

NATIONAL COUNCIL ON ARCHIVES

**RULES FOR THE CONSTRUCTION OF
PERSONAL, PLACE AND CORPORATE NAMES**

1997

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PREFACE

The work which has led to this publication has now occupied several years. This is perhaps an inevitable consequence of a project of synthesis and consensus. Highly experienced cataloguers from a wide range of institutions have gathered to pool their knowledge, discuss problems and to reach a common solution. When the draft of these Rules was circulated for comment, there was a very encouraging response. Over forty individual archivists and institutions found the time to read and consider it in great detail. The editorial working party is grateful for their efforts which have helped to improve the final version immeasurably.

The years in preparation have not been wasted. Parallel labours of the International Council on Archives Ad Hoc Commission on Descriptive Standards, which have resulted in the General International Standard Archival Description (ISAD(G)), (1994), and the International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR(CPF)), (1996), provide a more analytical context in which these Rules have their part to play. We are grateful for the support which has been forthcoming from Chris Kitching, Chair of the Ad Hoc Commission.

Over the same period, the provision of new funding in the higher education sector, in particular the creation of the Joint Information Systems Committee (JISC), has accelerated the development of common standards for data exchange within the archival profession. A coherent and valuable series of seminars and workshops, organised for the most part by Patricia Methven and Angela Raspin of JISC and Michael Moss and Lesley Richmond of the Scottish University Special Collections and Archives Group, has invariably found room for contributions from members of our editorial working party. We have been encouraged by a general recognition of the central role for future national name authority files which these Rules underpin.

The National Council on Archives has given its name, prestige and financial backing to this work. Despite the pressure of other business, time has been found in a busy agenda for regular reports from its IT Committee. These have been well received and we are particularly grateful for the support of Alice Prochaska, Vic Gray, Nick Kingsley and Penny Brook.

The remit of the NCA extends to the whole of the United Kingdom. This has been invaluable in the formulation of the Rules where personal, place and corporate names each must address problems posed by separate Welsh, Scottish and Irish usage. Special acknowledgement must be made to the contributions of Gwyn Jenkins, John Watts-Williams and Dafydd Ifans of the National Library of Wales, of Patrick Cadell, Ishbel Barnes and Ian Hill of the Scottish Record Office, Ian Cunningham of the National Library of Scotland and Anthony Malcolmson and Gerry Slater of the Public Record Office of Northern Ireland.

The Rules are designed for the consistent construction of proper names in the description, cataloguing and indexing of British archives. Central to this work is the belief that they should apply to all archives, those of Government as well as private accumulations. With the firm support of Sarah Tyacke, several members of staff at the Public Record Office have assisted with the work. Geraldine Beech has prepared at short notice the section on foreign place names. Trevor Chalmers, Nicholas Cox, David Crook and Meg Sweet have given freely of their time and expertise.

The project has for the most part been co-ordinated and hosted by the Historical Manuscripts Commission. With the constant encouragement of the Secretary and the Commissioners, several past and present members of staff have made a valuable input. They include Jim Parker, Kevin Morgan, Mary Ellis and Una O'Sullivan.

Mention should also be made of the support from the professional bodies represented on the NCA. We are particularly grateful for the help provided by Elizabeth Shepherd of the Society of Archivists and by Adam Green and Margaret O'Sullivan of the Association of County Archivists.

Inevitably in a project of this kind, the main burden of work has fallen on a few individuals. It has been a considerable labour to arrange and co-ordinate the working parties, to draft and redraft reports and the Rules themselves, to word process and edit this final version. Without the hard work, intellectual rigour and commitment of the editorial working party, this publication would not have been completed. All are busy professionals involved with important automation projects in their own institutions, yet they have devoted vast amounts of their own time to this work. If, as we hope, these Rules will perform a central role in the future standardisation of archival descriptive practices and the harmonisation of automated finding aids, the credit must go to my colleagues, Louise Craven, Sue Donnelly, Susan Healy and Rachel Stockdale.

*Dick Sargent
Chair, National Council on Archives IT Committee*

April 1997

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CHAPTER 1

INTRODUCTION

1.1 Background

1.1.1 The National Council on Archives (NCA) was established in 1988 as a forum in which the interests of owners, custodians and users of archives in the United Kingdom could be represented and openly discussed, and matters of common concern be brought to the attention of the public, the government or relevant institutions.¹

1.1.2 The NCA IT Standards Working Party was set up in 1990.² *Information Technology Standards and Archival Description: report of a working party to the National Council on Archives* (March 1991) recommended (5.5.A(ii)) the establishment of ‘a standing committee to initiate activity and monitor progress. We suggest that this should bring together appropriate representatives of the national repositories, the Historical Manuscripts Commission and the Society of Archivists, with power to co-opt experts as required’ and (5.5.C(ii)) that the national repositories and the Historical Manuscripts Commission should ‘examine the desirability of standardising name authority controls at national level’.

1.1.3 *Standardisation of Name Authority Controls: a report to the NCA IT Standards Working Party from the Name Authority Project* (June 1993)³ recommended (7.4) ‘that the National Council on Archives appoint a committee with authority to draw up the rules on which the National Name Authority File should be based and resolve the conflicts in current local practice, taking account of the points raised in the present report and the cataloguing rules of the various repositories which are supplied as supporting documentation’.

¹ The following are members of the NCA: Association of County Archivists, Association of County Councils, Association of Metropolitan Authorities, British Association for Local History, British Records Association, Business Archives Council, Cyngor Archifau Cymru/Archives Council Wales, Federation of Family History Societies, Historical Association, Royal Historical Society, Scottish Records Association, Society of Archivists, Standing Conference of National and University Libraries.
The following have observer status: Advisory Council on Public Records, British Library, Historical Manuscripts Commission, Public Record Office, Public Record Office of Northern Ireland.

² The working party comprised Chris Kitching (Historical Manuscripts Commission), chairman, Trevor Chalmers (Public Record Office), Adam Green (Society of Archivists), Jim Parker (Historical Manuscripts Commission) and Rachel Stockdale (British Library).

³ The working group comprised Rachel Stockdale (British Library) convenor, Ishbel Barnes (Scottish Record Office), David Blake (British Library, Oriental and India Office Collections), Mary Clapinson (Bodleian Library), Ian Cunningham (National Library of Scotland), Susan Healy (Public Record Office), Kevin Morgan (Historical Manuscripts Commission), Tom Pattie (British Library), Jane Savidge (Victoria and Albert Museum, National Art Library), Gerry Slater (Public Record Office of Northern Ireland), Meg Sweet (Victoria and Albert Museum, National Art Library), John Watts-Williams (National Library of Wales). Written contributions were received from Penny Bulloch (Balliol College, Oxford), Michael Cook (Liverpool University) and Catherine Fahy (National Library of Ireland).

1.1.4 The NCA IT Committee met in January 1994.⁴ It formally adopted the Report, sent copies to the members of the NCA for approval and comment and agreed an action plan whereby ‘working parties would draft rules for the compilation of individual authority files. These would be endorsed by the NCA IT Committee and circulated to the archive profession for comment. Once agreed, the rules would be published and repositories asked to conform with them’.

1.1.5 Three working parties were convened for personal, place and corporate names⁵ and reported by November 1995.⁶ A small editorial working party⁷ produced a draft, which was widely circulated for comment in early 1996.⁸ The same working party has produced this final version.

⁴ The committee comprised Dick Sargent (Historical Manuscripts Commission) chair, Louise Craven (Historical Manuscripts Commission) secretary, Ishbel Barnes (Scottish Record Office), Robert Faber (New Dictionary of National Biography), Adam Green (Society of Archivists), Susan Healy (Public Record Office), Gerry Slater (Public Record Office of Northern Ireland), Rachel Stockdale (British Library).

⁵ The Personal Names working party comprised Rachel Stockdale (British Library) convenor, Louise Craven (Historical Manuscripts Commission) secretary, Mary Clapinson (Bodleian Library), Ian Cunningham (National Library of Scotland), Dafydd Ifans (National Library of Wales), Rosemary Roberts (New Dictionary of National Biography), Meg Sweet (Public Record Office).

The Place Names working party comprised Gerry Slater (Public Record Office of Northern Ireland) convenor, David Crook (Public Record Office), Sue Donnelly (British Library of Political and Economic Science), Mary Ellis (Historical Manuscripts Commission), Ian Hill (Scottish Record Office), John Watts-Williams (National Library of Wales), Chris Williams (Association of County Archivists).

The Corporate Names working party comprised Susan Healy (Public Record Office) convenor, Elizabeth Briggs (West Yorkshire Archives Service), Penny Brook (Centre for Kentish Studies), Una O’Sullivan (Historical Manuscripts Commission), Clare Rider (School of Library, Archive and Information Studies, University College of London), Jane Savidge (Victoria and Albert Museum, National Art Library), Christine Woodland (Modern Records Centre, Warwick University).

⁶ Geraldine Beech (Public Record Office) prepared the section on foreign place names.

⁷ Louise Craven, Sue Donnelly, Susan Healy, Dick Sargent, Rachel Stockdale.

⁸ Written comments were received from Chris Kitching and Mary Ellis (Historical Manuscripts Commission), Alan Crookham, Richard Storey and Christine Woodland (Modern Records Centre, Warwick University), Mark Nicholls (Cambridge University Library), Michael Cook (Liverpool University), Brian Dyson (Brynmor Jones Library, University of Hull), David Smith (Gloucestershire Record Office), Gillian Sheldrick and Kate Thompson (Hertfordshire Record Office), Gareth Haulfryn Williams (Gwynedd Archives), Nicholas Kingsley (Birmingham City Archives), Alistair Tough (Greater Glasgow Health Board Archives), Christopher Williams (Clwyd Archives), Elizabeth Briggs (West Yorkshire Archives Service), Teresa Doherty (London Transport Archives), Paul Sillitoe and Len MacDonald (Oldham Archives Service), Ian Cunningham (National Library of Scotland), Anna Greening (The Fawcett Library), Elizabeth Rainey (Durham University Library), Clare Rider (School of Library, Archive and Information Studies, University College London), Mary Clapinson (Bodleian Library), Patricia Methven, (King’s College London), Chris Lambert (Essex Record Office), Nicholas Cox and Susan Healy (Public Record Office), Michael Bateson (Canterbury Cathedral Archives), Angela Raspin (British Library of Political and Economic Science), Deidre Sharp (University of East Anglia Library), Heather Forbes (Hampshire Record Office), Gwyn Jenkins (National Library of Wales), Frank Rankin (Glasgow University Archives and Business Records Centre), Gillian Quine (National Monuments Record), Emma Stewart (Greater London Record Office), Chris Pickford (Bedfordshire Record Office).

1.2 Purpose of these Rules

- 1.2.1** Archivists commonly use proper names, i.e. the names of persons, places and corporate bodies, when describing, cataloguing and indexing their holdings. Most of them have some rules and means of ensuring consistency in the form and choice of these names, at least when using them as index headings (or, to use the current term, access points). Some may have precedent cards, others full-scale authority files.
- 1.2.2** Such in-house consistency should now be extended to nationally agreed Rules. This will facilitate consistency in the exchange between repositories of data about their holdings, at any level of description, and in the retrieval of this data by remote access users via networks.
- 1.2.3** The primary purpose of these Rules is to assist cataloguers of archives and manuscripts in forming names for persons, places and corporate bodies which are unique and readily identifiable by users.
- 1.2.4** No set of rules can be comprehensive. It is hoped that the principles and Rules are set out clearly enough and illustrated with enough examples for archivists to build on them.
- 1.2.5** The Rules are not intended to provide guidance on the selection of access points within the finding aids produced by each repository. These will continue to be determined in accordance with local practice and circumstances. However, the names of persons, places and corporate bodies formed in accordance with the Rules may be applied at any level of archival description and are not restricted to fonds or class level.

1.3 Name authority definitions

- 1.3.1** A name authority record comprises the recognised, authorised or prescribed form of a name, usually supported by sufficient information and sources to ensure reliable recognition and use of such a name.
- 1.3.2** A name authority file is a collection of authority records. It is a source from which those who are creating descriptions of their archives or manuscript holdings can take names for use as headings or access points.
- 1.3.3** Many of the participants in this work have assumed that the Rules are merely a precursor to the creation of national name authority files. It is hoped that some preliminary exploration of the issues involved will shortly be undertaken by the NCA. However the structure of such files and the rules governing the creation of authority records fall outside this current publication.

1.4 Principle of minimum conformity

1.4.1 Archivists in libraries or other institutions where manuscript and archival cataloguing must conform to more general in-house standards for on-line public access catalogues have a strong case for continuing their current practices. The same is true where manual indexes, perhaps destined for retrospective conversion, have to be maintained in a consistent way.

1.4.2 It is also evident that many repositories have traditionally developed different types of finding aids which are exploited in different ways by their users. These finding aids are often complementary and are not necessarily incompatible.

1.4.3 Nevertheless it would be both feasible and worthwhile to standardise in a name authority the most essential elements needed for data exchange or cross-searching, while allowing individual repositories to make optional additions for in-house applications.

1.5 Sources used to develop the Rules

1.5.1 The Rules have been firmly based on the *Anglo-American Cataloguing Rules*, 2nd edition (London, 1988). Footnotes indicate those instances where AACR2 is considered not to meet the particular needs of archives and the institutions holding them. Since many archivists work within a larger library environment, departures from AACR2 have been kept to an essential minimum.

1.5.2 The rules for personal names drawn up by the editorial board of the *New Dictionary of National Biography* have also been taken into consideration. Other sources used, also with modification, are the *Canadian Rules for Archival Description* (Ottawa, 1990 continuing) and Steven L. Hensen, *Archives, Personal Papers and Manuscripts: a Cataloguing Manual for Archival Repositories, Historical Societies, and Manuscript Libraries*, 2nd edition (Chicago, 1989).

1.5.3 The work of the International Council on Archives Ad Hoc Commission on Descriptive Standards has coincided with that of the NCA IT Committee and its working parties. Consequently the ICA publications, the *General International Standard Archival Description (ISAD(G))*, (1994), and the *International Standard Archival Authority Record for Corporate Bodies, Persons and Families (ISAAR(CPF))*, (1996), have been very useful in setting our own work in a wider international context.

1.6 Notes on editorial conventions, terminology, cross-referencing and punctuation

1.6.1 In the Rules there are no mandatory conventions for punctuation and abbreviation. These will continue to conform to the house style of each repository. It is assumed that when data exchange does take place or when name authority files are created, the automated systems used will be sufficiently sophisticated to standardise differences in the data input.

1.6.2 Some examples, in natural language or inverted order, cannot always clearly illustrate the rule without some truncation, indicated by ‘ . . . ’. Examples are given in full in the appendices to each section of the Rules.

1.6.3 So as not to prejudge the issue of automated systems, the Rules have avoided terminology like ‘fields’ and ‘data elements’ when describing the different parts of each record. Instead ‘component’ is used for constituent parts of a name e.g. forename, surname, dates. ‘Element’ is used for separate words within each ‘component’ e.g. Richard John. For the sake of clarity, they are separated by ‘|’ in the text of the Rules and in the appendices to each section.

