for which local modifications have been made.

### Sources and recommended references

*Bibliografi negara Malaysia = Malaysian national bibliography*. - Kuala Lumpur : Perpustakaan Negara Malaysia, 1969. ISSN 0126-5210

*Cataloguing rules for Iban names* / prepared by the Cataloguing Committee of the National Library of Malaysia, 1980. - (Unpublished paper)

*Daftar nama pengarang Melayu Malaysia* / disusun oleh Wan Salhah Megat Ahmad, Fatima Zahrin Mohd Taib. - Kuala Lumpur : Dewan Bahasa dan Pustaka, 1992. ISBN 983 62 3029 7

*Senarai gelaran Melayu*. - Kuala Lumpur : Perpustakaan Negara Malaysia, 1989. ISBN 983 9959 2 1

### Authority for information provided

Sub-Committee on the Revision of Rules for Malay Names, National Committee on Cataloguing and Classification, National Library of Malaysia.

Checked and approved by : National Committee on Cataloguing and Classification, National Library of Malaysia, November 1994.



Languages : 1. Maltese 2. English

MALTA

**Malti**

For name usage in English see the entry under UNITED KINGDOM

**Maltese**

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename		Ganni Marija Francis Mikiel Anton
2. Surname	simple	Borġ Ebejer
	compound	Borġ Olivier Muscat Azzopardi
	with prefix	De Gray De Piro von Brockdorff

**Additional elements to names**

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Titles of nobility - <i>markiz, baruni, konti, in-nobbli, etc.</i>	before a place name which is distinct from the family name and preceded by the preposition <i>ta'</i>	<i>Baruni ta'</i> Benwarrat <i>Barunissa ta'</i> Dar il-Bniet Francis Sant Cassia, <i>Baruni tal-Ghericxem u ta' Tabiá</i>
	before the family name	<i>Konti Preziosi</i>
2. Religious titles	before the forename	<i>Fra Franġisk, mill-Furjana</i> <i>Brother Henry</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Forename only of persons in religious orders	forename	FRANĠISK, <i>mill-Furjana, Fra HENRY, Brother</i>
2. Simple surname	surname	CIANTAR, <i>Giovannantonio, Konti</i> BORĠ, <i>Ganni</i>
3. Compound surname	first part of compound	BORĠ OLIVIER, <i>Goġ</i>
4. Surname with prefix	prefix	DE GRAY, <i>Vivian</i> DE PIRO, <i>Giuseppe Maria</i>
	part following prefix for names of German origin	BROCKDORFF, <i>Lina von</i>

**National cataloguing code**

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, is used by the National Library of Malta, the University of Malta Library, other major libraries, and the *Malta national bibliography* and is the code taught in university LIS courses. It is acknowledged as Malta's national cataloguing code.

**National authority file of names**

*Authority list of names for libraries using AACR2, 2nd rev. ed.* based on compilations by Lillian Sciberras, Victor Magri, Paul Xuereb; edited by Lillian Sciberras.- Msida : University of Malta Library, 1988.

Authority list is presently being transferred to a machine readable file.

**Sources and recommended references**

Sciberras, Lillian. "The Malta national bibliography : headings and descriptive cataloguing, problems and solutions." *International cataloguing*, vol. 14, no. 1 (Jan-Mar 1985), pp 11-12.

Xuereb, Paul. "Some bibliographical shortcomings in Malta." In : *Bibliography '84 : papers and proceedings of a COMLA Regional Workshop. November 1984* / edited by Paul Xuereb. Valletta : Ghaqda Bibljotekarji, 1985, pp. 29-30.

**Authority for information provided**

University of Malta (formerly known as Royal University of Malta);  
Ghaqda Bibljotekarji (formerly known as Malta Library Association).  
National Library of Malta, 36, Old Treasury Street, Valletta.

Checked and approved by : Dr P. Xuereb, Librarian, University of Malta, and Lillian Sciberras, Lecturer, Library Studies, Centre for Communication Technology, University of Malta, November 1994.

Language: Spanish

MEXICO

Espanol

For name usage see the entry under SPAIN

*Note:* Mexican usage differs from that in Spain in the treatment of the conjunction *y*. Whereas in Spain this is disregarded in filing because of the inconsistent use of *y* in some names, in Mexican libraries it is always considered in filing if it is used in a name.

**National cataloguing code**

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are used.

**Authority for information provided**

Biblioteca Nacional.

Checked and approved by: Dr Judith Licea de Arenas, Coordinadora de la Biblioteca Nacional, April 1995.

Language: Moldavian

Moldavian

MOLDOVA

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>	
1. Forename	simple		
	- masculine	Ион	Ion
	- feminine	Агнеса	Agnesa
2. Surname	simple		
	- masculine and feminine	Друцэ Беня	Drucé Benja
	compound		
	- masculine and feminine	Зубку-Кодряну Стамати-Чуря	Zubku-Kodrjanu Stamati-Čurja

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	АЛЕКСАНДРИ, Василе ALEXSANDRI, Vasile БЕНЯ, Марчела BENJA, Marčela
2. Compound surname	first part of compound	СТАМАТИ-ЧУРЯ, Константин STAMATI-ČURJA, Konstantin ЗУБКУ-КОДРЯНУ, Николай ZUBKU-KODRJANU, Nikolaj

**National cataloguing code**

Rules for the choice and form of names contained in:

*Edinye pravila opisanija proizvedenij pečati dlia bibliotečnyh katalogov / Meždudomstvennaja*

*Katalogizacionnaja Komissaja pri Gosudarstvennoj*

*Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*

English title: *Uniform rules for the entry of printed matter in library catalogues*

**Sources and recommended references**

Кроника пресей РСС Молдовенештъ. Кишинэу, Картя Молдовеняскэ, 1958- (Камера кэрсий).

*Kronika presej RSS Moldovenešt'. Kišinëu : Kartja Moldovenjaskë, 1958- (Kamera kercii).*

Еремия, А. ши Косничану, М. Нуме де персоане. (Ындрептар антропонимик). Кишинэу, Картя Молдовеняскэ, 1974.

Eremija, A. și Kosničjanu, M. *Nume de persoane.* (Yndreptar antroponimik). Kišinëu : Kartja Moldovenjaskë, 1974.

**Romanization schemes in use**

*International system for the transliteration of Slavic Cyrillic characters* / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p.;30 cm. - (ISO Recommendation ; R9)

**Authority for information provided**

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

**Language:** Burmese

**MYANMAR**  
(MYANMA NAINGGAN)

This entry covers usage for Burmese, Mon, Shan, Kachin, Chin and Karen, and some Pali usage.

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
<b>A. Customary usage:</b>		
1. Personal name(s)	one to four syllables. Often similar or the same names are used for both men and women	Thant Win Pe Mya Sein Aung Than Ba Tu Khin Khin Ni Ni Hlaing Yin
	including an honorific prefix, such as <i>U</i> , <i>Ko</i> , <i>Maung</i> , <i>Daw</i> and <i>Ma</i> , as an integral part of the name. Care must be taken to distinguish honorific prefixes from the same words used as integral parts of the name	U (e.g. Kyin U) Maung (e.g. Pe Maung Tin)
2. Apparent family name (surname) which is however difficult to distinguish and would continue to be regarded as a personal name	of recent occurrence following Western practice though often formed by following the child's name with a syllable from the father's name	Htun (e.g. Hla Htun, son of U Tin Htun) Aung San (e.g. Aung San Oo, son of U Aung San) Thet (e.g. Khin Thet Htar, daughter of U Thet Su)
<b>B. Literary usage</b>		
1. Pen name or pseudonym <i>Note:</i> Almost all modern Burmese writers use pen names, partly to distinguish similar names.	incorporating the real name, as given at A above, in customary order	Tekkatho Maung Maung Gyi (pen name of U Maung Maung Gyi)
	incorporating part of the real name but not in customary order	Khin Lay Maung (pen name of U Maung Ga Lay)
	not incorporating the real name but in the form and order of real names. Some writers adopt these new names officially or become best known by them	Maung Swan Yi (pen name of U Win Pe) Thakin Kodaw Hmaing (pen name of, and best known as, U Lwan) Tekkatho Htin Gyi (pen name of U Tin Maung and now officially changed to U Htin Gyi)
	true pen names not in the form or order of real names	Zawgyi (pen name of U Thein Han)
	in the form of phrases or initials	Le Thu Ye Ta Oo ("an air ace", pen name of U Hla Win)
	joint pen names	Ma Li Kha (pen name of Min Kyaw, and, Nat Nwe (these are themselves pen names))

C. Religious usage:

1. Religious names of Buddhist monks

several pen names used by a writer	Man Tin; Pauk Sa etc. (pen names of U Tun Tin)
Pali religious name taken after discarding the individual name	U Awbatha Shin Okkantha Mala
religious title given by a king to famous monks	Atula Sayadaw (i.e. <i>Shin Ya Tha</i> given the name and title Atula Ya Tha Maha Dhamma Raja Gura)
name of monastery	Abbayarama Sayadaw (i.e. <i>Shin Aggadhama</i> , from Abbayarama monastery)
name of birth place or location of monastery	Yesa Gyo Sayadaw (i.e. <i>Shin Zanaindabi</i> , born at Yesa Gyo)
other names derived from	
- Buddhist sect, sometimes with a number to distinguish various holders	Shwe Kyin Sayadaw, 1st (i.e. Shwe Kyin sect)
- place and monastery names combined	Kyithe Lehtat Sayadaw (i.e. <i>Ashin Munaindarbidaza</i> , born at Kyithe, residing at Lehtat monastery)
- pagoda name	Htut Khaung Sayadaw (i.e. <i>Shin Nyana Wuntha</i> , lived near Yadana Htut Khaung pagoda)
retaining personal name(s) by which best known, although this is infrequent usage	U Sayadaw Bok (i.e. also holds religious name <i>Shin Zanbu Daza</i> )

Additional elements to names

Element	Use	Examples
1. Western forename, now used less frequently	usually before the personal name	James Hla Gyaw Katie Khaing Freddie Ba Hli
2. Terms of address and honorific prefixes such as - <i>masc. fem.</i> <i>U Daw</i> <i>Ko Ma</i> <i>Maung Ma</i> or <i>Mai</i> <i>Ko Yin Shin</i> <i>Thakin Thakinma</i> <i>Yebaw Yemay</i> <i>Bo</i> <i>Bo Hmu</i> <i>Saya Sayama</i> <i>Khingyi</i>	before the personal name	U Thant U Kyin U Daw Khin Lay Ma Kyi Kyi Saya Ku

Religious terms -  
*masc. fem.*  
*Bikhu Bikhuni*  
*Ashin or Shin*  
*Sayadaw*

before the Pali name

*Shin Nyana, Ledi Sayadaw*  
*Note: Ledi is the monastery name.*

Terms used by other races -

*masc. fem.*  
*Nai*  
*Munn*  
*Sai*  
*Saw Naw*  
*Sao*  
*Hkun Nang*  
*Thra*

before the personal name

*Nai Pan Hla*  
*Naw Pwa Sein*

3. Distinguishing epithet

before the honorific prefix and personal name. These epithets distinguish similar names and a wide variety of words indicating profession, place, or attribute etc. are used as well as monastic names for monks

Director *Saya Mying*  
Cartoon *Maung Maung Thet*  
Hmawbi *Saya Thein*  
Kin Htauk *Daw Kyi Kyi*  
Ledi Pandita *U Maung Gyi*  
Y. M. B. *Saya Tin*

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* The position of the distinguishing epithet given in the examples below is different from that prescribed in the 1967 edition of this manual. Burmese practice is to place the epithet in parentheses after the honorific prefix, e.g. MYA, U (Henzada) whereas in the 1967 edition this appeared as MYA, Henzada U. A writer may change his name completely or in part and this is regarded as a new name and not as a pseudonym. It is recommended that cross-references be made from other elements in names to the personal name entry.

Type of name	Entry element	Examples
1. Personal name(s)	first part of personal name followed by honorific prefix, which cannot be dropped, and any distinguishing epithet	THANT, U HLA HTUN, <i>Maung</i> KYIN U, U NI NI HLAING YIN, <i>Ma</i> HLA GYAW, James MYA, U (Henzada) MYINT, <i>Saya</i> (Director) BA HLI, FREDDIE KHAING, <i>Naw</i> Katie
2. Pen names		
- incorporating the real name in correct order	real name	MAUNG MAUNG GYI, U (Tekkatho)
- incorporating only part of real name not in correct order	pen name	KHIN LAY MAUNG
- in the form and order of real names	pen name, treated as a real name, with honorifics and epithets etc. inverted	SWAN YI, <i>Maung</i> THAKIN KODAW HMAING HTIN GYI, U (Tekkatho)
- true pen names not in the form or order of real names	pen name	ZAW GYI
- in the form of phrases or initials	pen name	LE THU YE TA OO KA SA
- joint pen names	joint pen name	MA LI KHA

- several pen names	best known form of name, either real name or pen name	MAN TIN (i.e. U Tun Tin who writes as Man Tin; Pauk Sa etc.)
3. Religious names	name by which best known in Burma or primarily identified as described at C above	AWBATHA, <i>U</i> OKKANTHA MALA, <i>Shin</i> ATULA SAYADAW ABBAYARAMA SAYADAW YESA GYO SAYADAW SHWE KYIN SAYADAW, <i>1st</i> KYITHE LEHTAT SAYADAW HTUT KHAUNG SAYADAW BOK, <i>U</i> (Sayadaw) LEDI SAYADAW, <i>U</i> (Nyana)

#### National cataloguing code

The *Anglo-American cataloguing rules* are used in part.

#### Romanization schemes in use

A romanization scheme for Burmese was published in *Cataloguing service* (ISSN 0041-7890) bulletin 118, Summer 1976, pp. 31-34 (Processing Department, Library of Congress, Washington D.C.)

The scheme used throughout Burma and by all authors, libraries, newspapers and government departments is:

*Tables for the transliteration of Burmese into English, with illustrations.* -

Rangoon : Government Printer, 1930. Known as the Hunterian system, it is regarded as unscientific by scholars within and outside Burma. The examples in this entry follow this scheme.

Buddhist Pali names are sometimes romanized as Pali and sometimes as Burmese, e.g. Wimala and Vimala for the same name. It is recommended that Burmese romanization is used for authors writing in Burmese and Pali romanization for authors writing in Pali using the Burmese script.

#### Sources and recommended references

Kyawt Kyawt, *Daw*. "Burmese names: notes on usage". *International cataloguing*, vol. 4 no. 3, July/Sept. 1975, p. 6.

Tin Aye Kyi, *Daw*. *List of pseudonyms used by modern Burmese authors.* - Rangoon : Rangoon Arts and Sciences University, Dept. of Librarianship, 1976.

#### Authority for information provided

U Thaw Kaung, Librarian, Universities' Central Library, Rangoon.

Checked and approved by: U Thaw Kaung, Rangoon, 4 September 1976.

Language : Dutch

NETHERLANDS

Nederlands

NEDERLAND

#### NAME ELEMENTS

Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Jan Pieter
	compound (sometimes linked by a hyphen)	Adolphine Henriëtte Annette Gert-Jan Willem Hendrik
2. Patronymic	father's forename with the suffix <i>-szoon</i> , abbreviated to <i>-sz</i> , sometimes occurring between the forename and surname	Janszoon (e.g. Willem Jansz. Blaeu)
3. Surname	simple	Bakker Blaeu Geyl Sluijs Tydeman
	with prefix, consisting of an article, a preposition or a combination of both (sometimes abbreviated), e.g. <i>d', de, de ter, de van der, den, der, in 't, met den, onder den, onderden, op, op de, op den, op 't, opde, opden, s', 's, 's-, t', 't, ten, ter, thoe, toe, uit den, uut den, uut 't, uyt den, uyter, v., v.d., van, van de, van den, van der, van het, van 's, van 't, van t', vande, vanden, vander, ver, voor, ...</i>	der Kinderen in 't Veld 's Gravesande ten Brink uit den Bogaard van den Bergh ver Huell
	with prefix of foreign origin	du Perron zum Berge
	compound	
	- consisting of two or more names, sometimes linked by a hyphen, a conjunction or a prefix and/or preceded by a prefix	de la Fontaine Verwey Slicher van Bath van der Goes van Naters Werumeus Buning
	- of a married woman, consisting first of her husband's surname linked to her maiden name by a hyphen	Roland Holst-van der Schalk Scharten-Antink
	with additions, to distinguish members of the same family with the same forenames or initials. For example, after the surname the initials of the father's forenames followed by the abbreviation <i>zn</i> or <i>z.</i> (son of) are added	G.J.D. Aalders G. Cz. n. G.J.D. Aalders H. Wzn. J.J. Buskes Jr.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BAKKER, Adolphe Henriëtte Annette BLAEU, Willem Jansz. GEYL, Pieter SLUIJS, Gert-Jan TYDEMAN, Willem Hendrik
2. Surname with prefix, except <i>Ver</i> and the prefixes of foreign origin mentioned in 3 below	part following prefix	BERGH, George van den BERGE, Klaas zum BOGAARD, Jeroen uit den BRINK, Jan ten GRAVESANDE, Herman 's KINDEREN, Anton der VELD, Frederik in 't
3. Surname with prefix <i>Ver</i> and the following prefixes of foreign origin: <i>Ab, Ap, Bar, Ben, Des, Du, Fitz, L', La, Le, Les, Mac, O', Saint, San, Sankt, Sint, etc.</i>	prefix	DU PERRON, E. LA FONTAINE VERWEY, Herman de VER HUELL, Carel Johan
4. Compound surname	first part of compound (and as 2 above for a compound with a prefix)	GOES VAN NATERS, M. van der ROLAND HOLST-VAN DER SCHALK, Henriëtte SCHARTEN-ANTINK, Margo SLICHER VAN BATH, Bernard WERUMEUS BUNING, J.W.F.
5. Names with distinguishing additions	surname	AALDERS, G.J.D. (G. Czn.) AALDERS, G.J.D. (H. Wzn.) BUSKES, J.J. (jr.)
<i>Note</i> : Names from the medieval period are usually entered in direct order under the forename.	forename	HENDRIK VAN VELDEKE THOMAS À KEMPIS

### National cataloguing code

*Regels voor de titelbeschrijving* / Federatie van Organisaties op het gebied van het Bibliotheek-, Informatie- en Dokumentatiewezen (FOBID). - Den Haag : Nederlands Bibliotheek- en Lektuurcentrum, 1978-1990. - 12 dl. (Dl. 3: 2e herz. dr. - 1994)

### Sources and recommended references

*Brinkman's cumulatieve catalogus van boeken*. - Leiden : Sijthoff, 1846 - . ISSN 0007-0165  
Published under this title since 1976; under varying titles in earlier periods.

### Authority for information provided

Hoofdcommissie Catalogiseren (HCC) van de Federatie van Organisaties op het gebied van het Bibliotheek-, Informatie- en Dokumentatiewezen (FOBID).

Checked and approved by : J.B.K.M. Spaapen, member of the Hoofdcommissie Catalogiseren of the FOBID, December 1994.

## Language

French

NEW CALEDONIA

Français

LA NOUVELLE-CALÉDONIE ET DÉPENDANCES

For name usage in French see the entry under FRANCE

New Caledonia is an overseas French territory. The two largest ethnic groups are Melanesian and European; Wallisians, Tahitians, Indonesians, Vietnamese, Ni-Vanuatu (formerly New Hebrideans) and 'others' make-up pluri-ethnic community.

French is the official language, but there are several Melanesian languages as well as those of the various ethnic groups; cataloguing practices relating to these non-European languages have not yet been established. Name usage generally follows the practice of forename followed by family name. Some examples of Melanesian names follow:

### NAME ELEMENTS

#### Elements normally forming part of a name

Element	Type	Examples
1. Forename(s)	simple	Cakine Philippe Yeiwené Dokoucas Pascal
2. Family name	simple	Boula Doue Naisseline Sihaze

## ORDER OF ELEMENTS IN CATALOGUING HEADINGS

### General rule

Type of name	Entry element	Examples
1. All	family name	BOULA, Cakine DOUE, Philippe NAISSELINE, Yeiwené Dokoucas SIHAZE, Pascal

### Authority for information provided

South Pacific Commission, Nouméa, New Caledonia.

Checked and approved by: Bess Flores, Librarian, South Pacific Commission, 30 October 1979.

