

BTC**Business Technology****Curriculum****The 12 Filing Rules****Exercises For Filing****Rule 1**

Names of Individuals. When indexing the name of an individual, arrange the units in this order: last name as Unit 1, first name or initial as Unit 2, and middle name or initial as Unit 3. A unit consisting of just an initial precedes a unit that consists of a complete name beginning with the same letter. Punctuation, such as a period or apostrophe, is omitted.

NAME	UNIT 1	UNIT 2	UNIT 3
Rebecca J. Adams	ADAMS	REBECCA	J
Susan B. Anderson	ANDERSON	SUSAN	B
Terri Anderson	ANDERSON	TERRI	
William Ken Jackson	JACKSON	WILLIAM	Ken
William Johnson	JOHNSON	WILLIAM	
Wilma Johnson	JOHNSON	WILMA	
Frank Shields	SHIELDS	FRANK	
Frank B. Shields	SHIELDS	FRANK	B
Debbie Shirley	SHIRLEY	DEBBIE	
Ann Marie Williams	WILLIAMS	ANN	Marie
Anna Williams	WILLIAMS	ANNA	
Dave Williamson	WILLIAMSON	DAVE	

Rule 2

Personal Names with Prefixes. Prefixes, such as Mc in McAdams is considered as part of the name it precedes. Ignore any apostrophe or space that may appear within or after the prefix. Commonly used prefixes are *d' D' de, De, Del, De la, Di, Du, El, Fits, La, Le, M, Mac, Mc, O', Saint, St. Van, Van de, Van der, Von, and Von der.*

NAME	UNIT 1	UNIT 2	UNIT 3
Olivia DuBerry	DUBERRY	OLIVIA	
Paul Duberry	DUBERRY	PAUL	
Anna L'Aubourne	LAUBORNE	ANNA	
Chuck B. Lauanders	LAUNDERS	CHUCK	B

Jerry A. McDonald	MCDONALD	JERRY	A
Terri C. McDonald	MCDONALD	TERRI	C
Celeste Van Ivan	VANIVAN	CELESTE	
John Vanivan	VANIVAN	JOHN	

Rule 3

Hyphenated Personal Names. Consider a hyphenated first, middle, or last name as one unit. Do not include the hyphen in the unit name.

NAME	UNIT 1	UNIT 2	UNIT 3
Valerie Anderson-Smith	ANDERSONSMITH	VALERIE	
Jason DeTemple	DETEMPLE	JASON	
Tammy DeTemple-Jones	DETEMPLEJONES	TAMMY	
Gary Shawn Lee	LEE	GARY	SHAWN
Alison Shawn-Lee	SHAWNLEE	ALISON	
Kay-Lu S. Shuttle	SHUTTLE	KAYLU	S

Rule 4

Single Letters and Abbreviations of Personal Names. Initials in personal names (J.D., A.J.) are considered separate indexing units. Abbreviations of personal names (Wm., Jos.) and nicknames (Bill, Rick, Ali) are indexed as they are written.

NAME	UNIT 1	UNIT 2	UNIT 3
A. J. Anderson	ANDERSON	A	J
Liz Billings	BILLINGS	LIZ	
Lou Chandler	CHANDLER	LOU	
Wm. Danielson	DANIELSON	WM	
T. J. Sampson	SAMPSON	T	J
Geo. T. Vickory	VICKORY	GEO	T

Rule #5

Personal Names With Titles and Suffixes. When used with a person's name, a title or a suffix is the last indexing unit when needed to distinguish between two or more identical names. A title appears before a name (*Capt., Dr., Miss, Mr., Mrs., Ms., Prof., Sgt.*). Suffixes appear after a name and include seniority terms (*II, III, Jr., Sr.*) and professional designations (*CPA, CRM, CMA, MD, Ph.D.*). Some terms may appear either before or after the name (*Senator, Mayor*). If a name contains both a title and a suffix, the title is the last unit.

