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**HOW TO RECORD NAMES
OF PERSONS**

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FREE TEXT: This practical manual is intended for documentalists and information workers of human rights organisations. It contains guidelines for recording the names of persons, intended as a set of standard rules for use when completing any of the HURIDOCS Standard Formats for the recording and exchange of information on human rights.

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INTRODUCTION

These "**Guidelines for Recording the Names of Persons**" are intended to provide a set of standard rules for use when completing any of the HURIDOCS Standard Formats for the recording and exchange of information on human rights.

This set of rules is based on a number of internationally accepted standards, in particular, the *Anglo-American Cataloguing Rules*, 2 ed., 1988 revision (AACR2-88), the IFLA manual *Names of persons: national usage for entry in catalogues*, compiled by the IFLA International Office for UBC. 3 ed., 1977 and Supplement, 1980, and *The Chicago Manual of Style*, 13 ed., 1982, from which examples have been drawn.

As the title of this document indicates, it provides general guidelines for recording personal names in a standard form, style and order, whenever such data need to be recorded in a HURIDOCS Standard Format. The guidelines are provided for general applicability when completing any of these formats, independently of special requirements laid down for particular fields in any one format. For detailed instructions about choice, selection and prioritisation of personal names in each case, refer to the Scope Notes or Definitions in the Manual of the HURIDOCS format being used.

During the last years, there has been a constant increase in the diversity of nationalities, languages and cultures actively present in the HURIDOCS network. There is also a rich accumulated experience, acquired in the various training workshops, seminars, internships and other formal and informal exchange mechanisms within the network. In the course of these, the needs of producers and users of information worldwide have been clearly expressed and debated, always with the overall aim in mind of achieving the highest possible level of compatibility. These elements are the reason for expanding the present **Guidelines**.

With the inclusion of more precise rules for recording names in different languages as well as other guidelines on how to solve more difficult problems, HURIDOCS aims to provide more satisfactory solutions to the majority of users who are achieving, or aim at achieving, an ever higher level of standardisation and efficiency in the recording and exchange of human rights information.

HURIDOCS wishes to acknowledge the American Library Association, the Canadian Library Association and the Library Association Publishing Ltd. for their permission to reprint or extract parts of the *Anglo-American Cataloguing Rules*.

A. GENERAL GUIDELINES

1. Surnames

- a. If a name of a person has a surname or any name used as a family name, record first the surname followed by a comma and space and the given names or initials. Capitalise only the first letters of the surname, names and the initials.

Name: Diana Miserez
Entry: Miserez, Diana

Name: Jamil Mattar
Entry: Mattar, Jamil

Name: Margaret G. Wachenfeld
Entry: Wachenfeld, Margaret G.

Name: Nan Aron
Entry: Aron, Nan

Name: Hélan Jaworski
Entry: Jaworski, Hélan

Name: V. K. Dubey
Entry: Dubey, V. K.

Name: Jean-Michel Fourniau
Entry: Fourniau, Jean-Michel

Name: Noël Cannat
Entry: Cannat, Noël

Name: Carlos H. Cordero C.
Entry: Cordero C., Carlos H.

Name: Mark Shepard
Entry: Shepard, Mark

Name: Moses N. Kiggundu
Entry: Kiggundu, Moses N.

Name: Fantu Cheru
Entry: Cheru, Fantu

Name: Demetrios Christodoulou
Entry: Christodoulou, Demetrios

Name: K. Sujatha
Entry: Sujatha, K.

Name: Mijail Mijáilovich Bajtín
Entry: Bajtín, Mijail Mijáilovich

- b. If the name is Hungarian or Chinese and follows the normal Hungarian or Chinese order, the surname is the first element of the personal name. In these cases, enter a name under the surname (first element) followed by a comma and space and the givennames or initials without transposing the elements. See also: **GUIDELINES FOR DETERMINING THE FORM OF ENTRY IN CERTAIN LANGUAGES AND LANGUAGE GROUPS**, below, p. 10.

Name: Molnár Ferenc
Entry: Molnár, Ferenc

Name: Lim Yauw Tjin
Entry: Lim, Yauw Tjin

but

Name: A. Toth
Entry: Toth, A.

Name: Trinh Vân Thanh
Entry: Trinh, Vân Thanh

2. Compound Surnames

- a. If the surname consists of two or more names (compound surname), treat both as one element, do not separate them and enter under the first of the two elements except for names in Portuguese. See also: GENERAL GUIDELINE No. 5.