1.6.4 Cross-references to and from the authority name may be mandatory or discretionary according to the context. The convention followed in the Rules is ‘x’ for ‘see’ and ‘xx’ for ‘see also’ cross-references.

CHAPTER 2

RULES FOR THE CONSTRUCTION OF PERSONAL NAMES

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2.1 PERSONAL NAMES

2.1.1 Definition of a personal name

A personal name is the name given to an individual, or a name by which he/she is known, consisting of such elements as surname, forename, patronymic, or toponym, and including official and unofficial changes to any of the elements e.g. William Shakespeare, John of Gaunt.

For the purpose of the present Rules, the name of a family indexed as a unit is to be regarded as a personal name e.g. Harley family.

Sovereigns, members of their immediate families, popes and office-holders acting in their personal capacities are usually to be recorded under personal names, not the names of their jurisdictions or offices e.g. Edward VII, John XXIII, Robert Walpole. For cases in which an office-holder is entered under the title of the office, see **4.8**.

2.1.2 Contents of a personal name

2.1.2A A personal name may comprise the following components. Each component is either mandatory for minimum conformity (M), mandatory where applicable (A), or optional (O).

surname ¹	(M)	(see 2.3)
pre-title	(A)	(see 2.5C)
forename(s) ²	(A)	(see 2.4)
additional elements of name	(A)	(see 2.3A.2.1-3)
date(s)	(M) ³	(see 2.5A)

¹ If a surname consists of more than one word, the last is to be selected as the entry element for the authorised name according to **2.3A.2**. The rest are treated as ‘additional elements’ and placed after the forenames.

² If no surname is present, the forename may be substituted as the mandatory entry element, see **2.3A.7** and references.

³ Dates are mandatory, but if difficult to ascertain, see **2.5A.3-6**.

title	(A/O) ⁴ (see 2.5B)
epithet	(A/O) (see 2.5D)

The following Rules explain the components and their applicability. For the concept of minimum conformity, see the Introduction **1.4**.

For dates, titles, pre-titles and epithets known collectively as qualifiers, see **2.5**.

For the components of family, royal and papal names, see **2.6.2**, **2.7.2** and **2.8.2** respectively.

2.1.2B A personal name is constructed by combining mandatory and optional components of the name so that the person concerned can be identified with certainty and distinguished from others bearing similar names.

An individual should have only one authorised form of name and each name should apply to only one individual. In cases where it is unclear whether or not an existing authorised name applies to the person being described, another containing a distinguishing component must be created.

In general, there should be no parallel entries for personal names. Cross-references may be used to link non-preferred forms to the authorised name. The form and content of such references will depend on the medium in which they are held, its linking capabilities and whether retrieval is by the entry element alone or by any keyword. The Rules concerning cross-references are therefore recommendatory, not prescriptive and examples are not given in full.

⁴ The inclusion of titles and epithets beyond the requirements of minimum conformity is optional.

2.1.3 Additional information

The notes area of a personal name record is intended to hold additional pieces of information which may help to identify or distinguish an individual but are not to be treated as components of the authorised name.

e.g. gender⁵

significant dates other than life-spans and floruits e.g. dates of marriages

titles and offices other than the latest or highest selected as qualifier

biographical notes

multiple pseudonyms, aliases or nicknames

other name changes not included in the authorised form

additional epithets or expansions and explanations of chosen epithets

reasons for fame or notoriety

status and feast days of saints

bibliographic or documentary sources of information used in the authority

Much of this information would be included in authority records created in accordance with the *International Standard Archival Authority Record for Corporate Bodies, Persons and Families, (ISAAR (CPF))*, (1996).

⁵ A gender indicator would help to target selection and retrieval of information but is not essential for identifying a person under the concept of minimum conformity (except in rare cases where forenames are unknown or applicable to either sex). Most existing name authority systems make no provision for such an indicator, and after due consideration it has not been made mandatory in the present Rules, though its potential usefulness is acknowledged.

2.2 GENERAL RULES FOR THE FORMATION OF A PERSONAL NAME

2.2.1 General rule for choice of a personal name

The chief source of a personal name will generally be the primary documentary evidence. If at all possible, the name as found there should be verified in standard English-language works of reference such as those cited in **Appendix 1**, and entered in an authorised form compatible with the present Rules as regards fullness, choice of language, transliteration, identification, etc.

If the name is not found in the secondary literature, it should be transcribed from the document, with any modernisation and rationalisation of spelling as can be made with confidence from knowledge of the immediate source and other contemporary evidence.

If there is conflict in the secondary literature, the form ‘most commonly found’ or ‘best known’ should be selected, provided it meets the criteria set out in the present Rules.

2.2.2 Conventions

Diacritics should be reproduced as accurately as the system of recording allows.

It is recommended that the components of a personal name be presented consistently in the order given in **2.1.2A**, both on screen and in print.

2.3 SURNAMES (M)

2.3.1 Definition of a surname

A surname is the component of the name which a person normally bears in common with the other members of his/her family, as distinguished from his/her given name or forename.⁶

Brown

Fitzwilliam

Macdonald

O'Donnell

The main name or entry element which stands first in an authorised name is generally the surname proper, but in its absence may be a forename, patronymic or toponym standing as the main name.

2.3A General rules for modern English language names

2.3A.1 Simple surnames

If a surname consists of a single word, place it first as the entry element:

Marlowe | Christopher . . .⁷

Nightingale | Florence . . .

Pitt | William . . .

⁶ For the spelling of surnames, see P.H. Reaney, *A Dictionary of British Surnames* (1995).

⁷ The three dots indicate that the example has been truncated for clarity. All examples used in the text are given in full in **Appendix 2**.

2.3A.2 Surnames with more than one element

If a surname consists of more than one word, use the last as the entry element.⁸ Additional components of the surname should follow and be separated from the forename(s). Cross-references are recommended as indicated.

2.3A.2.1 Compound surnames

In compound surnames consisting of two or more unhyphenated proper names, use the last word as the entry element, with cross-references from other part(s).

Ford | Ford | Madox . . .
x **Madox Ford**

Talbot | William Henry | Fox . . .
x **Fox Talbot**

Williams | Ralph | Vaughan . . .
x **Vaughan Williams**

2.3A.2.2 Hyphenated surnames

In surnames which are regularly or occasionally hyphenated, use the last word as the entry element, with cross-references from the other part(s). The hyphen should be retained.

Legge | Henry | Bilson- . . .
x **Bilson-Legge**

Lewis | Cecil | Day- . . .
x **Day-Lewis**

Thomas | Wynford | Vaughan- . . .
x **Vaughan-Thomas**

⁸ Rules 2.3A.2.1-3 are contrary to the language-specific rules in *AACR2*. However, the principle of entry under the last element, which the *New Dictionary of National Biography* generally favours and *AACR2* advocates where the correct usage in the language of origin is unknown, eliminates subjective judgement and the need for extensive research together with the risk of inconsistency and duplication. Cross-references and cross-field searching should permit retrieval through alternative access points.

2.3A.2.3 Surname with separable prefixes

In surnames with separable prefixes, use the last word as the entry element, with cross-references from the prefix plus name in direct order if the language of origin requires.

Maurier | George Louis Palmella Busson | Du . . .
x **Du Maurier**

Mildert | William | Van . . .
x **Van Mildert**

Rue | Thomas | De la . . .
x **De la Rue**

See **2.3B.1.3** and **2.3B.2** for Welsh and Gaelic names with inseparable prefixes.

If a preposition or article is attached to a surname without a space, treat it as an integral part of the name.

LeFanu | Nicola Frances . . .

2.3A.3 Family names or titles

A family name is to be selected as the entry element rather than the title.⁹ A cross-reference is recommended if the title differs from the family name.

Addington | Henry . . .
x **Sidmouth**

Hastings | Selina . . .
x **Huntingdon**

Wellesley | Arthur . . .
x **Wellington**

⁹ This rule is contrary to AACR2 which advocates entry under a title if better known.

2.3A.4 Changes of name¹⁰

The last, latest or most recent name is to be adopted as the authority, even if the change takes place late in an individual's life. Exceptions in the case of some married women are noted in **2.3A.5.1-3**. Cross-references from earlier names, particularly if used in public life or over a long period, are recommended.

Mountbatten | Louis Alexander . . .

x **Battenberg**

Pughe | William Owen- . . .

x **Owen | William**

x **Owen-Pughe**

Stanley | Sir | Henry Morton . . .

x **Rowlands | John**

2.3A.5 Surnames of married women

A woman who marries and adopts her husband's surname is to be entered under that name. For the discretionary use of the maiden name in the epithet, see **2.5D.7**. Cross-references are discretionary.

Gaskell | Elizabeth Cleghorn . . .

Gladstone | Catherine . . .

A woman who marries more than once is to be entered under the name of her last or latest husband, except as prescribed under **2.3A.5.1-3**.

Millais | Euphemia . . .

x **Ruskin**

Onassis | Jacqueline Lee . . .

x **Kennedy**

¹⁰ This paragraph relates to changes of name which are apparent from internal documentary evidence or which can easily be ascertained from common works of reference such as those listed in **Appendix 1**.

2.3A.5.1 Maiden names

A woman who never adopts the name of her husband or who reverts to her maiden name after divorce, is to be entered under the maiden name. Cross-references are discretionary.¹¹

Mitford | Nancy | Freeman- . . .

2.3A.5.2 Maiden and married names

A woman who consistently uses her husband's name in one sphere of life but her maiden name in another (e.g. uses the former socially but the latter professionally) is to be entered under her maiden name, see **2.5D.7**. Cross-references are recommended.

Burney | Frances . . .
x **Arblay**

2.3A.5.3 Names of former husbands, etc.

A woman who commonly uses a name which is neither her maiden name nor the name of her last or latest husband (e.g. the name of a former husband) is to be entered under that name. Cross-references are discretionary.

Guest | Lady | Charlotte Elizabeth . . .
x **Bertie**
x **Schreiber**

Williams | Shirley Vivien Teresa Brittain . . .

¹¹ This Rule also applies to Scottish women whose practice was to keep their own names after marriage until the early 20th century.

2.3A.6 Pseudonyms or real names

A real name is generally to be preferred to a pseudonym as entry element.¹² Cross-references are recommended from the pseudonym(s), one of which may be chosen as an epithet (see 2.5D.4). Multiple pseudonyms may be recorded in the notes area.

Cornwell | David John Moor . . .

x **Carré | John | Le**

x **Le Carré | John**

Cross | Marian . . .

x **Eliot | George**

x **Evans | Mary Ann**

2.3A.6.1 Names adopted in lieu of real name

If a person adopts a pseudonym or stage name and uses it in all aspects of life so that it constitutes an actual change of name, the rule of the last, latest or most recent name given at 2.3A.4 applies. In this case, the pseudonym should be used as the entry element, with a cross-reference recommended from the real or former name. This Rule will most often apply to performing artists whose real names may not readily be known.¹³

Burton | Richard . . .

x **Jenkins | Richard Walter**

Dors | Diana . . .

x **Fluck | Diana Mary**

Leno | Dan . . .

x **Galvin | George**

2.3A.7 Forename standing as the main name

Where there is no identifiable surname, a forename may be used as the entry element: see 2.3E for treatment of medieval names, 2.3B.1.1 for Welsh patronymics and 2.3F.1 for saints known by their forenames.

¹² AACR2 prefers the name by which the person is better known.

¹³ This Rule reflects the editorial policy of the *New Dictionary of National Biography*.

2.3B Special rules for Welsh and Gaelic names

2.3B.1 Welsh names

For the use of epithets to distinguish common Welsh names, see **2.5D.1**.

2.3B.1.1 Welsh patronymics

Welsh patronymics are to be entered under the first element up to a date (usually about 1700 but potentially as late as 1850) when the patronymic is considered to have become formalised as a surname.¹⁴ Cross-references are discretionary but are recommended in the later period if searchers are likely to be uncertain about the choice of entry element.

Dafydd ap Gwilym . . .

Gutun Owain . . .

Wiliam Dafydd Llywelyn . . .

2.3B.1.2 Welsh surnames

Use the surname as entry element when surnames on the English pattern begin to appear from 1500 onwards.

Bodvel | Sir | John . . .

Cain | Rhys . . .

Cynwal | Richard . . .

2.3B.1.3 Modern Welsh names with prefixes

In modern Welsh names (after c 1700-1850 see **2.3B.1.1**) the prefixes *ab* and *ap* should be treated as inseparable and used as the entry element, whether or not they are followed by a space (compare the Rule for *O'* and *Mac* in **2.3B.2**).

ap Gwilym | Gwynn . . .

¹⁴ A decision must be reached on the basis of the contextual and other information available, and knowledge of local naming practices.

2.3B.1.4 Bardic names

The surname is the preferred entry element for Bardic names. A cross-reference from the first element of the Bardic name is recommended.

Evans | Evan . . .
x **Ieuan Glan Geirionydd**

Thomas | David . . .
x **Dafydd Ddu Eryri**

Williams | Rowland . . .
x **Hwfa Môn**

2.3B.2 Gaelic names

In Gaelic names, O' and Mac are to be treated as inseparable prefixes and used as entry elements.

2.3B.2.1 Names found only in Gaelic

If the name occurs only in Gaelic in primary and secondary sources, use this language form.

Mac Cuilleanáin | Cormac . . .

O Rathaille | Aodhagán . . .

2.3B.2.2 Names found in both Gaelic and English

If both Gaelic and English versions exist, use the English form with a cross-reference from the Gaelic.¹⁵

Macintyre | Duncan Ban . . .
x **Mac an t-Saoir | Donnchadh Ban**

O'Clery | Michael . . .
x **Ó Cléirigh | Tadhg**

¹⁵ The Gaelic may, of course, remain the preferred form in local and specialist finding aids.

2.3C Special rules for names in foreign languages

The spelling of names and titles in foreign languages should follow local conventions and standard reference sources from the country of origin, except where Anglicisation is specifically recommended below.

2.3C.1 Names in European languages

In all modern European languages, including those in which naming practices do not follow the English pattern, the last word of the surname or its equivalent should be selected as the entry element, following the general Rules in 2.3A.¹⁶ Cross-references from other elements are recommended.

Dieskau | Dietrich | Fischer- . . .

x **Fischer-Dieskau**

Gaulle | Charles André Joseph Marie | De . . .

x **De Gaulle**

Vinci | Leonardo | Da . . .

x **Da Vinci**

For example in Icelandic names, the patronymic will become the entry element.

Jónsson | Grímur . . .

x **Grímur Jónsson**

x **Thorkelin**

Magnússon | Eiríkur . . .

x **Eiríkur Magnússon**

Thorláksson | Gudbrandur . . .

x **Gudbrandur Thorláksson**

¹⁶ This simplified Rule disregards the practice of the country or language of origin of the name in respect of compound and hyphenated names, prefixes, conventions for changes of name on marriage and at different periods for which AACR2 makes provision. It is intended to be easily applicable to European names found in British contexts without recourse to specialist reference books. It is assumed that retrieval will not be restricted to the chosen entry elements.