Languages : 1. English 2. Maori

NEW ZEALAND

AOTEAROA

For name usage in English see the entry under UNITED KINGDOM

Usage for Maori names follows in this entry

**2. Maori usage**

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename		Apirana Paora Turupa
2. Family name (surname)	simple	Kereopa Ngata
3. Whole name (mainly for early and pre-European period) in cases when European custom of surnames is not followed	compound	Tama-ihara-nui Tohi Te Ururangi
	with preceding article	Te Heuheu Tukino IV Te Wherowhero

**Additional elements to names**

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Honorific prefix of English origin	before the forename	Sir Apirana Turupa Ngata
2. Numbers	attached to the surname or whole name	Te Heuheu Tukino IV

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Family name (surname)	family or surname according to European custom if this name appears as an element	KEREOPA, Paora NGATA, Sir Apirana Turupa
2. Whole name	best known form of name	TAMA-IHARA-NUI TOHI TE URURANGI
- with preceding article	article, if this is the best known form of name	TE HEUHEU TUKINO IV TE WHEROWHERO

**Sources and recommended references**

*The dictionary of New Zealand biography.* - Wellington, N.Z. : Allen & Unwin/Dept. of Internal Affairs, 1990 - Vol. 1 - ISBN 004641052X  
Vol. 2 - ISBN 0908912498

*New Zealand national bibliography.* - Wellington : National Library of New Zealand, 1967 - ISSN 0028-8497

**Authority for information provided**

National Library of New Zealand.

Checked and approved by : Maria Heenan, Maori Resources, National Library of New Zealand, Wellington, New Zealand, March 1995.

- Languages : 1. English 2. Yoruba 3. Edo 4. Igbo NIGERIA
5. Ikwerre; Ogoni; Ijaw (Nembe), including Kalabari
6. Efik; Ibibio 7. Hausa; Fulfulde
8. Tiv

For name usage in English see the entry under UNITED KINGDOM

The official language of Nigeria is English and practice generally accords with that in the United Kingdom.

Although some 400 languages have been identified in Nigeria, only examples of the more widely-spoken, as above, are given in this entry. This entry is arranged by geographical areas within Nigeria although the use of different languages is not clearly defined geographically, some spreading into adjacent countries where the official language is French.

Due to the influence of English many people have assumed a surname although this may or may not be a family name. Names in local languages sometimes contain elements which are English, Christian or Islamic. Forenames are sometimes the surnames of others, English surnames often appear as forenames, and the only way in which a surname can be determined is as the last element or elements in the name as it is normally written.

The method of entry for the names of local rulers varies as each ruler may be identified differently. Most commonly, the ruler is entered under his name with the title added. The titles are in local languages but are commonly written with the English preposition *of* if the title is best known in this form.

Designations include *Chief* or local equivalent, *Sir, Mr, Mrs, Madam*, and military styles such as *Brigadier*, but these are usually omitted from entries. Similarly, Islamic designations such as *Alhaji* and *Alhaja* are omitted.

## 2. Yoruba

### Western Areas

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Adebisi Michael Oluremi Timothy
2. Surname	simple	Adedeji Aderibigbe Omoleye Taiwo
	compound	Adebo-Lawal Adio-Moses Jaiyeola-Quadri Makinwa-Adebusoye
3. Shortened name, often the forename		Bimbo (for Abimbola) Bisi (for Adebisi) Remi (for Oluremi)

##### Additional elements to names

Element	Use	Examples
1. Titles of natural rulers	usually after a surname	OYEKAN, Adeyinka, <i>Oba of Lagos</i> TEJUOSO, <i>Oba Adedapo Adewale</i> , <i>Karunwi III, Osile Oke-Ana, Egba</i>

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	ADEDEJI, Remi ADERIBIGBE, Timothy OMOLEYE, Mike TAIWO, Bisi
2. Compound surname	first part of compound	ADEBO-LAWAL, Sunmi ADIO-MOSES, Afolabi Adenekan JAIYEOLA-QUADRI, S. O. MAKINWA-ADEBUSOYE, P. K.
3. Natural rulers	usually surname	OYEKAN, Adeyinka, <i>Oba of Lagos</i> TEJUOSO, <i>Oba Adedapo Adewale</i> , <i>Karunwi III, Osile Oke-Ana</i> , <i>Egba</i>

## 3. Edo and many others

### Midwestern Areas

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Chris Ohiorenuanu Omokhodion Peter
2. Surname	simple	Akhigbe Enahoro Umobarrie
	compound	Osagie-Erese, Alex E. J. Osi-Momoh
3. Shortened name, often the forename		Omoh (for Omoayena)

##### Additional elements to names

Element	Use	Examples
1. Titles of natural rulers	variable, may be known by title	Erediauwu, <i>Omo Noba Nedo</i> Uku Akpolokpolo, <i>Oba of Benin</i>

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	AKHIGBE, G. Ohiorenuanu ENAHORO, Peter



2. Compound surname	first part of compound	UMOBUARIE, D. Omokhodion .
3. Natural rulers	variable, according to element by which best known	OSI-MOMOH, A. EREDIAUWU, <i>Omo Noba Nedo</i> UKU AKPOLOKPOLO, <i>Oba of Benin</i>

#### 4. Igbo

Eastern Areas

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Ernest Martina Nkem
2. Surname	simple	Emenanjo Nwankobi Nwankwo
3. Shortened name, often the forename	compound	Ekaegbu-Ohadome Ada (for Adaeze) Ifeka (for Ifekandu) Onyinye (for Onyinyechi)

##### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Titles of natural rulers	usually after the surname	Acholonu, Patrick, <i>Igwe of Orlu</i> Nwosu, Wilfred, <i>Igbo III of Amaigbo</i>

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	EMENANJO, Ernest NWANKOBI, Martina NWANKWO, Nkem
2. Compound surname	first part of compound	EKAEGBU-OHADOME, Ismael Chukukere
3. Natural rulers	usually surname. The numbers may be attached to the surname or the title	ACHOLONU, Patrick, <i>Igwe of Orlu</i> NWOSU, Wilfred, <i>Igbo III of Amaigbo</i>

#### 5. Ikwerre; Ogoni; Ijaw (Nembe) including Kalabari

Eastern Areas

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Awotua Ojim Tamuno
2. Surname	simple	Ofosu Pepple Timebi
	compound	Reggie-Fubara Saro-Wiwa Tom-Manuel

##### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Prefixes (mainly in Ogoni and included in headings)	with surname	Ebi
2. Titles of natural rulers	after a surname	Ofongo, Inatimi Daniel Buo, <i>the Amananawei of Igbomontoru, Paramount Ruler of West Boma Clan</i>

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	TIMEBI, Awotua
2. Compound surname	first part of compound	REGGIE-FUBARA, Vicky
3. Surname with prefix	prefix	EBI, TIMITIMI
4. Natural rulers	surname	OFONGO, Inatimi Daniel Buo, <i>the Amananawei of Igbomontoru, Paramount Ruler of West Boma Clan</i>

**6. Efik; Ibibio**

**Eastern Areas**

**NAME ELEMENTS**

Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Asuquo Etim Okon Uwem
2. Surname	simple	Ekpenyong Essien Inyang Ita
	compound	Aniefiok-Mkpong Inyang-Ema Nkerre-Uwem Ukpong-Essien

Additional elements to names

Element	Use	Examples
1. Titles of natural rulers	after a surname	Edidem Eyo Ephraim-Adam, <i>Obong of Calabar</i> Michael Udo Eka, <i>Nsobom of Uyo</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

General rule

Type of name	Entry element	Examples
1. Simple surname	surname	EKPENYONG, Ubong Asuquo

*Note:* In this language group many people use the same word as the first forename and the surname, e.g. Effiong, entered as: EFFIONG, Effiong Akpan

2. Compound surname	first part of compound	UKPONG-ESSIEN, Akaninyene
3. Natural rulers	usually under surname	EPHRAIM-ADAM, Edidem Eyo, <i>Obong of Calabar</i>

**7. Hausa; Fulfulde**

**Northern Areas**

**NAME ELEMENTS**

Elements normally forming part of name

Element	Type	Examples
1. Given name (this may become a forename if English customs are adopted)	simple	Abdulkadir Adamu Bashir Musa Sayed Binji Dikko Ingawa Suleiman
2. Additional name (the last element may become the surname if English customs are adopted)	simple	Bukar-A Kofar-Naisa
3. Surname	compound	Abu (for Abubakar) Aisha (for Aishetu) Bala (for Balarabe) Ramat (for Ramatu) Umar (for Umara)
4. Shortened name (usually the given name)		

Additional elements to names

Element	Use	Examples
1. Titles of natural rulers	after the surname	Ado Bayero, <i>Emir of Kano</i> Ibrahim Dasuki, <i>Sultan of Sokoto</i> Shehu Idris, <i>Emir of Zaria</i> Umaru Sanda Ndayako, <i>Etsu Nupe</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BINJI, Ibrahim DIKKO, Sadiq
2. Compound surname	first part of compound	BUKAR-A, Shettima
3. Person primarily known by given name	given name	ADO BAYERO AHMADU BELLO, <i>Sir</i>
4. Additional name with prefix	given name (prefix, i.e. <i>Dan</i> , appears in normal order)	ABDULKADIR ADAMA IBN ISHAQ DAN GAMBO
5. Titles of natural rulers, with or without honorific prefixes	usually under name using one of the two styles described above	ADO BAYERO, <i>Emir of Kano</i> IBRAHIM DASUKI, <i>Sultan of Sokoto</i> SHEHU IDRIS, <i>Emir of Zaria</i> UMARU SANDA NDAYAKO, <i>Etsu Nupe</i>

## 8. Tiv

### Northern Areas

### Authority for information provided

National Library of Nigeria, Lagos.

### NAME ELEMENTS

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
A. Traditional names :		
1. Single element	simple	Ayu Denga Saror Tseayo
B. Names adopted according to English custom :		
1. Forename	simple	Austin Joseph
2. Surname	simple	Kpera

#### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Distinguishing terms (especially in the case of single element names)	after the name	Tseayo <i>the Tiv</i>
2. Titles of natural rulers	after the name	Alfred Akawe Torkula, <i>Tor Tiv</i>

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Single element names	name	TSEAYO, <i>the Tiv</i>
2. Simple surname (English custom)	surname	KPERA, Joseph Austin
3. Natural rulers	name in whatever style adopted	TORKULA, Alfred Akawe, <i>Tor Tiv</i>

#### National cataloguing code

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are used.

#### National authority file of names

*National Library Name Authority File.*

#### Sources and recommended references

*National Bibliography of Nigeria (NBN)*. Lagos : National Library of Nigeria, 1970 - .

Languages : 1. Norwegian 2. Lappish  
 Norsk Samisk

NORWAY  
 NORGE

**1. Norwegian**

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Forename(s)	simple	Alf Arvid Jostein Paul Per
	compound	Anne Kari Finn-Erik
3. Surname	simple	Elstad Vinje
	with prefix (usually of foreign origin)	De Besche L'Orange van der Hagen von der Lippe
	compound, consisting of two names sometimes hyphenated	Helland Hauge Leer-Salvesen

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Simple surname	surname	ELSTAD, Anne Kari VINJE, Finn-Erik
2. Surname with prefix - of German origin but not including Dutch prefix <i>de</i> - of romanic origin and including the Dutch prefix <i>de</i>	part following prefix prefix	HAGEN, Alf van der LIPPE, Paul von der DE BESCHE, Per L'ORANGE, Arvid
3. Compound surname - consisting of two names joined by a hyphen - consisting of two names not joined by a hyphen	first part of compound second part of compound	LEER-SALVESEN, Paul HAUGE, Jostein Helland

**2. Lappish**

(Note : Many Lapps use Norwegian names. Some Lapps have both a Lappish name and a Norwegian name. Some Lapps have just recently started to use the Lappish name when they write. In the case where a Lapp has two names and uses the Lappish name as an author, the Lappish name is chosen for the main entry in catalogues and bibliographies.)

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Forename	simple	Elisabeth Marry Nils Peðer
2. Patronymic	followed by a surname father's/mother's personal name followed by a forename	Áilonieida Somby (Norwegian form: Aslaksdatter Somby) Elle Maret Peðer
3. Surname	simple compound, consisting of two names	Gaup Somby Utsi Utsi Gaup

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Simple surname	surname	UTSI, Nils
2. Patronymic - followed by a surname - father's/mother's personal name followed by a forename	surname first part of name in direct order	SOMBY, Marry Áilonieida ELLE MARET PEÐER
3. Compound surname	second part of compound	GAUP, Elisabeth Utsi

**National cataloguing code**

*Katalogiseringsregler / oversatt og bearbeidet for norske forhold ved Inger Cathrine Spangen. -Oslo : Norske bibliotckforening, 1983. - ISBN 82-990932-0-1*

**Sources and recommended references**

*Norwegian national bibliography :*

*Norske Bog-Fortegnelse. - 1814/1847-1891/1900. - Kristiania : Den Norske bokhandlerforening, 1848-1902. - 5 v.*

*Norske bokfortegnelse. - 1901/1910- . - Kristiania : Den Norske bokhandlerforening, 1912 - ISSN 0029-1870*

*Norske bokfortegnelse / utarbeidet av Universitetsbiblioteket i Oslo. - Arskatalog. - 1952 - Oslo: Den Norske bokhandlerforening, 1953 - . - ISSN 0029-1870*

**Authority for information provided**

Den Norske katalogkomité (The Norwegian Cataloguing Committee).

Checked and approved by : Inger Cathrine Spangen, Den Norske katalogkomité, November 1994.

Languages: 1. Balooch 2. Punjabi 3. Pushto 4. Sindh 5. Urdu PAKISTAN

Whilst names in Pakistan are founded in the Islamic tradition there are a great number of differences in practice concerning the composition of names and elements which may be deleted. The entries under ARABIC NAMES and IRAN may be consulted for further information on similar name structures. Names may consist of from one to seven words although two and four word names are more common. Single word names are considered peculiar to Pakistan and Bangladesh alone. As in other Islamic countries, romanization has created many different spellings of the same name.

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Personal name	simple	Anis Ahmed; Ahmad Mahomed; Mohammad; etc.
	compound, which may be linked by the syllables <i>-ud, -ul, -ur, -us, -uz, -al</i>	Abdur Rahim Anwarul Haque Mohy-ud-Din Shams-ud-Doha
2. Caste or family name		Khan Chaudri; Choudhry; etc.
3. Honorific titles	used before or after the name	Syed; Syyed; etc. Mian Qazi, Kazi; etc.

Name elements may be combined in various ways:

Khan Muhammad  
Abdur Rahim Khan  
Anwarul Haque Chaudri  
Chaudhury Barkat Ali  
Str Syed Ahmed Khan  
G. M. Syed

*Note:* Names may have traditional elements such as a term of address (*khitab*) and honorific title (*laqab*) which can be dropped in headings.

Najmuddoulah Dabirul Mulk Mirza Asadullah Khan Ghalib Dehalvi (where Najmuddoulah, and Dabirul Mulk are *khitabs* and Mirza a *laqab*)

One or more of the elements in a name may be abbreviated, following Western custom.

A. H. M. Shams-ud-Doha  
Akhtar H. Siddiqui  
S. Villayat Husain

A name may consist of one or two personal names only.

Karimullah  
Allauddin-el-Azad  
Muhammad Husayn  
Mujib Alam

Some terms of address etc. may actually be used as integral parts of names such as *Sahib, Hazrat, Agha*, etc.

Meeran Sahib  
Hazrat Ali  
Agha Khan

### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Honoric titles. When used as epithets they are not included in headings. A few, such as <i>Malik, Mir, Maulana, Shah, Shaikh</i> , if used as epithets, are included	before the whole name	<i>Shah</i> Valiullah <i>Shaikh</i> Mohammad Ibrahim <i>Sir Shaikh</i> Muhammad Iqbal
2. Title <i>Begum</i>	by a married woman before her husband's name	<i>Begum</i> Ahmad Ali

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule:

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Ali	last part of name. If the last part is a compound linked by hyphens the entry element is the first part of the compound	CHAUDHRI, Anwarul Haque KHAN, Abdur Rahim MUSTAFA, A. T. M. VALIULLAH, <i>Shah</i> SHAMS-UD-DOHA, A. H. M.

#### Exceptions:

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Names consisting of two personal names of which the first is not Muhammad and its variants	first name in direct order	AHMAD ALI, <i>Begum</i> 'ALI MUHAMMAD MEERAN SAHIB HAZRAT ALI ANIS KHURSHID
2. Names consisting of two personal names of which the first is Muhammad or its variants	second name	HUSAYN, Muhammad
3. Pen name ( <i>takhallus</i> ) by which the writer is best known	pen name	ENSHA, Sayyed Enshau'llah Khan
4. Name consisting of two personal names of which the second ends in <i>i</i> and is used as a surname	surname	JA'FRI, Sardar
5. Name consisting of two personal names of which the first is compound (which may be joined as one word)	second name	KHURSHID, Zahiruddin (i.e. Zahir-ud-Din)

### National cataloguing code

The *Anglo-American cataloguing rules, 1967*, are used in part.

### Romanization schemes in use

Rules for romanization are reprinted in the work by Anis Khurshid cited below.

### Sources and recommended references

Anis Khurshid. *Cataloguing of Pakistani names*. - Karachi : Dept. of Library Science, Univ. of Karachi, 1964. - (Occasional paper)

Anis Khurshid. *Is uniformity in cataloguing Muslim names feasible or possible? a Pakistani point of view*. To be published in: Aman, M. M. *Issues and trends in cataloguing and classifying non-Western library material*. - Littleton, Colorado : Libraries Unlimited, 1976.

Huq, A. M. Abdul. *A study of Bengali Muslim personal names*. Pittsburgh : Univ. of Pittsburgh, 1970. - (University of Pittsburgh. Graduate School of Library and Information Sciences. Dissertation series ; 12)

*Pakistan national bibliography*. Karachi : Bibliographical Unit, Dept of Libraries, 1962 -

### Authority for information provided

Pakistan Library Association.

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Checked and approved by: Dr. Anis Khurshid, Islamic Library Information Centre, University of Karachi, 20 November 1976.

Language: English

PAPUA NEW GUINEA

For name usage see the entry under UNITED KINGDOM

English is the official language of Papua New Guinea but "Pidgin" (i.e. Pidgin English) is widely used and a number of government handbooks are produced in Pidgin. Apart from Pidgin, there are over seven hundred local languages spoken, Motu being one of the better known. Some material is produced in local languages.

#### National cataloguing code

The *Anglo-American cataloguing rules* are widely used.

#### National authority file of names

The University of Papua New Guinea Library produces an annual *New Guinea bibliography* and *New Guinea periodical index*; these are compiled by members of the New Guinea collection staff who maintain their own authority files.

#### Sources and recommended references

*A checklist of languages of West Irian and Papua and New Guinea* / compiled by Nancy Lutton. - [Port Moresby] : The Library, University of Papua and New Guinea, 1971.

"Papua New Guinea language map and gazetteer" *In*: *Bibliography of the Summer School of Linguistics, Papua New Guinea branch, 1956 to 1975*, Ukarumpa, 1975.

#### Authority for information provided

University of Papua New Guinea Library, Port Moresby.

Checked and approved by: Alleyne Riley, Senior Assistant Librarian, Cataloguing Department, University of Papua New Guinea, 14 August 1979.

Languages: 1. Spanish 2. Quechua

PERU  
PERÚ

Español

For additional usage in Spanish see also the entry under SPAIN

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename(s)	simple	Manuel Luis Humberto
2. Surname	simple	
	- derived from the first part of a compound surname if this is form by which person is best known	Miró (full name: César Miró Quesada)
	- with prefix, consisting of a preposition, an article or a combination of both	Da Rojas La Puerta La Serna De las Casas Del Castillo
	compound	
	- formed by the conjunction <i>y</i> which is taken into account in the arrangement of entries in Peruvian catalogues	Bustamente y Rivero Alayza y Paz Soldán
	- normally consisting of two surnames: father's family name and mother's family name	García Calderón Busto Duthurburu Cueto Fernandini
	- consisting of a married woman's maiden name followed by the preposition <i>de</i> and her husband's surname	Matto de Turner González de Fanning

##### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
Included in catalogue headings:		
1. Titles of nobility	after the name	Atahualpa, <i>Inca</i>
2. Titles of office and religious orders	after the name	Manuel Prado, <i>Pres. Perú</i> Bartolomé de las Casas <i>Ob. de Chiapas</i> Juan Gualberto, <i>card.</i> Rubén Vargas Ugarte, <i>S. J.</i>

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. Simple name	surname	GIL, Enrique
2. Surname with prefix consisting of article only	prefix	LA TORRE, Domingo
3. Surname with prefix consisting of preposition or preposition and article	part following prefix	RIVERO, Roberto de CASAS, Bartolomé de las, Ob. de Chiapas
4. Compound surname consisting of two surnames	first surname	LÓPEZ ALBÚJAR, Enrique ORTIZ DE ZEVALLOS, Carlos

### Exception:

Type of name	Entry element	Examples
1. Compound surname when first surname is not used or is represented by initials only	second surname	ROBLES GODOY, Armando (full name: Armando Alomía Robles Godoy) VALDERRAMA, Renée B. de (surnames represented by initials only)

### National cataloguing code

The Spanish translation of the *Anglo-American cataloguing rules* is widely used.

### Sources and recommended references

*Annuario bibliográfico peruano* - Lima : Oficina de Bibliografía Nacional y registro de derechos de Autor, 1943-

*Diccionario enciclopédico del Perú y apéndices* / Alberto Tauro. - Lima, 1966.

*¿Quién es quien en el Perú* / Victor Jorge Gonzalez y Artola. - Lima, 1960.