Name: Gabriel Galdón López
Entry: Galdón López, Gabriel

Name: Juan José García-Noblejas Liniers
Entry: García-Noblejas Liniers, Juan José

Name: Gaston Castres Saint Martin
Entry: Castres Saint Martin, Gaston

Name: Emmanuel Besnard Bernadac
Entry: Besnard Bernadac, Emmanuel

Name: M. Renato Imbriani Poerio
Entry: Imbriani Poerio, M. Renato

- b. For Portuguese names, enter the surname under the last element of the compound name unless the last element indicates filial relationship such as **Filho, Junior, Neto, Netto** or **Sobrinho**. For these cases, see GENERAL GUIDELINE No. 9.

Name: Ovidio Saraiva de Carvalho e Silva
Entry: Silva, Ovidio Saraiva de Carvalho e

Name: Paulo Fernando de Moreas Farias
Entry: Farias, Paulo Fernando de Moreas

Name: Rosiska Darcy de Oliveira
Entry: Oliveira, Rosiska Darcy de

but

Name: Victor Vidal Neto
Entry: Vidal Neto, Victor

3. Hyphenated Surnames

If a surname is hyphenated, do not separate the elements and enter under the first of the two elements.

Name: T. Müller-Debus
Entry: Müller-Debus, T.

Name: Ritva Reinikka -Soininen
Entry: Reinikka-Soininen, Ritva

Name: Kirsten Hvenegaard-Lassen
Entry: Hvenegaard-Lassen, Kirsten

Name: Fidèle Pierre Nze -Nguema
Entry: Nze-Nguema, Fidèle Pierre

Name: S. Pastrè-Burrus
Entry: Pastrè-Burrus, S.

Name: Angeles Alvarez García -Bernardo
Entry: Alvarez García-Bernardo, Angeles

Name: Atle Grahl-Madsen
Entry: Grahl-Madsen, Atle

Name: Joe Oloka -Onyango
Entry: Oloka-Onyango, Joe

Name: Delia Castelnovo-Frigessi
Entry: Castelnovo-Frigessi, Delia

4. Surnames of Married Women

- a. For married women whose name consists of their surname before marriage (maiden name) and the husband's surname, enter under the husband's surname except if the name is Czech, French, Hungarian, Italian or Spanish.

Name: Sharon Stanton Russel

Entry: Russel, Sharon Stanton

Name: Adelpha Silva Rodríguez de Figueiredo

Entry: Figueiredo, Adelpha Silva Rodríguez de

Name: Wang Ma Hsi-ch'un

Entry: Wang Ma, Hsi-ch'un

- b. If the name of the married woman is Czech, French, Hungarian, Italian or Spanish, enter under the first element.

Name: Alinda Bonacci Brunamonti

Entry: Bonacci Brunamonti, Alinda

Name: Delfina Molina de Bastianini

Entry: Molina de Bastianini, Delfina

Name: Agnès Courades Allebeck

Entry: Courades Allebeck, Agnès

- c. If the name is Hungarian, include the term **né** attached to the names of some Hungarian married women.

Name: Magyary Zoltánné

Entry: Magyary, Zoltánné

Name: Smetkayné Schwanda Magda

Entry: Smetkayné Schwanda, Magda

- d. If a married woman is identified only by her husband's name, add the term **Mrs.** as in the example.

Name: Mrs. Joe Doe

Entry: Doe, Joe, Mrs.

5. Nature of Compound Name Uncertain

- a. If the name appears to be a compound surname but this cannot be ascertained, enter it as a compound name unless the person's language is English or one of the Scandinavian languages (Danish, Icelandic, Norwegian, Swedish).

Name: Emmanuel Seyni Ndione
Entry: Seyni Ndione, Emmanuel

Name: Edo Dovi Edjossan
Entry: Dovi Edjossan, Edo

- b. If the name of the person is in English or in one of the Scandinavian languages, or in if in doubt, first enter the last element of the name followed by comma and space and the other elements of the name.

Name: Richard Newbold Adams
Entry: Adams, Richard Newbold

Name: Harry Burrows Acton
Entry: Acton, Harry Burrows

Name: André Gunder Frank
Entry: Frank, André Gunder

Name: Tore Linné Eriksen
Entry: Eriksen, Tore Linné

6. Other Element than a Family Name as a Surname

- a. If the name does not have a surname but has an element that identifies the person and functions as a surname, enter this element followed by a comma and space and the rest of the name.

Name: Malcolm X
Entry: X, Malcolm

7. No Family Name Identifiable

- a. If you are unable to identify the family name, enter the full name as it appears on the source of information without any punctuation.