For example in Spanish names, the last surname will become the entry element.

Arce | Gaspar Nuñez | de . . .
x **Nuñez de Arce**

Lorca | Federico García . . .
x **García Lorca**

Mendoza | Pedro González | de . . .
x **González de Mendoza**

2.3C.2 Names in non-European languages¹⁷

2.3C.2.1 Anglicised forms

If an Anglicised form of the name or an alternative name in English is known, use this in preference to the native form or straight transliteration. If different Anglicisations are found, use the version most common in reliable sources. Variants may be recorded in the notes area.

not **Imran Khan . . .**
Imran Ahmad Khan Niazi
(but note direct order as under **2.3C.2.3**)

not **Kenyatta | Jomo . . .**
Kamau na Ngengi

2.3C.2.2 Names with family or hereditary elements

If the name is written in roman script and is known or appears to include a surname, family name or hereditary name as the final component, the last element should be selected as the entry element following the general Rules in **2.3A**. This will apply to Hindu and to many Sikh and Muslim names, especially those of persons resident in Great Britain who may have modified traditional name forms. The Rule is to be followed for both men and women.

Gandhi | Mohandas Karamchand . . .

Tagore | Sir | Rabindranath . . .

¹⁷ Useful guidance is given in a publication of the Ethnic Minorities Advisory Committee of the Judicial Studies Board, *Naming and Naming Systems* (1994).

2.3C.2.3 Names in direct order

If there is no identifiable surname, family name or hereditary name component e.g. in some Sikh and Muslim names, or if national usage is known to place the family name first e.g. in Chinese names, the name should be entered in direct order with the first word as entry element. Cross-references are recommended in all cases where searchers are likely to be uncertain about the choice of entry element.

Han Li-wu . . .

x **Li-wu**

Mahomed Shah . . .

x **Shah**

2.3C.3 Names in non-roman scripts

Names written in non-roman characters should be transliterated, if no Anglicised form can be found in common reference sources. The Library of Congress rules for transliteration¹⁸ are recommended as a guide.

Karamanlis | Konstantinos . . .

Kropotkin | Petr Alekseevich . . .

Solzhenitsyn | Aleksandr Isaevich . . .

Ypsilanti | Demetrios . . .

¹⁸ Published in *Cataloguing Service*, bulletin 118, and separately as *ALA-LC Romanization Tables*, R.K. Barry (ed.), (Washington, 1991).

2.3D Special rules for names in classical languages

2.3D.1 Latin names

A classical Latin name is to be entered under the nomen. Cross-references from Anglicised forms in common use and any other known variants of the name are recommended.¹⁹

Ovidius Naso | Publius . . .

x **Ovid**

Tullius Cicero | Marcus . . .

x **Cicero**

Vergilius Maro | Publius . . .

x **Virgil**

x **Vergil**

2.3D.2 Greek names

A classical Greek name is to be entered in its Anglicised form, if one is known. If not, a Latin version should be selected. If neither form can be discovered, the Greek should be transliterated. Cross-references from alternative forms of the name are recommended.

Callimachus . . .

Homer . . .

Pindar . . .

¹⁹ This Rule is adopted because of the inconsistency of common Anglicised forms of classical Latin names. AACR2 allows the choice of ‘the part of the name most commonly used as the entry element in reference sources’.

2.3E Special rules for medieval names

For the purposes of this section, ‘medieval names’ are those of European persons born before 1500.

2.3E.1 Latin or vernacular language

2.3E.1.1 Names found in only one language

If a name is found in secondary and/or documentary sources only in Latin or only in the vernacular, record it in the language found, following the Rules for the order of components given below. Note that in England before 1400, the vernacular may be English or French.

Guillaume de Machaut . . .

Jacobus de Voragine . . .

2.3E.1.2 Names with an established form in English

If a name is found in English as well as Latin and/or another vernacular and if the English form is well-established in modern secondary sources, enter the name in English. Cross-references are recommended.²⁰

Alan of Lille . . .

x **Alain de Lille**

x **Alanus ab Insulis**

Gerald of Wales . . .

x **Giraldus Cambrensis**

x **Gerallt Gymro**

Hugh of Rutland

x **Hue de Rotelande**

²⁰ This is contrary to the European preference for Latin forms of medieval personal names, cf. *Personennamen des Mittelalters* (Wisebaden, 1989).

2.3E.1.3 Names with no established form in English

If a name is found in more than one language excluding English, or if an English form is not considered well-established, select in order of preference:

the language preferred by the individual, if known,

the language most appropriate to the individual's nationality or place of residence,

the language most commonly found in secondary sources.

In cases of conflict between secondary sources, follow the practice of the most recent writers in English. Cross-references are discretionary.

Gottfried von Strassburg . . .

x **Godefroy de Strasbourg**

Groote | Geert | de . . .

x **Gerardus Magnus**

Saxo Grammaticus . . .

2.3E.2 Order and form of components

The name is to be entered in direct order until such time as the second component is considered to have become the surname,²¹ after which it is to be entered in accordance with section 2.3A.

William of Malmesbury . . .

x **Malmesbury**

but **Alnwick | William . . .**

²¹ It has proved impossible to reach a consensus on a precise and universally applicable date but the broad span 1300-1400 is generally held to mark the limits of the period during which surnames are believed to have emerged in England. For persons living between these dates, discretion must be exercised in selecting an entry element, based on common reference sources, internal documentary evidence and knowledge of local naming practices. It is anticipated that generous use of cross-references will help to prevent duplicate entries.

2.3E.2.1 Forename

If there is no identifiable surname, the forename serves as entry element and may be qualified by a toponym, epithet or patronymic.

The modern form of a medieval vernacular forename is to be preferred.²² If variants of a single forename are found in modern secondary literature, select, if possible, the one most commonly applied to the person in question. After about 1500, and in all cases where the name has no modern equivalent, follow the usage of the primary source.

Alfred *not* **Aelfred** . . .

Edward *not* **Eadward** . . .

2.3E.2.2 Toponym

If the forename is qualified by a toponym, use the modern local vernacular form of place name if identifiable, with the particle of, de, etc. in the appropriate language. An unidentified place name found in Latin should be given in that language with the particle de, and inverted commas are not recommended. The forename should conform to the Rules given in **2.3E.1** and the entry should be in direct order.

Adam of Domerham . . .

x **Domerham**

John of Salisbury . . .

x **Salisbury**

Philippus de Ultonia . . .

x **Ultonia**

When the toponym becomes a surname (see **fn 21**), the order should be inverted in accordance with section **2.3A** and the particle omitted.

Bury | John . . .

²² E.G. Withycombe, *The Oxford Dictionary of English Christian Names* (1977) may be consulted.

2.3E.2.3 Epithet

If the forename is qualified by an epithet relating to physical attributes, nationality or achievements, use the language and form found in common reference works or preferred by modern writers. The forename should conform to the Rules given in **2.3E.1** and the entry should be in direct order.

Adam le Gros . . .

Hugh Albus . . .

Thomas Barefoot . . .

2.3E.2.4 Patronymic

If the forename is qualified by a patronymic, use the form most commonly found in the sources. Patronymics consisting of more than one element should be entered with spaces between the words. The forename should conform to the Rules given in **2.3E.1**. Forename and patronymic should be entered in direct order until such time as the patronymic is regarded as a surname (see **fn 21**). Thereafter they should be inverted, and word spacing should follow individual usage.

Adam filius Katerine . . .

Robert fitz Harding . . .

x **fitz Harding**

x **Harding**

2.3F Special rules for saints' names

Follow Rule **2.3F.1** or **2.3F.2** according to whether the saint is generally known by and found in modern works of reference under surname or forename. 'Saint' is a mandatory title. It should be entered with an initial capital letter immediately after the date qualifier (for order of qualifiers, see **2.5D.9**).²³

²³ Additional information not required for minimum conformity, such as status and feast days, may be recorded in the notes area.

2.3F.1 Saints known by forenames

The forename, in its English form if generally recognised, should be used as the entry element.

Hugh | ... | Saint ...

Patrick | ... | Saint ...

Theresa | ... | Saint | of Lisieux ...

x **Martin | Thérèse**

2.3F.2 Saints known by surnames

The surname of a saint canonised long after death, or commonly known by a family name, should be used as the entry element.

Becket | Thomas | ... | Saint ...

x **Thomas**

Campion | Edmund | ... | Saint ...

2.4 FORENAMES (A)

For forenames which serve as entry elements in the absence of surnames, see 2.3A.7, 2.3B.1.1, 2.3E and 2.3F.1.

2.4.1 Definition of a forename

A forename is the component of the name which a person is given in addition to his/her surname.

David

Mary

Morag

Patrick

All forenames must be recorded in full in the authorised name to distinguish and identify an individual precisely.²⁴

2.4.2 Unused and variant forenames

If all elements of the forename are not normally used, or if a person is commonly known by a variant or abbreviated form of name, the forename(s) must be given in full and in proper form. Cross-references are recommended.

Eliot | Thomas Stearns . . .

x **Eliot | T S**

Kipling | Joseph Rudyard . . .

x **Kipling | Rudyard**

West | Victoria Mary | Sackville- . . .²⁵

x **West | Vita | Sackville-**

x **Sackville-West | Vita**

²⁴ AACR2 favours the form of forename most commonly found, though initials may be expanded in parentheses.

²⁵ Note that the choice of name is in accordance with 2.3A.5.1.

2.4.3 Initials and unknown forenames

Where only initials are known and cannot be expanded using common reference works, the initial letter may be used in place of a full forename. As punctuation is non-prescriptive, a full stop is not required. If no forename can be discovered, a single dash may be substituted:

Oudinot | - . . .

Sabini | - . . .

If a woman is identified only by her husband's initials, use a dash in place of the forename and include the husband's name in the epithet.

not **Johnson | - | . . . wife of C Johnson of East Woodhay House**
Johnson / Mrs | C

2.4.4 Changes to forenames

Alternative forenames may be translations of original names e.g. on naturalisation, additional or adopted names e.g. names in religion, or substitute names like nicknames, etc. Once the authorised name has been established, any known additional or variant forenames should be recorded, either as cross-references or in the notes area. The dates of, or reasons for, the change or the precedence of alternative names may also be recorded in the notes area.

2.4.4.1 Latest form of name

The last, latest or most recent form of name is to be used in the authorised name.

Hueffer | Francis . . .
x **Hueffer | Franz**

2.4.4.2 Names in religion

A name in religion, although it has no legal validity, is to be regarded as a formal change of name and used as the authorised name, following the Rule at **2.3A.4** which gives preference to the last, latest or most recent form. Cross-references are recommended if the original forename(s) are known.

Butler | Cuthbert . . .

x **Butler | Edward Joseph Aloysius**

Knowles | David . . .

x **Knowles | Michael Clive**

2.5 QUALIFIERS (M/A/O)

2.5.1 Definition of a qualifier

A qualifier is any addition to a proper name intended to identify and distinguish the individual or family from others bearing similar names.

A qualifier may comprise one or more of the following components. Each component is either mandatory for minimum conformity (M), mandatory where applicable (A), or optional (O).

date	(M)	(see 2.5A)
title	(A/O)	(see 2.5B)
pre-title	(A)	(see 2.5C)
epithet	(A/O)	(see 2.5D)

Dates are mandatory qualifiers. For titled persons, inclusion of the last, latest or highest title is also mandatory. As many epithets as are needed to identify and distinguish an individual may be added at discretion. See **2.5D.9** for the order of multiple qualifiers.

2.5A Dates (M)

A date selected as a qualifier should be the year in which a person was born or died, the span of years of his/her lifetime or the approximate period covered by his/her activities. The inclusion of a date in one of the forms given below is mandatory.²⁶ For dates which cannot be verified from secondary sources, internal evidence may be used, if necessary in conjunction with one of the conventions (**2.5A.3-6**) indicating approximation or uncertainty. Each single year date must consist of four figures (eight figures for a span). Dates falling within the same decade or century are therefore not to be abbreviated.

²⁶ 'No date' or its equivalent is not to be used. Internal evidence is expected to afford some indication of a date, however vague. The sources of any dates not derived from common works of reference may be indicated in the notes area.

2.5A.1 Span dates

Dates should be expressed in the form of life-span dates (birth and death) if these can be ascertained. The abbreviations b and d are not to be used here. To indicate uncertainty, ? and c (circa) may be introduced into span dates.

Blackwood | George | 1876-1942 . . .

Ward | Mary Augusta | 1851-1920 . . .

2.5A.2 Birth or death dates

Where both span dates are not available, either the birth date preceded by b, or the death date preceded by d, may stand alone. These should be separated from the figures by a space, but do not require a full stop. To indicate uncertainty, ? and c (circa) may be combined with b or d dates.

Cudlipp | Hugh | b 1913 . . .

Grey | Henry | d 1554 . . .

Mills | John | d ? 1784 . . .

2.5A.3 Question mark

A question mark is to be used to indicate a degree of uncertainty about a given date. It is more precise than circa, meaning 'possibly in' rather than 'round about' the given year. It must stand in front of the date, separated from it by a space. As ? applies to one date only, it must be repeated if both birth and death dates are uncertain.

Reeves | John | ? 1752-1829 . . .

Rowley | William | ? 1585-? 1642 . . .

2.5A.4 Circa

If either or both of the life-span dates are not known exactly, circa (meaning five years before or after) may be applied to an approximate date. The abbreviation for circa is c followed by a space but without a full stop. As c applies to one date only, it must be repeated if both dates are approximate.

Alford | Edward | c 1565-c 1631 . . .

Bachilor | John | c 1615-1674 . . .

Baldwin | Robert | c 1780-1858 . . .

2.5A.5 Floruit

Floruit means that the person so designated was active at a particular date or during a particular period. If life-span or birth/death dates cannot be established with sufficient precision to use circa, or if the individual is unidentifiable, a period longer or shorter than the whole life-span suggested by internal evidence, or by the date of the document if contemporary, may be expressed as floruit dates. The abbreviation for floruit is fl followed by a space but without a full stop. As floruit itself is imprecise, it should not be combined with ? or c.²⁷

Collins | Derick Howard | fl 1870-1910 . . .

Harris | John | fl 1680-1740 . . .

Mundy | William | fl 1563 . . .

2.5A.6 Periods of or within a century

Some persons are described in secondary sources as living during the course of a particular whole century, a fraction of a century, or in early, mid or late portions of a century. Dates in authorised names must be expressed in numbers, not words, and if it is impossible to be more precise, these phrases should be interpreted on the following model.

²⁷ It is anticipated that floruit dates will be widely used for unidentifiable persons known only in a local context or named only in primary sources. In such cases, the addition of an epithet such as occupation and/or place of residence, though not mandatory, would be very helpful.