*Diccionario literario del Perú* / Maurilio Arriola Grande. - Barcelona, 1968.

### Authority for information provided

Oficina de Procesos Tecnicos, Biblioteca Nacional, Lima.

Checked and approved by: Maria C. Bonilla de Gaviria, Directora, Biblioteca Nacional, Instituto Nacional de Cultura, 5 August 1980.

Languages : 1. Philippine 2. English 3. Spanish PHILIPPINES  
Pilipino Español PILIPINAS

For name usage in English see the entry under UNITED KINGDOM

For name usage in Spanish see the entry under SPAIN

### 1. Philippine

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Benigno
	compound	Jose Maria Juan Ponce
2. Surname	simple	Garcia
	compound	Vera Cruz
	with prefix	De las Alas

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	GARCIA, Benigno
2. Compound surname	first part of compound	ABAD SANTOS, Jose DOVAL SANTOS, Esther VERA CRUZ, Edna
3. Surname with prefix	prefix	DE LA RAMA, Ruth DE LAS ALAS, Leonila DE VERA, Joselito

### National cataloguing code

The *Anglo-American cataloguing rules*, 2nd Edition rev. 1988, Amendments 1993, are used with some local modifications.

*AACR2 Rules interpretations for personal and corporate name headings (22.1-24.18)* / prepared by Subcommittee on AACR2 Rule interpretations, National Cataloguing Committee. - Manila : Philippine Library Association : National Library of the Philippines, 1983. ISBN 971-8730-02-8

### National authority file of names

The National Library is in the process of compiling (a) Name authority file, (b) Corporate authority file, and (c) Uniform title headings.



### Sources and recommended references

- Philippine national bibliography*. - Manila : National Library of the Philippines, 1974 - .ISSN 0303-190X
- Philippine union catalog*. - Quezon City : The University of the Philippines Library, 1974-1975.
- Filipiniana union catalog*. - Quezon City : The University of the Philippines Library, 1968-1973, 1976 - . ISSN 0118-038X

### Authority for information provided

National Library of the Philippines, Manila

Checked and approved by : Adoracion M. Bolos, Acting Director, National Library of the Philippines, May 1995.

Language : Polish  
Polski

POLAND  
POLSKA

### NAME ELEMENTS

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Jan Jan Henryk Zofia
2. Surname	simple	
	- masculine	Biały Kowalski Rawicz Zaremba
	- feminine	
	married and unmarried for names ending in <i>i</i> and <i>y</i> in the masculine	Biała Kowalska
	other names, married (special ending on husband's name)	Rawiczowa Zarembina
	unmarried (special ending on father's name)	Rawiczówna Zarembianka
	<small>(Note : These feminine forms for other names are falling into disuse and the masculine form is increasingly used.)</small>	
3. Plural surname	compound	Jodko-Narkiewicz
	with special ending which is neither masculine nor feminine, used by two authors from the same family in collaboration	Kowalscy (e.g. Maria i Jan Kowalscy, i.e. Maria Kowalska and Jan Kowalski) Rawiczowie (e.g. Jan i Stanisław Rawiczowie, i.e. Jan Rawicz and Stanisław Rawicz)

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname, using the form generally adopted in the case of women	KOWALSKA, Zofia KOWALSKI, Jan Henryk ZAREMBIANKA, Krystyna
2. Compound surname	first part of compound	JODKO-NARKIEWICZ, Witold
3. Plural surname	singular form for each. Reference sources may need to be consulted.	KOWALSKA, Maria KOWALSKI, Jan RAWICZ, Jan RAWICZ, Stanisław

**National cataloguing code**

PN- *Forma hasła opisu bibliograficznego*. Hasło osobowe (projekt normy)

Grycz, J., Borkowska, W. *Skrócone przepisy katalogowania alfabetycznego*. Wyd. 6. Warszawa, 1975.

**Sources and recommended references**

*Przewodnik bibliograficzny*. - Warszawa : Biblioteka Narodowa. Instytut Bibliograficzny, 1955 -ISSN 0033-2518

*Polski słownik bibliograficzny*. T. 1-7. - Kraków : Polska Akademia Umiejętności, 1935 - 1958.

*Polski słownik biograficzny*. - Wrocław : Polska Akademia Nauk, 1959 -

*Słownik współczesnych pisarzy polskich*. T. 1-4. - Warszawa : Państwowe Wydawnictwo Naukowe, 1963 - 1966.

**Authority for information provided**

Biblioteka Narodowa. Instytut Bibliograficzny. Przewodnik Bibliograficzny.

Checked and approved by : mgr Barbara Borucka, Przewodnik Bibliograficzny, Instytut Bibliograficzny, Biblioteka Narodowa, Warszawa, December 1994.

Language : Portuguese

PORTUGAL

Português

**NAME ELEMENTS****Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename ( <i>nome de baptismo</i> )	simple	João
	compound	Joaquim Pedro Maria da Graça
2. Surname ( <i>apelido</i> )	simple	Ferreira
	simple with prefixes - <i>de, da, do, das, dos, d'</i>	da Fonseca de Sena dos Santos
	compound	Oliveira Martins
	- consisting of two or more surnames, usually the mother's maiden name followed by the father's surname	<i>Note</i> : Names of this type are sometimes used by persons variously with or without the conjunction <i>e</i> resulting in variant forms of the same name, e.g. Almeida e Sousa or Almeida Sousa.
	- consisting of two surnames joined by <i>e</i> or a preposition	Pires de Castro Rocha e Silva
- consisting of two or more surnames joined by the conjunction <i>e</i> and preceded by a preposition	de Magalhães e Silva de Morais e Castro	
- consisting of two or more words that should not be considered individually because they originate from a religious entity, a place or other geographical names, etc. Thus meant to form an individual expression and sometimes preceded by a preposition	Castelo Branco de Corte Real Espírito Santo	

**Additional elements to names**

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Title of nobility ( <i>título de nobreza</i> )	before a place name (simple or compound ) and preposition. Bearers of titles may be numbered sequentially	<i>Marquês de Pombal</i> 2.º <i>Marquês de Castelo Rodrigo</i>
2. Words indicating family relationship	after the surname	António Ribeiro de Castro <i>Sobrinho</i>
- <i>Filho</i> (son), <i>Pai</i> (father), <i>Júnior</i> (junior), <i>Neto</i> (grandson), <i>Sobrinho</i> (nephew)		Manuel Correia Botelho <i>Júnior</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule**

Type of name	Entry element	Examples
1. Simple surname	surname	FERREIRA, Joaquim Pedro
2. Simple surname with prefix	last part after the prefix	FONSECA, Martinho Augusto da SANTOS, João Adolfo dos SENA, Jorge de
3. Compound surname consisting of two or more surnames	last part of surname	MARTINS, João Oliveira
4. Compound surname joined by <i>e</i> or a preposition	last part of surname	CASTRO, António Pires de SILVA, Maurício Rocha e
5. Compound surname consisting of two or more surnames joined by <i>e</i> and preceded by a preposition	last part of surname	CASTRO, Armando Gonçalves de Morais e SILVA, A.A. de Magalhães e
6. Compound surname consisting of two or more words that should not be considered individually because they originate from a religious entity, a geographical name, etc. Thus meant to form an individual expression and sometimes preceded by a preposition	last part of surname, after the preposition if present	CASTELO BRANCO, Camilo CORTE REAL, Jerónimo de ESPIRITO SANTO, Humberto
7. Title of nobility	place name (simple or compound) followed by the number, if one exists, and by title and preposition	CASTELO RODRIGO, 2.º <i>Marquês de</i> POMBAL, <i>Marquês de</i>
8. Surnames with words indicating family relationship	surname, of the types listed above, followed by the designation of relationship	BOTELHO <i>JÚNIOR</i> , Manuel Correia CASTRO <i>SOBRINHO</i> , António Ribeiro de

**National cataloguing code**

*Regras portuguesas de catalogação.* - Lisboa : Instituto Português do Património Cultural, 1984.

**Authority for information provided**

Instituto da Biblioteca Nacional e do Livro, Lisboa.

Checked and approved by : Fernanda Maria Campos, Vice-Presidente, Instituto da Biblioteca Nacional e do Livro, Lisboa, February 1995.

Language : Romanian  
Română

ROMANIA  
ROMÂNIA

The roman alphabet was officially adopted in Romania in 1860, replacing the earlier and modified transition Cyrillic.

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Personal name (usually a Christian name)	simple	Coresi Hristache
	compound, consisting of a personal name followed by	
	- an epithet or a byname	Alexandru Firaris Mihai Vitcazul Varlaam Arapul
	- a place name, usually with the suffix <i>-eanu</i> , or linked by a preposition	Antim Ivrceanu Ioan din Vinți Radu de la Afumați
2. Forename	simple	Ana Maria Carol Ion Ion Mihai Maria Mihai
	simple, followed by the forename(s) of the father, or father and grandfather, inserted between the forename and surname, and usually represented by initials	Grigore M. Ion Luca Vintilă C. A.
3. Patronymic (not frequently used)	ending with the suffix <i>-ade</i> and placed between forename and surname	Ioan <i>Heliade</i> Rădulescu
4. Surname	simple	Alexandrescu Caragiale Eminescu Moisescu Rosetti
	- with prefix other than <i>de</i>	A Marici Al George
	- with prefix <i>de</i>	de Hurmuzaki de Pușcariu
	compound	
	- consisting of two surnames	Cugler Poni Ionescu-Valbudea Papadat-Bengescu
	- consisting of a surname and a nickname	Panaiteescu Perpessicius

- consisting of a surname and a place name  
Constantinescu-Iași  
Pop de Bășești  
Urs de Margina
  - consisting of two words, not all of them necessarily surnames  
Hagi-Theodorache  
San Marin
- Note*: The elements of a compound surname may be linked by a hyphen or the preposition *de*.
- consisting of the family name preceded by another surname which may be that of :  
Costache Epureanu
  - a branch of the family  
Micu Moldoveanu
  - a protector  
Petriceicu Hasdeu
  - a maternal ancestor

#### Additional elements to names

Element	Use	Examples
1. Royal title, ecclesiastical title or title of public office  <i>Note</i> : Royal and ecclesiastical titles are usually followed by a territorial designation.	before the personal name	<i>Diaconul</i> Coresi <i>Doamna</i> Chiajna <i>Mitropolitul</i> Antim Ivireanu <i>Pitarul</i> Hristache <i>Papa</i> Ioan din Vinți <i>Regele</i> Carol I
	after the personal name or the surname	Dimitrie Cantemir, <i>domn al</i> Moldovei Eftimie, <i>egumen al</i> Căprianei Ștefan, <i>Episcopul</i> Râmnicului Vasile Lupu, <i>domn al</i> Moldovei
2. Number distinguishing homonymous rulers or church dignitaries	after the personal name and sometimes after the second part of the name	Alexandru Ioan I Cuza, <i>domnitor al</i> României Carol II, <i>rege al</i> României Radu I, <i>domn al</i> Țării Românești Ștefan I, <i>episcop al</i> Râmnicului
3. Titles of nobility (of non-Romanian origin used before 1918)	before the surname or linked by the preposition <i>de</i>	David, <i>Baron</i> Urs de Margine Ion, <i>Cavaler</i> de Pușcariu

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Personal name(s) (simple or compound) used		
- before the general addition of a surname	personal name	AXINTE URICARIUL CORESI, <i>diaconul</i> HRISTACHE, <i>pitariul</i>

- by reigning Romanian princes up to the beginning of the seventeenth century, as well as by the kings of Romania	personal name	CAROL I, <i>rege al</i> României CHIAJNA, <i>doamna</i> MIHAI VITEAZUL, <i>domn al</i> Țării Românești, Transilvaniei și Moldovei RADU DE LA AFUMAȚI, <i>domn al</i> Țării Românești
- by monks or church dignitaries	personal name	ANTIM IVIREANU, <i>mitropolit al</i> Țării Românești IOAN DIN VINȚI, <i>papa</i> VENIAMIN COSTACHE, <i>mitropolit al</i> Moldovei
2. Simple surname	surname	ALEXANDRESCU, Grigore M. CANTACUZINO, Constantin <i>Stolnicul</i> CANTEMIR, Dimitrie, <i>domn al</i> Moldovei CARAGIALE, Ion Luca CUZA, Alexandru Ioan I, <i>domnitor al</i> României EMINESCU, Mihai MILESCU, Nicolac, <i>Spătarul</i> ROSETTI, Vintilă C.A.
3. Surname preceded by patronymic	patronymic	HELIADÉ RĂDULESCU, Ioan
4. Surname with prefix other than <i>de</i>	prefix	A. MARIEI, Vasile AI. GEORGE, Ion
5. Surname with prefix <i>de</i> usually associated with nobility	part following prefix	HURMUZAKI, Eudoxiu <i>de</i> PUȘCARIU, Emil <i>de</i> PUȘCARIU, Ion, <i>Cavaler de</i>
6. Compound surname	first part of compound	BUDAI DELEANU, Ioan CONSTANTINESCU-IAȘI, Petre CUGLER PONI, Matilda IONESCU-SISEȘTI, Gheorghe MOLNAR PIUARIU DE MUELLERSHEIM, IOAN PAPADAT-BENGESCU, Hortensia PANAITESCU PERPESICUS, Dimitriș POP DE BASEȘTI, Gheorghe URS DE MARGINE, David, <i>Baron</i>
7. Apparent compound	second part of compound	EPUREANU, Grigore Costache HASDEU, Bogdan Petriceicu MOLDOVEANU, Gheorghe Micu
- consisting of the family name preceded by another surname which may be that of a branch of the family, a protector, or a maternal ancestor		

##### National cataloguing code

Rules are in preparation.

##### Sources and recommended references

*Bibliografia Națională a României*. - București, 1952.

Constantinescu, N.A. *Dicționar onomastic românesc*. - București : Editura Academiei, 1963.

*Dicționar enciclopedic*. - Vol. 1. - București : Editura Enciclopedică, 1993.

Graur, AI. *Numele de persoane*. - București : Editura Științifică, 1965.

Ionescu, Christian. *Mic enciclopedie onomastică*. - București : Editura Enciclopedică Română, 1975.

Jordan, Iorgu. *Dicționar al numelor de familie românești*. - București : Editura Științifică și Enciclopedică, 1983.

*Mic dicționar enciclopedic*. - Ed. 3. - București : Editura Științifică și Enciclopedică, 1986.

Pătrut, Ioan. *Onomastică românească*. - București : Editura Științifică și Enciclopedică, 1980.

Predescu, Lucian. *Enciclopedia Cugetarea*. - București, 1940.

#### Authority for information provided

Biblioteca Națională a României.

Checked and approved by : Victor Duțescu, Biblioteca Națională a României, November 1994.

Language: Russian

RUSSIAN FEDERATION  
ROSSIJSKAJA FEDERACIJA

The names of authors on the title-pages of Russian books usually appear in the nominative case before the title. In earlier works a name may appear in the genitive case as part of the title, e.g. *Собрание сочинений А.С. Пушкина*. The nominative form must be ascertained for name headings. Other persons associated with a work, such as editors, translators, etc. frequently appear on title-pages in the genitive case, which is used in the bibliographic description, although the nominative form is used in actual headings.

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples	
1. Forename <i>Note: No compound forenames are used</i>	simple		
	- masculine	Александр Василий Михаил	Alexsandr Vasilij Mihail
	- feminine	Ольга Надежда	Ol'ga Nade da
2. Patronymic <i>Note: The patronymic is sometimes omitted</i>	masculine	Александрович Васильевич Михайлович	Aleksandrovič Vasil'jevič Mihajlovič
	feminine	Александровна Васильевна Михайловна	Alexsandrowna Vasil'jevna Mihajlovna
3. Surname	simple		
	- masculine	Шолохов Конев Куприн	Šolohov Konev Kuprin
	- feminine	Шолохова Конева Куприна	Šolohova Koneva Kuprina
	compound		
- masculine	<i>Note: There are few feminine compound names</i>	Римский-Корсаков Салтыков-Шедрин	Rimskij-Korsakov Saltykov-Ščedrin
with prefix	<i>Note: Prefixes of foreign origin are assimilated to Russian forms and are treated as part of the name</i>	Де-ля-Барт Фонвизин	De-lja-Bart Fonvizin

plural form, for persons from a family with a name ending in the masculine -ев(-ev) or -ов(ov) and the feminine -ева (-eva), or -ова (-ova), using the endings евы (-evy), -овы (ovy); with a name ending in the masculine -ин (in) and the feminine -ина (-ina), using the ending -ины (-iny). These names are always given in the singular in catalogue headings

О. и А. Лавровы	O. and A. Lavrovy
М. и Н. Куприны	M. and N. Kupriny
Братья Вайнеры	Brothers Vajnery

КУПРИН, Николай Александрович  
KUPRIN, Nikolaj Aleksandrovič  
КУПРИНА, Мария Васильевна  
KUPRINA, Marija Vasil'evna  
ВАЙНЕР, Аркадий Александрович  
VAJNER, Arkadij Aleksandrovič  
ВАЙНЕР, Георгий Александрович  
VAJNER, Georgij Aleksandrovič

3. Compound surname	first part of compound	РИМСКИЙ-КОРСАКОВ, Андрей Николаевич RIMSKIJ-KORSAKOV, Andrej Nikolajevič САЛТЫКОВ-ШЕДРИН, Михаил Евграфович SALTYKOV-ŠČEDRIN, Mihail Evgrafovič ШЕПКИНА-КУПЕРНИК, Татьяна Львовна ŠČERKINA-KUPERNIK, Tat'jana L'vovna
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#### Additional elements to names

Element	Use	Examples	
1. Royal titles	before the forename. Numbers may be used to distinguish persons	<i>царь</i> Иван IV <i>цмиерамор</i> Петр I	car'Ivan IV imperator Petr I
2. Religious titles	before the forename	<i>митрополит</i> Николай <i>патриарх</i> Московский I Всея Руси Алексей II	mitropolit Nikolaj patriarh Moskovskij I Vseja Rusi Aleksij II

#### Sources and recommended references

Книжная летопись: Государственный библиографический указатель Российской Федерации / Российская книжная палата. Москва, 1907-

Кни naj letopis': Gosudarstvennyj bibliografičeskij ukaza-tel' Rossijskoj Federacii / Rossijskaja kni naja palata. Moskva, 1907-

Петровский, Н.А. Словарь русских личных имен. Э-е издание, стереотипное. Москва, 1984.

Petrovskij, N.A. Slovar'russkich ličnyh imen. 3-e isdanie, stereotipnoe. Moskva, 1984.

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples	
1. Forename only	forename	ИВАН IV, ( <i>царь</i> ) ПЕТР I ( <i>имп.</i> ) НИКОЛАЙ (Ярушевич, Б.Д.; митрополит) АЛЕКСИЙ II (Редигер, А. М.; патриарх)	IVAN IV (car') PETR I (imp.) NIKOLAJ (jaruševič, B.D.; mitropolit) ALEXSIJ II (Rediger, A.M.; patriarh)
2. Simple surname	surname	ШОЛОХОВ, Михаил Александрович СОЛОХОВ, Mihail Aleksandrovič КОНЕВ, Иван Степанович KONEV, Ivan Stepanovič ЛАВРОВ, Александр Сергеевич LAVROV, Aleksandr Sergeevič ЛАВРОВА, Ольга Александровна LAVROVA, Ol'ga Aleksandrovnna	

Checked and approved by: Natalia Kasparova, Chief, Alphabetical Cataloguing, Chairperson, Interregional Cataloguing Committee, December 1994.

Language: French  
Français

SENEGAL  
SÉNÉGAL

This entry covers Diola, Mandingue, Poul, Serere, Toucouleur and Wolof usage. Because of varying African phoneticization some names may be spelled in different ways, e.g. Cissoko, Sissoko and Cissokho. However, some variants of the same name are, for sociological or other reasons, treated as new names. The form as found in an author's works or most commonly known should be used.

A Presidential decree of 1963 requires that forenames should appear before a patronymic in all official documents and Senegalese publications, thus highlighting the entry element. Another decree requires that apostrophes in Senegalese patronymics should be deleted and although this is not always observed, it is recommended that libraries remove apostrophes from Senegalese name headings.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Patronymic	usually simple <i>Note: Western Christian influence led to the use of wholly western surnames (i.e. patronymics), e.g.</i>	Diop Ka Ndiaye Da Costa d'Erneville
2. Forename	simple - masculine  - feminine  compound - masculine	Abdou Boubacar  Ndiaye Nafissa Fatou Fadiop  Lat-Dior Coumba Ndoffène Mandiaye Ahmet Théodore
3. Forename of either parent	used after the forename and before or after the patronymic, simple or compound as 2 above	Marième Mbagnick Kélédor Nygéné
4. Forename or patronymics of a grandparent or ancestor	used after 3 above	Latyr Ndiaye
5. Place name or town of origin		Latmingué Siguitchor

Name elements may be combined in various ways:

- Forename + forename of parent + patronymic  
Momar Marème Diop  
Fatou Mbagnick Ndiaye
- Forename + patronymic + forename of parent  
Nafissa Ndiaye Kélédor
- Forename + forename of parent + forename of grandparent + patronymic  
Lat-Dior Ngoné Latyr Diop

Other variations include a place of origin in different positions, e.g.