Name: Nzongola -Ntalaja
Entry: Nzongola-Ntalaja

Name: Bongbanda Hogra
Entry: Bongbanda Hogra

Name: Ahmed Ould Djeddou
Entry: Ahmed Ould Djeddou

8. Titles, Ranks

- a. Omit titles and abbreviations of titles of nobility, address, honour or rank unless they are necessary grammatically of if their omission would leave only the person's given name or surname. See also: **GUIDELINES FOR DETERMINING THE FORM OF ENTRY IN CERTAIN LANGUAGES AND LANGUAGE GROUPS**, below, p. 10, and **SPECIAL GUIDELINES FOR USERS OF THE EVENTS STANDARD FORMATS**, below, p. 25.

Name: Engineer Tariq Ben Hamoud
Entry: Ben Hamoud, Tariq

Name: Professor Chung Ling
Entry: Chung, Ling

but

Name: Viscount Colville of Culross
Entry: Colville of Culross, Viscount

Name: Dr. Lewis
Entry: Lewis, Dr.

9. Terms Denoting Filial Relationship

- a. Omit terms of relation such as **Jr., Sr., fils, p/re, hijo** in all languages except for Portuguese names. See also: **GUIDELINES FOR DETERMINING THE FORM OF ENTRY IN CERTAIN LANGUAGES AND LANGUAGE GROUPS**.

Name: L. E. Hinkle Jr.
Entry: Hinkle, L. E.

Name: T. Valentino Sitoy, Jr.
Entry: Sitoy, T. Valentino

- b. Treat **Filho, Junior, Neto, Netto** or **Sobrinho** as part of the name in a Portuguese name or a name of Portuguese origin.

Name: Antonio Luis Neto
Entry: Neto, Antonio Luis

Name: Jorge Sobrinho
Entry: Sobrinho, Jorge

- c. If a term indicating relationship follows a surname, treat it as part of a compound name.

Name: Victor Vidal Neto
Entry: Vidal Neto, Victor

Name: A. F. Coimbra Filho
Entry: Coimbra Filho, A. F.

Name: Henrique Marques Junior
Entry: Marques Junior, Henrique

10. Initials, Letters or Numerals Only

- a. If a name consists only of initials, separate letters or numbers, enter the initials, letters or numbers in direct order.

Name: H. D.
Entry: H. D.

Name: A. de O.
Entry: A. de O.

11. Accents and Diacritical Marks

- a. Include accents and diacritical marks that appear in a name or add them if it is certain that they should be there but have been omitted in the source of information.

Name: ROSA MARIA GARCIA SANZ
Entry: García Sanz, Rosa María

Name: Jean Becarud
Entry: Bécарud, Jean

12. Articles and Prepositions

- a. Enter a name of a person which has an article or preposition, or a combination of these, according to the language of the name as indicated in the following **GUIDELINES FOR DETERMINING THE FORM OF ENTRY IN CERTAIN LANGUAGES AND LANGUAGE GROUPS.**

B. GUIDELINES FOR DETERMINING THE FORM OF ENTRY IN CERTAIN LANGUAGES AND LANGUAGE GROUPS

For more detailed explanations and further examples, refer to Chapter 22 in the *Anglo-American Cataloguing Rules*.

1. African names

- a. For the following countries, the first name is the more significant element. Enter the full name in direct order exactly as it appears on the source of information.

Chad

Name: Sou Ngonn Sou

Entry: Sou Ngonn Sou

Name: Bongbanda Hogra

Entry: Bongbanda Hogra

Ethiopia

Name: Tesfa-Jesus Mehary

Entry: Tesfa-Jesus Mehary

Name: Eshetu Habte Georgis

Entry: Eshetu Habte Georgis

Madagascar

Name: Razafindrimainty

Entry: Razafindrimainty

Mauritania

Name: Moktar Ould Haiba

Entry: Moktar Ould Haiba

Name: Ahmed Ould Djeddou

Entry: Ahmed Ould Djeddou

Zaire

Name: Ilanga Nyonschi

Entry: Ilanga Nyonschi

Name: Lumpungu Kamanda

Entry: Lumpungu Kamanda

2. Afrikaans names

- a. If a name has a prefix such as De, Du, van der, von, enter under the prefix.

Name: Cedric de Beer

Entry: De Beer, Cedric

Name: S. du Toit

Entry: Du Toit, S.

Name: Hendrik van der Post

Entry: Van der Post, Hendrik

3. Arabic names

- a. If an Arabic name has only two elements, the first is the given name and the second the family name. Enter as in GENERAL GUIDELINE No. 1.