19th century	1800-1899
1st quarter of 19th century	1800-1824
2nd quarter of 19th century	1825-1849
3rd quarter of 19th century	1850-1874
4th quarter of 19th century	1875-1899
early 19th century	1800-1840
mid 19th century	1830-1870
late 19th century	1860-1899 ²⁸

The same interpretation is to be applied to all centuries. When used as qualifiers for persons, these will generally be floruit dates, preceded by fl.

Adelard of Bath | fl 1100-1140 . . .

Smith | Joseph | fl 1700-1799 . . .

2.5A.7 Old style and new style dates

All year dates should accord with the Gregorian or new style calendar.

not **Charles I | 1600-1649 . . .**
Charles I | 1600-1648/9

not **Henry VIII | 1491-1547 . . .**
Henry VIII | 1491-1546/7

²⁸ Overlapping periods are preferred to consecutive spans to allow more flexible interpretation of palaeographical evidence etc.

2.5B Titles

A title is an appellation or form of address attaching to an individual or family in respect of the peerage, the ownership of, or association with, certain lands and significant offices or ranks.

2.5B.1 Peerage titles (A)

The last, latest or the highest title is generally to be selected for the authorised name.

Intermediate titles, if they appear in the primary sources or are well-known, should be recorded in the notes area and may be cross-referred at discretion.

Titles of hereditary peers should be numbered as in G.E. Cokayne, *The Complete Peerage* (1910).²⁹ Numbers are not required in cross-references.

The first letter of a peerage title should be a capital (Duke, Earl, Marquess etc.). A territorial designation should be included if it forms an integral part of the title.

**FitzMaurice | Henry William Edmund | Petty-| 1872-1936 |
6th Marquess of Lansdowne**

x **Petty-FitzMaurice**

x **Lansdowne**

x **Shelburne**³⁰

**Lascelles | Henry George Charles | 1882-1947 | 6th Earl of
Harewood**

x **Harewood**

2.5B.2 Unnumbered titles

The titles of life peers and courtesy titles are not to be numbered.

**Wilson | James Harold | 1916-1995 | Baron Wilson
of Rievaulx**

²⁹ Commonly known as GEC. Other sources may give different numberings and should be used with caution.

³⁰ The intermediate title Shelburne is not part of the authorised name but is cross-referred.

2.5B.3 Titled women

A woman who holds a title in her own right should have that title appended as qualifier in the authorised name.

**Godolphin | Henrietta | 1681-1733 | née Churchill |
Duchess of Marlborough
x Marlborough**

A woman who gains a title only by marriage should be described in the qualifier as wife of her husband's title, not as Duchess, Countess etc.

Russell | Diana | 1710-1735 | 1st wife of 4th Duke of Bedford

2.5B.4 Renunciation of titles

Exceptionally, where the last, latest or the highest peerage title to which a person has claim is not adopted or is renounced, the name or title most commonly used should be selected for the authorised name. The last, latest or highest title may be used as qualifier, preceded by the word 'formerly' in the case of renounced titles. If a title in common use serves as qualifier, the rejected title may be recorded in the notes area. Cross-references are discretionary.

**Benn | Anthony Neil | Wedgwood | b 1925 | formerly
Viscount Stansgate
x Stansgate**

2.5C Pre-titles (A)

In English language names, only the titles Lord, Lady, Sir, Dame and Hon may precede the forename.³¹ If the pre-title Sir applies, Baronet or Knight in full must be added as qualifier, and Baronets must be numbered. Academic, clerical, military and naval titles and ranks should not be used in this position but as epithets (see 2.5D.2-3).

Abercrombie | Lady | Julia Janet Georgiana Duncan | d 1915

Phillipps | Sir | Thomas | 1792-1872 | 1st Baronet . . .

Smyth | Dame | Ethel Mary | 1858-1944 . . .

2.5D Epithets (A/O)

An epithet is a word or phrase describing a person's status, position, occupation, characteristics, nationality, place of birth, residence or activity, alternative or previous or subsequent names, relationships, etc. Select the epithet(s) which are most appropriate to the person named in one or more spheres of life and are most readily identified with that person.

An epithet should be included as qualifier where any possibility of confusion between persons of the same name may arise, despite the mandatory inclusion of dates as the most specific identifiers. Beyond minimum conformity, the use of epithets is discretionary. More than one epithet may be attached to a single name, but epithets should not be used to excess. See 2.5D.9 for the order of epithets.

The initial letters of epithets should be in lower case unless they are formal titles, proper names or other words which always begin with a capital.

Hawkins | Edward | 1780-1867 | antiquary

Hawkins | Edward | 1789-1882 | Provost of Oriel College, Oxford

Ritchie | William | 1790-1837 | physicist

Ritchie | William | 1816-1862 | Advocate-General of Bengal

³¹ Sir is not to be used for persons who died before 1500. Sir/Dame or Lord/Lady should only be applied as a pre-title to a baronet, knight, D.B.E., D.R.V.O., younger son of a duke, duchess, marquess or marchioness or daughter of a duke, duchess, marquess, marchioness, earl or countess. Foreign language titles should be treated according to native usage. Those which normally precede the name may do so in the authorised name.

2.5D.1 Epithets in Welsh names

In Welsh names, epithets are mandatory if they are available and the name is common, since dates may overlap and leave room for confusion.³²

Jones | John | ? 1597-1660 | Maesygarneidd | regicide

Jones | John | 1796-1857 | Tal-y-sarn | Calvinistic Methodist minister

Jones | John | 1836-1921 | Myrddin Fardd | antiquary

2.5D.2 Religious titles and epithets

2.5D.2.1 Archbishops, bishops, deans, archdeacons

These titles are to be treated as epithets, not pre-titles. The last, latest or highest diocese is to be cited in the authorised name but others may be recorded in the notes area. Cross-references are not required. See also **4.8** for cases where entry under the title of the office rather than the personal name is more appropriate.

Bagot | Richard | 1782-1854 | Bishop of Oxford

Temple | Frederick | 1821-1902 | Archbishop of Canterbury

Wiseman | Nicholas Patrick Stephen | 1802-1865 | Cardinal-Archbishop of Westminster

2.5D.2.2 Other Christian and non-Christian clergy

The title reverend is not to be used as an epithet or pre-title. Use instead a specific title or the term clergyman, priest or minister (with indication of denomination). Details of livings, parishes, circuits etc. may be recorded in the notes area.

Caraman | Philip | fl 1951-1987 | Roman Catholic priest

Herzog | Isaac | 1888-1959 | Chief Rabbi of Palestine

³² The *Dictionary of Welsh Biography* (1959) and the *Oxford Companion to the Literature of Wales* (1986) are the standard reference works to be consulted for Welsh names and epithets.

Smith | Sydney | 1771-1845 | clergyman and author

Weatherhead | Leslie Dixon | 1893-1976 | Methodist minister

2.5D.3 Other titles

Academic, military, naval and other titles and ranks may be used as epithets where appropriate. The last, latest or highest is to be selected for the authorised name.

Arbuthnot | Marriot | 1711-1794 | Admiral

Archibald | Brian Mortimer | 1906-1983 | Brigadier

Arnold | Thomas | 1823-1900 | Professor of English Literature

Chawner | William | 1848-1911 | Vice Chancellor of Cambridge University

2.5D.4 Pseudonyms and nicknames

A pseudonym is to be treated as an epithet except when it is adopted in every sphere of life and constitutes a change of name (see **2.3A.6.1**). In the case of a person who uses multiple pseudonyms or nicknames, the commonest or best-known should be selected as the epithet. The rest may be entered in the notes area to avoid an excessive number in the authorised name. The words ‘pseudonym’ or ‘called’ may be added in full as appropriate for explanation. Cross-references are discretionary if the pseudonym or nickname takes the form of a proper name. Such references should be entered under the ‘pseudo-surname’, not in direct order. Informal nicknames, pet names and descriptive phrases which are not necessarily unique or easily recognisable should not be cross-referred.

Barton | Elizabeth | ? 1506-1534 | called the Maid of Kent

**Dodgson | Charles Lutwidge | 1832-1898 | author | pseudonym
Lewis Carroll
x Carroll**

**Stuart | Charles Edward Louis Philip Casimir | 1720-1788 |
the Young Pretender | Bonnie Prince Charlie**

2.5D.5 Initials as nicknames

If initials serve as a nickname or pen-name (whether or not they are the first letters of the true names), use the initials as the epithet as if they were a full word, with the addition of the term ‘called’. Cross-references are discretionary.

Couch | Sir | Arthur Thomas | Quiller- | 1863-1944 | Knight | author called Q

x **Q**

Russell | George William | 1867-1935 | illustrator | called AE

x **AE**

2.5D.6 Alternative names

An alternative name should be treated as an epithet, preceded by the word alias. Cross-references are discretionary.

Macgregor | Robert | 1671-1734 | alias Rob Roy

x **Roy**

Multiple aliases may be entered in the notes area, the commonest being selected as the preferred epithet.

2.5D.7 Women’s maiden and married names

If a woman is known under both her married and maiden names in different spheres of life, or if it is desired to emphasise a family connection or to distinguish two women of similar names and dates, née or afterwards may be used in the epithet. Use née followed by the maiden name when the entry element is the married name. Use afterwards followed by the married name when the entry element is the maiden name (see 2.3A.5). Cross-references are recommended.

Campbell | Elizabeth | 1659-1735 | née Tollemache | wife of 1st Duke of Argyll

x **Tollemache**

x **Argyll**

Millin | Sarah Gertrude | 1889-1968 | née Liesbon | South African writer

x **Liesbon**

2.5D.8 Relationship to another person

The relationship of one person to another, better-known individual or to someone whose authorised name has already been established, should be used for identification only where no other epithet would serve. Such an epithet must be self-explanatory: avoid the use of e.g. ‘sister of the poet’, ‘nephew of the preceding’. If necessary, add a qualifier for the person named in the epithet e.g. ‘son of J Smith of Bristol’.

Brooke | John Brooke | d 1868 | nephew of Sir James Brooke

Hewett | Catherine | b 1922 | sister of Philip Larkin

Racine | Louis | 1692-1763 | son of Jean Racine

2.5D.9 Order of multiple qualifiers

Multiple qualifiers may be used as necessary to identify and distinguish individuals. The recommended order for entry and display is as follows: ³³

[pre-title]

dates

alternative status (née, afterwards etc.)

peerage title or landed estate

office or position

career or occupation

characteristic

place of birth, residence or activity

alternative name

relationship to another person

³³ This order does not imply any preference for one type of qualifier over another.

2.6 FAMILY NAMES

2.6.1 Definition of a family name

A family name is the name shared by a group of related individuals. Under the present Rules, the name of a family treated as a group is a personal name.

2.6.2 Contents of a family name

A family name may comprise the following components. Each component is either mandatory for minimum conformity (M), mandatory where applicable (A), or optional (O).

family name	(M)	(see 2.6.3)
epithet 'family'	(M)	
title or occupation	(A)	(see 2.6.4)
territorial designation	(O)	(see 2.6.5)

2.6.3 Name components (M)

The Rules for surnames at 2.3 are to be applied in selecting entry elements for family names.

Churchill | Spencer- | family
x **Spencer-Churchill**

Lisle | De | family
x **De Lisle**

Livingstone | family

2.6.4 Titles or occupations (A)

The Rules for titles at 2.5B are to be applied to family titles, the last, latest or highest title being selected as qualifier.

Stewart | family | Earls of Galloway
x **Galloway**

If a family becomes ennobled during the period covered by the documentary sources, the title must be included as a component of the authorised name. If the documentary sources relate entirely to the period before ennoblement, any

title acquired subsequently should not form part of the authorised name, though it may be recorded in the notes area. This Rule may result in parallel entries for some families which should be cross-referred (cf. parallel entries for corporate bodies which change their names in 4.2.3).

Lever | family | of Bolton, Lancashire
xx **Lever | family | Viscounts Leverhulme**

and **Lever | family | Viscounts Leverhulme**
x **Leverhulme**
xx **Lever | family | of Bolton, Lancashire**

If a family is associated with a particular trade or occupation over several generations, include this information in the epithet.

Macmillan | family | publishers

2.6.5 Territorial designations (O)

If a family owns a landed estate or is distinguished from other families bearing the same name by association with a particular place, include this information in the epithet.

Campbell | family | of Lochnell

If a territorial designation forms part of a title, use ‘of’ and the place name following the main part of the title.

Herbert | family | Barons Herbert of Cherbury

If the territorial association is not part of the title, place it before the title

Howard | family | of Naworth | Earls of Carlisle
x **Carlisle**

The county name is to be supplied if the place name is common. If the titles relate to more than one place and those place names are common, the names of the relevant counties are to be supplied. County names are to be given in full, but without the word ‘county’ or its abbreviation. For the form of a county name, see 3.8.1, 3.8.3, 3.8.5, 3.8.7.

Holyoake | family | Barons Grasmere of Newton, Durham

**Holyoake | family | Barons Grasmere of Newton, Durham
and Field, Northumberland**

2.7 ROYAL NAMES

2.7.1 Definition of a royal name

A royal name is one which refers to persons of the blood royal i.e. sovereigns and their consorts, sons, daughters, brothers, sisters, paternal uncles and aunts, grandchildren in the male line and great-grandchildren by the eldest son of the heir apparent, bearing the titles King, Queen, Prince, Princess, Duke etc, and their foreign equivalents.

2.7.2 Contents of a royal name

A royal name may comprise the following components. Each component is either mandatory for minimum conformity (M), mandatory where applicable (A), or optional (O).

forename(s)	(M) ³⁴
ordinal number	(A) ³⁵
dates of birth and/or death	(M)
proper title	(M) ³⁶
relationship to sovereign	(O) ³⁷

Cross-references from dynastic names are discretionary.

³⁴ Excepting sovereigns and their consorts. The authorised form of name for sovereigns and consorts is that which appears in *The Dictionary of National Biography*.

³⁵ An ordinal number in roman figures is mandatory for sovereigns if more than one person bearing the same name has ruled the same country.

³⁶ For a sovereign, this is the title held at the end of the reign, plus the last or latest title if the reign ended before death. For a prince, princess or royal duke, it is the last, latest or highest title held in his/her own right.

³⁷ For consorts and royal dukes.

2.7.3 **British sovereigns**

The titles of sovereigns should reflect, in the shortest form, their formal, customary or statutory styles at the end of their reigns, omitting mention of overseas territories. For the proper titles of British monarchs, see the *Handbook of British Chronology*, (ed.) E.B. Fryde *et al.* (1986).³⁸

Sovereigns of the whole of England up to and including Henry VII should be described as Kings of England (and the separate rulers of Wales, Scotland and Ireland as Kings/Princes/Lords of those jurisdictions or the appropriate parts thereof).

Henry V | 1387-1422 | King of England

James IV | 1473-1513 | King of Scotland

Sovereigns from Henry VIII to Elizabeth I should be described as King/Queens of England and Ireland.

