

# 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
- 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 |        |
| 23              | Thompson Thompson      | Thompson                | Thompson |        |
| 24              | Thompson Thompson      | Thompson                | Thompson |        |
| 25              | Thompson Thompson      | Thompson                | Thompson |        |
| 26              | Thompson Thompson      | Thompson                | Thompson |        |
| 27              | Thompson Thompson      | Thompson                | Thompson |        |
| 28              | Thompson Thompson      | Thompson                | Thompson |        |
| 29              | Thompson Thompson      | Thompson                | Thompson |        |
| 30              | Thompson Thompson      | Thompson                | Thompson |        |
| 31              | Thompson Thompson      | Thompson                | Thompson |        |
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| 96              | Thompson Thompson      | Thompson                | Thompson |        |
| 97              | Thompson Thompson      | Thompson                | Thompson |        |
| 98              | Thompson Thompson      | Thompson                | Thompson |        |
| 99              | Thompson Thompson      | Thompson                | Thompson |        |
| 100             | Thompson Thompson      | Thompson                | Thompson |        |

# Alphabetic Indexing Rules Test Answer Key

**CL Gary**



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