

Two CSM instruction sheets are titled *Filing Rules*, F 10 and G 100. These instruction sheets provide a distillation of the practices and situations that are encountered most frequently in cataloging.

The rules in the CSM were selected from a publication entitled *Library of Congress Filing Rules*, which was published in 1971 and implemented at LC in 1981. *Library of Congress Filing Rules* is the manual that provides the complete filling rules that are in force at the Library of Congress. It is available through Cataloger's Desktop.

In this module we will discuss many of the rules contained in the CSM, and will include a few basic principles that are included in *Library of Congress Filing Rules*.

The CSM and *Library of Congress Filing Rules* should be consulted for full information on the order of entries in a catalog, including what to do with identical filing entries, the functional order of fields, and so forth.

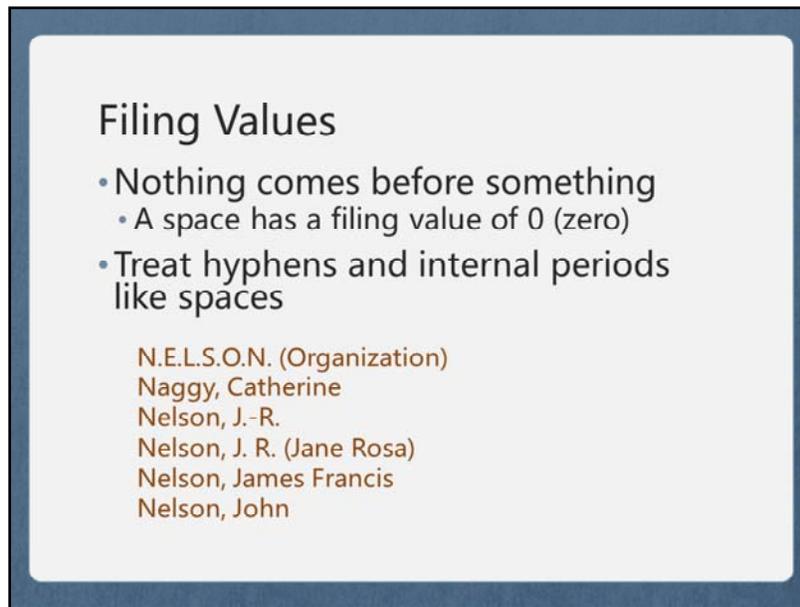
General Principle

- File entries in exactly the form and order in which they appear
 - How a heading looks, not how it sounds
- Word-by-word and letter-by-letter within a word
 - Arrange letters according to the order of the English alphabet
- No difference between capital and lowercase letters

The general principle is to file entries in exactly the way they appear. It does not matter how the entry sounds when it is pronounced; all that is important is how it looks.

Further, filing is word-by-word and letter-by-letter, according to the order of the English alphabet

No distinction is made between capital and lowercase letters.



Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization)
Naggy, Catherine
Nelson, J.-R.
Nelson, J. R. (Jane Rosa)
Nelson, James Francis
Nelson, John

The first key concept to remember is that “Nothing comes before something” when filing. Another is that hyphens and internal periods are treated like spaces.

The first entry in this example is for the organization named **N.E.L.S.O.N.**

Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization) N E L S O N (Organization)
Naggy, Catherine
Nelson, J.-R.
Nelson, J. R. (Jane Rosa)
Nelson, James Francis
Nelson, John

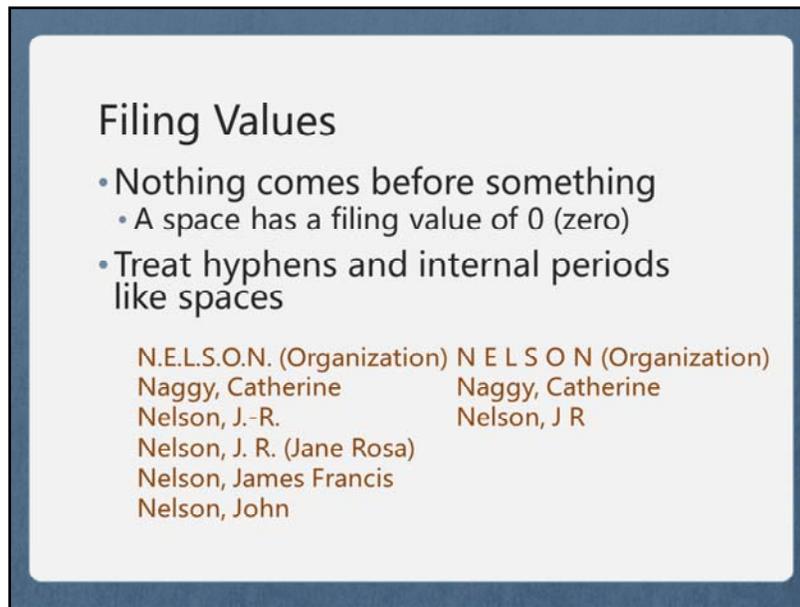
Because a period is treated as a space, the six letters that begin the heading are treated as six separate words. *N-space* comes before *N-something*.

Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization) N E L S O N (Organization)
Naggy, Catherine Naggy, Catherine
Nelson, J.-R.
Nelson, J. R. (Jane Rosa)
Nelson, James Francis
Nelson, John

The next entry is for **Naggy**. N-A follows N-space, because a space has a filing value of zero. As we said, *nothing* (a blank space) comes before *something* (an alphanumeric character).



Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization)	N E L S O N (Organization)
Naggy, Catherine	Naggy, Catherine
Nelson, J.-R.	Nelson, J R
Nelson, J. R. (Jane Rosa)	
Nelson, James Francis	
Nelson, John	

Alphabetically, Nelson comes after Naggy.

Nelson-comma-space-J-period-hyphen-R-period (**Nelson, J.-R.**) becomes Nelson-comma-space-J-space-R (**Nelson, J R**) for filing purposes because the hyphen drops out.

It does *not* become Nelson-comma-space-J-*space-space*-R.

It is just Nelson-comma-space-J-*space*-R.

Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization)	N E L S O N (Organization)
Naggy, Catherine	Naggy, Catherine
Nelson, J.-R.	Nelson, J R
Nelson, J. R. (Jane Rosa)	Nelson, J R (Jane Rosa)
Nelson, James Francis	
Nelson, John	

Nothing comes before something, so the entry below that, **Nelson, J. R. (Jane Rosa)** files next.

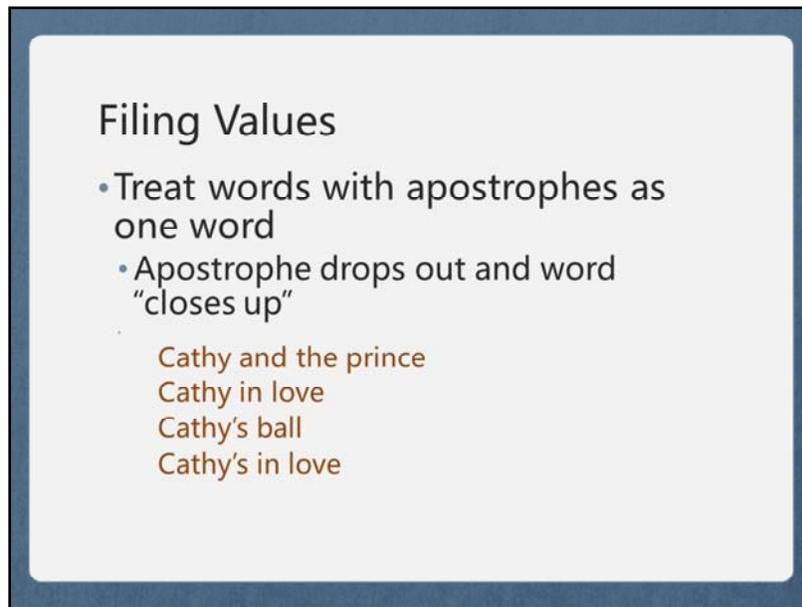
Filing Values

- Nothing comes before something
 - A space has a filing value of 0 (zero)
- Treat hyphens and internal periods like spaces

N.E.L.S.O.N. (Organization)	N E L S O N (Organization)
Naggy, Catherine	Naggy, Catherine
Nelson, J.-R.	Nelson, J R
Nelson, J. R. (Jane Rosa)	Nelson, J R (Jane Rosa)
Nelson, James Francis	Nelson, James Francis
Nelson, John	Nelson, John

The next entry is **Nelson, James Francis** because James is longer than the letter “J.”

Finally in this list, **Nelson, John** comes last because John files after James.



Filing Values

- Treat words with apostrophes as one word
- Apostrophe drops out and word "closes up"

Cathy and the prince
Cathy in love
Cathy's ball
Cathy's in love

While periods and hyphens are treated like spaces, apostrophes are simply dropped and the letters around them are closed up.

Filing Values

- Treat words with apostrophes as one word
- Apostrophe drops out and word "closes up"

Cathy and the prince	Cathy and the prince
Cathy in love	Cathy in love
Cathy's ball	
Cathy's in love	

Cathy and the prince precedes **Cathy in love** due to general alphabetical order.

Filing Values

- Treat words with apostrophes as one word
- Apostrophe drops out and word "closes up"

Cathy and the prince	Cathy and the prince
Cathy in love	Cathy in love
Cathy's ball	Cathys ball
Cathy's in love	

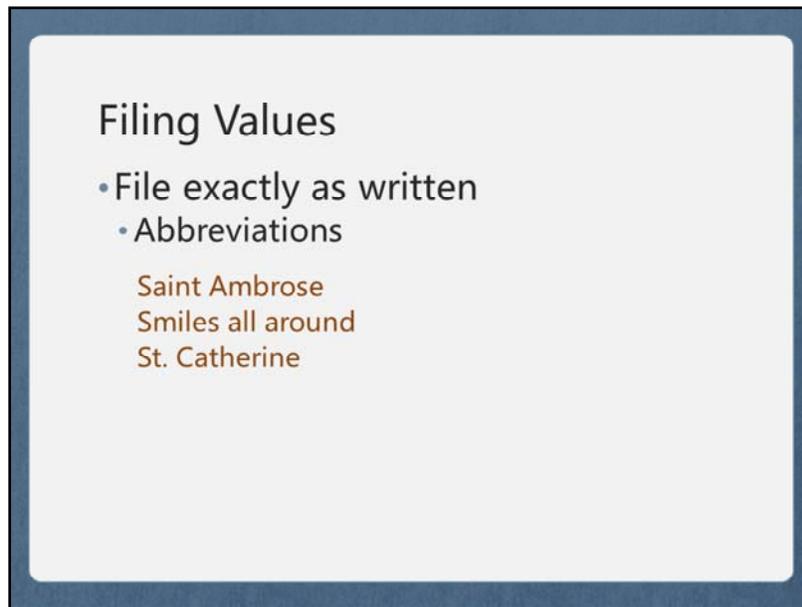
Cathy's ball with an apostrophe becomes C-a-t-h-y-s-space-b-a-l-l, without an apostrophe. *Cathys* is longer than *Cathy*, so it files *after* Cathy.

Filing Values

- Treat words with apostrophes as one word
- Apostrophe drops out and word "closes up"

Cathy and the prince	Cathy and the prince
Cathy in love	Cathy in love
Cathy's ball	Cathys ball
Cathy's in love	Cathys in love

Finally, **Cathy's in love** files after **Cathy's ball** because b comes before i.



Filing Values

- File exactly as written
 - Abbreviations

Saint Ambrose
Smiles all around
St. Catherine

Like everything else, abbreviations are filed exactly as written. Therefore, **S-a-i-n-t Ambrose** files before **Smiles all around**. And, **S-t Catherine** files after that, because *s-t* comes alphabetically after *s-m*.



