Guidelines for Alphabetical Arrangement of Letters and Sorting of Numerals and Other Symbols

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NISO Technical Report 03
TR03-1999

Guidelines for Alphabetical Arrangement of Letters and Sorting of Numerals and Other Symbols

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Abstract: This technical report provides rules for the alphabetical arrangement of headings in lists of all kinds, such as bibliographies, indexes, dictionaries, directories, inventories, etc. It also covers the sorting of Arabic or Roman numbers, and other symbols. It consists of seven rules that cover problems which may arise in alphanumeric arrangement of headings. The technical report is based on the traditional order of letters in the English alphabet and that of numerals in ascending arithmetical order. It does not address issues concerning meaning or type of headings. The rules can generally be applied by human beings as well as by computers. Each rule is followed by illustrative examples.

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Foreword

Virtually all major industrialized countries have developed national standards for alphabetical arrangement. No international standard exists on this topic because alphabetization is language-specific, and no two languages written in the Roman script have the same alphabet and orthographic rules. However, the rules presented here are intended to serve wherever the English language is used in written form.

The arrangement (or "filing") rules currently used in American library catalogs, indexes, inventories, dictionaries, directories, and other alphabetically arranged lists are, to a certain extent, incompatible with each other; this incompatibility often results in different arrangements of similar headings. Also, all current filing rules contain exceptions from basic rules, and they prescribe classified arrangements for certain types of headings according to their meaning or type. These exceptions and classified arrangements are a major source of confusion for the general public; they are often the cause of users' failure to find items in catalogs, indexes, and even in telephone directories.

Virtually all alphanumeric headings today are arranged by computers, not by human beings. However, before headings that are to be arranged by an exception to a rule can be sorted automatically, intervention by human beings who can use criteria other than the sequence of letters or numerals is needed.

Given the potential for confusion in working with different sets of rules, this technical report seeks to make the alphanumeric arrangement of headings "as easy as ABC." It attempts to do this by means of the following principles:

1. The number of rules is kept to an absolute minimum.

2. There are only two minor exceptions which are necessary because of headings containing numbers.

3. All rules apply to headings exactly as they appear in written, printed, or otherwise visually displayed form. The arrangement of a heading among other headings is based solely on the sequence of letters in the English alphabet and the arithmetical order of numbers. Therefore, the rules can generally be executed both by human beings and by computers without any additional instructions.[1]

(continued)

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[1] One exception is the recognition of a decimal point in Section 6.3 as a significant character (not as a disregarded one). The other exception is Section 6.4 for the arrangement of Roman numbers. This exception is necessary because the ancient hybrid practice of using letters as numerals is still widely used in many kinds of texts. Computers, however, cannot recognize a string of letters such as LIV as being the number 54, not the word "liv." A Roman number can only be recognized as such and tagged for proper arrangement by human intervention.

4. The rules do not address the order of headings in classified arrangements based on the meaning or type of the words that constitute a heading (for example, arrangement of headings beginning with the same word in the order: personal names — place names — subjects). Any such classified arrangement necessarily involves human intervention and intellectual decisions based on special rules, not on the sequence of characters or words in a heading. Consequently, computers cannot perform such tasks. Users of classified arrangements may or may not know the underlying rules that go beyond the basic rules for the sequence of numerals and letters that every literate person learns in grade school.

5. For the same reason, any transpositions, deletions, or other changes in the sequence of the characters or words in a heading are not permitted.

A feature not satisfactorily treated by previous filing rules is the arrangement of symbols other than letters or numerals. Symbols are particularly important in the context of instructions for software applications, but they may also appear in scientific and other texts, all of which may have to be arranged in indexes and other ordered listings. These guidelines recognize symbols as characters (not as non-existing entities) and provide rules for their place in an alphanumeric sequence.

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Preface

This technical report grew out of NISO's work to create an American National Standard on alphanumeric arrangement. The draft standard developed by the NISO Standards Committee on Alphanumeric Arrangement (Standards Committee AK) was reviewed and balloted by the NISO members in 1996. The NISO Members failed to reach consensus on the proposed standard. Because indexing and arrangement continue to be important to organization of information, the proposed standard is being published as a non-normative technical report.