Elizabeth I | 1533-1603 | Queen of England and Ireland

Sovereigns from James I to George VI should be described as Kings/Queens of Great Britain and Ireland.³⁹

James I | 1566-1625 | King of Great Britain and Ireland

x **James VI | King of Scotland**

George III | 1738-1820 | King of Great Britain and Ireland

Elizabeth II should be described as Queen of Great Britain and Northern Ireland.

Elizabeth II | b 1926 | Queen of Great Britain and Northern Ireland

³⁸ This Rule is intended to be compatible with 4.3.2D and its footnote, whilst reflecting statutory and common contemporary usage. If a title changes during a reign, the latest form is to be used in the authorised name.

³⁹ Although the Republic of Ireland became independent in 1922, Ireland remained in the formal titles of George V, Edward VIII and George VI. See E.B. Fryde, *Handbook of British Chronology* (1986), and documentary sources of usage in the Patent Rolls.

2.7.4 Foreign sovereigns

If a sovereign of a foreign country is well-known and found in English language reference sources with an Anglicised name, then that form shall be preferred for the authorised name. Cross-references are discretionary if the sovereign is also likely to be sought under his/her native-language name.

Charles V | 1500-1558 | Holy Roman Emperor

x **Charles I | King of Spain**

x **Charles I | Archduke of Austria**

John I | 1357-1433 | King of Portugal

Peter II | 1923-1970 | King of Yugoslavia

Otherwise, the name of a foreign sovereign is to be entered in the official language of the country ruled. If no English language form is known, there will be no cross-references.

Carl XVI Gustaf | b 1946 | King of Sweden

Juan Carlos | b 1938 | King of Spain

Wilhelmina | 1880-1962 | Queen of the Netherlands

In both cases, the name of the country is to be given in the form customary in English.

Frederick II | 1712-1786 | King of Prussia

x **Friedrich II**

If the customary name of the sovereign includes a surname, place it in direct order.

Joseph Bonaparte | 1762-1844 | King of Spain

2.7.4.1 Other titles

The addition of other titles to the name of a foreign sovereign is discretionary.

Louis Philippe | 1773-1850 | King of France | Duke of Orleans

x **Orleans**

2.7.5 Consorts

The consort of a ruling king or queen should be entered under the forename(s). If a consort is well-known by and found in reference sources under a family name, that name should be cross-referred. Distinguish the epithet ‘consort’ with lower case initial letter from the formal title ‘Prince/Queen Consort’ with capitals.

Albert | 1819-1861 | Prince Consort of Queen Victoria

Anne | 1507-1536 | née Boleyn | consort of King Henry VIII
x **Boleyn**

Charlotte Augusta Mathilde | 1766-1828 | Queen Consort of Frederick I, King of Wurtemberg

Philip | b 1921 | Duke of Edinburgh | consort of Queen Elizabeth II
x **Edinburgh**

2.7.6 Princes and princesses

Princes and princesses should be entered under the forename(s) with the title as qualifier. For titles deriving from countries other than Great Britain, the country should be stated.

Anne Elizabeth Alice Louise | b 1950 | Princess Royal

Henry Frederick | 1594-1612 | Prince of Wales

2.7.7 Royal dukes etc.

Other persons related to sovereigns in the degrees noted at 2.7.1 should be entered under the forename(s) with titles and optional qualifiers explaining the relationship.

Edward | 1767-1820 | Duke of Kent | son of King George III
x **Kent**

George William Frederick Charles | 1819-1904 | Duke of Cambridge | grandson of King George III
x **Cambridge**

2.8 PAPAL NAMES

2.8.1 Definition of a papal name

A papal name is the name taken by a pope as head of the Roman Catholic Church, or by an antipope.⁴⁰

2.8.2 Contents of a papal name

A papal name will comprise the following components. All are mandatory (M).

papal name	(M)
ordinal number	(M)
dates of birth and/or death	(M) ⁴¹
title 'Pope' or epithet 'Antipope'	(M)

2.8.3 Form of a papal name

Select the form of name customary in English usage. Cross-references from original surnames and forenames are discretionary, if the subjects are well-known by those names and are so called in the documentary sources.

Clement III | d 1191 | Pope

Innocent III | c 1160-1216 | Pope
x **Conti | Lotario de'**

Clement III | c 1025-1100 | Antipope

Innocent III | fl 1179-1180 | Antipope

⁴⁰ 'Antipope' is a convenient and widely-accepted designation (also used in *AACR2*) for those set up in opposition to the canonically-elected pontiffs. Its use is not intended to convey any judgement of the legitimacy of their claims.

⁴¹ See J.N.D. Kelly, *The Oxford Dictionary of Popes* (1986).

2.9 Appendix 1 Sources for the formation of personal names

A wide range of reference books can be consulted to supplement and confirm the evidence of primary sources, and to provide the details required to construct an authorised form of personal name according to the present Rules.

The following list includes only a selection of those sources considered to be most reliable, most readily available and of most general application. It excludes specialist and local biographies, encyclopaedias, directories of professions and most foreign language reference works. It also excludes existing archival and bibliographic authority files and catalogues which will often supply precedents for a particular name.

Forms of names

P.H. Reaney, *A Dictionary of British Surnames* (3rd ed. with corrections, Oxford, 1995)

E.G. Withycombe, *The Oxford Dictionary of English Christian names* (3rd ed., Oxford, 1977)

Bayerische Staatsbibliothek, *Personennamen des Mittelalters* (Wiesbaden, 1989)

Judicial Studies Board (Ethnic Minorities Advisory Committee), *Names and Naming Systems* (London, 1994)⁴²

Biographical reference

The Dictionary of National Biography (London, 1885-1900), plus supplements to 1990 (London and Oxford, 1901-1996), *Missing Persons* (Oxford, 1993) and *The New Dictionary of National Biography* (forthcoming). The *DNB* is also available on CD Rom.

Who's Who (London, annual publication) and *Who was Who* (London, decennial cumulations).

Who's Who in Scotland (Ayr, biennial publication)

Sir J.E. Lloyd and R.T. Jenkins (eds), *The Dictionary of Welsh Biography down to 1940* (London, 1959)

M. Stephens (ed.), *The Oxford Companion to the Literature of Wales* (Oxford, 1986)

A.M. Hyamson, *A Dictionary of Universal Biography* (2nd ed., London, 1951, reprint 1966)

J. Foster, *Alumni Oxonienses* (Oxford, 1888-1892, Kraus reprint 1968)

J. Venn, *Alumni Cantabrigienses* (Cambridge, 1922-1954)

⁴² Obtainable from the Judicial Studies Board at 9th Floor, Millbank Tower, Millbank, London SW1.

Office-holders

- J. Haydn, *Book of Dignities* (3rd ed., London, 1894, reissued Baltimore, 1970)
C.G. Allen (ed.), *Rulers and Governments of the World* (London, 1977-1978)
C.R. Cheney, *Handbook of Dates* (London, 1945, reprint 1981) [for British sovereigns and popes]
E.B. Fryde *et al.*, *Handbook of British Chronology* (3rd ed., London, 1986, reprint Cambridge, 1996)
J.N.D. Kelly, *The Oxford Dictionary of Popes* (Oxford, 1986)

Titles, families etc.

- G.E. Cokayne (GEC), *The Complete Peerage* (London, 1887-1898, revised and enlarged ed., Gloucester, 1982)
The Complete Baronetage (London, 1900-1909, microprint ed., Gloucester, 1983)
- J.B. Burke, *Peerage and Baronetage* (105th ed., 4th impression, 1980)
Extinct and Dormant Baronetcies (2nd ed., London, 1844)
Knightage (London, 1841)
Landed Gentry (18th ed., London, 1965-1972)
Landed Gentry of Ireland (4th ed., London, 1958)
Colonial Gentry (London, 1891)
Royal Families of the World (London, 1977-1980)
- J. Debrett, *Debrett's Peerage and Baronetage* (London, 1995)
J.E. Doyle, *The Official Baronage of England* (London, 1885-1886)
L.G. Pine, *The New Extinct Peerage 1884-1971* (London, 1972)
J. Whitaker, *Whitaker's Peerage, Baronetage, Knightage and Companionage* (London, annual publication)
Sir J.B. Paul, *The Scots Peerage* (Edinburgh, 1904-1914)
W.A. Shaw, *The Knights of England* (London, 1906)
J. Bateman, *The Great Landowners of Great Britain and Ireland* (4th ed. reprint, Leicester, 1971)

2.10 Appendix 2 Alphabetical list of complete examples

In the text of the Rules, some examples are truncated to illustrate particular points more clearly. The following list shows all the examples used in the Personal Names section of the Rules in their completed form, with reference back to the Rule at which they appear. All elements included here are mandatory, or mandatory where applicable, except for epithets which must be used to distinguish similar names but are otherwise discretionary. As punctuation is non-prescriptive and may follow local conventions, it is not shown. Cross-references are also omitted from this list, although indications are given in the text where they are recommended or discretionary.

Abercrombie Lady Julia Janet Georgiana Duncan d 1915	[2.5C]
Adam filius Katerine fl 1257-1258	[2.3E.2.4]
Adam le Gros fl 1261-1262	[2.3E.2.3]
Adam of Domerham d c 1291 monk of Glastonbury	[2.3E.2.2]
Addington Henry 1757-1844 Viscount Sidmouth	[2.3A.3]
Adelard of Bath fl 1100-1140 philosophical writer	[2.5A.6]
Alan of Lille 1114-1203 scholar	[2.3E.1.2]
Albert 1819-1861 Prince Consort of Queen Victoria	[2.7.5]
Alford Edward c 1565-c 1631 politician	[2.5A.4]
Alnwick William d 1449 Bishop of Lincoln	[2.3E.2]
Anne 1507-1536 née Boleyn consort of King Henry VIII	[2.7.5]
Anne Elizabeth Alice Louise b 1950 Princess Royal	[2.7.6]
ap Gwilym Gwynn b 1950 poet and clergyman	[2.3B.1.3]
Arbuthnot Marriot 1711-1794 Admiral	[2.5D.3]
Arce Gaspar Nuñez de 1834-1903 poet and statesman	[2.3C.1]
Archibald Brian Mortimer 1906-1983 Brigadier	[2.5D.3]
Arnold Thomas 1823-1900 Professor of English Literature	[2.5D.3]

Bachilor John c 1615-1674 licenser of the press	[2.5A.4]
Bagot Richard 1782-1854 Bishop of Oxford	[2.5D.2.1]
Baldwin Robert c 1780-1858 printer and bookseller	[2.5A.4]
Barton Elizabeth ? 1506-1534 called the Maid of Kent	[2.5D.4]
Becket Thomas ? 1118-1170 Saint Archbishop of Canterbury	[2.3F.2]
Benn Anthony Neil Wedgwood b 1925 formerly Viscount Stansgate	[2.5B.4]
Blackwood George 1876-1942 editor and publisher	[2.5A.1]
Bodvel Sir John d 1631 Knight of Bodfel, Caernarfon	[2.3B.1.2]
Brooke John Brooke d 1868 nephew of Sir James Brooke	[2.5D.8]
Burney Frances 1752-1840 afterwards D'Arblay writer	[2.3A.5.2]
Burton Richard 1925-1984 actor	[2.3A.6.1]
Bury John fl 1460 Augustinian	[2.3E.2.2]
Butler Cuthbert 1858-1934 Benedictine abbot	[2.4.4.2]
Cain Rhys d 1614 herald bard of Oswestry	[2.3B.1.2]
Callimachus fl 280-245 BC poet	[2.3D.2]
Campbell Elizabeth 1659-1735 née Tollemache wife of 1st Duke of Argyll	[2.5D.7]
Campbell family of Lochnell	[2.6.5]
Campion Edmund 1540-1581 Saint	[2.3F.2]
Caraman Philip fl 1951-1987 Roman Catholic priest	[2.5D.2.2]
Carl XVI Gustaf b 1946 King of Sweden	[2.7.4]
Charles I 1600-1649 King of Great Britain and Ireland	[2.5A.7]
Charles V 1500-1558 Holy Roman Emperor	[2.7.4]

Charlotte Augusta Mathilde 1766-1828 Queen Consort of Frederick I, King of Wurtemberg	[2.7.5]
Chawner William 1848-1911 Vice Chancellor of Cambridge University	[2.5D.3]
Churchill Spencer- family	[2.6.3]
Clement III c 1025-1100 Antipope	[2.8.3]
Clement III d 1191 Pope	[2.8.3]
Collins Derick Howard fl 1870-1910 printer and editor	[2.5A.5]
Cornwell David John Moor b 1931 writer pseudonym John Le Carré	[2.3A.6]
Couch Sir Arthur Thomas Quiller- 1863-1944 Knight author called Q	[2.5D.5]
Cross Marian 1819-1880 author pseudonym George Eliot	[2.3A.6]
Cudlipp Hugh b 1913 Baron Cudlipp	[2.5A.2]
Cynwal Richard d 1634 poet	[2.3B.1.2]
Dafydd ap Gwilym fl 1320-1370 poet	[2.3B.1.1]
Dieskau Dietrich Fischer- b 1925 German baritone	[2.3C.1]
Dodgson Charles Lutwidge 1832-1898 author pseudonym Lewis Carroll	[2.5D.4]
Dors Diana 1931-1984 actress	[2.3A.6.1]
Edward 1767-1820 Duke of Kent son of King George III	[2.7.7]
Eliot Thomas Stearns 1888-1965 poet	[2.4.2]
Elizabeth I 1533-1603 Queen of England and Ireland	[2.7.3]
Elizabeth II b 1926 Queen of Great Britain and Northern Ireland	[2.7.3]
Evans Evan 1795-1855 called Ieuan Glan Geirionydd	[2.3B.1.4]

FitzMaurice Henry William Edmund Petty- 1872-1936 6th Marquess of Lansdowne	[2.5B.1]
Ford Ford Madox 1875-1939 writer	[2.3A.2.1]
Frederick II 1712-1786 King of Prussia	[2.7.4]
Gandhi Mohandas Karamchand 1869-1948 Indian nationalist leader	[2.3C.2.2]
Gaskell Elizabeth Cleghorn 1810-1865 novelist	[2.3A.5]
Gaulle Charles André Joseph Marie De 1890-1970 President of France	[2.3C.1]
George III 1738-1820 King of Great Britain and Ireland	[2.7.3]
George William Frederick Charles 1819-1904 Duke of Cambridge grandson of King George III	[2.7.7]
Gerald of Wales ? 1146-1233 topographer	[2.3E.1.2]
Gladstone Catherine d 1900 wife of William Gladstone	[2.3A.5]
Godolphin Henrietta 1681-1733 née Churchill Duchess of Marlborough	[2.5B.3]
Gottfried von Strassburg fl 1200 German poet	[2.3E.1.3]
Grey Henry d 1554 7th Duke of Suffolk	[2.5A.2]
Groote Geert de 1340-1384 Dutch religious reformer	[2.3E.1.3]
Guest Lady Charlotte Elizabeth 1812-1895 scholar	[2.3A.5.3]
Guillaume de Machaut c 1300-1377 poet and musician	[2.3E.1.1]
Gutun Owain fl 1450-1498 nobleman poet alias Gruffudd ap Huw ab Owain	[2.3B.1.1]
Han Li-wu fl 1944 representative of Chinese League of Nations Union	[2.3C.2.3]
Harris John fl 1680-1740 engraver	[2.5A.5]
Hastings Selina 1707-1791 née Ferrers Countess of Huntingdon	[2.3A.3]