Royal and religious titles (*King, Queen, Prince, Princess, Father, Sister*) are considered professional designation suffixes unless they are followed by either a given name or a surname only (*Father John, Princess Anna*) in which case, they are indexed as written.

NAME	UNIT 1	UNIT 2	UNIT 3	Unit 4
Susan Bilderson, CPA	BILDERSON	SUSAN	CPA	
Father John	FATHER	JOHN		
Mrs. Anna Jones	JONES	ANNA	MRS	
King Abdula	KING	ABDULA		
Mrs. Judy Lenderman	LENDERMAN	JUDY	MRS	
Ms. Judy Lenderman	LENDERMAN	JUDY	MS	
Sister Mary Smith	SMITH	MARY	SISTER	
Peter K Teasdale III	TEASDALE	PETER	K	III
Mr. Joshua Wade, Jr.	WADE	JOSHUA	JR	MR
Dr. Frank Williams	WILLIAMS	FRANK	DR	

Rule #6

Names of Businesses and Organizations. Business names are indexed as written using the letterhead or trademark as a guide. If the letterhead is not available, use sources such as directories (phone, Internet) and advertisements.

Each word in a business name is a separate unit. *Exception:* When *The* is the first word of the business name, it is treated as the last unit. Business names containing personal names are indexed as written. Hyphenated names and names with prefixes are considered one unit.

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4
Betty's Boutique	BETTYS	BOUTIQUE		
The Bottom Dollar Store	BOTTOM	DOLLAR	STORE	THE

Computers and Such	COMPUTERS	AND	SUCH	
Computers Are Us	COMPUTERS	ARE	US	
Cpt. John's Seafood House	CPT	JOHNS	SEAFOOD	HOUSE
Doug Tevor Hauling	DOUG	TREVOR	HAULING	
Dr. Allen's Tree Repair	DR	ALLENS	TREE	REPAIR
El Amigo Mexican Restaurant	ELAMIGO	MEXICAN	RESTAURANT	
EZ Travel Agency	EZ	TRAVEL	AGENCY	
St. Paul Lawn Care	STPAUL	LAWN	CARE	
The Worthington Coat Factory	WORTHINGTON	COAT	FACTORY	THE
Zachery Grey Daily News	ZACHERY	GREY	DAILY	NEWS

Rule 7

Single Letters and Abbreviations in Business and Organization Names. Single letters in business and organization names are indexed as written. If single letters are separated by spaces, index each letter as a separate unit. An acronym (word formed from the first few letters of several words, such as ARMA and F.I.C.A.) is indexed as one unit regardless of punctuation or spacing.

Abbreviated words (Mfg, Co., Corp., Inc.) and names (IBM, GE) are indexed as written and as one unit regardless of punctuation or spacing. Radio and television station call letters (WBCO, ABC) are also indexed as written and as one unit.

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4
A K Electric	A	K	ELECTRIC	
A OK Restaurant	A	OK	RESTAURANT	
ACE Repair Co.	ACE	REPAIR	CO	
KKRS Radio Station	KKRS	RADIO	STATION	
L A N Industries	L	A	N	INDUSTRIES
LAN, Inc	LAN	INC		
Regal Mfg. Corp.	REGAL	MFG	CORP	

US Bank	US	BANK		
USA Today	USA	TODAY		

Rule 8

Punctuation and Possessives in Business and Organization Names. All punctuation is ignored when indexing business and organization names. Commas, periods, hyphens, apostrophes, dashes, exclamation points, question marks, quotation marks, and diagonals (/) are disregarded and names are indexed as written.

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4
All-in-One Pawn Shop	ALLINONE	PAWN	SHOP	
Bob's Rent-a-Car	BOBS	RENTACAR		
The Crow's Nest	CROWS	NEST	THE	
How Much? Thrift Store	HOW	MUCH	THRIFT	STORE
Inside/Outside Glass	INSIDEOUTSIDE	GLASS		
Jack-N-Jerry Catering	JACKNJERRY	CATERING		
The Pepper!	PEPPER	THE		

Rule 9

Numbers in Business and Organization Names. Arabic numbers written in digits (1,15,189) and Roman numerals (II, IV, IX) are considered one unit and are filed in numeric order before alphabetic characters with Arabic numbers preceding Roman numerals (2, 156, III, XIV).