Name: Fatima Barakat
Entry: Barakat, Fatima

Name: Fawzy Mansour
Entry: Mansour, Fawzy

Name: Taha Husayn
Entry: Husayn, Taha

Name: Jamil Mattar
Entry: Mattar, Jamil

- b. If an Arabic name consists of a given name, the given name of the person's father and the family name, enter under the family name as in GENERAL GUIDELINE No. 1.

Name: Ahmad Hamid Hmisi
Entry: Hmisi, Ahmad Hamid

- c. If the family name begins with the article **al** (equivalent of **the**), enter the name under the part following the article. Enter the article **al** in lower case after the inverted name. The same is applicable to other definite articles such as **el, ad, an, ar, ash, at, az**.

Name: Mohammed al-Afghani
Entry: Afghani, Mohammed al-

Name: N. el-Madji-Amor
Entry: Madji-Amor, N. el-

Name: Tawfiq al-Hakim
Entry: Hakim, Tawfiq al-

- d. The prefixes **Abou, Abun, Abdul, Abdel, Ben, Bin, Bint, Ibn or Umm** are the first element of a compound name (family name or given name). Enter a family name containing any of these prefixes under the prefix.

Name: Tawfiq Abou Shakra
Entry: Abou Shakra, Tawfiq

Name: Aziz ibn-Saud
Entry: Ibn-Saud, Aziz

Name: Tariq Ben Hamoud
Entry: Ben Hamoud, Tariq

Name: Abdel Khader Shukrallah
Entry: Shukrallah, Abdel Khader

Name: Abdul Rahman Ibn Khaldoun
Entry: Ibn Khaldoun, Abdul Rahman

Name: Tahir Abdul Hakim
Entry: Abdul Hakim, Tahir

- e. **El-Dine**, in its various forms **al-din, al-Din, el-Din, ad-Din, ed-Din, ud-Din**, is a suffix and, therefore, is always the second part of a compound name (family name or given name). Enter a name containing this suffix under the element which follows or precedes the suffix.

Name: Kheir El-Dine Raouf
Entry: Raouf, Kheir El-Dine

Name: Muhammad Sadr al-Din
Entry: Sadr al-Din, Muhammad

Name: Ahmad Izz El-Dine
Entry: Izz El-Dine, Ahmad

4. Asian names

- a. Throughout Asia, many names derive from Arabic, Chinese, less widely known languages and from various European languages, regardless of the place of birth of the person whose name is being recorded. In various countries and cultures, names follow a traditional or customary order, different from Western order which gives precedence to the family name (usually the father's name although sometimes it is the mother's name). Additionally, it is common to have as part of a personal name words denoting status, titles, places of origin or filial relationships.
- b. Guidelines for entering names in some specific Asian languages are provided in this document under the heading for the language in question. If they do not solve a specific problem at hand, refer to other sources such as Chapter 22 of the *Anglo-American Cataloguing Rules* and the *Chicago Manual of Style*.
- c. If in doubt as to the nature, elements or order of an Asian name, enter it in the order in which it appears on the source of information, without transposing the elements and adding no punctuation.

Name: Lê Thanh Khôi
Entry: Lê Thanh Khôi

Name: Nguyen Tran Huan
Entry: Nguyen Tran Huan

5. Burmese and Karen names

- a. Surnames are not commonly used in Burma, now Myanmar. A person is known by a given name consisting of one or two elements, preceded by a term of respect or a title. Examples of these terms and titles are: **U** (the more common), **Saw, Daw, Maung, Naw, Ludu U, Hanthawaddy U**.
- b. Enter a Burmese or Karen name in direct order as it appears on the source of information. Add the term of address, respect or title after a comma. Add also any other distinguishing terms generally associated with the name.

Name: U Nu
Entry: Nu, U

Name: U Thant
Entry: Thant, U

Name: U Po Lat
Entry: Po Lat, U

Name: Dr. Than Tun
Entry: Than Tun, Dr.

- c. If the name contains a Western given name preceding the vernacular name, enter it under the vernacular name and transpose the Western given name to the end. Separate the elements with a comma and space.

Name: Naw Katie Kaing
Entry: Kaing, Katie, Naw

Name: James Hla Gyaw
Entry: Hla Gyaw, James

6. Chinese names

- a. The following guidelines also apply to Korean and Vietnamese names as well as all names of Chinese origin.
- b. Romanisation of Chinese names can be done according to the Wade-Giles system or the Pinyin system, introduced by the Chinese in the 1950s, and which has largely supplanted the older Wade-Giles romanisation system. Choose the Pinyin system whenever possible.
- c. Chinese personal names usually have a one-syllable family name followed by a two-syllable given name. In the Pinyin system, the given name is closed up while in the Wade-Giles it is hyphenated.
- d. Enter the name as it appears on the source of information, capitalise both parts of the name and separate the family name from the given names with comma and space.