Hawkins Edward 1780-1867 antiquary	[2.5D]
Hawkins Edward 1789-1882 Provost of Oriel College, Oxford	[2.5D]
Henry V 1387-1422 King of England	[2.7.3]
Henry VIII 1491-1547 King of England and Ireland	[2.5A.7]
Henry Frederick 1594-1612 Prince of Wales	[2.7.6]
Herbert family Barons Herbert of Cherbury	[2.6.5]
Herzog Isaac 1888-1959 Chief Rabbi of Palestine	[2.5D.2.2]
Hewett Catherine b 1922 sister of Philip Larkin	[2.5D.8]
Holyoake family Barons Grasmere of Newton, Durham	[2.6.5]
Holyoake family Barons Grasmere of Newton, Durham and Field, Northumberland	[2.6.5]
Homer fl 750-700 BC poet	[2.3D.2]
Howard family of Naworth Earls of Carlisle	[2.6.5]
Hueffer Francis 1845-1889 music critic	[2.4.4.1]
Hugh ? 1135-1200 Saint Bishop of Lincoln	[2.3F.1]
Hugh Albus fl 1107-1155 chronicler	[2.3E.2.3]
Hugh of Rutland fl 1185 Anglo-Norman poet	[2.3E.1.2]
Imran Khan b 1952 cricketer	[2.3C.2.1]
Innocent III fl 1179-1180 Antipope	[2.8.3]
Innocent III c 1160-1216 Pope	[2.8.3]
Jacobus de Voragine 1230-1298 Archbishop of Genoa	[2.3E.1.1]
James I 1566-1625 King of Great Britain and Ireland	[2.7.3]
James IV 1473-1513 King of Scotland	[2.7.3]

John I 1357-1433 King of Portugal	[2.7.4]
John of Salisbury d 1180 Bishop of Chartres	[2.3E.2.2]
Johnson - fl 1847-1849 wife of C Johnson of East Woodhay House	[2.4.3]
Jones John ? 1597-1660 Maesygarneidd regicide	[2.5D.1]
Jones John 1796-1857 Tal-y-sarn Calvinistic Methodist minister	[2.5D.1]
Jones John 1836-1921 Myrddin Fardd antiquary	[2.5D.1]
Jónsson Grímur 1752-1829 alias Thorkelin Icelandic archivist	[2.3C.1]
Joseph Bonaparte 1762-1844 King of Spain	[2.7.4]
Juan Carlos b 1938 King of Spain	[2.7.4]
Karamanlis Konstantinos b 1907 Greek politician	[2.3C.3]
Kenyatta Jomo c 1890-1978 President of Kenya	[2.3C.2.1]
Kipling Joseph Rudyard 1865-1936 writer	[2.4.2]
Knowles David 1896-1974 historian	[2.4.4.2]
Kropotkin Petr Alekseevich 1842-1921 Prince revolutionary	[2.3C.3]
Lascelles Henry George Charles 1882-1947 6th Earl of Harewood	[2.5B.1]
LeFanu Nicola Frances b 1947 composer	[2.3A.2.3]
Legge Henry Bilson- 1708-1764 Chancellor of the Exchequer	[2.3A.2.2]
Leno Dan 1860-1904 music-hall performer	[2.3A.6.1]
Lever family of Bolton, Lancashire	[2.6.4]
Lever family Viscounts Leverhulme	[2.6.4]
Lewis Cecil Day- 1904-1972 author	[2.3A.2.2]
Lisle De family	[2.6.3]
Livingstone family	[2.6.3]

Lorca Federico Garcia 1898-1936 Spanish poet and dramatist	[2.3C.1]
Louis Philippe 1773-1850 King of France Duke of Orleans	[2.7.4.1]
Mac Cuilleánáin Cormac 836-908 King-Bishop of Munster	[2.3B.2.1]
Macgregor Robert 1671-1734 alias Rob Roy	[2.5D.6]
Macintyre Duncan Ban 1724-1812 Gaelic poet	[2.3B.2.2]
Macmillan family publishers	[2.6.4]
Magnússon Eiríkur 1833-1913 Icelandic philologist	[2.3C.1]
Mahomed Shah 1877-1957 the Aga Khan	[2.3C.2.3]
Marlowe Christopher 1564-1593 dramatist	[2.3A.1]
Maurier George Louis Palmella Busson Du 1834-1896 artist and writer	[2.3A.2.3]
Mendoza Pedro González de 1428-1495 Cardinal	[2.3C.1]
Mildert William Van 1765-1836 Bishop of Durham	[2.3A.2.3]
Millais Euphemia d 1897 wife of John Ruskin and of Sir Edward Millais	[2.3A.5]
Millin Sarah Gertrude 1889-1968 née Liesbon South African writer	[2.5D.7]
Mills John d ? 1784 writer on agriculture	[2.5A.2]
Mitford Nancy Freeman- 1904-1973 writer	[2.3A.5.1]
Mountbatten Louis Alexander 1854-1921 Prince Louis of Battenberg 1st Marquess of Milford Haven	[2.3A.4]
Mundy William fl 1563 composer	[2.5A.5]
Nightingale Florence 1820-1910 reformer of hospital nursing	[2.3A.1]
O'Clery Michael 1575-1643 Irish chronicler	[2.3B.2.2]
Onassis Jacqueline Lee 1930-1994 wife of John F Kennedy and Aristotle Onassis	[2.3A.5]

O Rathaille Aodhagán 1670-1726 Gaelic poet	[2.3B.2.1]
Oudinot - fl 1800-1899 Duchess of Reggio	[2.4.3]
Ovidius Naso Publius 43 BC-17 AD poet	[2.3D.1]
Patrick 373-463 Saint	[2.3F.1]
Peter II 1923-1970 King of Yugoslavia	[2.7.4]
Philip b 1921 Duke of Edinburgh consort of Queen Elizabeth II	[2.7.5]
Philippus de Ultonia fl 1239 Provost of Dublin	[2.3E.2.2]
Phillipps Sir Thomas 1792-1872 1st Baronet bibliophile	[2.5C]
Pindar c 522-443 BC poet	[2.3D.2]
Pitt William 1759-1806 Prime Minister	[2.3A.1]
Pughe William Owen- 1759-1835 lexicographer formerly William Owen	[2.3A.4]
Racine Louis 1692-1763 son of Jean Racine	[2.5D.8]
Reeves John ? 1752-1829 king's printer	[2.5A.3]
Ritchie William 1790-1837 physicist	[2.5D]
Ritchie William 1816-1862 Advocate-General of Bengal	[2.5D]
Robert fitz Harding d 1170 reeve of Bristol	[2.3E.2.4]
Rowley William ? 1585-? 1642 dramatist	[2.5A.3]
Rue Thomas De la 1793-1866 printer	[2.3A.2.3]
Russell Diana 1710-1735 1st wife of 4th Duke of Bedford	[2.5B.3]
Russell George William 1867-1935 illustrator called AE	[2.5D.5]
Sabini - fl 1750 composer	[2.4.3]
Saxo Grammaticus c 1150-c 1200 Danish chronicler	[2.3E.1.3]

Smith Joseph fl 1700-1799 of Cambridge	[2.5A.6]
Smith Sydney 1771-1845 clergyman and author	[2.5D.2.2]
Smyth Dame Ethel Mary 1858-1944 composer	[2.5C]
Solzhenitsyn Aleksandr Isaevich b 1918 writer	[2.3C.3]
Stanley Sir Henry Morton 1841-1904 explorer formerly Rowlands	[2.3A.4]
Stewart family Earls of Galloway	[2.6.4]
Stuart Charles Edward Louis Philip Casimir 1720-1788 the Young Pretender Bonnie Prince Charlie	[2.5D.4]
Tagore Sir Rabindranath 1861-1941 Knight Indian writer	[2.3C.2.2]
Talbot William Henry Fox 1800-1877 pioneer of photography	[2.3A.2.1]
Temple Frederick 1821-1902 Archbishop of Canterbury	[2.5D.2.1]
Theresa 1873-1897 Saint of Lisieux	[2.3F.1]
Thomas Barefoot fl 1260-1261	[2.3E.2.3]
Thomas David 1760-1822 Welsh poet called Dafydd Ddu Eryri	[2.3B.1.4]
Thomas Wynford Vaughan- 1908-1987 broadcaster	[2.3A.2.2]
Thorláksson Gudbrandur 1541-1627 Lutheran bishop	[2.3C.1]
Tullius Cicero Marcus 106-43 BC orator	[2.3D.1]
Vergilius Maro Publius 70-19 BC poet	[2.3D.1]
Vinci Leonardo Da 1452-1519 painter and sculptor	[2.3C.1]
Ward Mary Augusta 1851-1920 novelist and social worker	[2.5A.1]
Weatherhead Leslie Dixon 1893-1976 Methodist minister	[2.5D.2.2]
Wellesley Arthur 1769-1852 1st Duke of Wellington	[2.3A.3]
West Victoria Mary Sackville- 1892-1962 writer and gardener	[2.4.2]

Wilhelmina 1880-1962 Queen of the Netherlands	[2.7.4]
Wiliam Dafydd Llywelyn c 1520-c 1606 Catholic manuscript transcriber of Llangynidr, Brecknock	[2.3B.1.1]
William of Malmesbury c 1090-? 1143 historian	[2.3E.2]
Williams Ralph Vaughan 1872-1958 composer	[2.3A.2.1]
Williams Rowland 1823-1905 archdruid of Wales called Hwfa Môn	[2.3B.1.4]
Williams Shirley Vivien Teresa Brittain b 1930 politician	[2.3A.5.3]
Wilson James Harold 1916-1995 Baron Wilson of Rievaulx	[2.5B.2]
Wiseman Nicholas Patrick Stephen 1802-1865 Cardinal-Archbishop of Westminster	[2.5D.2.1]
Ypsilanti Demetrios 1793-1832 Greek patriot	[2.3C.3]

CHAPTER 3

RULES FOR THE CONSTRUCTION OF PLACE NAMES

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3.1 PLACE NAMES

3.1.1 Definition of a place name

A place name is a term which allows the accurate identification of a geographical entity and which distinguishes between such entities with the same name.¹

3.1.2 Contents of a place name

A place name may comprise the following components as appropriate to the area described:²

- place
- civil parish (see **3.3.3** and **3.5.3**)
- local administrative unit
- county/wider administrative unit
- country

3.1.2A Civil parish, local administrative unit, county (or equivalent) and country may be places in their own right, or may act as additions or qualifiers to identify other places. Rules for their use are set out in the individual sections which follow. It is recommended that British place names should be further qualified by identifiers such as grid references and foreign place names by references to latitude and longitude: see **3.1.3**.

3.1.2B As many components should be employed as to allow the accurate identification of a place, discriminating between those bearing the same name. The elements should be relevant to the country of origin. The specific elements for English, Welsh, Scottish, Irish and foreign names are given in the following sections **3.3.1**, **3.4.1**, **3.5.1**, **3.6.1** and **3.7.1**.

¹ Jurisdictions which use the geographical name of the area covered should be dealt with as corporate bodies.

² For constructing the names of streets and buildings, local practice should be followed.

3.1.3 Grid references

3.1.3A To aid the unambiguous identification and location of places in a national context, grid references should be used. The advantages of using Ordnance Survey (OS) grid references are the introduction of an element of precision not otherwise readily available, the existing widespread use of OS mapping and the comprehensiveness of the source since the 19th century.

3.1.3B For England, Wales and Scotland, OS National Grid references should be used for all current place names and, wherever possible, for non-current place names. In the case of place names in Northern Ireland or in the Irish Republic, use should be made of the Irish Grid references. In most cases, a four-figure reference is an adequate identifier, however a six-figure reference may be used where greater precision is required.

Grimsby | TA 2709

Muchelney | ST 433265

3.1.3C Places outside the British Isles should be identified by latitude and longitude.

Harare | 17°50'S 31°03'E

3.2 GENERAL RULES FOR THE FORMATION OF A PLACE NAME

3.2.1 General rule for choice of a place name

The chief source of a place name will generally be the primary documentary evidence. If at all possible, the name as found there should be verified in standard works of reference such as those cited in **Appendix 1** and entered in an authorised form compatible with the present Rules as regards fullness, choice of language, identification etc.

- 3.2.1A** Use the contemporary form of the name as found in the primary source. Where this version is no longer current, cross-refer, using reciprocal *see also* (*xx*) cross-references, between it and the most recent form of name.

Thornton-le-Dale
xx **Thornton Dale**
Thornton Dale
xx **Thornton-le-Dale**

- 3.2.1B** Variant names are those forms of names in use concurrently. Where variant names occur, cross-refer from the principal variants to the authorised form of name.

Kingston upon Hull
x **Hull**

Grimsby
x **Great Grimsby**

3.2.2 Rules relating to specific cases

- 3.2.2A** Where a change of boundary has occurred, the use of reciprocal cross-references is discretionary:

Poplar | London
xx **Tower Hamlets | London**

Tower Hamlets | London³
xx **Poplar | London**

³ By the London Government Act of 1963, the London Borough of Tower Hamlets replaced the Metropolitan Boroughs of Poplar, Stepney and Bethnal Green.

3.2.2B Where a place no longer exists, but its location is known, the entry should follow the same Rules as for current places:

Epiphany manor | Bilton | Yorkshire

Troy

xx **Hissarlik | Turkey**

Where the location of a place is unknown, the name should be given as in the primary source with any possible additions:

Camelot | England

Hesperides | Mediterranean Sea

3.2.2C Names relating to geographical areas located in more than one county should be entered with the country as an addition:

Highlands | Scotland

New Forest | England

3.2.2D Compound place names should be entered in natural language order:

Mains of Logie

not **Logie Mains of**

Lough Foyle

not **Foyle Lough**

Y Trallwng

not **Trallwng Y**

Le Havre

not **Havre Le**

3.3 ENGLISH PLACE NAMES

3.3.1 Contents of a place name

A place name may comprise the following components as appropriate to the area described:

place
civil parish/township
town/city/urban or rural district/riding/other local administrative unit
county/county borough/other wider administrative unit

3.3.2 Counties

Whether as a qualifier or in its own right, use the county name which is contemporary with the primary sources. Where this version is no longer current, cross-refer, using reciprocal *see also (xx)* cross-references, between it and the most recent form of name. The full county name should always be used (see **Appendix 1, 3.8.1**).

