

Alphabetic indexing notes (rules 1-4)

A principal name is subject to discussion:

- 100
the extended discussion is then key word
- 101
the given name (first name) is not subject to discussion and
- 102
the middle name is not subject to discussion

When forming the system is difficult, consult the approved listing (with extension)

FILING SEQUENCE		INDEXING ORDER OF UNITS		
Name		Key Unit	Unit 2	Unit 3
FILING SEQUENCE		INDEXING ORDER OF UNITS		
	Name	Key Unit	Unit 2	Unit 3
11	John Lewis Thompson	Thompson	Thompson	
12	John Thompson	Thompson	Thompson	
13	John Lewis J. Thompson	Thompson	Thompson	
14	John Thompson	Thompson	John	
15	John T. Thompson	Thompson	John	
16	John Thompson	Thompson	John	
17	John T. Thompson	Thompson	John	
18	Thompson Thompson	Thompson	Thompson	
19	Thompson Thompson	Thompson	Thompson	
20	Thompson Thompson	Thompson	Thompson	
21	Thompson Thompson	Thompson	Thompson	
22	Thompson Thompson	Thompson	Thompson	
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Alphabetic Indexing Rules Test Answer Key

F Rizvi



Alphabetic Indexing Rules Test Answer Key:

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