The rules presented in this technical report reflect the collaborative efforts of the members of Standards Committee AK. Dr. Hans H. Wellisch was the chairman of Standards Committee AK. The committee members were Ruth Christ (University of Iowa), Jessica Milstead (The JELEM Company), Don Riseborough (R.R. Bowker Company), and Albert Simmonds (R.R. Bowker Company).

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Guidelines for Alphabetical Arrangement of Letters and Sorting of Numerals and Other Symbols

1. Scope

This technical report provides rules for the alphanumeric arrangement of headings consisting of letters, numerals, other symbols, or any combination of such characters in ordered lists such as bibliographies, catalogs, indexes, directories, dictionaries, inventories, etc.

Using the order of character sets designed for computer sorting does not necessarily produce a sort sequence that is acceptable for bibliographies, indexes, or library catalogs, because some computer sorting codes, for example, the American Standard Code for Information Interchange (7-bit ASCII), sort uppercase and lowercase letters separately and sort punctuation marks and symbols in various places between numerals and letters.

Examples in this technical report are chosen to illustrate the application of its rules; they do not necessarily conform to existing cataloging or indexing rules. Guidelines for the compilation of indexes may be found in the NISO TR02, Guidelines for Indexes and Related Information Retrieval Devices.

This technical report is not applicable to the arrangement of headings written in non-Roman scripts but it does apply to any romanizations of headings originally written in such scripts. *See also* Appendix B.

2. Definitions

Boldface terms within definitions are defined in this section.

Abbreviation. A shortened or contracted form of one or more **words**, used to represent the whole.

Alphanumeric arrangement. An ordered display of **headings** according to their constituent **characters**.

Character. The smallest possible unit of arrangement: a **space**, **letter**, **numeral**, **punctuation mark**, or other **symbol**.

Cross-reference. A **heading** plus a link to one or more other headings.

Function word. A **word** that indicates the syntactic relation of nouns, verbs, and adjectives in a sentence, clause, or phrase. Articles, conjunctions, and prepositions are function words.

Heading. Any written, printed or otherwise visually displayed item, consisting of one or more **words**, that is to be arranged among other such items in a known order.

Letter. A **character** used in writing to represent a speech sound and forming an element of an alphabet.

Number. A countable quantity represented by **numerals**.

Numeral. A **character** used in writing or print to represent a **number**.

Punctuation mark. A **character** (other than a **space**) conventionally used to separate **words** or to indicate their meaning.

Qualifier. A defining **term** used to distinguish among homographic **headings** or to clarify the meaning of a **heading**.

Space. A blank **character** that separates **words** in a **heading** or **term**.

Subheading. A modifying **heading**, subordinated to another heading.

Symbol. A **character** representing something other than itself by association, resemblance, or convention.

Term. One or more **words** designating a concept.

Word. One or more contiguous **characters** (except a **space**), separated from the next string of contiguous **characters** by a **punctuation mark** or by one or more **spaces**, or terminated by the end of data.

3. Order of Characters

The basic order of characters should be in the following sequence:
    spaces
    symbols other than numerals, letters, and punctuation marks
    numerals (0 through 9)
    letters (A through Z)

An example of this sequence appears in Figure 1.

3.1 Spaces

A space precedes any other character in alphanumeric arrangement. Two or more contiguous spaces should be treated as a single character and have the arrangement value of a single space.

NOTE: A space in the sense of this rule is a blank generated by touching a space bar on a keyboard or by leaving a blank between handwritten words. The blank space in the left margin of a printed or written text is not to be considered as a space.

3.2 Punctuation Marks Treated as Spaces

The hyphen, dash (of any length), or slash is to be treated as a space.

3.3 Punctuation Marks Ignored

The following punctuation marks should be disregarded for arrangement purposes: period (full stop), comma, semi-colon, colon, parentheses, square brackets, angle brackets, braces (curved brackets), apostrophe, quotation marks (single or double), exclamation mark, question mark. They are *not* to be treated as spaces.

3.4 Symbols Other Than Numerals, Letters and Punctuation Marks

Such symbols are arranged after a space but before a numeral. Two or more contiguous symbols should be treated as a single character. Symbols embedded in a word should be treated likewise (Figure 1). *See also* Section 7.

3.5 Numerals (0 through 9)

All headings beginning with a numeral should be arranged ahead of any heading beginning with a letter, *not* as if spelled out (Figure 1). *See also* Section 6.