- Forename + place name + patronymic  
Boubacar Latmingué Fay
- Forename + patronymic + forename of parent + place name  
Ablaye Seck Caty Siguitchor

### Additional elements to names

Element	Use	Examples
Included in catalogue headings:		
1. Terms of respect <i>Hadj, El Hadj, El Hadji</i> (one who has been to Mecca); <i>Cheickh, Cheikhou, Sékou</i> (chief); <i>Adjaratou, Adja</i> (woman who has been to Mecca); <i>Chérif</i> (descended from Mohamed); <i>Mori, Moriba, Thierno, Serigne</i> (priest); <i>Karamoko, Modibo</i> (learned person); <i>Alpha, Tafsir, Tamsir</i> (religious scholar); <i>Elimane, Yélimane, Limamou</i> (Iman); <i>Sidi</i> (Mr.)	before the forename as integral parts of the name	<i>El Hadj</i> Assane Diop <i>Adjaratou</i> Magatte Sall Ndiaye
2. Terms of respect <i>Baye, Baba, Ba</i> (father); <i>Ndeye, Yaye, Ma, Ba</i> (mother); <i>Mame, Mama</i> (grandparent, ancestor)	sometimes as forename	<i>Chérif</i> Tall
<i>Note: Nane, Maguette, Mawdo, O Koor o Mak and Mouskeba are now used as forenames.</i>		
3. Royal titles and titles of nobility <i>Bour, Brack, Lam, Damel, Mansa, Massa</i> (king); <i>Djaraf, Farba, Fama, Lamane</i> (nobleman); <i>Ardo, Saltigué, Siratigui</i> (messiah)	before the forename taken from previous generations using the modern French translations <i>Papa, Pape</i> and <i>Vieux</i> for <i>Baye, Magatte</i> and <i>Mawdo</i> when used as terms of respect	<i>Papa</i> Demba Teinde Wade
<i>Note: Of these ancient royal and noble titles and honorifics, only four have survived but as forenames: Massa, Farba, Djaraf, and Siratigui.</i>		
	before the name of a territory or people and before the forename	<i>Bour</i> Sine (i.e. <i>Bour</i> Sine Coumba Ndoffène Diouf, king of the Sine) <i>Damel</i> Damel du Cayor

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. All	patronymic. Because of the 1963 Presidential decree, all secondary elements in a name are treated as preceding the patronymic	NYANG, HABIB SAMB, Amadou Ndiaye NDIAYE, <i>Adjaratou</i> Magatte Sall SENGHOR, Léopold Sédar DIOP, <i>El Hadj</i> Assane NDIAYE, Pata Gueye DIOUF, <i>Bour</i> Sine Coumba Ndoffène  DIOP, Djibril Mambety
	<i>Note: Persons using an additional 'demarcating' patronymic are entered under the true patronymic and the additional name is treated as a secondary element, e.g. Djibril Diop Mambety is entered as</i>	

**Exceptions:**

Type of name	Entry element	Examples
1. The author, Sembène Ousmane, whose preferred form is in direct order, contrary to the decree about patronymics	forename	SEMBENE, Ousmane
2. Names of persons who have dropped their patronymic	last element although the name is not to be regarded as a pseudonym. However, the patronymic should be reinstated, if known, for an author since deceased, e.g. Ousmane Soce is entered as	DIA, Amadou Cisse  DIOP, Ousmane Soce
3. Names of foreign origin	according to the usage in the country of origin	BRIERE DE LISLE, Marie Madeleine ARBOUSSIER, Gabriel d'
4. Names of married women having two patronymics which are variously used in publications	maiden name	ERNEVILLE, Annette d' <i>Mme</i> Mbaye MAÏGA, Aminata, <i>Mme</i> Ka

**Sources and recommended references**

*Les noms sénégalais : contribution à l'étude du catalogage des noms africains / par Oumou Modibo Diouf [and others]. - Dakar : L'Ecole de Bibliothécaires, Archivistes et Documentalistes, 1977. - 14p. Typescript*

*Les noms des écrivains d'Afrique noire : essai de catalographie / Jean Fontvieille. - Dakar : Université de Dakar, 1969. - 65p.*

*Bibliographie du Sénégal. - Dakar : Archives du Sénégal, 1972 -*

**Authority for information provided**

L'Ecole de Bibliothécaires, Archivistes et Documentalistes, Université de Dakar.

Checked and approved by : Amadou Bousso, Director, Ecole de Bibliothécaires, Archivistes et Documentalistes, Université de Dakar, 13 December 1977.

Language: Serbian

SERBIA  
SRBIJA**NAME ELEMENTS****Elements normally forming part of a name**

Element	Type	Examples	
1. Forename(s)	simple		
	- masculine	Јован	Jovan
	- feminine	Јованка	Jovanka
2. Patronymic	compound		
	- masculine	Стеван Владислав	Stevan Vladislav
	- feminine	Данипа-Зорка	Danica-Zorka
3. Surname	sometimes represented by initials	Стефановић Стерија	Stefanović Sterija
	simple	Петровић Богданов	Petrović Bogdanov
	with prefix, now frequently written with the surname as one word	Хаџи Продановић Узун-Мирковић Попноваков	Hadži Prodanović Uzun-Mirković Popnovakov
- consisting of two surnames	compound		
	- consisting of a surname and territorial name or the reverse (though this is a rare form)	Дурковић-Јакшић Петровић Његош	Durković -Jakšić Petrović Njegoš
	- consisting of a surname and a name given during the pre-war and wartime resistance movements	Поповић Шапчанин Паштрмац Милосављевић	Popović Šapčanin Paštrmac Milosavicjević
- consisting of a surname and pseudonym	Бихаљи-Мерин Јовановић-Змај	Bihalji-Merin Jovanović - Zmaj	
- consisting of a surname and a name given during the pre-war and wartime resistance movements	Вукмановић-Темпо	Vukmanović -Tempo	



- consisting of a surname and title of nobility	Јанковић-Мирејевски	Janković-Mirijevski
- consisting of a woman's maiden name and her husband's surname, always linked by a hyphen or the reverse	Савић-Ребац Николајевић- Тефановић	Savić-Rebac Nikolajević- Teofanović

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples	
1. Simple surname	surname	ПЕТРОВИЋ, Никола БОГДАНОВ, Бранка РАШКОВИЋ, Даница-Зорка КАРАЏИЋ, Вук Стефановић ПОПОВИЋ, Јован Стерија	PETROVIĆ, Nikola BOGDANOV, Branka RAŠKOVIĆ, Danica- Zorka KARADŽIĆ, Vuk Stefanović POPOVIĆ, Jovan Sterija
2. Simple surname with prefix	prefix	ХАЦИ ПРОДАНОВИЋ, Никола УЗУН-МИРКОВИЋ, Миролjub ПОПНОВАКОВ, Драгомир	HADŽI PRODANOVIĆ, Nikola UZUN-MIRKOVIĆ, Miroljub POPNOVAKOV, Dragomir
3. Compound surname	first part of compound	ДУРКОВИЋ-Јакшић, Љубомир ПЕТРОВИЋ Његош, Петар ПОПОВИЋ Шапчанин, Милорад ПАШТРМАЦ Миросављевић, Сима БИХАЉИ-Мерин, Ото ЈОВАНОВИЋ-Змај, Јован ЈАНКОВИЋ- Мирејевски, Тодор САВИЋ-Ребац, Аница НИКОЛАЈЕВИЋ- Тефановић, Радмила	DURKOVIĆ-Jakšić, Ljubomir PETROVIĆ Njegoš, Petar POPOVIĆ Šapčanin, Milorad PAŠTRMAC Milosavljević, Sima BIHALJI-Merin, Oto JOVANOVIĆ-Zmaj, Jovan JANKOVIĆ- Mirijevski, Todor SAVIĆ-Rebac, Anica NIKOLAJEVIĆ- Teofanović, Radmila

### National cataloguing code

*Alfabatahl katalog* - Beograd: Narodna biblioteka Srbije, 1995 (in draft)

### Romanization schemes in use

JUS-ISO 9 : 1996

### Sources and recommended references

1. Милићевић, Милан Ђ.: Поменик ; (избор, редакција и предговор Милан Ђоковић). - Нови Сад: Матица српска; Београд: Српска књижевна задруга, 1971.
2. Станојевић, Станоје: Народна енциклопедија српско-хрватско-словеначка. Књ. 1-4 . - Загреб: Библиографски завод, 1929.
3. *Jugoslovenski savremenici*: ko je ko u Jugoslaviji. - Beograd: Hronometar, 1970.
4. *Jugoslovenski književni leksikon*. - Novi Sad: Matica srpska, 1971.
5. *Leksikon pisaca Jugoslavije*. Vol. 1-3 (A-Lj). - Novi Sad: Matica srpska, 1971.
6. *Mala ansikolpedija Prosveta*. Књ. 1-3. - 4. izd. - Beograd: Prosveta, 1986.
7. OPAC NBS (Online Public Access Catalogue Narodne biblioteke Srbije)

### National bibliography:

1. *Bibliografija Jugoslavije. Knjige, brošure, muzikalije*. - Beograd: Jugoslovenski bibliografski institut, 1950-
2. *Bibliografija Jugoslavije. Čtanci I prilozu u časopisima, listovima I zbornicima. Serija A-C*. - Beograd: Jugoslavenski bibliografski institut, 1952-
3. Српска библиографија. Књиге, 1868-1944. - Београд: Народна библиотека Србије, 1989.
4. Каталог књига на језицима југословенских народа 1868-1972. Књ. 1-14 . - Београд: Народна библиотека Србије, 1975-1989.

### Authority for information provided

Library Association of Serbia, Committee on Cataloguing Yugoslavia, 11000 Belgrade, Skerlićeva 1.

Checked and approved by : Milomir Petrović, Director, National Library of Serbia, December 1994.

Language: English

SIERRA LEONE

For name usage see the entry under UNITED KINGDOM

**Authority for information provided**

M. B. Jones, Chief Librarian, Sierra Leone Library Board, Freetown.

Checked and approved 1976.

Languages : 1. English 2. Malay  
3. Chinese (Hua Wen) 4. Tamil (Thamizh)

SINGAPORE

For name usage in English see the entry under UNITED KINGDOM

For name usage in Malay see the entry under MALAYSIA

For name usage in Chinese see the entry under HONG KONG

Other national usage follows in this entry

**3. Chinese**

The difference between Singapore and Hong Kong practice in entering Chinese names with Western forenames is that in Singapore the Western forename is placed before the Chinese ones, e.g. LIM, Patricia Pui Huen, and cross-references are often not made from the alternative method as used in Hong Kong, e.g. LIM, Pui Huen, Patricia.

**4. Tamil**

**NAME ELEMENTS**

Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Given name	usually simple	Balasubramaniam Sakuntala Srinivasan Usha
2. Father's name	usually simple or represented by initials	K.M. Venkataraman
3. Husband's name in the case of married women	usually simple	Ragunathan
4. Surname	simple	Aggarwal Sabnani

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Given name followed by father's name or husband's name	given name in direct order unless preceded by initials.	BALASUBRAMANIAM K.M. SRINIVASAN VENKATARAMAN USHA RAGUNATHAN
2. Given name followed by surname	surname	AGGARWAL, Sudhir SABNANI, Krishan

### Sources and recommended references

See the entry under MALAYSIA for reference sources and under HONG KONG for information on romanization of Chinese.

### Authority for information provided

National Library of Singapore.

Checked and approved by : Chang Soh Choo, Head, Bibliographic Services, National Library of Singapore, February 1995.

1. 2000-01-01  
2. 2000-01-01  
3. 2000-01-01

Language : Slovak

SLOVAKIA

Slovenčina

### NAME ELEMENTS

*Note* : Slovak family names are derived from nouns and adjectives and are declined accordingly. They are usually cited in the nominative case, but in older publications names in the genitive case can also be found.

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	
	- masculine	Andrej Ján Jozef
	- feminine	Anna Elena Mária
	compound	
	- masculine	Ján Mieroslav
	- feminine	Eva Mária
2. Family name	simple	
	- masculine	Kalinčiak Plávka Podmanický
	- feminine This form usually has the suffix- ova or -a	Kalinčiaková Plávková Podmanická
	compound	
	- masculine consisting of family name and pseudonym by which the author is known	Gregor Tajovský Hurban Vajanský Országh Hviezdoslav
	- feminine consisting of a woman's maiden name and her husband's family name, joined by a hyphen	Maróthy-Šoltéssová Rázusová-Martáková

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple family name	family name	ČEPČEKOVÁ, Elena KALINČIAK, Ján PLNKA, Ján Mieroslav VEHNEROVÁ, Eva Mária

2. Compound family name

- |             |                         |   |
|-------------|-------------------------|---|
| - masculine | second part of compound | HVIEZDOSLAV, Pavol Országh<br>VAJANSKÝ, Svetozár Hurban |
| - feminine  | first part of compound  | MARÓTHY-ŠOLTÉSOVÁ, Elena<br>RÁZUSOVÁ-MARTÁKOVÁ, Mária   |

*Note:* Names of foreign origin are entered according to the appropriate language, *but* the names of feminine authors are cited on the title pages with the addition of the suffix *-ova*.

National cataloguing code

*Pravidla jmenného katalogu / zpracoval Miroslav Nádvozník a kolektiv. - 2. opravené a doplněné vydání. - Praha : Státní pedagogické nakladatelství, 1969.*

*Anglo-American cataloguing rules 2nd Edition rev. 1988 and Amendments 1993, are also used.*

Sources and recommended references

*Slovenský biografický slovník : od roku 833 do roku 1990 / Sprac. Biografické oddelenie MS. -1. vyd. - Martin : Matica slovenská, 1986-1994.- 6 zv.*

*Slovenská národná bibliografía. Seria A Knihy. - Martin : Matica slovenská, 1946 - .*

Authority for information provided

Matica slovenská. Slovenská národná knižnica (Slovak National Library), Martin.

Checked and approved by : Jarmila Majerová, Head of Cataloguing Department, Matica slovenská - SNK, November 1994.

Language : Slovene

Slovenski

SLOVENIA

SLOVENIJA

NAME ELEMENTS

Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	
	- masculine	France Joža
	- feminine	Kristina Mirjam
	compound	
	- masculine	Jože Andrej Lucijan Marija Peter Pavel
	- feminine	Hilda Marija Marija Lucija
2. Surname	simple	
	- masculine form	Prešeren Urbanija Vodnik
	- feminine form (rarely used and never for official purposes)	Brenkova Vaštetova
	compound (usually linked by a hyphen)	
	- consisting of two surnames	Godina-Košir Sušec-Michieli
	- husband's/wife's surname may be added to or preceded by his/her spouse's surname	Hladnik-Milharčič Milharčič Hladnik
- consisting of a surname and title of nobility	Bleiweis-Trsteniški	

Additional elements to names

Not included in catalogue headings

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Titular prefixes indicating rank of nobility up to 1918, e.g. <i>plemeniti</i> (abbreviated <i>pl.</i> ), <i>baron</i> , <i>grof</i>	before the surname	Karel <i>pl.</i> Bleiweis-Trsteniški
2. Pseudonyms and names given during the pre-war and wartime resistance movements	following the surname or occurring on its own	Destovnik- <i>Kajuh</i> (or <i>Kajuh</i> ) Murn- <i>Aleksandrov</i> (or <i>Aleksandrov</i> )

3. Consisting of a surname and a territorial name following the surname or occurring on its own  
 Godina-Verdelski (or Verdelski)  
 Maselj-Podlimbarski (or Podlimbarski)  
 Vesel-Koseski (or Koseski)

Authority for information provided

Committee on Cataloguing of the Union of Library Associations of Slovenia.

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

General rule

Type of name	Entry element	Examples
1. Simple surname	surname	BRENN, Kristina ČIBEJ, Jože Andrej DESTOVNIK, Karel MASELJ, Fran PIVKA, Hilda Marija PREŠEREN, France ŠKERJANC, Lucijan Marija
2. Compound surname	first part of compound	BLEIWEIS-TRSTENIŠKI, Karel GODINA-KOŠIR, Ladeja HLADNIK-MILHARČIČ, Ervin MILHARČIČ-HLADNIK, Mirjam SUŠEC-MICHIELI, Štefan

Checked and approved by : Zlata Dimec, Bibliographic Control Manager, National and University Library (Narodna in univerzitetna knjižnica), Alenka Kanič, Head of Committee on Cataloguing of the Union of Library Associations of Slovenia, Lidija Wagner, Head of National Bibliography Department, National and University Library, and Majda Ujčič, Lecturer at the Library School of the Faculty of Arts, University of Ljubljana, December 1994.

National cataloguing code

Verona, Eva. *Pravilnik I priručnik za izradbu abecednih kataloga*. Dio 1. Odrednice i redalice 2. izmijenjeno izd. - Zagreb : Hrvatsko bibliotekarsko društvo, 1986. - (Posebna izdanja / HBD; knj. 5)

*Abecedni imenski katalog*. - Nova izd. - Ljubljana : Društvo bibliotekarjev Slovenije : Narodna in Univerzitetna knjižnica, 1967.

Sources and recommended references

*Enciklopedija Slovenije*. - 1. natis. - Ljubljana : Mladinska knjiga, 1987 - . Zv. 1 - 8: A - Pli. ISBN 86-11-14288-8 (set)

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*Slovenska bibliografija. B, Knjige*. - 32/33 (1978/1979). - Ljubljana : Narodna in univerzitetna knjižnica, 1986 - . ISSN 1318-0479

*Slovenska bibliografija. Knjige*. - 1985, st. 1/3. Ljubljana : Narodna in univerzitetna knjižnica, 1985 - . ISSN 0353-1716

*Slovenski biografski leksikon*. - V Ljubljani : Slovenska akademija znanosti in umetnosti, 1925 - 1991.

Languages :	1. English	2. Afrikaans Suid-Afrika	3. Ndebele Sewula Afrika	SOUTH AFRICA
	4. Northern Sotho Afrika Borwa	5. Southern Sotho Aforika-Borwa	6. Swazi Ningizimu Afrika	
	7. Tsonga Afrika-Dxonga	8. Tswana Aferika-Borwa	9. Venda Afurika Tshipembe	
	10. Xhosa eMzantsi Afrika	11. Zulu Ningizimu Afrika		

## NAME ELEMENTS

### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Es'kia Paul Sarah Khithikane
2. Surname	simple	Mphahlele Nzima Smit
	with prefix	De Beer Le Roux Van der Merwe
	compound consisting of two or more surnames or words not themselves surnames, sometimes linked by a preposition or a hyphen	Gey van Pittius Gordon-Williams Janse(n) van Rensburg Janse(n) van Vuuren St Leger
	apparent compound caused by the use of a surname as a forename	Van Wyk Louw (i.e. N.P. van Wyk Louw) Van Zyl Slabbert

### Additional elements to names

#### Included in catalogue headings :

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Titular prefix of foreign origin	before the forename	Sir de Villiers Graaff

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	GRAAFF, de Villiers, Sir LOUW, N.P. van Wyk MPHAHLELE, Es'kia NZIMA, Sarah Khithikane SLABBERT, Frederik van Zyl SMIT, Paul
2. Surname with prefix	prefix	DE BEER, J.J. LE ROUX, Herman VAN DER MERWE, Paul
3. Compound name	first part of surname	GEY VAN PITTIUS, E. GORDON-WILLIAMS, John ST LEGER, A. Y.

### Exception(s) :

1. Compound surname beginning with Janse(n)	second part of surname. Janse(n) is always given in full after initials or forenames	VAN RENSBURG, M.C. Jansen VAN VUUREN, H. Janse
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### National cataloguing code

The *Anglo-American cataloguing rules* 2nd Edition rev. 1988 & *Amendments 1993*, are used in South Africa.

### Sources and recommended references

*Dictionary of South African biography*. - Cape Town : Tafelberg, 1968 - .

- Vol. 1 Publisher Nasionale Boekhandel, 1968.
- Vol. 2 Publisher Tafelberg for Human Sciences Research Council (HSRC), 1972. ISBN 0-624-00369-8
- Vol. 3 Publisher Tafelberg for HSRC, 1977. ISBN 0-624-00849-5
- Vol. 4 Publisher Butterworths for HSRC, 1981. ISBN 0-409-09183-9
- Vol. 5 Publisher HSRC, 1987. ISBN 0-7969-0420-0

Nienaber, G.S. *Afrikaanse familienaam*. - Kaapstad : Balkema, 1955.

Pama, C. *British families in South Africa*. - Cape Town : Human & Rousseau, 1992. ISBN 0-7981-2957-3

Pama, C. *Die groot Afrikaanse familienaamboek*. - Kaapstad : Human & Rousseau, 1983. ISBN 0-7981-1561-0

*South African national bibliography*. - Pretoria : State Library, 1959 - ISSN 0036-0864

*Suid-Afrikaanse geslagregisters = South African genealogies*. - Pretoria : Raad vir Geesteswetenskaplike Navorsing, 1986 - .