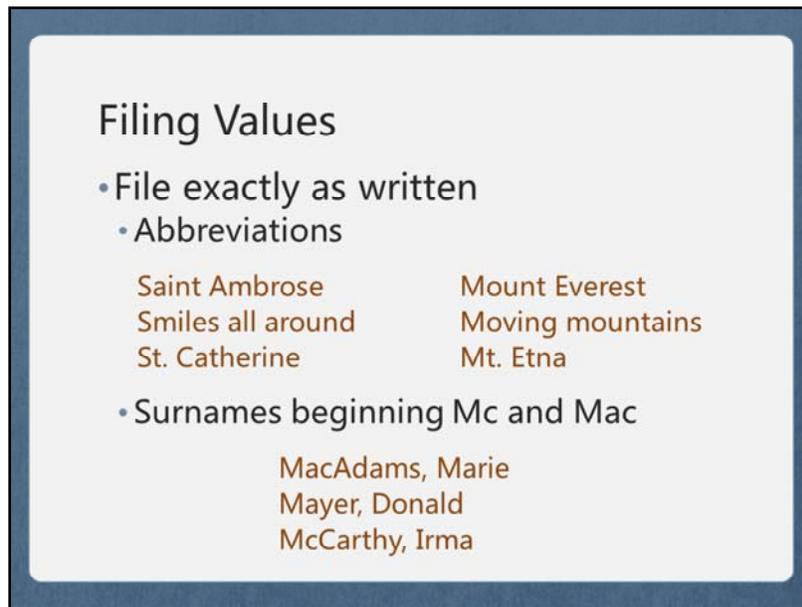
Filing Values

- File exactly as written
- Abbreviations

Saint Ambrose	Mount Everest
Smiles all around	Moving mountains
St. Catherine	Mt. Etna

Here is another example. **M-o-u-n-t Everest** files before *M-o-v*, **Moving mountains**.

M-t Etna comes after that.



Filing Values

- File exactly as written
 - Abbreviations
 - Saint Ambrose
 - Smiles all around
 - St. Catherine
 - Mount Everest
 - Moving mountains
 - Mt. Etna
 - Surnames beginning Mc and Mac
 - MacAdams, Marie
 - Mayer, Donald
 - McCarthy, Irma

Surnames beginning with **M-c** and **M-a-c** are also filed exactly as written. They used to be interfiled before any other names beginning with M-a, but that practice ended in 1981. Now they are filed strictly alphabetically, as you can see in this example.

Initial Articles

- In titles
 - Ignore initial articles in any language
 - Some initial articles are the same as the word for the cardinal numeral one

al-, el-	(Arabic)
de, het, 't, een, eene, 'n	(Dutch)
a, an, the	(English)
das, der, die, 's, ein, eine	(German)
el, la, lo, las, los, un, una	(Spanish)

Articles are ignored when they appear at the beginning of titles, in any language.

It is essential to remember that an initial article in one language may be spelled like a significant word in another. For example, the letter “y” is a definite article (translating to *the*) in Welsh, but in Spanish it means *and*.

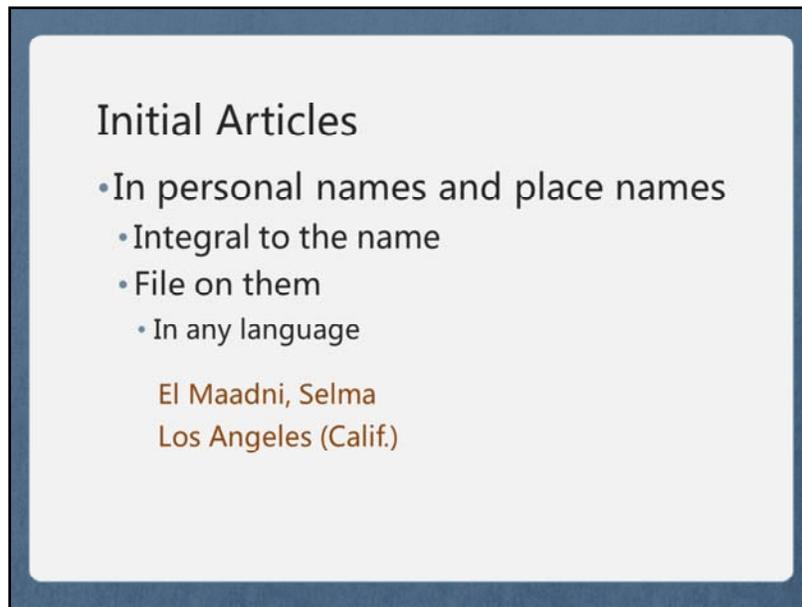
Initial Articles

- In titles
 - Ignore initial articles in any language
 - Some initial articles are the same as the word for the cardinal numeral one

al-, el-	(Arabic)
de, het, 't, <u>een</u> , <u>eene</u> , 'n	(Dutch)
a, an, the	(English)
das, der, die, 's, <u>ein</u> , <u>eine</u>	(German)
el, la, lo, las, los, <u>un</u> , <u>una</u>	(Spanish)

Some articles, such as those underlined on the screen, are also used as the cardinal numeral 1, and are therefore used when filing.

It is important to know the context of the word when you are filing.



Initial Articles

- In personal names and place names
 - Integral to the name
 - File on them
 - In any language

El Maadni, Selma
Los Angeles (Calif.)

Unlike in titles, in personal names and place names, initial articles are integral to the name, and should be included in the filing.

Initial Articles

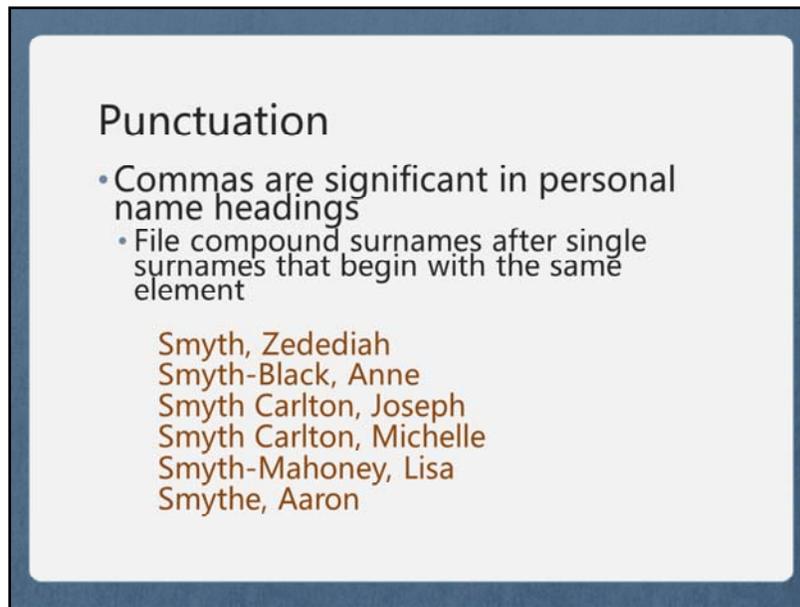
- Some languages do not have initial articles

From CSM G 100

Albanian	Korean	Russian
Bulgarian	Kurdish	Serbo-Croatian
Chinese	Latin	Slovak
Czech	Latvian	Slovenian
Estonian	Lithuanian	Turkish
Finnish	Persian	Ukrainian
Japanese	Polish	most Indic languages

Finally, some languages do not have initial articles.