Huntingdonshire
xx **Cambridgeshire**
Cambridgeshire
xx **Huntingdonshire**

Bristol | Gloucestershire
xx **Bristol | Avon**
Bristol | Avon
xx **Bristol | Gloucestershire**

Christchurch | Hampshire
xx **Christchurch | Dorset**
Christchurch | Dorset
xx **Christchurch | Hampshire**

3.3.3 Civil parishes

F.A. Youngs, *Guide to the Local Administrative Units of England* (London, Royal Historical Society, 2 vols, 1981, 1991) should be recognised as the authoritative list for civil parishes. These editions include corrigenda of earlier volumes.

3.4 WELSH PLACE NAMES

3.4.1 Contents of a place name

A place name may comprise the following components as appropriate to the area described:

place
civil parish/communities
town/city/urban or rural district/other local administrative unit
county/county borough/other wider administrative area

3.4.2 Counties

Whether as a qualifier or in its own right, use the county name which is contemporary with the primary sources. Where this version is no longer current, cross-refer, using reciprocal *see also (xx)* cross-references, between it and the most recent form of name. The full county name should always be used (see **Appendix 1, 3.8.3**).

Abertridwr | Glamorgan
xx **Abertridwr | Mid Glamorgan**
Abertridwr | Mid Glamorgan
xx **Abertridwr | Glamorgan**

Bala | Merionethshire
xx **Bala | Gwynedd**
Bala | Gwynedd
xx **Bala | Merionethshire**

Brecknockshire
xx **Powys**
Powys
xx **Brecknockshire**

3.4.3 Linguistic variations

Place names in Wales generally fall within the following categories:

3.4.3A Places with a Welsh or English name only

Aberystwyth

Sealand

for these establish the authorised name in the appropriate language.

3.4.3B Places with a Welsh name, which, through long administrative custom, are better known in most non-Welsh circles by an equivalent Anglicised version of that Welsh name:

Caerdydd

xx **Cardiff**

Cardiff

xx **Caerdydd**

3.4.3C Places with a Welsh name, which, through long administrative custom, are better known in non-Welsh circles by an alternative English name:

Holywell

xx **Treffynnon**

Treffynnon

xx **Holywell**

Y Trallwng

xx **Welshpool**

Welshpool

xx **Y Trallwng**

3.4.3D For names with both a Welsh and English version, parallel authorised forms of name should be established:

Bangor-on-Dee

and **Bangor-Is-coed**

3.5 SCOTTISH PLACE NAMES

3.5.1 Contents of a place name

A place name may comprise the following components as appropriate to the area described:

place
civil parish/ecclesiastical parish/barony/lordship
burgh/town/city/other local administrative unit
county/sheriffdom/regality/bishopric/stewardry/other wider
administrative unit

3.5.2 Counties

Whether as a qualifier or in its own right, use the county name which is contemporary with the primary sources. Where this version is no longer current, cross-refer, using reciprocal *see also (xx)* cross-references, between it and the most recent form of name. The full county name should always be used (see **Appendix 1, 3.8.5**).

Renfrew | Renfrewshire
xx **Renfrew | Strathclyde**
Renfrew | Strathclyde
xx **Renfrew | Renfrewshire**

Ardrossan | Ayrshire
xx **Ardrossan | Strathclyde**
Ardrossan | Strathclyde
xx **Ardrossan | Ayrshire**

Aberdeenshire
xx **Grampian**
Grampian
xx **Aberdeenshire**

3.5.3 Civil parishes

The General Register Office's *Index of Scottish Place Names from 1971 Census with Location and Population* (Edinburgh, HMSO, 1975) should be used as the authoritative list for civil parishes. The *Index* is published on a decennial basis but the 1971 version remains the most appropriate.

3.6 NORTHERN IRISH AND IRISH PLACE NAMES

3.6.1 Contents of a place name

A place name may comprise the following components as appropriate to the area described:

place
civil parish/townland/barony
town/city/urban or rural district/other local administrative unit
county/county borough/other wider administrative unit

3.6.2 Counties

Whether as a qualifier or in its own right, use the county name which is contemporary with the primary sources. The full county name should always be used (see **Appendix 1, 3.8.7**).

County Antrim

County Cork

Ballyculter | County Down

Where the names Queen's County or King's County are used in their own right, cross-refer, using reciprocal *see also (xx)* cross references, between the contemporary and the current name.

Queen's County | Ireland

xx **County Laoghis⁴ | Ireland**

County Laoghis | Ireland

xx **Queen's County | Ireland**

⁴ This form is used by *The Census of Population 1961: Topographical Index* (Belfast, HMSO, 1962). The *Gazetteer of Ireland* (Dublin, 1989) prefers 'Laois'.

3.6.3 Changes of name

3.6.3A Use the form of the name which is contemporary with the primary source. Where there has been a change of name but no change in geographical area, there should be reciprocal cross-references (*see also (xx)*) between the contemporary and the current name:

Dun Laoghaire
xx **Kingstown**
Kingstown
xx **Dun Laoghaire**

Limavady
xx **Newtownlimavady**
Newtownlimavady
xx **Limavady**

3.6.3B Variant names are those forms of names in use concurrently. For the general Rule concerning variants, see **3.2.1B**. Where a variant is consistently preferred by the community or a section of it, parallel authorised forms of name should be established:

Carrick | County Antrim
and **Carrickfergus | County Antrim**

Derry⁵
and **Londonderry**

Kells
and **Ceannanus Mor**

⁵ This is the form commonly used for the city by the Placenames Branch of the Ordnance Survey of Ireland.

3.7 FOREIGN PLACE NAMES

3.7.1 Contents of a foreign place name

A foreign place name may comprise the following components:

place
local administrative unit (*paroisse, Kreis*, county, township etc.)
wider administrative unit (*departement, Land*, state, province etc.)
country
continent

3.7.2 Latitude and longitude

3.7.2A As grid references can be used to identify the location of place names in the British Isles, latitude and longitude are to be used to identify the location of place names elsewhere.

3.7.2B Place names should normally be identified to the nearest 5 minutes of latitude and longitude. It may sometimes be desirable to express locations more precisely, in which case positions may be given to the exact minute or second of a degree.

Le Havre | 49°30'N 0°6'E

3.7.3 General rule for the formation of foreign place names

3.7.3A Use the form of the name contemporary with the primary sources. Where this version is no longer current, cross-refer, using reciprocal *see also (xx)* cross references, between it and the most recent form of name.

Constantinople

xx **Istanbul**

Istanbul

xx **Constantinople**

Leningrad | USSR

xx **St Petersburg | Russia**

St Petersburg | Russia

xx **Leningrad | USSR**

Salisbury | Rhodesia

xx **Harare | Zimbabwe**

Harare | Zimbabwe

xx **Salisbury | Rhodesia**

3.7.3B Variant names are forms of name in use concurrently. These may be bilingual forms both used in the country concerned (e.g. Bruxelles/Brussel), or versions of a place name which are better known in this country than the indigenous form (e.g. Cologne/Koln, Leghorn/Livorno). In English language contexts, the normal English version is to be preferred. Where variant names occur, cross-refer from the principal co-existing variants to the English version.

Brussels | Belgium

x **Brussel | Belgium**

x **Bruxelles | Belgium**

River Danube

x **Danube**

x **Donau | Austria, Germany**

x **Donav | Bulgaria, Croatia, Yugoslavia**

x **Dunaj | Slovakia**

x **Duna | Hungary**

x **Dunarea | Romania**

3.8 Appendix 1 Sources for the formation of place names

3.8.1 English county names

The names of pre-1974 English counties as they appear in the 1961 Census are:

Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Cheshire, Cornwall, Cumberland, Derbyshire, Devon, Dorset, Durham, Essex, Gloucestershire, Hampshire, Herefordshire, Hertfordshire, Huntingdonshire, Kent, Lancashire, Leicestershire, Lincolnshire, London, Middlesex, Norfolk, Northamptonshire, Northumberland, Nottinghamshire, Oxfordshire, Rutland, Shropshire, Somerset, Staffordshire, Suffolk, Surrey, Sussex, Warwickshire, Westmorland, Wiltshire, Worcestershire and Yorkshire.

For the period following 1963, the county of Greater London should also be used.

For the period 1974-1985, the names of metropolitan counties as they appear in the Local Government Act 1972 are:

Greater London, Greater Manchester, Merseyside, South Yorkshire, Tyne and Wear, West Midlands and West Yorkshire.

For the period 1974-1996, the names of English counties as they appear in the introduction to *Bartholomew's Gazetteer* (1986) are authoritative. These are:

Avon, Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Cheshire, Cleveland, Cornwall, Cumbria, Derbyshire, Devon, Dorset, Durham, East Sussex, Essex, Gloucestershire, Hampshire, Hereford and Worcester, Hertfordshire, Humberside, Isle of Wight, Kent, Lancashire, Leicestershire, Lincolnshire, Norfolk, Northamptonshire, Northumberland, North Yorkshire, Nottinghamshire, Oxfordshire, Shropshire, Somerset, Staffordshire, Suffolk, Surrey, Warwickshire, West Sussex and Wiltshire.

3.8.2 Sources for English place names

Ordnance Survey Gazetteer of Great Britain (London, 1989)

Landranger Gazetteer: a Gazetteer of all Names Shown on Ordnance Survey 1:50,000 scale Landranger maps (Southampton): microfiche

English Place Name Society volumes for the various counties are an important series on which work continues.

The Victoria History of the Counties of England volumes (Institute of Historical Research, University of London, 1900-), are particularly useful for identifying hundreds and manors.

F.A. Youngs, *Guide to the Local Administrative Units of England* (London, Royal Historical Society, 2 vols, 1981, 1991), provides useful administrative histories for ancient ecclesiastical and civil parishes.

S. Lewis, *A Topographical Dictionary of England* (London, 5th ed., 4 vols, 1842)

Bartholomew's Survey Gazetteer of the British Isles (London, 1989)

3.8.3 Welsh county names

The names of pre-1974 Welsh counties are:

Anglesey, Brecknockshire, Caernarfonshire, Cardiganshire,
Carmarthenshire, Denbighshire, Flintshire, Glamorgan, Merionethshire,
Monmouthshire, Montgomeryshire, Pembrokeshire, Radnorshire.

The names of Welsh counties for the period 1974-1996 are:

Clwyd, Dyfed, Gwent, Gwynedd, Mid Glamorgan, Powys, South
Glamorgan, West Glamorgan.

For the period following 1 April 1996, the names of the Welsh unitary authorities are:

Isle of Anglesey, Blaenau Gwent, Bridgend, Caerphilly, City and County
of Cardiff, Carmarthenshire, Ceredigion, Conwy, Denbighshire, Flintshire,
Gwynedd, Merthyr Tydfil, Monmouthshire, Neath Port Talbot, Newport,
Pembrokeshire, Powys, Rhondda Cynon Taff, City and County of Swansea,
Torfaen, Vale of Glamorgan, Wrexham.

3.8.4 Sources for Welsh place names

E. Davies (ed.), *A Gazetteer of Welsh Place Names* (3rd ed., Cardiff, University of Wales Press, 1967) should be regarded as the authority for the spelling of Welsh place names.

M. Richards, *Welsh Administrative and Territorial Units* (Cardiff, University of Wales Press, 1969) should be regarded as the authority for the spelling of English and Anglicised forms of place names in Wales.

B. Griffiths and D.G. Jones, *The Welsh Academy English-Welsh Dictionary* (Cardiff, 1995) should be used to identify Welsh names where only the English name is known.

Ordnance Survey Gazetteer of Great Britain (London, 1989) and *Landranger Gazetteer: a Gazetteer of all Names Shown on Ordnance Survey 1:50,000 scale Landranger maps* (Southampton): microfiche.

Bartholomew's Survey Gazetteer of the British Isles (London, 1989)

3.8.5 Names of Scottish counties, regions and unitary authorities

The names of the pre-1973 Scottish counties as they appear in the 1971 Census are:

Aberdeenshire, Angus, Argyllshire, Ayrshire, Banffshire, Berwickshire, Buteshire, Caithness-shire, Clackmannanshire, Dumfriesshire, Dumbartonshire, East Lothian, Fifeshire, Inverness-shire, Kincardineshire, Kinross-shire, Lanarkshire, Mid Lothian, Moray, Nairnshire, Orkney and Shetland, Peeblesshire, Perthshire, Renfrewshire, Ross and Cromarty, Roxburghshire, Selkirkshire, Stirlingshire, Sutherlandshire, West Lothian, Wigtownshire.

For the period after 1973, the names of the Scottish regions are:

Borders, Central, Dumfries and Galloway, Fife, Grampian, Highland, Lothian, Strathclyde, Tayside, Orkney Islands, Shetland Islands and Western Isles.

For the period following 1 April 1996, the names of the Scottish unitary authorities are:

City of Aberdeen, Aberdeenshire, Angus, Argyll and Bute, East Ayrshire, North Ayrshire, South Ayrshire, the Borders, Clackmannan, Dumbarton and Clydebank, Dumfries and Galloway, East Dumbartonshire, City of Dundee, City of Edinburgh, Falkirk, Fife, City of Glasgow, Highland, Inverclyde, North Lanarkshire, South Lanarkshire, East Lothian, Midlothian, West Lothian, Moray, Orkney Islands, Perthshire and Kinross, East Renfrewshire, Renfrewshire, Shetland Islands, Stirling, Western Isles.

3.8.6 Sources for Scottish place names

Ordnance Survey Gazetteer of Great Britain (London, 1989) and *Landranger Gazetteer: a Gazetteer of all Names shown on Ordnance Survey 1:50,000 scale Landranger maps* (Southampton): microfiche

General Register Office's *Index of Scottish Place Names from 1971 Census with Location and Population* (Edinburgh, HMSO, 1975). The Index (of which there are decennial editions) relies on OS spellings of place names and provides related grid references.

I.B. Cowan, *The Parishes of Medieval Scotland* (Edinburgh, Scottish Record Society, 1967) gives related bishoprics and deaneries.

H. Shennan, *Boundaries of Counties and Parishes in Scotland* (Edinburgh, 1892)

D.E. Easson (revised by I.B. Cowan), *Medieval Religious Houses: Scotland* (1976)

H. Scott, *Fasti Ecclesiae Scoticae* (9 vols, 1915-28, 1951, 1961) for post-Reformation parishes.

G.S. Pryde, *The Burghs of Scotland* (1965), excluding parliamentary and police burghs founded during the 19th century.

P. McNeill and R. Nicholson (eds.), *An Historical Atlas of Scotland c. 400-c.1600* (St Andrews, Conference of Scottish Medievalists, 1975)

The County Directory of Scotland (various editions to 1912) particularly useful for houses, farms and estates.

F.H. Groome, *Ordnance Gazetteer of Scotland* (various editions, 1885-1901)

The School of Scottish Studies at the University of Edinburgh has for many years been compiling an authoritative Scottish Place-Name Survey. The Survey is available as a database.