3.6 Letters (A through Z)

Roman alphabet letters should be arranged according to their order in the English alphabet. Uppercase letters (capitals or majuscules) and lowercase letters (minuscules) have equal arrangement value. Different typefaces (italic, boldface, blackletter, etc.) do not affect the arrangement of letters. Examples are shown in Figure 1. *See also* Section 6.4.

Figure 1. Basic Sequence of Characters

¥ £ $ exchange tables
$$$ and sense
% of gain
$10 a day
†*mas star*
1, 2, buckle my shoe
20 funny stories
A-1 steak sauce
A-5 rocket
A 99
A and G motor vehicles
A B C
A la mode
Abalone
A.B.C.
abdomen
Ambassador hotel
...and so to bed

Antigone
Andersen, Hans Christian
B*** de B.
Ba, Amadou
Balzac, Honoré de
Byrum, John
C
C-Vision
C Windows toolkit
C# ballad
C++ debugger
C++ for expert systems
C++ Views
Cabaret
Carmen

3.6.1 Modified Letters

Letters modified by diacritical marks and ligatures of two letters should be arranged like their nearest basic equivalent letters in the English alphabet, for example:

These modified letters   are arranged as
 á, à, â, a, å, ä,   a
 ħ   h
 ł   l
 ñ   n
 ø   o
 æ   ae
 œ   oe

See also Appendix B.

Examples

Aastrøm, Jeppe   Örne, Anders
Aav, Yrjö   Ornstein, Marvin
Astrom, Lara   Ørsted, Hans Christian
Åström, Margit   Peña, Carmen
Muller, Arnold   Penan, John
Müller, Fritz   Słonimski, Jan
Muller, Greta   Slonimskii, Ivan
Nevves from America   Słownik geodezyjny
Newes from New-England Slowpoke

3.7 Superscript and Subscript Characters

Superscript and subscript characters are arranged as "on-the-line" characters.

Example:

49 best short stories
49_{Ca} accumulation
$a^2 + b^2 = c^2$
H_2O
H_2SO_4
Hamburg
HO-scale

Basic characters followed by both sub- and superscript characters are arranged in the sequence: basic character - subscript - superscript.

Example:

SO_4^{-2} is arranged as SO4-2

4. Headings

4.1 Arrangement of Headings

Headings shall be arranged exactly as written, printed or otherwise displayed. The arrangement of a heading among other headings should be based solely on the sequence of numbers in arithmetical order and on the sequence of the 26 letters of the English alphabet. *See also* Sections 3, 6.3, 6.4, and 7.

4.1.1 Single-Word Headings

A heading consisting of a single word precedes any heading beginning with the same word and followed by other words.

4.1.2 Multi-Word Headings

Headings consisting of more than one word may be arranged by one of the two following methods, but not by any mixture of both:

    word-by-word ("nothing before something")
    letter-by-letter ("all through")

Examples are shown in Figure 2.

4.1.2.1 Word-by-Word ("Nothing before something")

Application of the rule in section 3.1 (spaces precede all other characters) results in what is known as word-by-word arrangement. This method is preferred, because it keeps together headings beginning with the same word (or words). The word-by-word method has always been used in library catalogs as well as in many indexes. Examples are shown in Figure 2.

4.1.2.2 Letter-by-Letter ("All through")

The essential characteristic of this method is that spaces between words are disregarded in arrangement. This method is primarily used for the arrangement of headings in dictionaries, because it keeps different spellings of the same term together (for example, ground water, ground-water, groundwater). The application of this method violates, however, the provision of Section 3.1, and it is also subject to a number of different interpretations, ranging from strict (that is, without any exceptions) to that of the *Chicago Manual of Style,* 14th ed., which stipulates special rules for the treatment of certain punctuation marks in headings, or that of unmodified ASCII (examples are shown in Figure 2).

This method is therefore *not recommended.* It may be used for the continuation of an existing arrangement, or where it is considered important to keep together various spellings of the same heading.