This list of languages that do not have articles is from CSM instruction sheet G 100.



Punctuation

- Commas are significant in personal name headings
 - File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

As we have seen, some punctuation marks – periods, hyphens, apostrophes – are not significant for filing. Other marks of punctuation, however, are significant.

In personal name headings, the comma indicating the inversion is significant. If you like, you can think of it as a dividing line.

Punctuation

- Commas are significant in personal name headings
 - File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

All of the elements before the comma are arranged first, and then the elements *after* the comma are used to further subarrange the headings.

Punctuation

- Commas are significant in personal name headings
- File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

In this list of names, **Smyth** comes before **Smyth-Black**. They start with the same element, **Smyth**, and since nothing comes before something, the heading with the shorter element before the comma comes first.

Punctuation

- Commas are significant in personal name headings
- File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

Smyth-Black is followed by the headings for the two people named **Smyth Carlton**.

Punctuation

- Commas are significant in personal name headings
- File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, **Joseph**
Smyth Carlton, **Michelle**
Smyth-Mahoney, Lisa
Smythe, Aaron

Those two names are then subarranged by the element after the comma, so **Joseph** comes before **Michelle**.

Punctuation

- Commas are significant in personal name headings
- File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

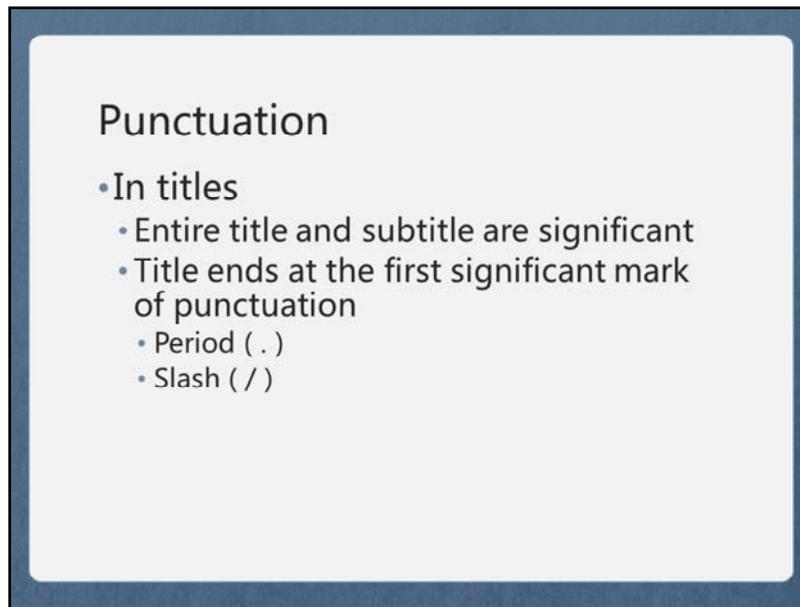
After **Smyth Carlton** comes **Smyth-Mahoney**.

Punctuation

- Commas are significant in personal name headings
- File compound surnames after single surnames that begin with the same element

Smyth, Zedediah
Smyth-Black, Anne
Smyth Carlton, Joseph
Smyth Carlton, Michelle
Smyth-Mahoney, Lisa
Smythe, Aaron

She is followed by **Smythe, Aaron**. Smythe (*S-m-y-t-h-e*) is longer than Smyth (*S-m-y-t-h*).

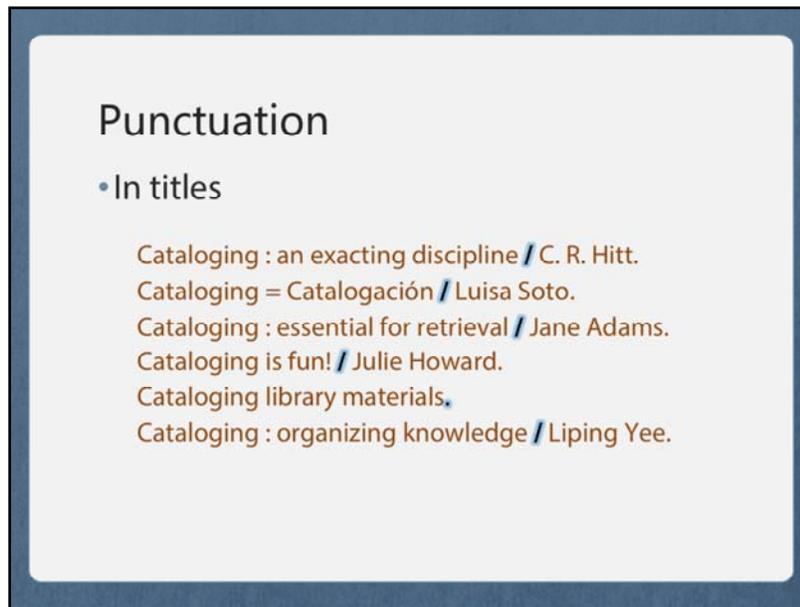


In titles, there are two significant marks of ISBD punctuation: the *period* and the *slash*.

The slash separates the title from the statement of responsibility and the period appears at the end of the field.

For filing purposes, the title ends at the slash or the period, whichever comes first.

