Guidelines for Alphabetizing Collection Names

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When creating a collection description, you can use the “collection name sortable” (filing title) field in conjunction with the “collection sort letter” field to control the order in which collections appear in the Explore display of the Portal and Digital Library. For most collections, the filing title should be the same as the collection name. However, there are some exceptions.

# Initial Articles

Unless it is part of a proper name or geographic name such as El Paso or Las Colinas, drop the initial article in the filing title. Examples:

Collection name: El Democrata Fronterizo

Collection name sortable: Democrata Fronterizo

Collection sort letter: d

Collection name: El Paso Herald

Collection name sortable: El Paso Herald

Collection sort letter: e

Collection name: Il Messaggiero Italiano

Collection name sortable: Messaggiero Italiano

Collection sort letter: o

Collection name: Las Sabinas

Collection name sortable: Sabinas

Collection sort letter: s

Collection name: The Optimist

Collection name sortable: Optimist

Collection sort letter: o

# Numbers

Spell out numbers that appear in the filing title. Examples:

Collection name: 12th Armored Division Association History Albums

Collection name sortable: Twelfth Armored Division Association History Albums

Collection sort letter: t

Collection name: World War II Collection of Arlington, Texas

Collection name sortable: World War Two Collection of Arlington, Texas

Collection sort letter: w

# Personal and Corporate Names

For collection names containing an individual’s name, file by the last name. Be sure to create an appropriate filing title and indicate the correct filing letter when you create the collection description. Example:

Collection name: Dr. Edith Marguerite Bonnet Papers

Collection name sortable: Bonnet Papers

Collection sort letter: b

Collection name: Private Papers of Daniel Kempner Thorne

Collection name sortable: Thorne Private Papers

Collection sort letter: t

For collection names containing an individual’s name that is generally thought of as one name or pseudonym, file by the beginning of the name. Example:

Collection name: John F. Kennedy Memorial Collection

Collection name sortable: John F. Kennedy Memorial Collection

Collection sort letter: j

Collection name: O. Henry Collection

Collection name sortable: O. Henry Collection

Collection sort letter: o

For collection names containing an institution name that is based on an individual’s name—such as Daniel Baker College—file by the beginning of the name. Example:

Collection name: Daniel Baker College Catalogs

Collection name sortable: Daniel Baker College Catalogs

Collection sort letter: d

Allow Mc, Mac, Saint, Sant, Ste., St., etc. to file as is. Do not try to normalize them to one form. Example:

Collection name: McMurry Photograph Collection

Collection name sortable: McMurry Photograph Collection

Collection sort letter: m

# Punctuation

When a hyphenated term appears in the collection name, remove the hyphen in the filing title so that it will sort properly in relation to other collection names. Example:

Collection name: Texas-Mexican Presbytery Records

Collection name sortable: Texas Mexican Presbytery Records

Collection sort letter: t