- Vol. 1 (A-C, 1986). ISBN 0-7969-0370-0
- Vol. 2 (D-G, 1989). ISBN 0-7969-0752-0
- Vol. 3 (H-I, 1992). ISBN 0-7969-1425-7
- Vol. 4 (J-K, 1992). ISBN 0-7969-1491-5

*Who's who in Southern Africa*. - Johannesburg : Combined Publishers. Annual.

**Authority for information provided**

South African National Bibliography, State Library, Pretoria, in collaboration with Subcommittee for Bibliographic Standards, SAILIS (South African Institute for Librarianship and Information Science)

Checked and approved by : Barbara Kellermann, Retha Snyman and Joey van Zyl, South African National Bibliography; and Helena Coetzee, Convenor of Subcommittee for Bibliographic Standards, SAILIS, October 1994.

Language : Spanish  
Español

SPAIN  
ESPAÑA

**NAME ELEMENTS**

**Elements normally forming part of a name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename ( <i>nombre propio</i> )	simple	José
2. Surname ( <i>apellidos</i> )	compound	Juan Manuel
	simple, derived from the first part of a compound surname, if this is the form by which the person is best known	Valera ( <i>full name</i> : Juan Valera y Alcalá Galiano)
	with prefix, consisting of a preposition, an article, or a combination of both	de los Ríos de Pereda del Arco Las Heras
	compound	Menéndez (y) Pelayo Ortega (y) Gasset Pla (i) Molins, Maria
	- formed by the conjunction <i>y</i> . As its use is variable, even in reference to one person, the conjunction is ignored in the arrangement of entries in Spanish catalogues	
	- normally consisting of two surnames : father's family name and mother's family name	Rodriguez Marin
- consisting of two or more words not themselves surnames	San Miguel	
- consisting of a married woman's maiden name followed by the preposition <i>de</i> and her husband's surname	Goyri de Menéndez	

**Additional elements to names**

**Included in catalogue headings**

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Monarchs ( <i>Soberanos</i> )	after forename	Rey de España
2. Titles of nobility ( <i>títulos de nobleza</i> )	before place or family name (title different from surname)	Barón de los Cobos de Belchite Conde de las Almenas Duque de Medinaceli Marqués de Santillana Vizconde de Eza

- |  |                 |   |
|--|-----------------|---|
| 3. Saints and Blessed<br>(Santos y Beatos) | before forename | <i>Beato</i> Juan Grande<br><i>San Antonio</i> María Claret<br><i>Santa</i> Teresa de Jesús<br><i>Santo</i> Tomás de Aquino |
| 4. Papas                                   | before forename | <i>Papa</i> Juan Pablo II   |
| 5. Religious name                          | before forename | <i>Hermano</i> Juan María   |

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Forename	forename	ANTONIO MARIA CLARET, <i>Santo</i> JUAN CARLOS I, <i>Rey de España</i> JUAN GRANDE, <i>Beato</i> JUAN MARIA, <i>Hermano</i> JUAN PABLO II, <i>Papa</i> TERESA DE JESÚS, <i>Santa</i> TOMÁS DE AQUINO, <i>Santo</i>
2. Forename followed by names of places	forename	LUIS DE GRANADA
3. Simple surname	surname	VALERA, Juan
4. Surname with prefix consisting of the article only	prefix	LAS HERAS, Manuel Antonio
5. Surname with prefix consisting of an article linked directly to the surname or linked by a hyphen to the forename	prefix	LA-HOZ, Rafael de LAIGLESIA, Álvaro de
6. Surname with prefix which is a preposition or a preposition and article	part following prefix	ARCO Y GARAY, Ricardo del RIOS, Waldo de Los VEGA, Francisco de la
7. Compound surname consisting of two surnames	first surname	CALDERON DE LA BARCA, Pedro GOYRI DE MENÉNDEZ PIDAL, María MENÉNDEZ Y PELAYO, Marcelino ORTEGA Y GASSET, José PLA I MOLINS, María PRIMO DE RIVERA, José RODRIGUEZ MARIN, Francisco SAN MIGUEL, Juan

##### Exceptions

Types of name	Entry element	Examples
1. Compound surname when the first surname is not used or is always represented by an initial only	second surname	ARANGUREN, José Luis L. ( <i>full name</i> : José Luis López Aranguren) BECQUER, Gustavo Adolfo ( <i>full name</i> : Gustavo Adolfo Domínguez Bécquer)
2. Title of nobility by which the person is best known	title of nobility	SANTILLANA, Iñigo López de Mendoza, Marqués de

##### National cataloguing code

*Reglas de catalogación*. - 1ª ed., 2ª reimp. con. corr. - Madrid : Dirección General del Libro y Bibliotecas, 1988. ISBN 84-7483-459-7

##### National authority file of names

The National Library of Spain is establishing an authority file of Spanish authors in ARIADNA database.

##### Sources and recommended references

*Bibliografía Española. Monografías*. - Madrid : Biblioteca Nacional (Monthly publication). -ISSN 1133-858X

*Bibliografía Española desde 1976 en CD-ROM* (quarterly publication). Chadwick-Healey España.

*Quién es quién en España*. - Alcobendas, Madrid : José Luis Campillo Alonso, 1994. - ISBN 84-604-9959-6

*Diccionario de autores : quién es quién en las letras españolas*. - Madrid : Fundación Germán Sánchez Ruipérez, 1988. - 2v. - ISBN 84-86168-38-4

*Recursos humanos en investigación y desarrollo (Universidad y C.S.I.C.)*. - Madrid : Ministerio de Educación y Ciencia, Dirección General de Política Científica, 1986. - 2v. - ISBN 84-369-1310-8

*Biografía Eclesiástica completa*. - Madrid : Imp. Eusebio Aguado, 1848-68. - 30v.

##### Authority for information provided

Biblioteca Nacional (España).

Checked and approved by : Pilar Benedito Castellote, Dolores del Castillo, Pilar Domínguez Sánchez (Biblioteca Nacional), December 1994.



1. Sinhalese

a. Ancient and mediaeval usage

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Single name		Kumāradasa Vidyāchakravarti
or		
2. Single personal name preceded by an epithet indicating name of place, position or profession etc.		Canigamiya Tissa Kavi Hajaya

ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Single name	single name	KUMĀRADASA VIDYĀCHAKRAVARTI
2. Single personal name with epithet	personal name	HAJAYA, Kavi TISSA, Canigamiya

b. Modern usage

The present use of surname(s) and personal names evolved from the mediaeval period onwards and shows considerable Western influence. Some variations in spelling may occur due to romanization and various personal use.

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Surname or family name ( <i>pelapat, wasagama, warigenama, wanama, ge nama</i> )	Sinhalese simple and compound, which may indicate a place or profession or both	Mahagamage Liyanage Hewage Ellawala Kahatapiti Kankanamalage
	honorific surname ( <i>patabendi</i> ) given for services to royalty etc. and gradually adopted as a surname	Jayawardhana Rājapakse

Western origin, simple compound or with prefix, and which may be combined with a Sinhalese surname patronymic form, using the father's personal name, often adding the suffix *pāla*

Perera  
de Alwis Aiyalapperuma  
de Silva  
Mendis Abeysékera  
Ratnapāla  
Gunapāla  
Siriséna

2. Personal name(s), forename(s) (*pudgala nama* or *bat kavapunama, bat nama*) given in infancy

Sinhalese origin and sometimes used, with variations, as surnames

Nimal  
Āriyapāla

Western origin, in some cases originally Western surnames

Cornélis  
Setan

former Sinhalese surnames and titles of honour

Kularatne  
Amarasinghe

compound, formed by the combination of a descriptive forename and a common suffix as term of courtesy

Punchi Appuhāmy  
Heen Nilame  
Kalu Menike

Note: Occasionally common suffixes, such as *Appuhāmy, Banda*, are used as personal names only. If suffixes such as *Appuhāmy, Bandara*, and *Nilame* are used after a non-descriptive forename, they are treated as simple surnames, with some exceptions, such as the compound *Apa Appuhāmy*, *Apa* being non-descriptive, e.g. Thomas Appuhāmy.

Note: Names may appear in variant order to that above. Other combinations are described in the next section. The same word may be used as a surname and personal name, and names may contain up to four of the categories of surname.

Name elements may be combined in various ways:

Elements	Examples
1. Personal name(s) only, usually used by writers who have discarded their surnames	Piyadāsa Siriséna Tilak Kusum
2. Personal names + honorific	Punchisingho Gurutamā Disanayake Mudali
3. Personal name(s), frequently given as initials + surname or family name which may be compound	Pédris Dias Abeysinha Senerat Paranavitana Lāl Peiris Leslie Perera Colvin R. de Silva Sārlis de Alwis Aiyalapperuma L. G. Hewage Arnolis Mendis Abeysékera
4. Family name which may be given as initials + personal name	Mahagama Sékera Tennakoon Vimalananda J. Tilakasiri M. B. Āriyapāla
5. Family name given as initials + personal name + surname	A. Simon de Silva H. Leclānanda Caldera
6. Family name, personal name, and surname of Western origin, all given as initials + surname	R. Q. de S. Wettamuny

7. Initials followed by a name which cannot always positively be identified as a certain type

N. Amarasinghe  
D. K. U. Banda  
S. E. Dayasiri

8. Personal name + simplified surname

Ananda Guruge (for Ananda W. P. Guruge)  
Saratchandra Wickramasuriya (for Busabaduge Sumathipāla Saratchandra Abeysundara Wickramasuriya)

4. Names of married women including the husband's surname as the last element

last part of name

WEERAWARDENE,  
Marguerite I.  
DEWARAJA, Lorna Srimati

5. Names in which the last element is preceded by a surname of Western origin and/or prefix, e.g. *de*, *Dias*, *Croos*

first part of compound thus formed  
or  
name following Western surname and/or prefix if this is regularly given as initial(s) or if best known form

MENDIS ABEYSĒKERA, Arnolis  
DE SILVA GUNERATNE, D. F.  
KULARATNE, P. de S. (i.e. Patrick de Silva Kularatne)  
BANDARANĀIKE, S. W. R. D. (i.e. Solomon West Ridgeway Dias Bandarānaïke)  
APA APPUHĀMY, Don Pilip de Silva

#### Additional elements to names

Element	Use	Examples
1. Honorific terms - which can be omitted from headings: <i>Achārya, Pandit, etc.</i>	before or after the personal name	<i>Nyāyachārya</i> P. M. P. Abesinghe <i>Wāsala Mudali</i> W. F. Gunawardhama Don Cornelis Wickramasinghe <i>Mudali</i>
- which cannot be omitted from headings: <i>Appu, Appuhāny, Banda, Bandara, Etana, Etani, Hami, Hamina, Hamine, Kumarihami, Lamatani, Nilame, Singho</i> <i>Note:</i> Some may also be used alone or compounded with personal names. They are treated as surnames if used as the last element in a name.	after the personal name, or used alone, or as the second part of a compound	Andiris <i>Appu</i> Cornelis <i>Appuhāny</i> Ram <i>Banda</i> <i>Kumari</i> <i>Tikiribanda</i> llangaratne R. M. <i>Heen Banda</i>
2. English titles of honour, now a rare occurrence, e.g. <i>Sir</i>	before the personal name	<i>Sir</i> Nicholas Attygalle

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* Because of the position of the surname(s) in Sinhala names can vary the identification of the entry element is derived through usage. The last element of a name, whether surname or personal name, is used for ordinary identification of persons. The basic rules for entry of names, as described further below, are: simple (personal) names are entered under the name following the initials; names with one or more surnames are entered under the last name.

Type of name	Entry element	Examples
1. Names consisting of personal name(s) only, usually used by writers who have discarded their surnames	personal name(s) in direct order	PIYADASA SIRISĒNA TILAK KUSUM
2. Names consisting of a personal name or place name or title and a common honorific	first part of name in direct order if this is the best known form	PUNCHISINGHO GURUNNANSE ATTAPATTU MUDALI
3. Names containing a surname	surname if ascertainable, i.e. simple, prefix, or first part of compound	WELIKALA, Ratne ILLANGARATNE, T. B. PARANAVITĀNA, Senerat PEIRIS, Lāl DE MEL, Lāl Prémnāth APPUHĀMY, Thomas R. M.

6. Names in which the family name and/or personal name and/or surname are regularly given as initials and a last element is given in full

last part of name in full

TILAKASIRI, J.  
SILVA, N. D. P.  
PUNCHI APPUHĀMY, T.  
BANDA, Sumanasēkera S. J.

7. Royal names

personal name followed by title in English

VIJAYABĀHU I, *King*  
SAPUMAL, *Prince*

#### c. Religious usage

The names of priests of earlier periods consisted of a religious given name and a term indicating religious status. Occasionally honorifics such as *Bata, Asa* were used in front of names as well as other terms such as *Pindapatika, Viharavasika* etc.. Current usage follows the pattern given below. Names may appear in Pali, Sanskrit, English and Sinhalese although the Pali name should be preferred when a name appears in all four.

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Name distinguishing the religious name 2 below	given on ordination and usually the name of birth place or, less commonly, the temple name ( <i>arama</i> ) or fraternity name	Tetagamuwe Babarānde Balangoda Polwatte Vajirāṇavasi
2. Religious given name	given on ordination and usually a Buddhist common scriptural name - simple	Rāhula Sōrata
	- compound, although this is less common	Ānanda-Maitréya Siri-Seevali Maitri-Murti Somalōka-Tissa

### Additional elements to names

Element	Use	Examples
1. Respectful term of address, usually omitted from headings. These may also be terms indicating learning etc..	before the whole name	<i>Bata, Asa, Pūjya, Puṣyapada, Garu, Ayusmat, Reverend, Venerable, Pandita, Vinayadhara, Dharmadhara, Yogavacara, Vichitra Dharmakatika etc.</i>
2. Suffix indicating rank, office or status in the monkhood	after the whole name and inseparable from it except as noted below	<i>Bhikkhu, Bhikshu, Himi, Yati Tera, Thera, Sthavira, Maha Tera, Maha Thera, Maha Sthavira, Nāyaka Thera, Na Himi, Nāyaka Sthavira, Mahanāyaka</i> <i>Note: This is an incomplete list of Paṭi, Sanskrit and Sinhalese examples.</i>

*Note:* Because suffixed Buddhist titles are liable to frequent changes as a monk rises in seniority during monastic life, and to avoid incorrect status being used in headings, it is recommended that all such titles be omitted from headings and replaced by the one common term of respect *Himi*, equivalent to *Lordship* or *venerable sir*, e.g. Rāhula Himi.

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All Buddhist names	Religious given name and suffixed title	RĀHULA HIMI, Totagamuwe BUDDHADATTA HIMI, Polwatte SIRI-SEEVALI HIMI, Babarānde
	name distinguishing the religious given name if the latter cannot be ascertained after reasonable search	ANAVAMADARSI HIMI
	title denoting leadership of a monastery if this is a well known form and the religious given name cannot be ascertained	MAHANĒPĀMULA

### 2. Tamil

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Place name, usually birth place or origin of ancestors		Nallūr Thimilai
2. Father's personal name	usually simple	Jeronis
3. Personal name	usually simple - Hindu origin	Ganēsh Indrapāla Sabāratnam
	- Western origin	Wyman Joseph
4. Surname	of Western origin used by Christian Tamils	Vaas Xavier Peiris Silva

5. Caste name usually simple

Ayyar  
Sarmā  
Sāstrika

### Additional elements to names

Element	Use	Examples
1. Honorific titles	before the name	<i>Kalaippulavar, Pulavarmani, Rasikamani, Panditamani, Muhandiram etc.</i>
	after the name	<i>Nāvalar, Pulavar, Mudaliyār, etc.</i>
2. Religious titles	before the name	Yogi, Vana Pita, Arultiru
	after the name	Swāmi, Adikal, Patiriār

Name elements may be combined in various ways:

Elements	Examples
1. Father's name, frequently abbreviated + personal name	K. Kailāspathi Karthigesu Indrapāla
2. Father's name + personal name + surname	Jeronis Anthony Miranda
3. Place name + personal name	Chilleiyūr Chelvarājan Nallūr Gnanaprakāsar
4. Title + father's name given as initials + personal name	<i>Kalaippulavar</i> K. Navaratnam
5. Title + personal name	<i>Makkalmani</i> Rāmalingam
6. Personal name + title	Ārumuga Nāvalar
7. Father's name given as initials + personal name + title	K. Sankara Ayyar
8. Religious title + personal name	Swāmi Gnānaprakāsar
9. Personal name + religious title	Vipulānanda Adikal
10. Personal name + father's name, used by unmarried women	Umā Mahēsvaran <i>Note:</i> The term of address <i>Selvi</i> (Miss) may be added.
11. Personal name + husband's name, used by married women	Indrāni Nallaiah <i>Note:</i> The term of address <i>Thirumathi</i> (Mrs.) may be added.

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. All names containing a personal name but without a surname	personal name	KAILĀSPATHI, K. GNĀNAPRAKĀSAR, Nallūr NAVARATNAM, <i>Kalaippulavar</i> K. RAMALINGAM, <i>Makkalmani</i> ARUMUGA Nāvalar SANKARA, Ayyar, K. SELVARATNAM, Arultiru VIPULĀNANDA Adikal UMĀ MAHĒSVARAN (Selvi) INDRĀNI NALLAIAH (Thirumathi)
2. Names containing a surname of Western origin	surname	FERNANDO, Mārck Joseph MIRANDA, Jeronis Anthony

### National cataloguing code

The *Anglo-American cataloguing rules*, 1967, are widely used, although the Sri Lanka Library Association is drafting rules for a national code based on AACR.

### Romanization schemes in use

The schemes described in the following references are used in Sri Lanka.

Sinhalese : *A dictionary of Sinhala language*. Colombo: Royal Asiatic Society, Ceylon Branch, 1935-41.

Tamil : *The Tamil lexicon*. Madras : Univ of Madras, 1936; the system of the International Association for Tamil Research (IATR) in: *Proceedings of the second International Conference Seminar of Tamil Studies, 1968*, edited by R. A. Asher, Madras : IATR, 1971.

### Sources and recommended references

*Sri Lanka national bibliography*. - Colombo : Ceylon National Library Services Board, 1962- (Formerly *Ceylon national bibliography*, 1962-1973).

Lankage, Jayasiri. *Sinhala names : cataloguing problems and solutions : a point of view*. 1974. 20p. Unpublished paper.

Goonetilleke, H. A. I. *A bibliography of Ceylon*. Zug, Switzerland : Inter Documentation Company, 1971-.

### Authority for information provided

Sri Lanka Library Association, National Cataloguing Committee.

Checked and approved by: Jayasiri Lankage, General Secretary, Sri Lanka Library Association, 10 October 1976.

Languages : 1. Swedish 2. Saami (Lappish) SWEDEN  
Svenska Sápmi SVERIGE = RUOTTA

### 1. Swedish

#### NAME ELEMENTS

##### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename	simple	Birgitta Gunnar Olof Karl
	compound, often hyphenated	Anna-Stina Karl-Erik
	patronymic : masculine ending in <i>-son</i> , feminine ending in <i>-dotter</i>	Hansson (might be abbreviated H:son)
	forename used as a patronymic but preceding the forename	Busk Rut Knis Karl
2. Surname	simple	Johansson Lagerlöf
	with prefix, usually of foreign origin	af Geijerstam De Geer De la Gardie von Linné
	compound, frequently joined by a hyphen	Hyltén-Cavallius Leche Löfgren Natt och Dag Peterson-Berger
	surname preceded by a middle name, e.g. a married woman's former surname, or a close relative's surname, the combination sometimes hyphenated but as a rule not	De Geer Bergenstråhle Lärn Sundvall

##### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Royal titles	before the forename(s)	<i>drottning</i> Silvia av Sverige
2. Religious titles etc. as part of a name	varies	<i>biskop</i> Brynolf av Skara

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	ERICSON, Stig H.son JOHANSSON, Karl-Erik JONSSON, Busk Rut LAGERLÖF, Selma
2. Surname with prefix		
- of Germanic origin <i>except</i> Dutch prefix <i>de</i>	part following prefix	GEIJERSTAM, Gustaf af LINNÉ, Carl von
- other prefixes	prefix	DE GEER, Carl Johan DE LA GARDIE, Magnus Gabriel
3. Compound surname	first part of compound	HYLTÉN-CAVALLIUS, Gunnar Olof LECHE LÖFGREN, Mia NATT OCH DAG, Anna-Stina PETERSON-BERGER, Wilhelm
		DE GEER BERGENSTRÅHLE, Marie-Louise LÄRN SUNDVALL, Viveca

*Note* : Entry is the person's preferred form if it is known, but for practical reasons a middle name followed by a surname is usually treated as a compound surname, e.g.

