

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 Messaggero Italiano
Collection name sortable: Messaggero 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