Figure 2: Comparison of Methods for Arranging Headings			
Word-by-Word	**Letter-by-Letter**		**ASCII** (unmodified)
	Strict interpretation	*Chicago Manual 14th ed.*	
N. E. Zenith Co.	networks	networks	"New lamps for old"
networks	New, Agnes	New, Agnes	N. E. Zenith Co.
New, Agnes	Newark, DE	New, Thomas	New Brunswick
New Brunswick	Newark, NJ	Newark, DE	New York
"New lamps for old"	New Brunswick	Newark, NJ	New Zealand
new moon	Newfoundland	New Brunswick	New, Agnes
New, Thomas	"New lamps for old"	Newfoundland	New, Thomas
New York	new moon	"New lamps for old"	Newark, DE
New Zealand	news agencies	new moon	Newark, NJ
Newark, DE	newsletters	news agencies	Newfoundland
Newark, NJ	newspapers	newsletters	Newton's rings
Newfoundland	news photography	newspapers	Newton, Isaac
news agencies	newsprint	news photography	networks
news photography	New, Thomas	newsprint	new moon
newsletters	Newton, Isaac	Newton, Isaac	news agencies
newspapers	Newton's rings	Newton's rings	news photography
newsprint	newton (unit of force)	newton (unit of force)	newsletters
Newton, Isaac	New York	New York	newspapers
newton (unit of force)	New Zealand	New Zealand	newsprint
Newton's rings	N. E. Zenith Co.	N.E. Zenith Co.	newton (unit of force)

4.2 Headings with Qualifiers

Qualifying or explanatory terms are integral parts of a heading and should be arranged as any other words in the heading. Punctuation marks enclosing or preceding such terms (for example, parentheses or square brackets) are ignored. *See* Section 3.3.

Example:

bill (bank note)
Bill Clinton; a life
bill (ornithology)
bill (proposed law)
bill (request for payment)
bill (weapon)

4.3 Headings with Identical Initial Words

Headings beginning with identical initial words should be arranged in the following sequence.

First: Single-word headings

Second: Multi-word headings, including headings with qualifiers (*see* Section 4.2).

4.4 Headings with Cross-References

Cross-references are not part of a heading, and therefore do not affect the arrangement of a heading.

Example:

> fathers *see* parents
> *Fathers and children* (Turgenev)
> Father's Day *see also* Mother's Day

4.5 Subheadings

Subheadings are normally arranged in alphanumeric sequence.[1] Subheadings are subject to the same arrangement rules as the headings they modify. Function words at the beginning of subheadings should be arranged as any other words. They should not be disregarded. *See also* Section 4.1.

Example:

> memory
>> Alzheimer's disease
>> and psychoses
>> long-term
>> loss
>> of childhood events
>> short-term

4.6 Headings Beginning with Articles

An initial article in a heading should be treated as any other initial word. When it is deemed appropriate or desirable to arrange headings with initial articles by the word following the article (for example, in library catalogs where many title headings begin with an article) the headings may be structured to achieve the desired arrangement. Such structuring has two disadvantages: (a) it needs human intervention; and (b) the deletion of an article may distort the meaning of a heading, especially in titles.

Example:

> *A man*
> *Man*
> *Man, A* see *A man*
> *Man, The* see *The man*
> *The man*

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[1] Other arrangements of subheadings (chronological, by page number, canonical, etc.) are outside the scope of this technical report.

5. Abbreviations

Abbreviations should be alphabetized exactly as written, *not* as spelled out.

Figure 3: Example of Alphabetized Abbreviations

A B C	S.A.
Aarhus	sailing boats
abacus	Saint, P.K.
A.B.C.	Sainte-Beuve, C.A.
abdomen	short stories
Cmdr. Smith	SS. Pietro e Paolo
CO_2 lasers	SS (Schutzstaffel)
Commander Brown	St. Louis
Doctor Zhivago	St. Moritz
Doktor Faustus	Ste. Geneviève
doxology	stearine
Dr. Jekyll and Mr. Hyde	X-rays
M. Flip ignorait sa mort	Xmas
M'Bow, Ahmadu	XX rated movies
Mlle. Henriette	YMCA
Mme. Pompadour	Y.W.C.A.
Monsieur Verdoux	z. B.
Mr. Adams	Zambia
Mrs. Miniver	Zn
No. 10, Downing Street	$ZnSO_4$
No and yes	zoos

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6. Numbers

6.1 Headings Containing Numbers

Numbers in headings, whether at the beginning or within a heading, should be arranged in arithmetical order. Headings beginning with numbers written in Arabic numerals should be sorted in ascending arithmetical order before headings beginning with a letter sequence. *See* Section 3.5.