### Exceptions :

Type of name	Entry element	Examples
1. Royal names	forename, numbers	GUSTAV VI ADOLF, <i>kung av Sverige</i> SILVIA, <i>drottning av Sverige</i>
2. Medieval names	forename	BIRGITTA, <i>helgon</i> BRYNOLF Algotsson, <i>biskop av Skara</i>

### 2. Saami (Lappish)

*Note* : Saami (in a number of dialects) is spoken in Finland, Norway, Sweden and Russia. In Scandinavia there exists a Saami cultural community which, among other things, means that a Saami author may publish books in any of the three countries. The author's name may then be handled according to the bibliographical rules of his or her own country (slightly differing from each other, mainly in respect to the handling of double surnames and patronymics).

Three main Saami dialects with different orthographies are used in Sweden. Often the same person uses two versions of the name, one Swedish-adapted as an official form for use in contact with Swedish-speaking society and authorities, and the other in Saami for the Saami-speaking society.

The Saami name often consists of one or more patronymics followed by a forename (with the surname excluded). When a person uses the Saami name as an author this is chosen for the main entry in catalogues and bibliographies (but the other version containing the surname is much more frequent).

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Forename	in Saami	Áilu Biera Elle Gáren Pávlos
	in Swedish	Britta Inga Nils-Aslak
2. Patronymic	father's or mother's and sometimes also a grandparent's name in the genitive, followed by a forename	Ingor Ántte Áilu Márjjá Biera Mihkkala Biera Pávlos
	patronymic in Swedish followed by a surname	Aslaksdotter Nilsson
3. Surname	simple	Eira Gaup Labba Pirak Skum Utsi Valkeapää
	compound, consisting of two surnames, sometimes hyphenated (the first name often a married woman's former name)	Marakatt-Labba Utsi Gaup

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	EIRA, Inga Ravna PIRAK, Anta UTSI, Paulus VALKEAPÄÄ, Nils-Aslak
2. Patronymic - followed by a surname	surname	SKUM, Nils Nilsson
- followed by a forename	forename	ÁILU, Ingor Ántte BIERA, Márjjá PÁVLOS, Mihkkala Biera
3. Compound surname	first part of compound	MARAKATT-LABBA, Britta UTSI GAUP, Elisabeth

*Note* : Entry is the person's preferred form if it is known, but for practical reasons a middle name followed by a surname is usually treated as a compound surname.

### National cataloguing code

*Katalogiseringsregler för svenska bibliotek / utgiven av SAB : s kommitté för katalogisering och klassifikation. - 2. uppl. - Lund : Bibliotekstjänst, 1990. ISBN 91-7018-324-4*

These rules are a translation, with some adjustments, of the *Anglo-American cataloguing rules*, 2nd Edition rev. 1988.

### Authorities responsible for issuing library rules about names

SAB : s kommitté för katalogisering och klassifikation, Sveriges allmänna biblioteksörening (SAB) = Swedish Cataloguing Committee, Swedish Library Association.

### National authority file of names

The name authority file is available in the national union database catalogue *LIBRIS*.

### Sources and recommended references

*Svensk bokförteckning / Svensk bokkatalog* = Swedish national bibliography. - 1953 - . -ISSN 0039-6443  
The national bibliography is also available together with a name authority file in the national union database catalogue *LIBRIS*, completely from 1976 - .  
The period 1986 - 1994 is available also on CD-ROM : *CD-LIBRIS*. - Stockholm : Kungl. biblioteket, 1994 - . ISSN 1102-853X

*Nationalencyklopedin*. - Höganäs : Bra böcker, 1989 - ISBN 91-7024-619-X National encyclopaedia

*Svenskt biografiskt lexikon*. - Stockholm, 1918 - .  
National biographical dictionary

*Svenskt författarlexikon : biobibliografisk handbok till Sveriges moderna litteratur*. - Stockholm : Rabén & Sjögren, 1942 - .  
Dictionary of Swedish authors

*Vem är det : svensk biografisk handbok*. - Stockholm : Norstedt, 1912 - . ISSN 0347-3341 Careers of living Swedish men and women. - Biennial

*Vem är hon : kvinnor i Sverige : biografisk uppslagsbok*. - Stockholm : Norstedt, 1988 - .ISSN 0284-852X  
Careers of living Swedish women. - Triennial

*Sammallahti, Pekka, Sámi-suoma sátnegirji = Saamelais-suomalainen sanakirja*. - Ohcejohka : Jorgaleaddji, 1989. - ISBN 951-8939-03-9.  
This Saami-Finnish dictionary has an appendix with lists of Saami names.

### Authority for information provided

Kungl. biblioteket, Bibliografiska avdelningen (Royal Library, National Library of Sweden, Bibliographical Department).

Checked and approved by : Unn Hellsten, Nationalbibliografiska sektionen, Bibliografiska avdelningen vid Kungl. biblioteket (Bibliographical Department of the Royal Library), Stockholm, November 1994. For Saami names, in collaboration with Kristina Utsi Boine and Mikael Svonni, Samiska institutionen, Umeå universitet (Dept. of Saami, Umeå University), April 1995.

<b>Languages:</b>	1. German	2. French	SWITZERLAND
	Deutsch	Francais	SCHWEIZ = SUISSE = SVIZZERA
	3. Italian	4. Romansh	
	Italiano	Rumantsch	

For name usage in German  
see the entry under GERMANY

For name usage in French  
see the entry under FRANCE

For the name usage in Italian  
see the entry under ITALY

Other national usage follows in this entry

### NAME ELEMENTS

#### Elements normally forming part of a name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
Surname	compound	
	- a married woman can use her previous name (maiden name) in front of her husband's name. The names are not linked by a hyphen.	Chappuis Blanc Haller Baumann

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

<i>Type of Name</i>	<i>Entry Element</i>	<i>Examples</i>
Compound surname	first part of a name (previous name of a married woman)	CHAPPUIS BLANC, Chantal HALLER BAUMANN, Ursula

#### 4. Romansh

### NAME ELEMENTS

#### Elements normally forming part of name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
Surname	simple	Marca
	with prefix, consisting of a preposition	a Marca da Porta de Flugj

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of Name	Entry element	Examples
Surname with prefix which is a preposition	part following prefix (in accordance with French practice)	FLUGI, Conradin de MARCA, Luca a PORTA, Notta da

### National cataloguing code

*Katalogisierungsregeln* / Vereinigung Schweizerischer Bibliothekare (VSB). - s., überarbeitete Aufl. - Bern : VSB, 1983 - 1992. - 14 Fasz. ISBN 3-85815-102-5

*Règles de catalogage* / Association de bibliothécaires suisses (ABS). - 2e ed. refondue. - Berne : ABS, 1983 - 1992. - 14 Fasc. ISBN 3-85815-103-3.

Name of the editing corporate body since 1991 : Verband der Bibliotheken und der Bibliothekarinnen/Bibliothekare der Schweiz (BBS) = Association des bibliothèques et bibliothécaires suisses (BBS).

### Authorities responsible for issuing library rules about names

Verband der Bibliotheken und der Bibliothekarinnen/Bibliothekare der Schweiz. Kommission für Alphabetische Katalogisierung = Association des bibliothèques et bibliothécaires suisses. Commission de catalogage alphabétique.

### Sources and recommended references

The following bibliography, redacted by the Schweizerische Landesbibliothek, Berne, published by the Schweizerische Buchhändler-und-Verleger Verband, Zurich, has been using the BBS rules for names of persons since 1978.

*Das Schweizer Buch = Schweizerische Nationalbibliographie = Le Livre suisse : bibliographie nationale suisse = Il Libro svizzero : bibliografia nazionale svizzera.* (1943-). - ISSN 0036-732X

### Authority for information provided

Schweizerische Landesbibliothek = Bibliothèque nationale suisse = Biblioteca nazionale svizzera.

Checked and approved by: Alois Baumgartner, Schweizerische Landesbibliothek, Berne, November 1994.

Language: Tadjhik

TADZHIKISTAN

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple	Мирзо	Mirzo
		Убайд	Ubajd
	- masculine	Аминҷон	Amindjon
		Ҷамид	Qhamid
2. Surname	simple	Розия	Rozija
		Лола	Lola
	- masculine and feminine	Турсунзода	Tursunzoda
		Иқромӣ	Iqromi
- masculine	Мирзоев	Mirzoev	
	- feminine	Мирзоева	Mirzoeva

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. Simple surname	surname	ТУРСУНЗОДА, Мирзо TURSUNZODA, Mirzo РУСТАМОВА, Музафара RUSTAMOVA, Muzaffara

### Exceptions:

Type of name	Entry element	Examples
1. Surname in the same form as the forename	surname	КАРИМ, ҲАКИМ KARIM, Qhakim ҶАЛИЛ, Раҳим DĀLIL, Raqhim
2. Personal name by which some persons, e.g. poets and artists, are better known	personal name	ГУЛНАЗАР КЕЛДИЕВ, Гулназар GULNAZAR (full name: KELDIEV, Gulnazar) ГУЛРУХСОР САФИЕВА, Гулрухсор GULRUHSOR (full name: SAFIEVA, Gulruhsor)
3. Names of authors of earlier periods, and <i>akyns</i> (popular singers), consisting of a personal name to which other elements may be added	name by which better known, e.g. a pseudonym, or a personal name	РИЁЗИИ САМАРҚАНД RIĒZII SAMARQANDĪ (full name: ИМОМИДДИН РИЁЗИИ САМАРҚАНДӢ IMOMIDDIN RIĒZII SAMARQANDĪ)

АДИБ СОБИРИ ТИРМИЗ  
 ADIB SOBIRI TIRMIZI  
 (full name:  
 ШИХОБИДДИН СОБИР  
 ИБНИ ИСМОИЛИ  
 ТИРМИЗИ  
 ŠIQHOVIDDIN SOBIR IBNI  
 ISMOILI TIRMIZI)

#### National cataloguing code

Rules for the choice and from of names are contained in:

*Edinye pravila opisanija proizvedenij pečati dlia bibliotičnyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
 English title: *Uniform rules for the entry of printed matter in library catalogues.*

#### Sources and recommended references

Солномаи матбуоти РСС Тоҷикистон. Органи библиографияи давлатии РСС Тоҷикистон. Душанбе, 1939-

*Solnomai matbuoti RSS Tođčikiston. Organi bibliografijai davlatii RSS Tođčikiston. Dušanbe, 1939-*

#### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

#### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
 Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Languages: 1. Swahili 2. English

TANZANIA

The languages in Tanzania can be grouped into four major groups: Bantu, Nilotic, Cushitic, and Khoisian. Names follow Western, Islamic and traditional practices. It is not possible to describe here the many variations in naming practices in Tanzania. Because persons may acquire many names, and change their names on several occasions, it is advisable in catalogues to make all appropriate cross-references from different forms and former names. More usual Tanzanian name usage influenced by Swahili language and culture follows in this entry.

For name usage in English see the entry under UNITED KINGDOM

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
a. In Western form:		
1. Forename(s) of Western, Islamic, or traditional origin	simple <i>Note:</i> All or one of the forenames may be given as initials.	Matthias E. Shaaban Saleh Julius Kambarage
2. Surname, sometimes derived from tribal names and including Western forenames used as surnames	simple, which may be preceded by a term indicating relationship - <i>wa</i> (son of, or daughter of)	Michael Mnyampala Nyerere Farsi Omari wa Mapua
	with prefix of tribal origin but now falling into disuse - <i>Ole</i> (Masai), <i>Mwa, Se, Ko</i> (Bantu), <i>Che</i>	
	with apostrophe indicating pronunciation	Mang'anya Ng'Wananogu
	compound, consisting of two names	
	- linked by a hyphen, sometimes consisting of a married woman's maiden name followed by her husband's surname	Pendaeli-Sarakikya Ngombale-Mwiru
	- sometimes linked by a hyphen in which the second part may be a family name or surname	Amri Abedi Sapi-Mkwawa Nyanduga Mukinja
b. In traditional Islamic form:		
1. Personal name		Shaaban Hasani Saidi Jumaa
2. Particle, which may or may not be used to link 1 and 3	indicating relationship	<i>bin</i> or <i>bini</i> (son of) <i>binti</i> (daughter of)
3. Personal name of father		Robert Saleh Musa



4. Particle, which may or may not be used to link 3 and 5 if present	as 2 above	as 2 above
5. Personal name of grandfather		Said, etc. as 3 above
6. Name indicating origin or descent, now falling into disuse	preceded by <i>el</i> or <i>al</i>	el Buhri el Ajjem
c. In traditional tribal form:		
1. Whole name	simple	Mirambo
	compound having particular meaning, which may be words variously hyphenated, separate, or linked by a conjunction	Mutengela Kadendula Nyungu-ya-Mawe Kiziku wa Maziku Mashaka Kazidi Mashaka Ngwana Nkila O-Nyumba

#### Additional elements to names

*Note:* Titles of honour, office, and respect frequently appear with names on the title pages of books and should not be confused with forenames etc. They may be included in catalogue headings.

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Honoric prefix - <i>Sheikh</i> (or <i>Sh.</i> ); <i>Kadhi</i> (judge); <i>Mfalme</i> , <i>Mtemi</i> (chief); <i>Mwalimu</i> (or <i>Mw.</i> , teacher); <i>Mzee</i> (respected old man); <i>Mama</i> (respectful address for a woman); <i>Mheshima</i> (or <i>Mh.</i> , honourable address for members of Parliament to 1974); <i>Bwana</i> (or <i>Bw.</i> , Mr.); <i>Ndugu</i> , (comrade, used for all persons after 1974); <i>Askofu</i> (bishop); <i>Sista</i> (woman in religious orders); etc.	variously before the personal or last name	<i>Sheikh</i> Abeid Amri Karume <i>Mtemi</i> Mirambo <i>Sista</i> Sofia

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* Variant spelling may cause cataloguing problems, e.g. variations of Mohammed, or between Swahili and English versions of the same name such as Daudi (David). Modern writers use consistent spelling but earlier authors' names may require one form to be chosen and referred to. Tanzanian library practice is to enter a name in the preferred form when known and to use titles of honour whilst other titles are used only to distinguish similar names. As there is no consistency in the use of conjunctions in Islamic names these are ignored in filing.

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
a. Western form	surname	MNYAMPALA, Matthias E. FARSI, S. S.
1. Simple surname		NYERERE, Julius Kambarage OMARI, Cuthbert Kashingo MICHAEL, Joyce MAPUA, B. B. Ngene wa
2. Surname with prefix	prefix	OLE SAIBUL, Solomon CHE KONDO, R. K.
3. Surname with apostrophe	first part of name	MANG'ENYA, Erasto

4. Compound surname	second part of compound if this is a family name or surname	ABEDI, Kaluta Amri MKWAWA, Adam Sapi
	second part of compound, the husband's surname, in the case of a married woman	SARAKIKYA, Eva Pendaeli
b. Islamic form:		
1. All	first part of name	SHAABAN ROBERT HEMED <i>BINI</i> ABDULLAH <i>BINI</i> SAID, <i>El Buhri</i> SAIDI MUSA HASANI <i>BINI</i> ISMAIL MUSSA RASHIDI MUSSA
c. Traditional tribal form:		
1. All	first part of name	MIRAMBO, <i>Mtemi</i> NYUNGU-YA-MAWE KIZIKU WA MAZIKU MUTENGELA KADENULA MASHAKA KAZIDI MASHAKA

#### Sources and recommended references

This entry is based on:  
Rosenberg, D. B. "Shaaban Robert or Robert Shaaban? Some thoughts on the entry word in Tanzanian personal names", *Someni: journal of the Tanzania Library Association*, vol. 4 no. 2/3, new series, Feb. 1976.

*Printed in Tanzania.* Dar es Salaam : Tanganyika Library Service, 1970 (1969)-. Annual.

#### Authority for information provided

Tanganyika Library Service.

Checked and approved by: E. E. Kaungamno, Director, Tanganyika Library Service, 17 August 1976.

Language: Thai

THAILAND  
(PRATES THAI)

NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Personal name	simple <i>Note:</i> Compound personal names are rare. The use of hyphens in romanized examples usually only indicates correct pronunciation.	Nilawan Dhanit Chun Bang-on Prayut
2. Family name	simple <i>Note:</i> These were officially introduced into Thailand in 1915.	Pinthong Prabhavivadhana Yupho Sitthiphan Bannakit
	compound <i>Note:</i> As most Thai names are combinations of words they give the appearance, when romanized, of being compound, especially if hyphens are used. However, true compound family names are either combinations of different family names, in which case hyphens may be used in romanization, and/or a name preceded by the prefix <i>Na (at or of)</i> and are always written as separate words.	Sawasdi-Xuto Na Talang Komarakul Na Nakara

*Note:* A Western forename may be used before the family name, e.g.

Maria (e.g. Maria Laosunthara)

Some persons use initials to indicate parts of their names, e.g.

P. Malakul (for Pin Malakul)

Occasionally a writer may drop part of a name and substitute an initial, e.g.

Prayad S. (for the personal name Prayadri used by Prayad S. Nakanart)

Pseudonyms may also contain initials, e.g.

C. Prabha (for Chun Prabhavivadhana)

In most instances full forms are used in catalogue headings.

Additional elements to names

*Note:* Thai royal and noble names and titles are extremely complex and are treated only briefly in this entry.

Element	Use	Examples
1. Royal titles		
a. for the king- in early periods <i>Phokun</i> , <i>Phrachao</i> , <i>Phraya</i> ; in the present dynasty from B.E. 2325 [1782] <i>Phrabatsomdetphra</i>	before the conferred name which may itself be the given name expanded. The short form is usually used	<i>Phraya</i> Tak Sin <i>Phrabasomdetphra</i> Chula- chomkiao chaoyuhoi
b. for the queen - as queen regnant <i>Somdetphranangchao</i> .. <i>phrabaramachininart</i> , as queen consort <i>Somdetphranangchao</i> .. <i>baramarachini</i>	before and after the first or conferred name as appropriate	<i>Somdetphranangchao</i> Sirikit <i>phrabaramachininart</i> <i>Somdetphranangchao</i> Ramphaiphani <i>baramarachini</i>

c. for the king's consort other than a queen- before 1932 various ranks were used	before the first name or conferred name if her rank has been raised	<i>Chaochom</i> Thabthim
d. for other royal family and descendants- various terms indicating royal relationship, titles of rank and conferred titles are used including <i>Momchao</i> , <i>Momrachawong</i> , <i>Momluang</i> abbreviated to M.C., M. R., M. L. More distant descendants have the name <i>Na Ayuthya</i> added after the family name	before the first or conferred name as appropriate	<i>Somdetphrachao</i> lukyather- <i>chaofa</i> Chulalongkorn <i>Note:</i> This rank may be shortened to <i>Somdetchaofa</i> . <i>Momluang</i> Pin Malakul
2. Titles of honour ( <i>yo</i> t <i>bandasak</i> ) and rank, of nobility ( <i>khunnang</i> )- <i>Chaophraya</i> , <i>Phra</i> or <i>Chaomuen</i> , <i>Luang</i> , <i>Khun</i> , <i>Nai</i> , etc. <i>Note:</i> <i>Khun</i> , <i>Nai</i> and <i>Nang</i> are also terms of address and are not included in headings if intended as such.	before the conferred name ( <i>ratchatinanani</i> )	<i>Phraya</i> Anumanrachathon <i>Luang</i> Wichitwatakarn

Not included in catalogue headings:

3. Terms of address- <i>Khun</i> , <i>Nai</i> , <i>Nang</i> , <i>Nangsao</i> , etc.	before the personal name	
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ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Personal name and family name	personal name. Full forms should be used. In cases where the full form of a personal name given as an initial cannot be ascertained, enter under the initial	NILAWAN Pinthong CHUN Prabhavivadhana MARIA Laosunthara DHANIT Yupho
2. Royal name and title	first part of conferred royal name of a king	CHULACHOMKLAO chaoyuhoi, <i>Phrabatsomdetphra</i>
	first name or first part of conferred royal name of a queen as appropriate	SIRIKIT phrabaramara- chininart, <i>Somdetphranangchao</i>
	first name or first part of conferred name as appropriate for other royal family and descendants	WACHIRALONGKORN, <i>Somdetchaofa</i> CHULALONGKORN, <i>Somdetchaofa</i> RACHABURIDIREKRIT, <i>Kromluang</i> SENI Pramoj, <i>Momrachawong</i> (or <i>M.R.</i> ) PIN Malakul, <i>Momluang</i> (or <i>M.L.</i> ) DUSADI Boribat Na Ayuthaya, <i>Mom</i>

3. Names and titles of nobility
- |   |   |
|---|---|
| <p>first part of conferred name followed by the title. First and family names should be added in parentheses except when these are the same as the conferred name</p>   | <p>YOMARAT, <i>Chaophraya</i> (Pun Sukum)<br/>WICHITWATAKARN, <i>Luang</i></p>                          |
| <p>first name, followed by her husband's conferred or family name, for the wife of a nobleman</p>   | <p>TALUB Sukum, <i>Thanphuying</i><br/>PRAPHAPHAN Wichitwatakarn, <i>Khunying</i></p>                   |
| <p>first name followed by family name for a woman who has been honoured for royal or social services, except for a woman holding the rank <i>Thao</i> in which case enter under the conferred name with first and family names in parentheses</p> | <p>DUSADI Malakul Na Ayuthya, <i>Thanphuying</i><br/>SOMSAK, <i>Thao</i> (Momrachawong Pui Malakul)</p> |

Language : English

TRINIDAD AND TOBAGO

For name usage see the entry under UNITED KINGDOM

**Authority for information provided**

Central Library of Trinidad and Tobago

Checked and approved by : Pamela Benson, Director, Central Library of Trinidad and Tobago, Port of Spain, December 1994.

