1. Providing references from equivalent terms and phrases.   After deciding which term or phrase is to represent a concept when formulating a new heading, add all other equivalent terms and phrases found while conducting authority research as UFs to the new heading.   *Example:*

> Bait fishing
> > UF Bobber fishing
> > UF British float fishing
> > UF Fishing with natural bait
> > UF Float fishing, British
> > UF Ledgering (Fishing)
> > UF Livebait fishing
> > UF Still fishing

2. Providing references beginning with significant words.   In addition to the above UFs, rearrange the words of the new heading and its alternative forms so that additional UFs are provided under each significant word in the file position, as long as the resulting combination of words represents an expression under which a catalog user might logically be expected to search. The standard means of accomplishing this is by inverted references, although phrase equivalents of the inverted forms are also used.   *Examples:*

> Truck driving
> > UF Driving, Truck
>
> Songs, Irish
> > UF Irish songs
>
> Light sources
> > UF Sources of light

> Business intelligence
> > UF Business espionage
> > UF Corporate intelligence
> > UF Espionage, Business
> > UF Espionage, Industrial
> > UF Industrial espionage
> > UF Intelligence, Business
> > UF Intelligence, Corporate

> *Exception:* Do not make an inverted UF in instances where a BT is made that begins with the same word or words as the UF or where the heading is in a hierarchy leading up to the same word(s) except as noted in sec. 9.   *Examples:*

> Talking birds
> > BT Birds

*[The UF **Birds, Talking** is not made because the BT **Birds** begins with the same word.]*

> Freshwater plants
> > BT Aquatic plants

*[The UF **Plants, Freshwater** is not made because **Aquatic plants** has the BT **Plants.**]*

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*3. **Providing references from alternative spellings, word endings, etc.***   If alternative spellings are possible, including singular and plural forms, alternative word endings, etc., make additional UFs covering these possibilities.   *Examples:*

Door knobs UF Doorknobs	Historic farms UF Historical farms
Cluster housing UF Clustered housing	Serial publications UF Serials (Publications)
Glamour photography UF Glamor photography	Buses−Vandalism UF Bus vandalism

Do not make a UF reference from a form in which the only difference is the presence of a hyphen, diacritic, or capital letter because these forms "normalize" to the same string of characters as the heading itself.

In headings based on another heading, do not make UF references that repeat alternative spellings or variants that are already covered by a UF reference in the basic heading.   For example, do not make the UF **Communication in paediatrics** on the heading **Communication in pediatrics** because the basic heading **Pediatrics** has the UF **Paediatrics**.

*4. **"Used for" references from changed or cancelled headings**.*   If a heading is changed to a new form, or if a phrase heading is cancelled and converted to a heading of the type **[*topic*]−[*commonly used free-floating subdivision*]**, or **[*topic*]−[*free-floating subdivision controlled by a pattern heading*]**, make a UF from the old form or from the cancelled heading to the new heading (cf. H 193, sec. 5).

*5. **Upward "used for" references**.*   Occasionally it is appropriate to make UF references from other than strictly synonymous terms or phrases in order to inform the catalog user that a particular concept is entered under another, usually broader, heading.   A UF reference from a specific term to a broader heading is referred to as an "upward" reference.   *Example:*

> Bait fishing
> UF Worm fishing

Make references of this type only when it is clearly impractical to establish specific headings for the separate concepts.

6. Abbreviations, acronyms, etc.   When a concept is well known both in its fully spelled out form and as an acronym or abbreviation, make UFs from the abbreviated forms if the full form is selected as the form of the heading.   Add an explanatory parenthetical qualifier to the acronym or abbreviation.

If a concept is better known as an acronym or in abbreviated form, select that form for the heading, for example, **DDT (Insecticide)**.   Make a UF from the full form of the heading.

7. Foreign terms.   In general, do not add UFs to topical headings from their equivalents in foreign languages.   However, such references may be made from foreign terms that are in widespread use in English-language sources.   *Example:*

> Enlightenment
>   UF Aufklärung

> *Note: This provision does not apply to headings for named entities, for which UFs from vernacular forms are regularly made when the heading is established in English, nor to headings for named deities, for which UF references may be made from languages other than the vernacular or English if the reference is judged to be useful.*

> *When making vernacular UF references for those types of headings, provide the reference in romanized form.*

8. Subheadings.   Generally, when establishing a heading for a named entity in the subject authority file, do not add a UF in the form of a subheading under a higher body.   Do not, for example, add a UF of the following type:

> Filene Center (Va.)
>   UF Wolf Trap National Park for the Performing Arts (Va.). Filene Center

References of this type are normally made only for headings established in the name authority file.

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9. Headings qualified by nationality, ethnic group, or language. For all such headings, whether established in straight or inverted form, make a UF from the alternative form. *Examples:*

Art, French	Mexican American arts
UF French art	UF Arts, Mexican American
	BT Arts–United States

> *Note:* *Make an inverted UF of this type even if a BT is made that begins with the same word or words.*

See H 374 for instructions on making general see references from non-used variant forms of national and ethnic adjectival qualifiers.

10. [. . .] and [. . .] headings. For headings established in the form **[*Topic A*] and [*Topic B*]**, make a UF from the reversed form (cf. H 310). *Example:*

> Feminism and the arts
>   UF Arts and feminism

11. Topics subdivided by other topics. For headings constructed in the form of a single heading subdivided by various other topical headings, make a UF from the reversed form. *Examples:*

> Advertising–Newspapers
>   UF Newspapers–Advertising
>
> Strikes and lockouts–Airlines
>   UF Airlines–Strikes and lockouts

12. Free-floating subdivisions. Some subdivisions that are normally free-floating are occasionally established because of special circumstances. In such situations, make no UFs. For example, the heading **Mice—Control** does not have UFs such as *Control of mice* or *Extermination of mice* because the subdivision **–Control** is normally free-floating under animals.