Example:

007 James Bond	*One hundred short stories*
2 kinetic sculptors	Route 45
2-phase flow in turbines	Route 66
2 x 2 = 5	System 7
3-D scale drawing	System 17
3M Company	*The 14th amendment*
600 new churches	*The 20th century encyclopedia*
1066 and all that	*The 30 years war*
1984	Two-stroke power units
Double O Seven, James Bond	Zero-sum games
Nineteen Eighty-four	

6.2 Punctuation in Numbers

Punctuation in numbers, as in other text, has no arrangement value. For treatment of decimal fractions, *see* Section 6.3.

Example:

$5000 reward
5,000- and 10,000-year star catalogs
5000 años de historia
5000 Jahre Bier
5.000 kilomètres dans le sud

6.3 Decimal Fractions

Decimal fractions should be arranged according to their arithmetical value. This applies also to decimal fractions representing values of less than 1 but written without an initial zero. The correct arrangement of such fractions among other fractions or integers may need human intervention because the decimal point is in this case significant and cannot be disregarded.

Example:

0.25 mm
.300 Vickers machine gun
.303-inch machine guns
1 2 3 for Christmas
1-4-5 boogie-woogie
3 point 2 and what goes with it
3.1416 and all that

6.4 Roman Numbers

Roman numbers (written by means of letters) should be arranged by their arithmetical value, among other numbers written in Arabic numerals. To achieve this, the sequence of letters must first be tagged as a number by human intervention, and it may then be sorted as a Roman numeral, either manually or by an algorithm.

Example:

10 stars from the 40s	John II, king of Aragon
17 days to better living	John II, pope
XVIIe & XVIIIe siècles	John III, duke of Brabant
XVIIme siècle	John XXI, pope
XX century encyclopedia	John family
20 short stories	John the Baptist

7. Arrangement of Symbols Other than Numerals and Letters

Symbols other than numerals and letters do not have a universally known and agreed-upon order. Such symbols, whether single or forming a contiguous sequence, are arranged after a space but before any numerals or letters.[1]

When such symbols must be arranged in sequence (for example, several headings beginning with symbols, or several icons indicating different functions, listed in an index to a software manual), they may be arranged by one of three methods described in 7.1 - 7.3. Whichever method is chosen, an explanation of the arrangement should precede the alphanumeric list of headings, especially in printed listings.

7.1 Arrangement in Standardized or Traditional Sequence

Symbols that form part of a standardized sequence, for example, ASCII (ANSI X3.4, American National Standard Code for Information Interchange) or the traditional sequence of symbols for the planets in the order of their distance from the sun, may be sorted in the standardized or traditional sequence.

7.2 Arrangement in Order of Appearance

Symbols that cannot be arranged according to Section 7.1 may be arranged in order of appearance in a text. For example, in an index to a software manual, icons may be arranged in the order in which they are discussed in the text (but before any numerals or letters), or in the order they are displayed on the toolbar, menu, panel, or screen.

7.3 Arrangement by Verbal Equivalent

Symbols that have names or those that can be expressed verbally may be arranged by their names or verbalizations, provided that these are written or printed. The resulting headings should be arranged as any other verbal headings, but the verbalization of a symbol may be enclosed in square brackets to show that it is not part of an actual heading (Figure 4).

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[1]This means that no arbitrary order is imposed on symbols as such. The place of a symbol in the alphanumeric list is determined only by the space or character that follows the symbol.

7.3.1 Ampersand (&)

This character, although actually the Latin word "et," is written as a ligature of the letters e and t. It is considered to be a single symbol and therefore has the arrangement value of one symbol. Optionally, the ampersand may be arranged as its verbal equivalent, for example, "and," "et," "und," or "y." This approach needs human intervention and is *not recommended.*

Figure 4: Two Arrangements of Symbols and Headings

Headings in alphanumeric order	Verbalized equivalents (not in alphanumeric order)
—on, Nicholas	
& *see* ampersand	ampersand
*** *see* Seton, Carl	Seton, Carl
$100 a year	100 dollars a year
†mas star	[Christ]mas star
100% American	100 [percent] American
A^b sonata	A [flat] sonata
B . . . ch, A.	B[aru]ch, A.
C# ballad	C [sharp] ballad
Poe, E.A.	
Poe🌲	Poe[try]
poetry *see also* Swedish poetry	
Poetry in motion	
Price & Smith	Price and Smith
Price & Wilson	Price and Wilson
Price, A. E.	
The £100 wager	The 100 [pound] wager
Xmas greetings	[Christ]mas greetings

Bibliography

The following publications contain provisions that, through reference in this text, constitute provisions of this technical report. At the time of publication, the editions indicated were valid. All standards are subject to revision, and users of this technical report are encouraged to investigate the possibility of applying the most recent editions of these standards.