**Romanization schemes in use**

*Notification of the Royal Institute concerning the transcription of Thai characters into Roman.* Bangkok, B. E. 2482 [1939].

A romanization scheme for Thai was published in *Cataloguing service* (ISSN 0041-7890) bulletin 120, Winter 1977, pp. 47-48 (Processing Department, Library of Congress, Washington D.C.).

**Sources and recommended references**

*Monthly list of books printed in Thailand.* - Bangkok: National Library, 1963 -

Suthilak Ambhanwong. *Cataloguing rules of Thai books, with sample catalog cards.* - Thaiwatanapanich, 1967.

Amporn Tikara. *Problems in cataloguing of Thai books and proposals for descriptive cataloguing.* Master's thesis, Chulalongkorn University, 1967.

Proesiri Bhokanandhana. *A proposal for a cataloguing handbook for Thai publications.* Master's thesis, Graduate School of Arts and Science, Catholic University of America, 1958.

**Authority for information provided**

National Library of Thailand.

Checked and approved by: Mrs. Maenmas Chavalit, Director, National Library of Thailand, 17 March 1977.

Language : Turkish

Türkçe

TURKEY

TÜRKİYE

*Türk ansiklopedisi*. - Ankara : Milli Eğitim Bakanlığı, 1943-1983.

Authority for information provided

Millî Kütüphane Başkanlığı. Kataloqlama ve Sınıflama Sube Müdürlüğü, Ankara.

A modified roman alphabet was introduced into Turkey in 1928 and officially replaced the Arabic script for Turkish. Since 1934 each Turkish family has adopted an official surname. Titles of nobility were abolished in 1934.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple	Kemal Reşat Nuri
2. Surname ( <i>soyadı</i> )	simple	Demiray Güntekin
	compound	Abdurrahman Semseddin

*Note:* There are no compound surnames in Turkey. Compounds of foreign origin are adapted to Turkish forms in one word, e.g.

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Forenames of persons writing before 1935	forename	ABDULLAH Cevdet NĀMIK Kemāl ÖMER Seyfettin
2. Modern (official) surnames after 1935	surname	ADIVAR, Abdullah Adnan DEMİRĀY, Kemāl GÜNTEKIN, Reşat Nuri

### National cataloguing code

*Anglo-American cataloguing rules*. - 2nd Edition rev. 1988. - London : Library Association Publishing Ltd., 1988. ISBN 0-85365-509 X (Casebound)

*Anglo-American cataloguing rules. Amendments* 1993. - London : Library Association Publishing Ltd., 1993. ISBN 1-85605-073-3

### Sources and recommended references

*Türkiye bibliyografyası*. - Ankara : Milli Kütüphane, 1991.  
(Turkish national bibliography)

*Ana Britannica* /editör Philip W. Goetz. - İstanbul : Ana Yayıncılık, Encyclopaedia Britannica Inc., 1986-1988.

*Meydan Larousse*. - İstanbul : Meydan Yayınevi, 1981.

*İslam ansiklopedisi*. - İstanbul : Milliyet, 1991.

Language: Turkmen

TURKMENISTAN

Sources and recommended references

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple		
	- masculine	Ашырныяз Нуры	Aşyrnyjaz Nury
2. Surname	- feminine	Нуртувак	Nurtuvak
	simple		
	- masculine	Илмырадов Кербабаев	Ilmyradov Kerbabaev
	- feminine	Кербабаева Эсенова	Kerbaeva Esenova

Туркменистан ССР-ниң метбутат летописен. Ашгабат, 1930-

*Türkmenistan SSR-niň metBugat Letopisi.* Aşhabat, 1930-

### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters* / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)

### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule:

Type of name	Entry element	Examples
1. Simple surname	surname	ИЛМЫРАДОВ, Жума ILMYRADOV, D uma КЕРБАБАЕВ, Берди KERBABAЕV, Berdi ЭСЕНОВА, Товшан ESENOVA, Tovşan

### Exceptions:

Type of name	Entry element	Examples
1. Surname in the same form as the forename		АТА САЛЫХ ATA SALYH ДУРДЫ ГЫЛЫЧ DURDY GYLYÇ
2. Names of authors of earlier periods, and <i>akyns</i> (popular singers), consisting of a personal name to which other elements may be added	name by which better known, e.g. a pseudonym, or a personal name	БАЙРАМ ШАХЫР BAJRAM ŞAHYR

### National cataloguing code

Rules for the choice and from of names are contained in:

*Edinye pravila opisaniya proizvedenij pečati dlia biblioteknyh katalogov* / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj

Biblioteki SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.

English title: *Uniform rules for the entry of printed matter in library catalogues.*

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Language: English

UGANDA

National authority file of names

For name usage see the entry under UNITED KINGDOM  
Other national usage follows in this entry

The Makerere University Library maintains an authority list of national authors' names which has been published in the Library's accessions list no. 94, Jan./Mar. 1974.

**NAME ELEMENTS**

Authority for information provided

Makerere University Library.

**Elements normally forming part of name**

Element	Type	Examples
1. Forename(s)		David Taban Ngugi
2. Surname	simple	Kizito Lwanga
	compound	Senteza-Kajubi Kibuka-Mukasa Kibuka-Musoke
	with prefix <i>lo, p', wa</i> (son of)	p'Bitek Lo Liyong

Checked and approved by: Mrs. E. R. Kamy, Makerere University Library, 23 June 1976.

**Additional elements to names**

Element	Use	Examples
Included in catalogue headings:		
1. Title of nobility, consisting of a prefix indicating rank followed by a place name after the pre-position <i>wa, we</i> or <i>of</i>	alone, or after the name or the prefix before the name	<i>Kabaka wa Buganda</i> or Mutesa II, <i>Kabaka of Buganda</i> or <i>Kabaka Mutesa II</i> <i>Omukama we Bunyoro</i>

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

Type of name	Entry element	Examples
1. Simple surname	surname	WINYI II, <i>Omukama we Bunyoro</i> LWANGA, Tucker MUTESA II, <i>Kabaka of Buganda</i>
2. Compound surname	first part of compound	KIBUKA-MUSOKE, John
3. Surname with prefix	prefix	p'BITEK, Okot

Language: Ukrainian

UKRAINE

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples	
1. Forename	simple		
	- masculine	Миколай	Mykolaj
	- feminine	Надія	Nadija
2. Patronymic	simple		
	- masculine	Миколайович	Mykolajovyč
	- feminine	Олександрович Миколаївна Олександрівна	Oleksandrovyc Mykolajivna Oleksandrivna
3. Surname	simple		
	- masculine	Шевченко	Ševčenko
	- feminine	Коцюбинський Коцюбинська	Kocjubyns'kyj Kocjubyns'ka
	compound		
- masculine	Карпенко-Карий Нечуй-Левицький	Karpenko-Karyj Necuj-Levyc'kyj	

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple surname	surname	ШЕВЧЕНКО, Тарас Григорович ŠEVČENKO, Taras Grygorovyč КОЦЮБІНСЬКИЙ, Михайло Михайлович КОСЈУБЫНС'КУЈ, Myhajlo Myhajlovyc
2. Compound surname	first part of compound	НЕЧУЙ-ЛЕВИЦЬКИЙ, Іван Семенович NEČUJ-LEVYC'KYI Ivan Semenovyč КВІТКА-ОСНОВ'ЯНЕНКО, Григорій Федорович KVITKA-OSNOV'JANENKO, Grygorij Federovyč

### National cataloguing code

Rules for the choice and from of names are contained in:

*Edinye pravila opisanija proizvedenij pečati dlja bibliotečnyh katalogov / Me duvedomstvennaja kataložizacijnaja Komissaja pri Gosudarstvennoj*

*Biblioteki SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*

English title: *Uniform rules for the entry of printed matter in library catalogues.*

### Sources and recommended references

Літопис книг. Орган державної бібліографії Української РСР. Харків, 1924 - (Книжкова палата УРСР ім. Івана Федорова).

*Litpys knyg. Organ der avnoji bibliografiji Ukrajins'koji RSR. Harkiv, 1924 - (Kny kova palata URSR im. Ivana Fedorova).*

Словник власних імен людей (українсько-російський і російсько-український). 4-е вид., випр. і доп. Уклали: С. П. Левченко, Л. Г. Скрипник, Н. П. Дзятківська. За ред. Л. Г. Скрипник. Київ, 1972. (Академія наук Української РСР. Інстут мовознавства ім.О.О.Потебні).

*Slovnyc vlasnyh imen ljudej (ukrajins'ko-rosijs'kyi i rosijs'ko-ukrajins'kyi). 4-e vyd, vypr. i dop. Uklaly : S.P. Levčenko, L.G. Skrypnyk, N.P. Dzatkivs'ka.Red,L.G. Skrypnyk. Kyjiv, 1972. (Akademija Nauk Ukrajins'koji RSR. Instytut movoznavstva im.O.O. Potebni).*

### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committee).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committee, 17 February 1977.

Languages : 1. English 2. Gaelic 3. Welsh UNITED KINGDOM

A' Ghàidlig Cymraeg

This entry covers usage in England, Scotland, Wales, and Northern Ireland  
Information on Gaelic and Welsh usage follows at the end of this entry

**1. English**

**NAME ELEMENTS**

**Elements normally forming part of name**

Element	Type	Examples
1. Forename (Christian name)		Charles John Henry
2. Surname	simple	Smith
	compound, consisting of two or more surnames or of two or more words not themselves surnames with prefix, usually of foreign origin, written as a separate word	Bonham Carter St. John Smith-Dorien De La Mare De Quincey L'Estrange Van den Burgh

**Additional elements to names**

Element	Use	Examples
Included in catalogue headings :		
1. Titles of nobility, consisting of a prefix indicating rank, followed by a name (often after <i>of</i> ), which is distinct from the family name but may be identical with it in form	alone or following the forename and surname	<i>Duke of Marlborough</i> <i>Benjamin Disraeli, Earl of Beaconsfield</i> <i>Bertrand Russell, Earl Russell</i> <i>Sarah, Duchess of Marlborough</i>
2. Titular prefix and suffix indicating rank		<i>Sir Thomas Beecham, bart.</i>

3. Titular prefix indicating rank		
(a) bearers of orders of knighthood	before the forename	<i>Sir John Suckling</i> <i>Dame Sybil Thorndike</i>
(b) wives of knights or baronets	before the surname alone	<i>Lady Gregory</i>
(c) daughters or younger sons of certain peers	before the forename	<i>Lady Jane Grey</i> <i>Lord John Russell</i>
(d) judges of the Scottish Court of session who bear a law title beginning with the word <i>Lord</i> . For English judges designated <i>Lord Justice</i> see 3 below	before the surname	Henry Home, <i>Lord Kames</i>
4. Titles of military rank, e.g. <i>General</i> , <i>Captain</i> , and those denoting academic status, e.g. <i>Professor</i> , <i>Doctor</i> , or ecclesiastical status, e.g. <i>Rev.</i> , <i>Very Rev.</i> , may be included in the catalogue heading to distinguish between identical names. The designations <i>Father</i> , <i>Brother</i> , <i>Sister</i> , for persons in religious orders are only used when entry for such a person is under forename	before the surname alone or before the forename and surname	<i>Captain Dewhurst</i> <i>Rev. William Dodd</i>

Not included in catalogue headings :

1. Designation <i>Right Hon.</i> used by Privy Councillors and peers, and <i>Hon.</i> by certain sons and daughters of peers and some government ministers outside the United Kingdom	before the forename	<i>Hon. Alan Clark</i> <i>Right Hon. Harold Wilson</i>
2. Names formed by a titular prefix linked to a place name by <i>of</i> are neither used as the entry element nor included in catalogue headings. Reference sources must be consulted to discover forenames and surname. Similarly for persons styled as <i>Bishop Robinson</i>	before a place name	<i>Master of Falkland</i> <i>Bishop of Liverpool</i>
3. English judges designated <i>Lord Justice</i> are not peers but knights and reference sources must be used to discover their forenames	before the surname	<i>Lord Justice Smith</i>



4. Prefix *Mrs.* for a married woman unless only identified by her husband's name before the name *Mrs. Joan Smith* (*Mrs.* not included in catalogue heading) but *Mrs. Humphrey Ward* (*Mrs.* included in catalogue heading)
5. Prefixes *Lord* and *Lady* used in place of *Marquess*, *Earl*, *Viscount*, *Baron*, and their feminine equivalents. These are not the full official titles. The full title must be ascertained before the surname *Alfred, Lord Tennyson*  
*Lord Beaconsfield*  
*Lord Byron*  
*Lady Rhondda*  
*Lord Salisbury*

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	DEWHURST, <i>Captain</i> DODD, William, <i>Rev.</i> SMITH, John Henry
<i>Note</i> : Where appropriate a simple surname or a compound surname may be followed by an epithet denoting military rank or academic or ecclesiastical status.		
(a) of peers and elder sons of peers bearing one of their father's subsidiary or courtesy titles		DISRAELI, Benjamin, <i>Earl of Beaconsfield</i>
(b) of younger sons of dukes and marquesses		RUSSELL, <i>Lord John</i>
(c) of daughters of dukes and marquesses		GREY, <i>Lady Jane</i>
(d) of the wife of a knight or baronet		GREGORY, Isabella, <i>Lady</i>
(e) of knights		SUCKLING, <i>Sir John</i>
(f) of baronets		BEECHAM, <i>Sir Thomas</i>
(g) of dames or orders of knighthood		THORNDIKE, <i>Dame Sybil</i>
(h) of judges of Scottish Court of Session		KAMES, Henry Home, <i>Lord</i>
2. Compound surname	first part of compound (and similarly as (a) to (h) at 1 above)	BONHAM CARTER, Mark ST. JOHN, Henry SMITH-DORRIEN, Henry
	simple surname	MILL, John Stuart.
	first part of compound thus formed	LLOYD GEORGE, David.
3. Surname with prefix	prefix	DE LA MARE, Walter DE QUINCEY, Thomas

*Note*: A surname used as a forename may give the appearance of a compound surname but it is not so treated, e.g. But a name formed in this way, through general usage or by the practice of later generations, may become a compound surname, e.g.

### Exceptions:

- |  |  |   |
|--|--|---|
| 1. Name forming part of the title of nobility if better known or used regularly on title pages without the surname and in reference sources. Royal dukes are also regularly entered under name forming part of title | name forming part of title   | MARLBOROUGH, John Churchill,<br><i>Duke of</i><br>QUEENSBERRY, John Sholto<br>Douglas, <i>Marquess of</i> |
| 2. Names of hereditary peers who have renounced their titles   | surname, without mention of either previous or courtesy titles (similarly for the wives of such peers) | GRIGG, John, [ <i>formerly Baron Altrincham, not included in the heading</i> ]                            |
| 3. Names of persons who have renounced their titles and subsequently assumed new Life peerages   | surname of the title appropriate to their Life peerage suffixed, or as 1. above                        | HOME, Alec Douglas - Home,<br><i>Baron</i>  |

*General note*: If lower case letters are used in catalogue headings, then names such as *fforde* and *ffoulkes* should be entirely in lower case, including the initial letters, but if upper case is used for whole words in the element in question, the forms *FFORDE* and *FFOULKES* should be used.

## 2. Gaelic

### A' Ghàidlig

## SCOTLAND

### ALBAINN

There is no standard for Gaelic names and spelling varies. Most Gaelic names have a close one-to-one equivalent in English and this is frequently used. There are no Gaelic forms for titles of nobility and although chiefs of clans have well defined Gaelic names (and English ones) these are not considered titles of nobility. Patronymics are regarded as clan names because at a very early historical period they became hereditary family names, hence clan names.

See the entry for English usage for the names of judges of the Scottish Court of Session. The territorial form given in 2, below, is English usage in Scotland and not Gaelic.

## NAME ELEMENTS

### Elements normally forming part of name

Element	Type	Examples
1. Forename		Màiri Alasdair
2. Surname	simple	NicLeòid
	- feminine (there is no anglicized form corresponding to the Gaelic <i>Nic</i> (daughter of))	
	- masculine	MacLeòid
	compound using prefixes - <i>Mac, Mc, M<sup>c</sup>, M</i> (patronymic form)	Mac an t-Saoir Mac-a-Bhreatunnaich

territorial form (English) Innes of Learney  
 consisting of place name  
 attached to surname by *of*

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples
1. Simple surname	surname	GRANT, Alexander
2. Compound surname using prefix (patronymic form)	prefix	MAC AN T-SAOIR, Alasdair NIC AN T-SAORI, Màiri
3. Patronymics for persons whose family name is known	family name in the English form	GRANT, Alexander (for Alasdair Mac Iain Bhàin (Alexander, son of Fair John)) MACLEOD, Mary (for Màiri Nighean Alasdair Ruaidh (Mary, daughter of Red Alexander))
4. Territorial names (English form)	surname and place name, which can never be dropped	INNES OF LEARNEY, Sir Thomas

*General note on prefixes:* The variant versions of the prefix *Mac* (*Mc*, *M'*, *M'*) are given in the style a person uses, and written as one word, though the element after *Mac* may be capitalized. There is no particular rule about these forms. Generally speaking the variant forms are filed as if spelled out *Mac*.

### 3. Welsh

Cymraeg

WALES

CYMRU

In the majority of cases Welsh names from the seventeenth century onwards follow the English style of forename and surname. But partly for antiquarian reasons and partly because of the paucity of surnames Welsh writers have often used additional or alternative names, commonly following mediaeval usage.

#### Mediaeval usage

#### NAME ELEMENTS

In the early mediaeval period single word names were the norm. Throughout the Middle Ages the given or Christian name remained the only essential element, but most names included some of the following distinguishing elements:

Element	Type	Examples
1. Given name		Dafydd
2. Particle	indicating relationship	<i>ab</i> or <i>ap</i> (son) <i>ferch</i> or <i>verch</i> (daughter) abbreviated to <i>ve</i> , <i>vch</i> or <i>uch</i>
3. Father's name		Edmwnd
4. Grandfather's name		Hywel
5. Descriptive epithet		Gryg
6. Noun	indicating profession	Offeiriad

7. Place name Llyn

These elements were combined in various ways:

Elements	Examples
1. Single name (early mediaeval period)	Aneirin
2. Given name + particle + father's name	Dafydd ab Edmwnd
3. Given name + particle + father's nickname	Llywelyn ap Moel Y Pantri
4. Given name + particle + father's name + particle + grandfather's name	Dafydd ap Maredudd ap Tudur Catrin ferch Gruffudd ap Hywel
5. Given name + father's or grandfather's given name	Llywelyn Siôn Gutun Owain
6. Given name + father's given name + grandfather's given name	Ieuan Tudur Owen
7. Given name + epithet	Gruffudd Gryg Iolo Goch
8. Given name + noun indicating profession	Einion Offeiriad
9. Given name + epithet + particle + father's name	Gruffudd Llwyd ap Dafydd
10. Given name + place name	Wiliam Llyn Guto'r Glyn Lewis Glyn Cothi
11. Exception: Some writers are known only by nicknames commonly in the form of a descriptive phrase	Y Prydydd Bychan

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

All the types of names described previously are entered directly under the first element ignoring initial articles such as *Y* in for example *Y Prydydd Bychan*. Cross-references from the other elements have not usually been made in the National Library of Wales but for readers unfamiliar with Welsh mediaeval usage it would be highly desirable for cross-references to be made from the final element and from the portion of the name beginning with the last *ap* or *ab*.