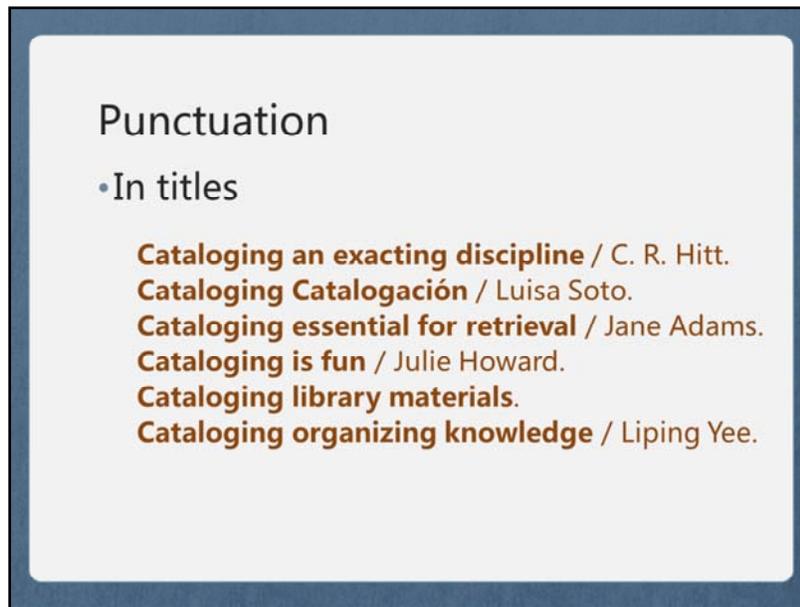
Ignore any other marks of punctuation in the title, including those that are transcribed from the resource and other ISBD punctuation, including colons, equals signs, and so forth.



Punctuation

- In titles
 - Cataloging : an exacting discipline / C. R. Hitt.
 - Cataloging = Catalogación / Luisa Soto.
 - Cataloging : essential for retrieval / Jane Adams.
 - Cataloging is fun! / Julie Howard.
 - Cataloging library materials.
 - Cataloging : organizing knowledge / Liping Yee.

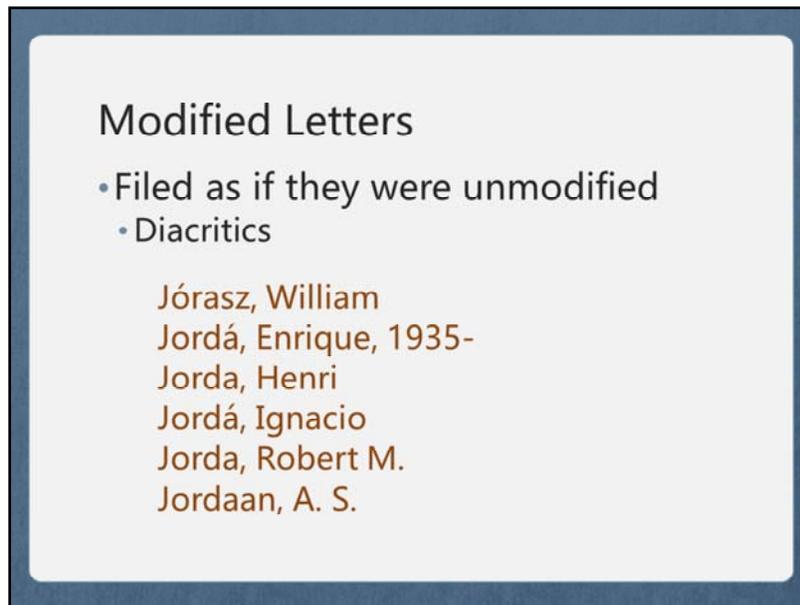
The significant marks of punctuation are highlighted on this slide. Notice that the colons, equals sign, and exclamation point are not highlighted because they are insignificant for filing purposes.



Punctuation

- In titles
 - Cataloging an exacting discipline** / C. R. Hitt.
 - Cataloging Catalogación** / Luisa Soto.
 - Cataloging essential for retrieval** / Jane Adams.
 - Cataloging is fun** / Julie Howard.
 - Cataloging library materials.**
 - Cataloging organizing knowledge** / Liping Yee.

The elements that we are alphabetizing are boldfaced, and we have removed the insignificant punctuation. Notice that now it just involves alphabetizing the elements.



Modified Letters

- Filed as if they were unmodified
 - Diacritics

Jórasz, William
Jordá, Enrique, 1935-
Jorda, Henri
Jordá, Ignacio
Jorda, Robert M.
Jordaan, A. S.

Now we are going to look at modified letters. Letters with diacritical marks are filed as if they did not have diacritics at all.

Modified Letters

- Filed as if they were unmodified
 - Diacritics

Jórasz, William

Jordá, Enrique, 1935-

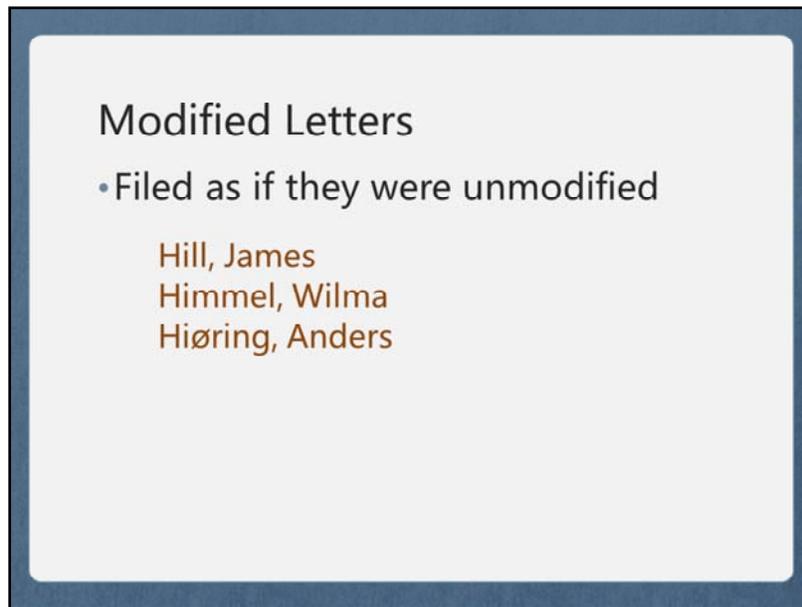
Jorda, Henri

Jordá, Ignacio

Jorda, Robert M.