Name: Lim Hong-Too
Entry: Lim, Hong-Too

Name: Chung Ling
Entry: Chung, Ling

Name: Li Keran
Entry: Li, Keran

Name: Cheng Shifa
Entry: Cheng, Shifa

Name: Zeng Youhe
Entry: Zeng, Youhe

Name: Zhao Wuji
Entry: Zhao, Wuji

- e. Some Chinese have adopted the Western practice of giving the family name last. If this can be ascertained, enter the family name first followed by comma and space and the given names as in GENERAL GUIDELINE No. 1

Name: H. H. Kung
Entry: Kung, H. H.

Name: Tang Tsou
Entry: Tsou, Tang

Name: T. V. Soong
Entry: Soon, T. V.

Name: Hwa-Wei Lee
Entry: Lee, Hwa-Wei

Name: Yok-Leng Chan
Entry: Chan, Yok-Leng

- f. If a Chinese name contains a non-Chinese given name, enter it following GENERAL GUIDELINE No. 1.

Name: Richard Lee
Entry: Lee, Richard

- g. If a Chinese name contains a non-Chinese given name and Chinese family name followed by one or more Chinese given names, enter the name in the order of surname followed by comma and space, the non-Chinese given name and the Chinese given names.

Name: Philip Loh Fook Seng
Entry: Loh, Philip Fook Seng

Name: Maria Ng Lee Hoon
Entry: Ng, Maria Lee Hoon

- h. In case of doubt, enter the name exactly as it appears in the source of information, do not invert the order of the names and do not use any punctuation.

Name: Lim Huck Tee

Entry: Lim Huck Tee

7. Czech and Slovak names

- a. If the surname consists of a place name in the genitive case preceded by z, enter under the part following the prefix.

Name: Karel z Zerotína

Entry: Zerotína, Karel z

8. Dutch names

- a. If the name is Dutch, and has any of the prefixes **de, den, op de, ter, ten, van, van't, van den, van der**, enter it under the part following the prefix. If the name has **ver**, enter under the prefix.

Name: Menno ter Braak

Entry: Braak, Menno ter

Name: Leo op de Beech

Entry: Beech, Leo op

Name: M. P. van Dijk

Entry: Dijk, M. P. van

Name: Daisy ver Boven

Entry: Ver Boven, Daisy

9. English names

- a. If the family name has a prefix such as **D', De, De la, Du, Le, O'**, enter under the prefix.

Name: Laura O'Dogherty

Entry: O'Dogherty, Laura

Name: Daphne Du Maurier

Entry: Du Maurier, Daphne

Name: John Le Carré

Entry: Le Carre, John

- b. If a personal name begins with **Mac**, or its abbreviated forms **Mc** and **M'**, enter it under either of these since they are part of the family name and should not be separated from it.

Name: Terence MacCarthy

Entry: MacCarthy, Terence

Name: G. J. F. MacDonald

Entry: MacDonald, G. J. F.

Name: Carey McWilliams

Entry: McWilliams, Carey

Name: Anne Maclaren

Entry: Maclaren, Anne

Name: Ronald Macalister Macdonnell

Entry: Macdonnell, Ronald Macalister

10. French names

- a. If the prefix consists of an article or of a contraction of an article and a preposition, enter the name under the prefix and capitalise it. The most common prefixes are: **le, la, les, du,** and **des**.

Name: Gustave Le Rouge
Entry: Le Rouge, Gustave

Name: Françoise Le Roux
Entry: Le Roux, Françoise

Name: René La Bruyère
Entry: La Bruyère, René

Name: Gene R. La Rocque
Entry: La Rocque, Gene R.

Name: Charles-Marc Des Granges
Entry: Des Granges, Charles Marc

- b. Otherwise, enter the name under the part following the preposition. The most common prepositions are **de** and **d'**.

Name: Philippe de Leener
Entry: Leener, Philippe de

Name: Barbey d'Aurevilly
Entry: Aurevilly, Barbey d'

11. German names

- a. If the name is German and the prefix consists of an article or of a contraction of an article and a preposition, enter under the prefix. Examples of such prefixes are: **am, aus'm, vom, zum, zur**.