Numbers spelled out (ONE, TWELVE, FORTY) are filed alphabetically and appear after numbers written in digits or Roman numerals. Names with numbers included are filed in ascending order (lowest to highest number) before alphabetic names (B4 SHOP, B12 VITAMIN CLUB, BATTING A THOUSAND SPORTING GOODS). Names with numbers appearing in other than the first unit are filed alphabetically and immediately before a similar name without a number (PIER 28 IMPORTS, PIER AND PORT RESTAURANT). The letters *st*, *d*, and *th* following an Arabic number are ignored (1st is indexed as 1, 2nd as 2, 5th as 5 and so on).

Inclusive or hyphenated numbers (7-11 Grocery Store) are indexed according to the number before the hyphen and the number after the hyphen is ignored (7 GROCERY STORE). Hyphenated numbers that are spelled out (Thirty-one Flavors) are considered one unit and the hyphen is ignored (THIRTYONE FLAVORS). An Arabic number followed by a hyphen and a word (7-Gables) is considered one unit (7GABLES) and the hyphen is ignored.

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4
1-2-3 Easy Shopping	1	EASY	SHOPPING	
1 Stop Shopping Center	1	STOP	SHOPPING	CENTER
4 th Street Market	4	STREET	MARKET	
7-Days Extended Inn	7DAYS	EXTENDED	INN	
XXI Movie Theatre	XXI	MOVIE	THEATRE	
Annie's Buffet	ANNIES	BUFFET		
Gary's 9-Way Service Co.	GARYS	9WAY	SERVICE	CO
Gary's Auto Repair	GARYS	AUTO	REPAIR	
Twenty Mile Steak House	TWENTY	MILE	STEAK	HOUSE
Twenty-First Street Photo	TWENTYFIRST	STREET	PHOTO	

Rule 10

Symbols in Business and Organization Names. If a symbol is part of a name, the symbol is indexed as if spelled out. When a symbol is used with a number without spacing between (\$5, #1), it is considered one unit and the symbol is spelled out (5DOLLAR, NUMBER1).

SYMBOL	INDEXED AS
&	AND
¢	CENT
\$	DOLLAR or DOLLARS
#	NUMBER, POUND, or POUNDS
%	PERCENT

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4
50¢ Burger Den	50CENT	BURGER	DEN	
D & B Bargain	D	AND	B	BARGAIN
Dan's Donut Shop	DANS	AUTO	REPAIR	SHOP
\$ Days Hotel	DOLLAR	DAYS	HOTEL	

The Dollar Smart Shop	DOLLAR	SMART	SHOP	THE
Just Good & Store	JUST	GOOD	CENTS	STORE

Rule 11

Government Names. Government names are indexed first by the name of the government unit - country, state, county, or city. Next, index the distinctive name of the department, bureau, office, or board. The words "Office of", "Department of", "Bureau of", etc. are separate indexing units when they are part of the official name.

State and Local Government

State and local government names are indexed first by the name of the state, providence, county, city, or town that has jurisdiction over that government agency. The distinctive name of the agency is considered next. For example, a city will have jurisdiction over a board of education, so the city would be indexed first, then the board of education. The words "State of", "County of", "City of", "Department of", etc. are added *only if needed* for clarity and if it is in the official name.