Jordaan, A. S.

Notice that Enrique, Henri, Ignacio, and Robert have different surnames, but the only difference is due to an acute accent. The diacritic is ignored when filing.



Modified Letters

- Filed as if they were unmodified

Hill, James
Himmel, Wilma
Hiøring, Anders

Letters that are modified in other ways – including letters that do not exist in the English alphabet – are filed according to their equivalents in the English language.

Here, the slashed “o” is filed as an English “o.”

Modified Letters

- Letters with no direct equivalent
- File as indicated

From CSM G 100

<i>Name of Character</i>	<i>Character</i>	<i>File as</i>
Greek alpha	α	a
Ligature ae	Æ, æ	ae
Greek beta	β	b
Eth	ð	d
Greek gamma	γ	g
Turkish i (undotted)	ı	i
Ligature oe	Œ, œ	oe
Thorn	Þ, þ	th

There are some letters that do not have a direct English equivalent, and the most common are provided in this list from instruction sheet G 100.

They include the Greek alpha, beta, and gamma, the Turkish undotted i, and the Icelandic thorn.

They are filed as indicated, that is, the Greek alpha files as an “a” and the Icelandic thorn files as a “th.”

Arabic and Roman Numerals

- File before alphabetic characters
 - Arranged by numerical value
 - Numbers that are spelled out are arranged alphabetically

10 heritage walks
XIV ancient Roman sites
1,001 sites to see before you die
The best places to go
One long day
Some great excursions
Ten years of travel

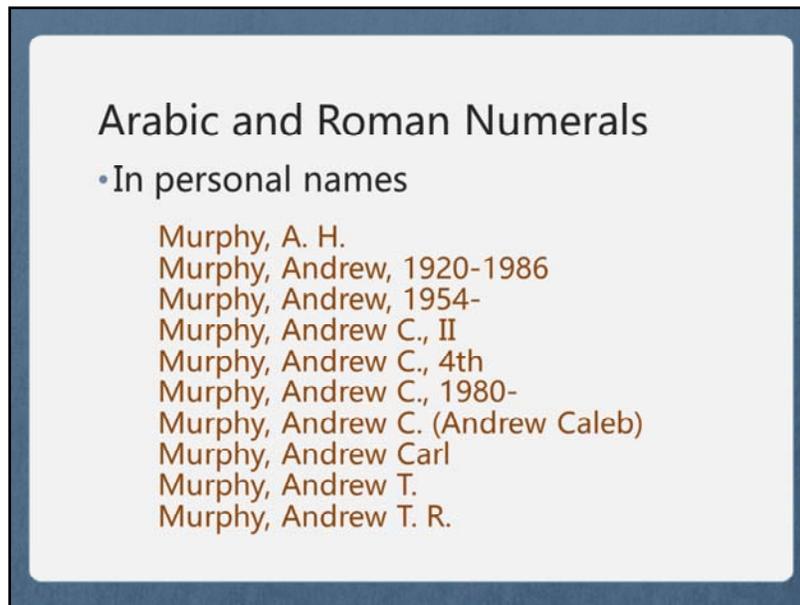
Numerals are filed before alphabetical characters, and they are filed in order of their numerical value. This includes both Arabic and Roman numerals.

In this example, the Roman numeral *XIV* in the second title means *14*.

10 is smaller than *14*, and that is smaller than *1,001*.

Numbers that are spelled out in letters are filed as words. Remember, we file just like the entry looks.

Therefore, *One long day* – with the number spelled out, o-n-e – files after *Best places to go*, and *Ten years of travel*, with the number spelled out, files after *Some great excursions*.



Arabic and Roman Numerals

- In personal names
 - Murphy, A. H.
 - Murphy, Andrew, 1920-1986
 - Murphy, Andrew, 1954-
 - Murphy, Andrew C., II
 - Murphy, Andrew C., 4th
 - Murphy, Andrew C., 1980-
 - Murphy, Andrew C. (Andrew Caleb)
 - Murphy, Andrew Carl
 - Murphy, Andrew T.
 - Murphy, Andrew T. R.

Numerals also file numerically before alphabetical characters in personal names.

All of the surnames in this list are Murphy, so we subarrange by the elements following the comma that designates the inversion.

Following the general rule of nothing comes before something, **A. H.** comes first. After that, the **Andrews** start.

Arabic and Roman Numerals

- In personal names

Murphy, A. H.

Murphy, Andrew, 1920-1986

Murphy, Andrew, 1954-

Murphy, Andrew C., II

Murphy, Andrew C., 4th

Murphy, Andrew C., 1980-

Murphy, Andrew C. (Andrew Caleb)

Murphy, Andrew Carl

Murphy, Andrew T.

Murphy, Andrew T. R.

Andrew who was born in 1920 and died in 1986 comes before **Andrew** who was born in 1954 because *1920* has a lower value than *1954* does.

Arabic and Roman Numerals

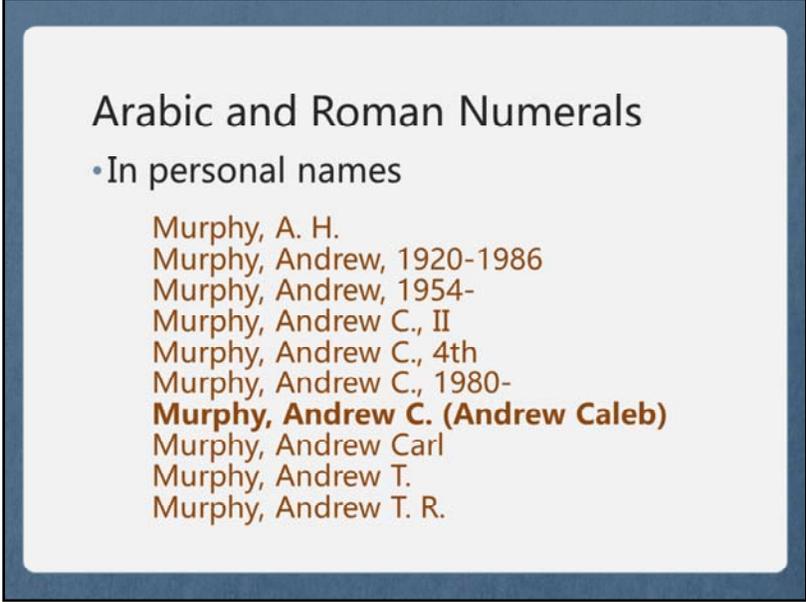
- In personal names
 - Murphy, A. H.
 - Murphy, Andrew, 1920-1986
 - Murphy, Andrew, 1954-**
 - Murphy, Andrew C., II
 - Murphy, Andrew C., 4th
 - Murphy, Andrew C., 1980-
 - Murphy, Andrew C. (Andrew Caleb)
 - Murphy, Andrew Carl
 - Murphy, Andrew T.
 - Murphy, Andrew T. R.