Name: August am Thym
Entry: Am Thym, August

Name: Josef Paul zum Busch
Entry: Zum Busch, Josef Paul

Name: Erich vom Ende
Entry: Vom Ende, Erich

Name: Otto zur Linde
Entry: Zur Linde, Otto

Name: Ernst aus'm Weerth
Entry: Aus'm Weerth, Ernst

- b. Enter other German names under the part following the prefix, e.g.: **von, von der, von und zu**.

Name: P. von Blanckenburg
Entry: Blanckenburg, P. von

Name: Gisela von Arnim
Entry: Arnim, Gisela von

Name: Wernher von Braun
Entry: Braun, Wernher von

12. Indic names

- a. Indian names, of whatever ethnic and linguistic origin, usually have the family name last. If there is no surname, or if it cannot be ascertained, enter under the last element of the name.

Name: Gobin Mirkdha
Entry: Mirkdha, Gobin

Name: Baldev Raj Sharma
Entry: Sharma, Baldev Raj

Name: Bishwa B. Chatterjee
Entry: Chatterjee, Bishwa B.

Name: Jawaharlal Nehru
Entry: Nehru, Jawaharlal

13. Indonesian names

- a. These guidelines apply to Indonesian names of Arabic, Chinese, Dutch, Indic, Javanese, Malayan, Sumatran or other origin.
- b. Indonesians of Javanese origin use only a personal name. Enter the name as it appears in the source of information.

Name: Suharto
Entry: Suharto

Name: Sukarno
Entry: Sukarno

- c. Enter the following categories of names under the first element of the name:

A name consisting of a given name followed by an element denoting filial relationship (e.g., **bin**, **binti**, **ibni**) plus the father's name.

Name: Abdullah bin Nuh
Entry: Abdullah bin Nuh

Name: S. bin Umar
Entry: S. bin Umar

A name that may be written as one word or as separate words and that begins with one of the following elements: **Adi**, **Budi (Boedi)**, **Joko (Djoko)**, **Karta**, **Kusuma (Koesoema)**, **Mangku (Mangkoe)**, **Noto**, **Prawira**, **Pura (Poera)**, **Sastra**, **Sri**, **Surya (Soerya, Surja, Suria)** and **Tri**. If the name of the person sometimes appears as one word and sometimes as separate words, use the oneword form.

Name: Adi Waskito
Entry: Adi Waskito

Name: Adisendjaja
Entry: Adisendjaja

Name: Sri Muljono
Entry: Sri Muljono

A name containing an initial or abbreviation as the last element.

Name: Djakaria N. E.
Entry: Djakaria N. E.

- d. Enter a name consisting of a given name or names and one or more of the terms **gelar** (sometimes abbreviated as **gl.** or **glr.**), **Daeng**, **Datuk** or **Sutan** under the element after such words.

Name: Rustan Sutan Palindih
Entry: Palindih, Rustan Sutan

Name: Ahmad gelar Datuk Batuah
Entry: Batuah, Ahmad gelar Datuk

Name: Sjamsuddin Sutan Radjo Endah
Entry: Radjo Endah, Sjamsuddin Sutan

- e. Enter a name consisting of personal names followed by a place name under the element preceding the place name. Treat the place name as an integral part of the name.

Name: Muhammad Daud Beureuh
Entry: Daud Beureuh, Muhammad

- f. For names of Chinese origin, follow the guidelines for Chinese names.

- g. Enter all other Indonesian names consisting of two or more elements under the last element of the name.

Name: Muhammad Hatta
Entry: Hatta, Muhammad

Name: Amir Hamzah Nasution
Entry: Nasution, Amir Hamzah

Name: Idrus Nasir Djajadiningrat
Entry: Djajadiningrat, Idrus Nasir

Name: Sitti Nuraini Sani
Entry: Sani, Sitti Nuraini

Name: Purnadi Purbatjaraka
Entry: Purbatjaraka, Purnadi

14. Italian names

- a. Enter a family name containing a prefix under the prefix.

Name: Giovanni A Prato
Entry: A Prato, Giovanni

Name: Nicola D'Arienzo
Entry: D'Arienzo, Nicola

Name: Lorenzo da Ponte
Entry: Da Ponte, Lorenzo

Name: Angelo di Costanzo
Entry: Di Costanzo, Angelo

Name: Isidoro del Lungo
Entry: Del Lungo, Isidoro

Name: M. della Rosa
Entry: Della Rosa, M.

Name: Gioacchino Li Greci
Entry: Li Greci, Glocchino

Name: Niccolò Lo Savio
Entry: Lo Savio, Niccolò

15. Japanese names

- a. Japanese names usually consist of a family name and a given name, in that order. Enter a Japanese name which follows the traditional order as it appears on the source of information. Do not invert the elements but add a comma and space after the first element (family name).