NAME	JURISDICTION	INDEXED NAME
Court House, Evans County Hazard, Kentucky	County	EVANS COUNTY COURT HOUSE HAZARD KENTUCKY
Board of Education, Freemont, MO	City	FREEMONT EDUCATION BOARD OF FREEMONT MISSOURI
Banking Office, Dept. of Commerce, Dallas, TX	State	TEXAS COMMERCE DEPT OF BANKING OFFICE DALLAS TEXAS

State and Local Government Names - Listed by Unit

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5	UNIT 6	UNIT 7	UNIT 8
Court House, Evans County Hazard, Kentucky	EVANS	COUNTY	COURT	HOUSE	HAZARD	KENTUCKY		
Board of Education, Freemont, MO	FREEMONT	EDUCATION	BOARD	OF	FREEMONT	MISSOURI		
Banking Office Dept. of Commerce Dallas, TX	TEXAS	COMMERCE	DEPT	OF	BANKING	OFFICE*	DALLAS	TEXAS

United States Government Names

United States government names are indexed first under *United States Government*, then by the

distinctive name of the department, bureau or service. The words "Department of", "Bureau of", etc. follow if it part of the official name. In each of the following examples, Unit 1 is *United*, Unit 2 is *States*, and Unit 3 is *Government*.

*Note that table begins with Unit 4; Units 1-3 are displayed above the table to save space

	UNIT 1	UNIT 2		UNIT 3	
	UNITED	STATE		GOVERNMENT	
NAME	UNIT 4	UNIT 5	UNIT 6	UNIT 7	UNIT 8
U.S. Department of Agriculture Forest Service	AGRICULTURE	DEPARTMENT	OF	FOREST	SERVICE
U.S. Department of Labor Employment Standards	LABOR	DEPARTMENT	OF	EMPLOYMENT	STANDARDS
Bureau of Prisons Justice Department	JUSTICE	DEPARTMENT	PRISONS	BUREAU	OF
U.S. Treasury Department Customs Service	TREASURY	DEPARTMENT	CUSTOMS	SERVICE	

Foreign Government Names

Foreign government names are indexed first by the name of the country, then by the name of the distinctive department, bureau, or board. The words "Department of", "Bureau of", "Ministry of", etc. follow if it part of the official name.

NAME	UNIT 1	UNIT 2	UNIT 3	UNIT 4	UNIT 5
Republic of India	INDIA	REPUBLIC	OF		
Federal Republic of Germany	GERMANY	FEDERAL	REPUBLIC	OF	
Consulate General Peru	PERU	CONSULATE	GENERAL		
Department of Human Resources Tunisia	TUNISIA	HUMAN	RESOURCES	DEPARTMENT	OF

References

Listed below are a number of available publications to help in filing government names.

State Government:

State Information Book, by Susan Lukowski

U.S. Government:

United States Government Manual, published annually

Congressional Directory, published annually

Foreign Government:

Countries, Dependencies, Areas of Special Sovereignty, and Their Principal Administrative Divisions, published by the U.S. Department of Commerce, National Bureau of Standards

World Almanac and Book of Facts, updated annually

Rule 12 Addresses. When personal names and names of businesses and organizations are otherwise identical, the filing order is determined by the address. The elements of the address are considered in the following order: City, State (spelled out in full), Street Name, Quadrant (NE, NW, SE, SW), House or Building Number

NOTE: Because space is limited in example below, Unit 1 is displayed above and indexing begins with Unit 2.

	UNIT 1				
	COMPUTERWORLD				
NAME	UNIT 2	UNIT 3	UNIT 4	UNIT 5	UNIT 6
ComputerWorld 12 th Avenue NE Akron, Ohio	AKRON	OHIO	AVENUE	NE	12
ComputerWorld 86 Elm Street Akron, Ohio	AKRON	OHIO	ELM	STREET	86
ComputerWorld 600 Warner Ave Columbus, Ohio	COLUMBUS	OHIO	WARNER	AVE	600
ComputerWorld 7 TH & Main Portland, Oregon	PORTLAND	OREGON	AND	MAIN	7
ComputerWorld 7 TH Avenue SW Portland, Oregon	PORTLAND	OREGON	AVENUE	SW	7
ComputerWorld 257 Norris Drive Portland, Texas	PORTLAND	TEXAS	NORRIS	DRIVE	257