#### Modern Welsh usage for personal names, adopted names and pen names

#### NAME ELEMENTS

##### Elements normally forming part of name

Elements	Type	Examples
1.1 Personal name	Simple (two names are usually present)	Aled Islwyn Dafydd Iwan Gwyn Erfyl Hafina Clwyd Meirion Pennar Menna Elfyn Iwan Bala
1.2 Personal name - forename		Iolo Elin Staffan

+ patronymic	with prefix	ap Gwynn ap Hywel ap Owain
2.1 Adopted name - forename		Robat Dafydd Aled Rhys
+ surname		Gruffudd Parri Wiliam
2.2 Pseudonym - forename		Ieuan
+ surname	simple	Griffiths
3. Bardic name, alternative name or pseudonym in the style of mediaeval Welsh names		Emrys ap Iwan Wacyn Wyn Ieuan Glan Geirionydd Siôn Robert Lewis Siôn Y Potiau Twm Miall

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

Type of name	Entry element	Examples	Cross references
1.1 Personal name	first name	DAFYDD IWAN HAFINA CLWYD MEIRION PENNAR	form with original family surname if known
1.2 Personal name with patronymic and prefix	first name	ELIN AP HYWEL IOLO AP GWYNN STEFFAN AB OWAIN	last element; original family surname if known
2.1 Adopted name with surname	surname	GRUFFUDD, Robat PARRI, Dafydd WILLIAM, Aled Rhys	original name if known
2.2 Pseudonym with simple surname	surname	GRIFFITHS, Ieuan	original name if known
3. Bardic name etc. or pseudonym in the Welsh style	First name	EMRYS AP IWAN IEUAN GLAN GEIRIONYDD SIÔN ROBERT LEWIS SIÔN Y POTIAU TWM MIALL	last element; original name if known

*Note* : The above usages reverse the practice shown in some of the examples in the 3rd edition, 1977. This is largely because of a revival in recent years, mostly amongst Welsh speakers, of the employment of forms of name which do not encompass the use of a fixed surname. The majority of these names (1.1 and 1.2 above) comprise two or more given names that can include an element of the father's given name either with or without the prefixes *ap* or *ab*. Such combinations cannot properly be construed as falling into the pattern of 'forename + surname' and they conform better with the style of a mediaeval name and thus are entered in direct order with the first element being the guideword. A second group (2.1 above) has some apparent similarity to the foregoing but the names include a surname element that can often be recognised as such in that it is a reversion from an anglicised form of name to one that is Welsh. A third group (3 above) includes those similar in nature to 1.1 and 1.2 but which have arisen when a particular form was employed or adopted for library purposes.

### National cataloguing code

*Anglo-American cataloguing rules*.- 2nd Edition rev. 1988.- London : Library Association Publsh Ltd., 1988. ISBN 0-85365-509X (Casebound)

*Anglo-American cataloguing rules. Amendments* 1993.- London : Library Association Publishing 1993. ISBN 1-85605-076-3

### National authority file of names

United Kingdom : *British Library name authority list*. British Library National Bibliographic Serv available in COM and Tape versions.

*Note* : The British Library and the Library of Congress are undertaking the development of a joint authority file to be known as (Anglo-American Authority File). The AAAF is provisionally scheduled to be implemented in October 1996)

### Sources and recommended references

*A dictionary of Welsh biography down to 1940*. London : Honourable Society of Cymmrodorion, 1970. With supplement down to 1959 (in Welsh). Llundain : Anrhydeddus Gymdeithas y Cymmrodorion 1970.

Morgan, T. J. *Welsh surnames* by T.J. Morgan and Prys Morgan. Cardiff : University of Wales Pr 1985. ISBN 0708308805

Moore, Donald. "The indexing of Welsh personal names". *The Indexer*, Vol. 17, no. 1, 1990, pp.1

### Authority for information provided

United Kingdom :	British Library. Authority Control.
Scotland :	National Library of Scotland.
Wales :	National Library of Wales.

Checked and approved by :

United Kingdom : Mr. Alan Danskin, Manager, Authority Control, The British Library, December 1994.  
Scotland: Dr. A. Matheson, National Library of Scotland, December 1994. Wales: Ms. K. Hughes, National Library of Wales, April 1995.

Language : English

## UNITED STATES OF AMERICA

For name usage in English see the entry under UNITED KINGDOM

Other national usage follows this entry

Note : The name of the country as used in catalogue records is United States.

### NAME ELEMENTS

#### Elements normally forming part of name

Element	Type	Examples
1. Forename	simple (two forenames are usually present)	Henry John Quincy
	originally a surname, often that of a mother or related family, frequently used as a second forename, and not regarded as part of a compound surname	Lloyd (i.e. William Lloyd Garrison) Washington (i.e. Washington Irving) Wendell (i.e. Oliver Wendell Holmes)
	a married woman's maiden name used between the forename and husband's surname and not regarded as part of a compound name	Baker (i.e. Mary Baker Eddy) Beecher (i.e. Harriet Beecher Stowe)
3. Surname	simple	Adams
	with prefix, usually of foreign origin	De Voto La Farge Van Doren

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

#### General rule

Type of name	Entry element	Examples
1. Simple surname	surname	ADAMS, John Quincy GARRISON, William Lloyd HOLMES, Oliver Wendell IRVING, Washington KISSINGER, Henry
2. Surname with prefix	prefix	DE VOTO, Bernard LA FARGE, Christopher VAN DOREN, Mark
3. Married woman's name using two surnames	last (husband's) surname	EDDY, Mary Baker STOWE, Harriet Beecher

#### National cataloguing code

*Anglo-American cataloguing rules*. - 2nd Edition rev. 1988. - Chicago : American Library Ass 1988. ISBN 0-8389-3346-7 (Casebound)

*Anglo-American cataloguing rules. Amendments 1993*. - Chicago : American Library Associati ISBN 0-8389-3431-5

#### National authority file of names

Authority records for personal names are included in the name authority file maintained and di by the Library of Congress. The file includes authority records prepared by LC and other Institu participating in the National Coordinated Cataloguing Operations (NACO) Program. The reco USMARC format, and are available from the Library of Congress, Cataloguing Distribution Ser magnetic tape or CD-ROM.

#### Sources and recommended references

*Dictionary of American biography*. - New York : Scribner [1946 - 1958].

*Who was who in America*. - Chicago : Marquis - Who's Who, 1607/1896 -

*Who's who in America*. - Chicago : Marquis, © 1899 -

#### Authority for information provided

American Library Association, Committee for Cataloguing : Description and Access, with Libra Congress assistance.

Checked and approved by : Barbara B. Tillett, Chief, Cataloguing Policy and Support Office, Library of Congress, November 1994.

Language: Spanish  
Español

URUGUAY

For name usage see the entry under SPAIN

**National cataloguing code**

No code is issued but relevant sections for Spanish usage in the *Anglo-American cataloguing rules* are recommended.

**National authority file of names**

The Biblioteca Nacional and the Biblioteca del Poder Legislativo maintain an authority file of national authors' names.

**Authority responsible for issuing rules about names**

Comisión de Normas Técnicas de la Biblioteca Nacional.

**Sources and recommended references**

*Anuario bibliográfico*, 1971. Montevideo : Biblioteca Nacional, 1972.  
*Bibliografía uruguaya*, 1962/68. Montevideo : Biblioteca del Poder Legislativo, 1971.  
*Uruguayos contemporáneos*. Montevideo : Biblioteca del Poder Legislativo, 1965.

**Authority for information provided**

Escuela Universitaria de Bibliotecología y Ciencias Afines, Montevideo.

Checked and approved by: Ermelinda Acerenza, Directora, Escuela Universitaria de Bibliotecología y Ciencias Afines, Montevideo, 27 February 1976.

Language: Uzbek

UZBEKISTAN

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>	
1. Forename	simple		
	- masculine	Иззат Ходи Алишер	Izzat Qhodi Ališer
2. Surname	- feminine	Саида Султоной	Saida Sultonoj
	simple		
	- masculine	Исмоилий Муҳаммадий Султонов Абдуллаев	Ismoilij Muqhammadij Sultonov Abdullaev
	- feminine	Абдуллаева	Abdullaeva
compound			
- masculine	Кори-Ниёзий	Qori-Niëzij	

**ORDER OF ELEMENTS IN CATALOGUE HEADINGS**

**General rule:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	ИСМОИЛИЙ, Мирзакалон ISMOILIJ, Mirzakalon АБДУЛЛАЕВ, Собир ABDULLAEV, Sobir АБДУЛЛАЕВА, Кумри ABDULLAEVA, Qumri
2. Compound surname	first part of compound	КОРИ-НИЁЗИЙ, Тошмухаммад QORI-NIËZIJ, Tošmuqhammad

**Exceptions:**

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Surname in the same form as the forename	surname	МУХТОР, Асқад MUHTOR, ASQAD
2. Personal name by which some persons, e.g. poets and artists, are better known	personal name	ЗУЛФИЯ ИСРОЙЛОВА, Зулфия ZULFIJA ( <i>full name</i> : ISROILOVA, Zulfija)

3. Names of authors of earlier periods, and *akyns* (popular singers), consisting of a personal name to which other elements may be added

name by which better known, e.g. a pseudonym, or a personal name

БОБИР, Заҳириддин  
Муҳаммад  
BOBIR, Zaqhiriddin  
Muhammad  
МАХМУД, Кошғарий  
MAQHUMUD, Koşgarij

#### National cataloguing code

Rules for the choice and from of names are contained in:

*Edinye pravila opisaniya proizvedenij pečati dlja bibliotečnyh katalogov / Me duvedomstvennaja Katalogizacionnaja Komissaja pri Gosudarstvennoj Biblioteke SSSR im V.I. Lenina. - 2. isdanie - Moskva : Kniga, 1959 - 1960.*  
English title: *Uniform rules for the entry of printed matter in library catalogues.*

#### Sources and recommended references

Ўзбекистон ССР матбуоти солномаси. Ўзбекистон ССР давлат библиография органи. Тошкент, 1971-

*Ўzbekiston SSR matbuoti solnomasi. Ўzbekiston SSR davlat bibliografija organi. Toškent, 1971-*

#### Romanization schemes in use

*International system for the transliteration of Slavic Cyrillic characters / International Organization for Standardization. - 2nd ed. - [Geneva] : ISO, 1968. - 8p. ;30 cm. - (ISO Recommendation ; R9)*

#### Authority for information provided

Каталогизационной комиссией СССР (USSR Cataloguing Committe).

Checked and approved by: А.А. Хренкова, Председатель, Каталогизационной комиссией СССР  
Mrs. A.A. Khrenkova, Chairman, USSR Cataloguing Committe, 17 February 1977.

Language : Spanish  
Español

VENEZUELA

For name usage in Spanish see the entry under SPAIN

Other national usage follows in this entry

#### NAME ELEMENTS

##### Elements normally forming part of name

Element	Type	Examples
1. Surname	with prefix, which is a preposition with an apostrophe	D'Armas, Carlos D'Jesús, Orlando D'León, Oscar

#### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

##### General rule

Type of name	Entry element	Examples
1. Surname with prefix which is a preposition with an apostrophe.	prefix	D'ARMAS, Carlos D'JESÚS, Orlando D'LEÓN, Oscar

#### National cataloguing code

*Reglas de catalogación angloamericanas /preparados por American Library Association [et. al]; editas en español por Nelly Kopper y Maria Julia Vargas; revisadas por Carmen Rovira. - 2a. ed. - Washington : OEA ; San José : Universidad de Costa Rica, 1983.*

#### Authorities responsible for issuing library rules about names

Comité Técnico Bibliotecario de la Biblioteca Nacional, División de Control de Autoridades.

#### National authority file of names

The Biblioteca Nacional, División de Control de Autoridades, maintains an automated authority file of Venezuelan authors (personal and corporate) in NOTIS.

#### Sources and recommended references

*Bibliografía venezolana. - Caracas : Instituto Autónomo Biblioteca Nacional y de Servicios de Bibliotecas, 1982 - (Semester publication). ISSN 0798-0086*

*Diccionario de historia de Venezuela. - Caracas : Ex-Libris, 1988. ISBN 980-6100-16-6*

*Diccionario general de la literatura venezolana : autores. - Mérida : Universidad de Los Andes, 1987. ISBN 980-221-120-6*

*Quién es quién en Venezuela. - Caracas : Editorial Nuevos Tiempos, 1988 - .*

**Authority for information provided**

Biblioteca Nacional, Caracas.

Checked and approved by : Miriam Pirela, Jefe de División de Control de Autoridades, Dirección de Procesos Técnicos, Biblioteca Nacional, Caracas, May 1995.

Language: Vietnamese  
Viet nam

VIETNAM

VIET NAM

**NAME ELEMENTS**

**Elements normally forming part of name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Family name	simple	Nguyễn Trần Hồ
2. Intercalary word (interpolated word) which may or may not be present	simple	Văn Đình Thị Đặc
3. Given name	simple	Kha'i Du Trọng Thị
	compound	Thuy Trang

*Note:* Pseudonyms may be used by authors and may be similar in form to full names, e.g.

Phan Tu  
Hoàng Quốc Việt

However, other pseudonyms may not bear any resemblance to full names and may have their own meanings, e.g.

Trương Chinh  
Hải Thương Lân Ông

Some members of the same family often form branches of the family by using different intercalary words, e.g.

Ngô Vi; Ngô Thò'i

Sometimes there is a fixed rule in a family for the use of a separate intercalary word for each generation, e.g.

Tôn Thúc Đình; Tôn Quang Phiệt, etc.

**Additional elements to names**

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Western given name	usually added by Vietnamese outside Vietnam - before the family name and the rest of the name or - before the retained Vietnamese family name only  occasionally by Vietnamese in Vietnam - before the given name	Paulus Huỳnh Tịnh CỬ <i>Note:</i> The word Huỳnh is sometimes given as Hoàng by this author. Jacques Phạm Maurice Nguyễn  Pierre Thành
2. Religious rank - <i>Đại Đức</i> , religious titles - <i>Thích</i> , etc.	before the religious name	<i>Đại Đức Thích</i> Chanh Giác <i>Thích</i> Mãn Giác <i>Thích</i> Tâm Châu (formerly <i>Đình Văn Năm</i> ) <i>Thích</i> Quang Đô (formerly <i>Đang Phúc Tuệ</i> )
3. Royal titles from earlier periods - <i>hoàng đế</i> (emperor), <i>vua</i> (king)	before the dynastic name	<i>vua</i> Lê Thánh Tôn <i>hoàng đế</i> Quang Trung (i.e. Nguyễn Huệ)

	after the name if the title is given posthumously	Dục Tôn Anh <i>hoàng đế</i> (i.e. Tử Đứ'c)
		Thế Tô Cao <i>hoàng đế</i> (i.e. Gia Long)
4. Titles of nobility from earlier periods - <i>hầu</i> (marquis) etc.	before the family name	<i>On nhu hầu</i> Nguyễn Gia Thiệu
5. Terms of address - <i>ông</i> (Mr.), <i>bà</i> (Mrs.), <i>cô</i> (Miss)	before the family name. A woman may use <i>bà</i> - before her own name	<i>bà</i> Lê Thanh Dâu
	- before her husband's name although this is rare	<i>bà</i> Ngô bá Thành (maiden name Phạm Thị Thành Vân)

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* In Vietnam names are entered under the last word of the full name with the other names inverted and placed in parentheses, with a few exceptions. It has been practice in Western libraries to enter Vietnamese names in direct order under family name, not using commas or parentheses, but using hyphens variously. The use of hyphens can cause filing problems and is now falling into disuse in Western libraries though they appear occasionally in some publications.

#### General rule:

Type of name	Entry element	Examples
1. Family name and given name with or without intercalary word, and including pseudonyms in this form	last word in the full name, i.e. the given name, which may be the second part of a compound given name	THI (Nguyễn Đình) KHA 'I (Nguyễn) TRỌNG (Nguyễn Tấn Gi) VIET (Hoàng Quốc) TRANG (Phan Thị Thùy)
2. Pseudonyms not in the form of 1 above or having their own meaning	first part of the name in direct order <i>Note:</i> These names may be used in addition to the real name and may even give the appearance of joint authorship.	TRUỜ'NG CHINH HA 'I THUONG LÂN ONG
3. Royal names from earlier periods	usually the dynastic name if this is the best known form with references from real and temple names	LÊ THÀNH TÔN, <i>vua</i> TU ĐỨ'C
4. Titles of nobility from earlier periods	best known form which may be the given name or title. Entry under or reference from the title is in direct order	THIẾU (Nguyễn Gia) (i.e. <i>On nhu hầu</i> Nguyễn Gia Thiệu) ON NHU HẦU <i>see</i> THIẾU (Nguyễn Gia)
5. Religious names	name in direct order as for pseudonyms at 2 above	MẮN GIÁC, <i>Thích</i>

#### Exceptions:

Type of name	Entry element	Examples
1. The name of Hồ Chí Minh, which is best known in this form	direct order with references from pseudonyms etc.	HỒ CHÍ MINH QUỐC (Nguyễn Ai) <i>see</i> HỒ CHÍ MINH TC. LB. <i>see</i> HỒ CHÍ MINH

#### National cataloguing code

A code is in preparation by the Cataloguing Sub-committee of the Library Council. This entry is therefore based on the National Library rules.

#### Sources and recommended references

*Mục lục xuất bản phẩm (hàng tháng)*. - Hanoi : National Library, 1954- (Vietnamese national bibliography).

Khôi, Lê Thành. *Le Vietnam, histoire et civilisation*. - Paris : Editions de Minuit, 1956. (Include of royal names.)

#### Authority for information provided

National Library, Hanoi.

Checked and approved by: Trịnh Giêm, Deputy Director, National Library, Hanoi, 10 November 1976.



Languages : 1. English

## ZAMBIA

English is the official language although seven vernacular languages are used in broadcasting and in primary schools. They are Bemba, Kaonde, Lozi, Luvale, Lunda, Nyanja and Tonga. Bemba and Nyanja are both used as a *lingua franca*.

The idea of surnames is foreign to most Zambian cultures, but because western practices are gradually being adopted, inconsistencies arise in the use of various parts of names as surnames. Current practice in the *National Bibliography of Zambia*, pending an official decision on procedures to be adopted, is to take the last name as surname. Names may also appear with variant spelling as some authors have decided to use a westernized spelling which may be incorrect, e.g. Coombe and Choombe, Syaabalo and Syabalo. However, rules for spelling are under review and will soon be adopted by schools and in government publications.

The names of chiefs also present problems: a chief adopts the name of the place of which he has become chief as his own new name.

For name usage in English see the entry under UNITED KINGDOM.

Other national usage follows in this entry

### NAME ELEMENTS

Elements normally forming part of name

Element	Type	Examples
1. Forename(s) of western or traditional origin	simple	Kenneth Stephen Fwanyanga Mutumba
2. Surname	simple	Kaunda Mpashi Mulikita Mainga
	- with prefix of Luvale origin, <i>sa</i> (father of), which has become part of name	Samusungwa Samulundu
	<i>Note:</i> Other Luvale prefixes, <i>nya</i> (mother of) and <i>lya</i> (of), are ignored except where the author's own practice indicates differently, e.g.	Lijuwa lya Mukwato

### Additional elements to names

Included in catalogue headings:

Element	Use	Examples
1. Titles of natural rulers, consisting of designation such as <i>Chief</i> , <i>Induna</i> and name of place or chieftaincy	after personal name(s)	Paul Mwape, <i>Senior chief Kopa</i> Johnson Shakumbila, <i>Chief Shakumbila</i> Akafekwa Mukela, <i>Induna Nalonge</i> Maurice Muzoka Katowa, <i>Chief Mapanza</i>

### Exceptions:

Element	Use	Examples
1. Titles of <i>Litungas</i>	before last name (forenames have been dropped). Numbers are attached to last name	<i>Litunga</i> Lewanika II (formerly Godwin Mbikusita Akalibiwa Lewanika)
2. Titles of Lozi princesses ( <i>Mulena Mukwae</i> ) and chiefs ( <i>Mulena</i> )	before forename	<i>Mulena Mukwae</i> Makwisi <i>Mulena</i> Mwendaweli

### ORDER OF ELEMENTS IN CATALOGUE HEADINGS

*Note:* Variant forms of names may cause cataloguing problems, but Zambian practice is to use the latest form of name or the form commonly used in reference works when the variations are due to inconsistencies in practice. References are made from earlier and variant forms.

Type of name	Entry element	Examples
1. Simple surname	surname	KAUNDA, Kenneth David MULIKITA, Fwanyanga SAMUSUNGWA, Samuel
2. Names of chiefs or <i>indunas</i>	last personal name	MWAPE, Paul, <i>Senior Chief Kopa</i> SHAKUMBILA, Johnson, <i>Chief Shakumbila</i> MUKELA, Akafekwa, <i>Induna Nalonge</i> KATOWA, Muzoka Maurice, <i>Chief Mapanza</i>

### Exceptions:

Type of name	Entry element	Examples
1. Names of <i>Litungas</i>	last name (surname)	LEWANIKA II, <i>Litunga of Western Province</i>
2. Names of Lozi princesses and chiefs	forename	MAKWIBI, <i>Mulena Mukwae</i> MWENDAWELI, <i>Mulena</i>

### National cataloguing code

There is no national cataloguing code but the national bibliography is catalogued according to the *Anglo-American cataloguing rules*.

### Romanization schemes in use

The University Library of Congress transliteration schemes.

### Sources and recommended references

This entry is based on:

Working Party on a National Union Catalogue "Headings for Zambian authors". *In:* Zambia Library Association journal, vol. 5, no. 1, March 1973.

*National bibliography of Zambia*. - Lusaka : National Archives of Zambia, 1970/71 -

*Gazette : Zambiana acquisitions*. - Lusaka : University of Zambia Library, 1970 -

Checked and approved by: W. D. Sweeney, Chief Cataloguer, University of Zambia Library, Lusaka, 18 June 1979.