Name: Tomonaga Kenzo
Entry: Tomonaga, Kenzo

Name: Hayashi Sayoko
Entry: Hayashi, Sayoko

- b. Some Japanese have adopted the Western practice of giving the family name last. If this can be ascertained, enter the family name first followed by comma and space and the given names as in General guideline No. 1.

Name: Michiko Tanaka
Entry: Tanaka, Michiko

Name: Akio Kawamura
Entry: Kawamura, Akio

16. Korean names

- a. For Korean names, follow the guidelines for Chinese names.

17. Malay names

- a. These guidelines apply to Malay names, including names of Arabic origin beginning with the element **al-**, borne by persons living in Malaysia, Singapore or Brunei. They also apply to names from other ethnic groups native to Malaysia such as Ibans, Kedazans, etc.
- b. Enter a Malay name under the first element of the name unless it can be ascertained that the person treats another element of his or her name as a surname. In this case, enter under the surname.

Name: A. Samad Said
Entry: A. Samad Said

Name: Rejab F. I.
Entry: Rejab F. I.

Name: Shahnnon Ahmad
Entry: Shahnnon Ahmad

Name: Luat anak Jabu
Entry: Luat anak Jabu

Name: Faridah Merican
Entry: Merican, Faridah

Name: Linda Nichol
Entry: Nichol, Linda

- c. Omit words or abbreviations denoting filial relationship unless consistently used by the person. Words denoting filial relationship are: **anak (a., ak, ak.), bin (b.), binte (bte.), binti (bt.), ibni**

Name: William Duncan anak Ngadan
Entry: William Duncan

Name: Siti Norma bte. Ahmad
Entry: Siti Norma bte. Ahmad

Name: Ali bin Ahmad bin Hussein
Entry: :Ali bin Ahmad

- d. Add after the name any titles of honour, rank or position that are commonly associated with the name. For a list of **Iban** titles of honour, titles of office and religious titles, see p. 429 of the *Anglo-American Cataloguing Rules*.

Name: Haji Abdul Majid bin Zainuddin
Entry: Abdul Majid bin Zainuddin, Haji

Name: Tan Sri Datuk Hamzah Sendut
Entry: Hamzah Sendut, Tan Sri Datuk

- e. For names of non-Malay origin (e.g., Chinese, Indian), follow the guidelines for the language of the name (e.g., Chinese names).

18. Portuguese names

- a. Portuguese names usually comprise a family name of two or more elements. As opposed to Spanish names, the most significant part of the surname in Portuguese custom is the mother's name, generally the last element of the compound name. See also: GENERAL GUIDELINE No. 2.
- b. If the surname consists of two or more names, enter the surname under the last element of the compound name unless the last element indicates filial relationship such as **Filho**, **Junior**, **Neto**, **Netto** or **Sobrinho**. See also: GENERAL GUIDELINES No. 2 and No. 9.

Name: Ovidio Saraiva de Carvalho e Silva
Entry: Silva, Ovidio Saraiva de Carvalho e

Name: Paulo Fernando de Moreas Farias
Entry: Farias, Paulo Fernando de Moreas

Name: Rosiska Darcy de Oliveira
Entry: Oliveira, Rosiska Darcy de

Name: Victor Vidal Neto
Entry: Vidal Neto, Victor

- c. Treat terms denoting filial relationships such as **Filho**, **Junior**, **Neto**, **Netto** or **Sobrinho** as part of the name.

Name: Antonio Luis Neto
Entry: Neto, Antonio Luis

Name: Jorge Sobrinho
Entry: Sobrinho, Jorge

- d. If a term indicating filial relationship follows a surname, treat it as part of a compound name and follow GENERAL GUIDELINE No. 2.

Name: Victor Vidal Neto
Entry: Vidal Neto, Victor

Name: A. F. Coimbra Filho
Entry: Coimbra Filho, A. F.

Name: Henrique Marques Junior
Entry: Marques Junior, Henrique

- e. Enter a family name containing a prefix under the part of the name following the prefix.

Name: Ovidio Saraiva de Carvalho e Silva
Entry: Silva, Ovidio Saraiva de Carvalho e

Name: Edison Arantes do Nascimento
Entry: Nascimento, Edison Arantes do

Name: Paulo de Carvalho-Neto
Entry: Carvalho-Neto, Paulo de

19. Romanian names

- a. Enter a family name containing a prefix under the prefix unless it is **de**. In that case, enter under the part of the name following the prefix.