ANSI X3.4-1986 (R 1997). *Information Systems—Coded Character Sets—7-Bit American National Standard Code for Information Interchange (7-bit ASCII).* New York: American National Standards Institute, 1997.

NISO TR02-1997. NISO Technical Report. *Guidelines for Indexes and Related Information Retrieval Devices.* Bethesda, MD: NISO Press, 1997.

ANSI/NISO Z39.47-1993(R1998). *Extended Latin Alphabet Coded Character Set for Bibliographic Use (ANSEL).* Bethesda, MD: NISO Press, 1993.

The following publications contain rules for alphanumeric arrangement of letters of the Roman alphabet, numerals and symbols. They are currently used in various applications, primarily in library catalogs and in indexes. They are, however, incompatible with each other. Some provisions of this technical report and some of its examples are based on rules and examples from these publications.

American Library Association. *ALA Filing Rules.* Chicago: American Library Association, 1980.

British Standards Institution. *British Standard Recommendation for Alphabetical Arrangement and the Filing Order of Numbers and Symbols.* (BS 1749:1985) London: British Standards Institution, 1985.

University of Chicago Press. *Chicago Manual of Style.* 14th ed. Chicago: University of Chicago Press, 1993.

Library of Congress. *Library of Congress Filing Rules.* Washington, D.C.: Library of Congress, 1980.

Appendix A

Comprehensive Example

Following is a comprehensive example of headings arranged according to the rules presented in this technical report.

——on, Nicholas
& *see* ampersand
*** *see* Seton, Carl
¥ £ $ exchange tables
$$$ and sense
% of gain
$10 a day
$100 a year
$5000 reward
†mas star
0.25 mm
.300 Vickers machine gun
.303-inch machine guns
007 James Bond
1 2 3 for Christmas
1, 2, buckle my shoe
1-4-5 boogie-woogie
2 kinetic sculptors
2-phase flow in turbines
2 x 2 = 5
3-D scale drawing
3 point 2 and what goes with it
3M Company
3.1416 and all that
10 stars from the forties
17 days to better living
XVIIe & XVIIIe siècles
XVIIme siècle
XX century encyclopedia
20 funny stories
20 short stories
49 best short stories
49$_{Ca}$ contamination
100 [dollars] a year
100 [percent] American
100% American
600 new churches
1066 and all that
1984
5,000- and 10,000-year star catalogs
5000 años de historia
5000 Jahre Bier
5.000 kilomètres dans le sud
A-1 steak sauce
A-5 rocket
A 99
A and G motor vehicles

A B C
A [flat] sonata
A la mode
A man
$a^2 + b^2 = c^2$
Aarhus
Aastrøm, Jeppe
Aav, Yrjö
abacus
Abalone
A.B.C.
abdomen
Ambassador hotel
...and so to bed
Andersen, Hans Christian
Antigone
Astrom, Lara
Åström, Margit
B ... ch, A.
B*** de B.
Ba, Amadou
Balzac, Honoré de
B[aru]ch, A.
bill (banknote)
Bill Clinton: a life
bill (ornithology)
bill (proposed law)
bill (request for payment)
bill (weapon)
Byrum, John
C
C & O canal
C [sharp] ballad
C-Vision
C Windows toolkit
C# ballad
C++ debugger
C++ for expert systems
C++ Views
Cabaret
Carmen
[Christ]mas greetings
[Christ]mas star
Cmdr. Smith
CO_2 lasers
Commander Brown
Doctor Zhivago

Appendix B

Special Characters

Old and Middle English Texts			German Texts		
Character	Name	Roman equivalent	Character	Name	Roman equivalent
ð	edh[1]	d	ß	sharp s	ss
þ	thorn[1]	th			
ρ	wen	w			
ȝ	yogh	y			

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[1]These characters are also part of the modern Icelandic and Faeroese alphabet.

Index

Locators refer to section numbers, except for items in the Foreword, Bibliography, and Appendixes, which are indicated by page numbers.