Andrew who was born in **1954** files before all of the **Andrew Cs** because *numerals* file before *letters*.

Arabic and Roman Numerals

- In personal names
 - Murphy, A. H.
 - Murphy, Andrew, 1920-1986
 - Murphy, Andrew, 1954-
 - Murphy, Andrew C., II**
 - Murphy, Andrew C., 4th**
 - Murphy, Andrew C., 1980-**
 - Murphy, Andrew C. (Andrew Caleb)
 - Murphy, Andrew Carl
 - Murphy, Andrew T.
 - Murphy, Andrew T. R.

Three of the **Andrew Cs** have a numeral added to their names, and those numerals are filed in numerical order. *Two* is less than *four*, which is much less than *1980*.



Arabic and Roman Numerals

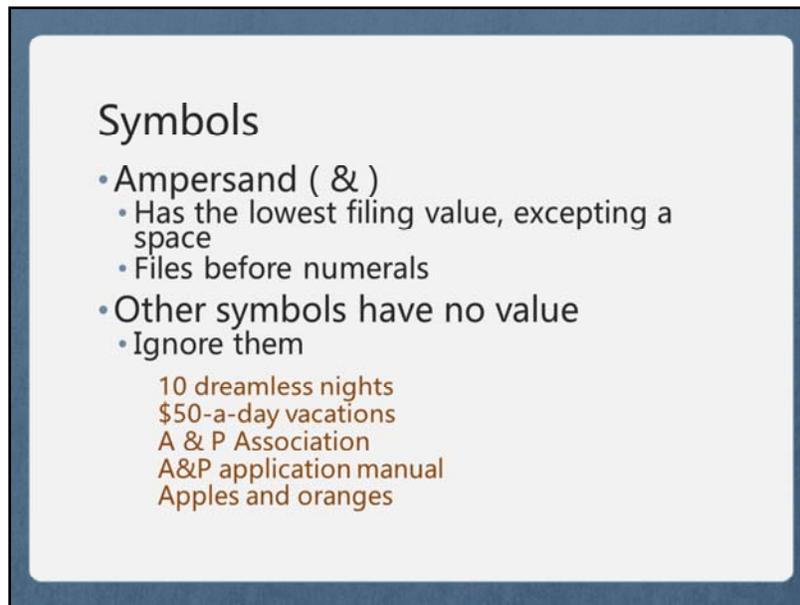
- In personal names
 - Murphy, A. H.
 - Murphy, Andrew, 1920-1986
 - Murphy, Andrew, 1954-
 - Murphy, Andrew C., II
 - Murphy, Andrew C., 4th
 - Murphy, Andrew C., 1980-
 - Murphy, Andrew C. (Andrew Caleb)**
 - Murphy, Andrew Carl
 - Murphy, Andrew T.
 - Murphy, Andrew T. R.

Again, numerals file before letters so the **Andrew C** who was born in 1980 files before **Andrew C. (Andrew Caleb)**.

Arabic and Roman Numerals

- In personal names
 - Murphy, A. H.
 - Murphy, Andrew, 1920-1986
 - Murphy, Andrew, 1954-
 - Murphy, Andrew C., II
 - Murphy, Andrew C., 4th
 - Murphy, Andrew C., 1980-
 - Murphy, Andrew C. (Andrew Caleb)
 - Murphy, Andrew Carl**
 - Murphy, Andrew T.**
 - Murphy, Andrew T. R.**

Nothing comes before something so the **Andrew Cs** are followed by **Andrew Carl**. **Andrew T.** comes after that because **T** follows **C** in the alphabet. **Andrew T. R.** follows **Andrew T.** because nothing comes before something.



Symbols

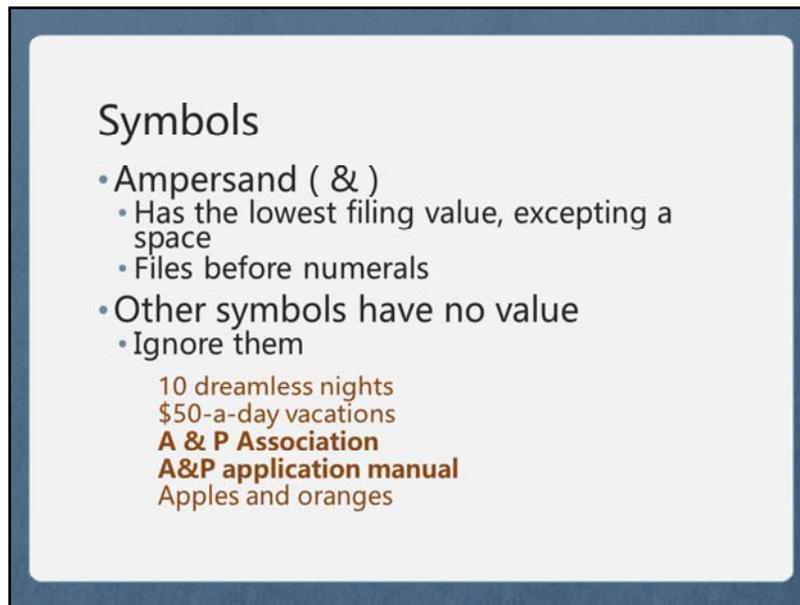
- Ampersand (&)
 - Has the lowest filing value, excepting a space
 - Files before numerals
- Other symbols have no value
 - Ignore them

10 dreamless nights
\$50-a-day vacations
A & P Association
A&P application manual
Apples and oranges

There is one more topic to discuss: *symbols*.