Name: Vasile A Mariei
Entry: A Mariei, Vasile

Name: Emil de Puscariu
Entry: Puscariu, Emil de

20. Scandinavian names

- a. Enter under the part of the name following the prefix if the prefix is of Scandinavian, German or Dutch origin (except for the Dutch **de**). If the prefix is the Dutch **de**, or it is of another origin, enter under the prefix.

Name: Agnes von Krusenstjerna
Entry: Krusenstjerna, Agnes von

Name: Catharina Charlotta de la Gardie
Entry: De la Gardie, Catharina Charlotta

21. Spanish names

- a. Most Spanish names consist of both the father's and the mother's surnames, in that order. Some persons use only one surname, predominantly the father's name.

It is also common to find two given names. Very often, names are compounded and joined by y (and), an article, a preposition, a contraction or a combination of both.

- b. Always enter a Spanish name under the first element of the family name, i.e. the father's name. See: GENERAL GUIDELINES No. 2 and No. 4.

Name: Luis Cardoza y Aragón
Entry: Cardoza y Aragón, Luis

- c. If the prefix consists of an article only, enter under it.

Name: Mario La Guardia
Entry: La Guardia, Mario

Name: Teresa La Porte G.
Entry: La Porte G., Teresa

Name: Manuel Las Heras
Entry: Las Heras, Manuel

- d. Enter all other names under the part following the prefix.

Name: Sergio de la Peña
Entry: Peña, Sergio de la

Name: Pedro del Arenal R.
Entry: Arenal R., Pedro del

Name: Gregorio de Andrés
Entry: Andrés, Gregorio de

Name: Fernando del Cid
Entry: Cid, Fernando del

22. Thai names

- a. Family names have been used in Thailand since 1915 and are the last element of a personal name. However, a person is normally known by, and addressed by, his or her personal name. The usual order is the given name first followed by the family name.
- b. Enter a Thai name under the first element of the name.
- c. Omit any term of address (e.g., **Khun, Nai, Nang, Nangsao**).

Name: Dhanit Yupho
Entry: Dhanit Yupho

Name: Prayut Sitthiphan
Entry: Prayut Sitthiphan

Name: S. Bannakit
Entry: S. Bannakit

Name: Maenmas Chavalit
Entry: Maenmas Chavalit

Name: Sanitsuda Ekachai
Entry: Sanitsuda Ekachai

23. Vietnamese names

- a. Like Chinese names, Vietnamese names consist of three elements, the family name being the first, followed by the given names. Enter a Vietnamese name following the guidelines for Chinese names.

C. SPECIAL GUIDELINES APPLICABLE ONLY TO USERS OF THE FORMATS IN "HURIDOCs EVENTS STANDARD FORMATS : A TOOL FOR DOCUMENTING HUMAN RIGHTS VIOLATIONS"

1. Note that complete entries should be made in the following order:

Surname,
Given names,
Rank or title,
Nicknames or codenames or alias

2. Include indications of rank or title such as **Father, Professor, General, Engineer, Dr.**, etc. at the end of the name. Separate the rank from the name with the symbol "comma space".

Name: Engineer Tariq Ben Hamoud
Entry: Ben Hamoud, Tarik, Engineer

Name: Professor Chung Ling
Entry: Chung, Ling, Professor

3. Nicknames, codenames and alias

A nickname is a characterising word or phrase used as part of, given in addition to, altered from or used instead of the real name. An alias is a name which a person uses to hide his/her own name, an assumed name.

Enter in direct order preceded by a comma from the last element of the proper name recorded or after the rank.

Name: Capitán Alfredo Manuel Alonso, nicknamed Navaja
Entry: Alonso, Alfredo Manuel, Capitán, Navaja

Name: Tahir Abdul Hakim, commonly called "Abdul"
Entry: Abdul Hakim, Tahir, Abdul

Name: Ahmad Izz El-Dine, nicknamed The Light
Entry: Izz El-Dine, Ahmad, The Light

This volume is part of a series of how-to practical manuals aimed to help build the capacity of human rights organisations with regard to monitoring and documentation.

The series consists of the following manuals:

Volume 1: What is Monitoring

Volume 2: What is Documentation

Volume 3: How to Set Up a Your Documentation Centre

Volume 4: How to Index

Volume 5: How to Record Names of Persons

Volume 6: How to Search Information

Volume 7: How to Handle Special Kinds of Information Materials

~~Volume 7: How to Do Meta-Tagging~~

Volume 8: How to ~~Use the HURIDOCs Search Engine~~-Do Meta-Tagging

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