The only symbol that has any filing value is the **ampersand**, and it files before numerals. In other words, it directly follows *nothing*.

In the example on your screen, **10** has a smaller value than **50**, so it comes first. We are ignoring the *dollar sign* in the second title because it is insignificant for filing purposes.



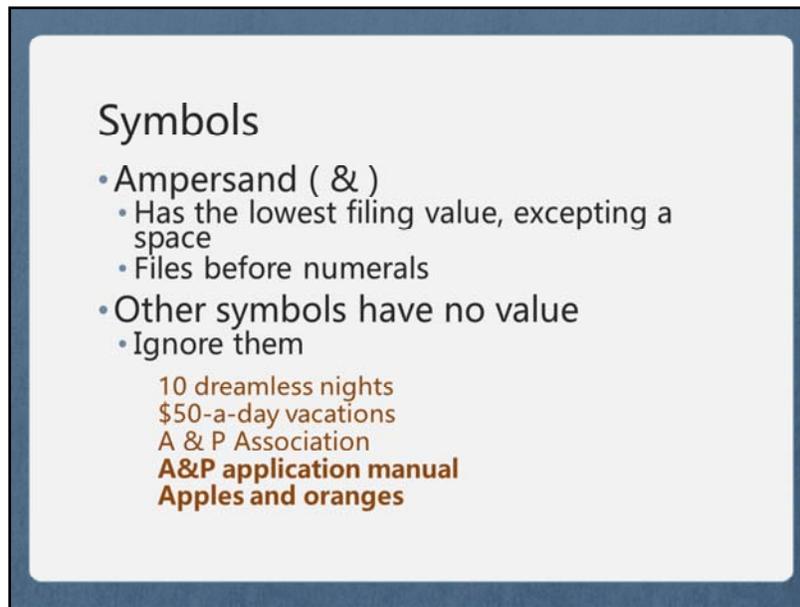
Symbols

- Ampersand (&)
 - Has the lowest filing value, excepting a space
 - Files before numerals
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10 dreamless nights
\$50-a-day vacations
A & P Association
A&P application manual
Apples and oranges

Now there are two titles that start with *A & P*, but notice that the spacing is different. The first is *A-space-ampersand-space-P*, which makes it file as three words. In the second, it is *A-ampersand-P*, which is one word for filing purposes.

Nothing comes before something, so *A-space* files before *A-ampersand*.



Symbols

- Ampersand (&)
 - Has the lowest filing value, excepting a space
 - Files before numerals
- Other symbols have no value
 - Ignore them

10 dreamless nights
\$50-a-day vacations
A & P Association
A&P application manual
Apples and oranges

Then there is the title **Apples and oranges**. An ampersand has a lower value than a letter, so *A-ampersand* has to come before *A-p*.

Combined Example	
& baby makes 3 21 mysteries	Alberts, Rosalind, 1939-1999
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

To conclude, we have a combined example for you.

An **ampersand** has the lowest filing value, so it comes first.

Combined Example	
& baby makes 3	Alberts, Rosalind, 1939-1999
21 mysteries	
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

Numerals come next, and there is only one in this list: *21 mysteries*.

Combined Example	
& baby makes 3 21 mysteries	Alberts, Rosalind, 1939-1999
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

Nothing comes before something, so the next entry is **A., Reynolds, 1820-**. It comes before **A & S** because of the comma in the personal name. Recall that in personal names with commas, the part after the comma is used *only* if needed to subarrange people with the same last name.

Combined Example	
& baby makes 3	Alberts, Rosalind,
21 mysteries	1939-1999
A., Reynolds, 1820-	Alberts, Rosalind,
	1965-
A & S Automobile →	A & S
A.A. White (Firm) →	A A
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones,
	Agnes

Now let's look at the next two entries, **A & S Automobile** and **A.A. White (Firm)**. The periods in the second entry will be dropped and treated as spaces, so let's think about what that means.

The first entry will be *A-space-ampersand-space-S* and the second will be *A-space-A*. Both start with *A-space*, and an ampersand precedes any letters. This results in the order you see on the screen.

Combined Example	
& baby makes 3 21 mysteries	Alberts, Rosalind, 1939-1999
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm) →	A space A
A is for albatross →	A space I
Alberts, R. (Russell)	Andersen-Jones, Agnes

A is for Albatross is next. Here, the letter A is not being used as an indefinite article that should be ignored when filing, but as a significant part of the title. *A-space-is* follows *A-space-A* due to simple alphabetical filing.

Combined Example	
& baby makes 3	Alberts, Rosalind, 1939-1999
21 mysteries	
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

Alberts comes next because nothing comes before something. The word **A** is shorter than the word *Alberts*.

Combined Example	
& baby makes 3	Alberts, Rosalind,
21 mysteries	1939-1999
A., Reynolds, 1820-	Alberts, Rosalind,
A & S Automobile	1965-
A.A. White (Firm)	Anchoring the stitch
A is for albatross	Anchor's aweigh
Alberts, R. (Russell)	Andersen, Wilma
	Andersen-Jones,
	Agnes

The two Rosalind Alberts on the second column follow **Alberts, R.** because nothing comes before something (*R* comes before *R-o*). And, the Rosalinds are arranged in date order.

Combined Example	
& baby makes 3 21 mysteries	Alberts, Rosalind, 1939-1999
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

As you can see here, **Anchoring** follows **Alberts** alphabetically.

Combined Example	
& baby makes 3	Alberts, Rosalind, 1939-1999
21 mysteries	
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
✓ Anchors aweigh	← Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

The apostrophe in Anchor's is removed and the word is closed up to *a-n-c-h-o-r-s*, which is alphabetically after *a-n-c-h-o-r-i*.

Combined Example	
& baby makes 3	Alberts, Rosalind, 1939-1999
21 mysteries	
A., Reynolds, 1820-	Alberts, Rosalind, 1965-
A & S Automobile	Anchoring the stitch
A.A. White (Firm)	Anchor's aweigh
A is for albatross	Andersen, Wilma
Alberts, R. (Russell)	Andersen-Jones, Agnes

Andersen follows alphabetically, and the compound surname that begins with **Andersen** files after that.