3.8.7 Irish county names

The names of counties in Northern Ireland as they appear in the Census are:

Antrim, Armagh, Down, Fermanagh, Londonderry and Tyrone.

The names of counties in the Irish Republic as they appear in the Census are:

Carlow, Cavan, Clare, Cork, Donegal, Dublin, Galway, Kerry, Kildare, Kilkenny, Laoighis, Leitrim, Limerick, Longford, Louth, Mayo, Meath, Monaghan, Offaly, Roscommon, Sligo, Tipperary, Waterford, Westmeath, Wexford, Wicklow.

Unlike most counties in England and Wales, general usage may include the word 'County' as a prefix or a suffix.

3.8.8 Sources for Irish place names

The Census of Population 1961: Topographical Index (Belfast, HMSO, 1962) prepared by the Northern Ireland Census Office in collaboration with the Ordnance Survey for Northern Ireland (OSNI), is the most widely used place names reference source in Northern Ireland. The volume usually follows the spelling of place names employed by OSNI and lists them in alphabetical order and gives the sheet numbers for the OSNI County Series 6" maps (though these are already being superseded by the Irish Grid Series).

Gazetteer of Northern Ireland (Belfast, HMSO, 1969) prepared by OSNI, lists all names, from townlands to mountains, appearing on the OS 1" (3rd Series) for Northern Ireland. It lists them in the form in which the name appears on the map and gives to the nearest kilometre the position of each named place or area in terms of the Irish Grid.

Census of Ireland, 1871. Alphabetical Index to the Townlands and Towns of Ireland (or the 1901 version of the same with a 1911 supplement covering recent changes in the various territorial units).⁶ It lists all townlands and identifies the county, barony, civil parish, poor law union and poor law electoral division in which each was located as well as giving the OS 6" County Series sheet references.

Gazetteer of Ireland (Dublin, 1989) produced by the Placenames Branch of the Ordnance Survey of Ireland. This lists, bilingually, some 3500 of the most widely used place names in the country. It also provides the Irish Grid reference for each.

As part of a comprehensive computerisation project, the Public Record Office of Northern Ireland has developed a geographical database which, for Northern Ireland, is based on the townlands listed in the 1961 *Topographical Index*.

⁶ The 1871 (and the 1901) alphabetical *Index* cannot be wholly authoritative for the Irish Republic as subsequent to its publication, the English names for some places have been changed to the Irish form.

3.8.9 Sources for foreign place names

Geographical Names and Information, issued by the Research and Analysis Department, Foreign and Commonwealth Office.

BS 1000: Auxiliaries 1(e) parts 1-3, 1990-93. Gives information about states, provinces and other principal local government units on a country by country basis.

BSEN 23166: 1994: codes for countries. Country designations as accepted in the European Union.

The Times Atlas, successive editions, and *Times Historical Atlas*, successive editions.

The Columbia Lippincott Gazetteer of the World (Columbia University Press, New York, 1962). This is probably the best single-volume gazetteer, although it is more than thirty years since the last edition was published and therefore is to be used with caution.

D. Munroe (ed.), *Chambers World Gazetteer* (5th edition, Cambridge, 1988)

A. Room, *Place Name Changes since 1900* (London, 1980)

J. Wilcocks, *Countries and Islands of the World: a Guide to Nomenclature* (2nd edition, London, 1985)

Where's Where? A Descriptive Gazetteer (London, Eyre-Methuen, 1974)

Centennia Historical Atlas Software developed by Clockware Software Inc.
<http://www.clockwk.com/index.html>

Appendix 2 Alphabetical list of examples used the text

The following examples are restricted, where appropriate, to two components: the place name and a qualifier. Grid references, latitude and longitude as recommended in **3.1.3** have not been included here.

Aberdeenshire Scotland	[3.5.2]
Abertridwr Glamorgan	[3.4.2]
Abertridwr Mid-Glamorgan	[3.4.2]
Aberystwyth Dyfed	[3.4.3A]
County Antrim Ireland	[3.6.2]
Ardrossan Ayrshire	[3.5.2]
Ardrossan Strathclyde	[3.5.2]
Bala Gwynedd	[3.4.2]
Bala Merionethshire	[3.4.2]
Ballyculter County Down	[3.6.2]
Bangor-Is-coed Clwyd	[3.4.3D]
Bangor-on-Dee Clwyd	[3.4.3D]
Brecknockshire Wales	[3.4.2]
Bristol Avon	[3.3.2]
Bristol Gloucestershire	[3.3.2]
Brussels Belgium	[3.7.3B]
Caerdydd Glamorgan	[3.4.3B]
Cambridgeshire England	[3.3.2]
Camelot England	[3.2.2B]

Cardiff Glamorgan	[3.4.3B]
Carrick County Antrim	[3.6.3B]
Carrickfergus County Antrim	[3.6.3B]
Ceannanus Mor County Meath	[3.6.3B]
Christchurch Dorset	[3.3.2]
Christchurch Hampshire	[3.3.2]
Constantinople	[3.7.3A]
County Cork Ireland	[3.6.2]
Derry County Londonderry	[3.6.3B]
Dun Laoghaire County Dublin	[3.6.3A]
Epiphany Manor Bilton	[3.2.2B]
Grampian Scotland	[3.5.2]
Grimsby Lincolnshire	[3.1.3B, 3.2.1B]
Harare Zimbabwe	[3.1.3C, 3.7.3A]
Hesperides Mediterranean Sea	[3.2.2B]
Highlands Scotland	[3.2.2C]
Holywell Clwyd	[3.4.3C]
Huntingdonshire England	[3.3.2]
Istanbul Turkey	[3.7.3A]
Kells County Meath	[3.6.3B]
Kingston upon Hull Humberside	[3.2.1B]

Kingstown County Dublin	[3.6.3A]
County Laoghis Ireland	[3.6.2]
Le Havre France	[3.2.2D, 3.7.2B]
Leningrad USSR	[3.7.3A]
Limavady County Londonderry	[3.6.3A]
Londonderry County Londonderry	[3.6.3B]
Lough Foyle County Londonderry	[3.2.2D]
Mains of Logie Fife	[3.2.2D]
Muchelney Somerset	[3.1.3B]
New Forest England	[3.2.2C]
Newtownlimavady County Londonderry	[3.6.3A]
Poplar London	[3.2.2A]
Powys Wales	[3.4.2]
Queen's County Ireland	[3.6.2]
Renfrew Renfrewshire	[3.5.2]
Renfrew Strathclyde	[3.5.2]
River Danube	[3.7.3B]
St Petersburg Russia	[3.7.3A]
Salisbury Rhodesia	[3.7.3A]
Sealand Clwyd	[3.4.3A]

Thornton Dale North Riding of Yorkshire	[3.2.1A]
Thornton-le-Dale North Riding of Yorkshire	[3.2.1A]
Tower Hamlets London	[3.2.2A]
Treffynnon Clwyd	[3.4.3C]
Troy	[3.2.2B]
Welshpool Powys	[3.4.3C]
Y Trallwng Powys	[3.2.2D, 3.4.3C]

CHAPTER 4

RULES FOR THE CONSTRUCTION OF CORPORATE NAMES

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4.1 CORPORATE BODIES AND CORPORATE NAMES

4.1.1 Definition of a corporate body

4.1.1A A corporate body can be defined as an organisation or group of persons that is identified by a particular name and that acts, or may act, as an entity.¹ In addition, a corporate body will usually possess clearly defined powers and mandate, have a clearly identified level of responsibility and sufficient functional autonomy to allow it decision-making power for the business falling within its competence. However, it may be constituted in a more informal manner, and exist as an entity by virtue of its recognition as such by its members.

Typical examples of corporate bodies are societies, business firms, non-profit enterprises, trade unions, governments and government agencies, embassies and consulates, courts of law, regiments and religious bodies and foundations. Ships,² exhibitions and conferences,³ intellectual and artistic groups and office-holders⁴ should be regarded as corporate bodies also.

4.1.1B Some corporate bodies are subordinate to other corporate bodies. See **4.9** for guidance on the treatment of subordinate bodies.

4.1.2 Contents of a corporate name

4.1.2A A corporate name may contain some or all of the following components:

name of corporate body	(see 4.2-3, 4.6-8)
name of jurisdiction or territorial authority	(see 4.3.2)
name of subordinate body	(see 4.9)
additions and qualifiers	(see 4.4)

¹ A body which has been intended but not actually brought into existence, such as a railway company planned but not formally constituted, may be regarded as a corporate body for the purposes of creating an authority record. It is likely that such a body would be the subject rather than the creator of archives.

² This encompasses the vessel and its complement.

³ See **4.6** for an explanation of conferences and exhibitions as corporate bodies.

⁴ Office-holders are regarded as corporate bodies if entered under the title of the office but not if entered under the personal name of the office-holder.

4.1.2B A name should contain as many of these components as are required for precise identification of the corporate body being named. However, it is likely that what is required to achieve precise identification of the body will vary according to the context in which the name is being used. For example, the name of the jurisdiction or territorial authority component may be redundant in a local context, and even hinder rather than facilitate retrieval by researchers, but be essential for wider use. Archivists may need to consider exclusion/inclusion of the component according to the circumstances of use.

4.1.3 Additional information

A notes area, while not forming part of the name, can be useful for background information which will enable recognition and application of that name. This information could include, for example, the covering dates of use of the name, details of the nature or functions of the body and details of the hierarchy not reflected in the authorised name.

Much of this information would be included in authority records created in accordance with the *International Standard Archival Authority Record for Corporate bodies, Persons and Families, (ISAAR (CPF))*, (1996).

4.2 GENERAL RULES FOR THE FORMATION OF A CORPORATE NAME

4.2.1 General rule for choice of a corporate name

4.2.1A The general Rule for the choice of corporate name is to determine the name by which it is commonly identified from items issued by the body, including its records, or from reference sources, which can include the name used in legislation or registration/certification⁵ or in books and articles written about the body.

Colne Valley Free Church Federal Council

Don and Low (Holdings) Ltd

Pennsylvania Land Company

Pre-Raphaelite Brotherhood

Society for the Protection of Ancient Buildings

4.2.1B Application of the general rule

This general Rule should be interpreted in particular circumstances as set out in the Rules below. These Rules should be applied to both government and non-government corporate bodies unless otherwise specified,⁶ and to all levels of corporate body (i.e. whether subordinate or not).

4.2.2 Conventions

Corporate names should be written in natural language order and not inverted so as to place a keyword at the start. The exception to this is if the body itself does not use natural language order, in which case the general Rule of following the body's own usage should prevail. (Note that no examples of such a practice have been found; the Rule caters for the possibility only.)

It is recommended that words of substance in the name should have the initial letter capitalised.

⁵ In general the records or publications of a body will bear the formal name (which in the case of bodies such as companies and trade unions is the legal or registered name) and this will be the authorised name; see also **4.3.1** and **4.3.4**.

⁶ This contrasts with *Anglo-American Cataloguing Rules (AACR2)* which deals separately with government bodies and religious bodies.

The punctuation referred to throughout these Rules is based on that of AACR2 and has been included here because it is considered to be useful as guidance. It is not mandatory and repositories are free to choose their own punctuation for local use.

4.2.3 Changes of name

4.2.3A When a corporate body changes its name, establish a new authorised form for the new name. Cross-refer, using see also (*xx*) cross-references, between the different names used for a corporate body.⁷

6th Regiment of Dragoon Guards⁸
xx **3rd Carabiniers**
and **3rd Carabiniers**
xx **6th Regiment of Dragoon Guards**

Bank of British West Africa
xx **Bank of West Africa**
xx **Standard Bank of West Africa**
and **Bank of West Africa**
xx **Bank of British West Africa**
xx **Standard Bank of West Africa**
and **Standard Bank of West Africa**
xx **Bank of British West Africa**
xx **Bank of West Africa**

Gold Coast⁹
xx **Ghana**
and **Ghana**
xx **Gold Coast**

⁷ *Archives, Personal Papers and Manuscripts (APPM)* recommends that, when selecting access points in these circumstances, the most recent name represented in the records should be used as a main access point, with other names used as added access points. This is not necessarily appropriate for indexing multiple provenance records, i.e. those created consecutively by a sequence of bodies over a period of time. The alternative practice of using all of the sequence of bodies without differentiating between main and added entries, which is recognised in the *Canadian Rules for Archival Description* (s21), should be regarded as acceptable.

⁸ This change occurred in 1921, shortly before the regiment amalgamated with the 3rd Dragoon Guards to form the 3rd Carabiniers. Note that unlike AACR2 the names of regiments are not inverted but given in natural language order.

⁹ In some instances a change of name is accompanied by other changes to the status, nature or functions of the corporate body sufficient to warrant it being regarded as a new corporate body. To take Gold Coast and Ghana as an example: the colony (Gold Coast) became an independent state (Ghana) in 1957. Further examples of such changes are given in **Appendix 1**.

National Council for Civil Liberties

and *xx* **Liberty**
 Liberty
xx **National Council for Civil Liberties**

4.2.3B Do not include in corporate names the names of predecessors or successors; see also (*xx*) cross-references can provide the necessary links.

and **Council for Encouragement of Music and the Arts**
not **Arts Council of Great Britain**
or *Arts Council of Great Britain (formerly Council for Encouragement of Music and the Arts)*
or *Council for Encouragement of Music and the Arts (later Arts Council of Great Britain)*

and **Gold Coast**
not **Ghana**
or *Ghana (formerly Gold Coast)*
or *Gold Coast (later Ghana)*

and **Jute Industries Ltd**
not **Sidlaw Industries Ltd**
or *Sidlaw Industries Ltd (formerly Jute Industries Ltd)*
or *Jute Industries Ltd (later Sidlaw Industries Ltd)*

4.2.3C Changes of style such as the omission of apostrophes and full stops are not regarded as changes of name.

4.3 VARIANT NAMES

4.3.1 General rule for variant names

4.3.1A If variant forms of name are found in items issued by the body (including its records) and the other reference sources described at **4.2.1**, use the one which seems to be the legal or formal name unless there is an overriding reason not to do so (e.g. a well-established use of a conventional name, see **4.3.4**). If more than one name is used formally, select the one which seems to be predominant. Cross-refer (using a see (*x*) cross-reference) from non-preferred forms of name to the preferred form of name. Use also as appropriate the special Rules for particular circumstances, set out at **4.3.2-10**.

Royal Commission on Historical Manuscripts
x **Historical Manuscripts Commission**

Worshipful Company of Clothworkers
x **Clothworkers' Company**

4.3.1B Variant names are only those forms of name which are in use at the same time. If the variation occurs over time, i.e. there is a change from one name to another, then the Rule concerning changes of name at **4.2.3** applies instead.

4.3.2 Special rules for corporate bodies associated with a jurisdiction¹⁰

4.3.2A If a corporate body is associated with a national or local jurisdiction and the name of that jurisdiction is not implicit in the body's title, or is required to distinguish that body from another with a similar name, include the name of the jurisdiction in the authorised name. The jurisdiction component is inserted as the first part of the name. (See also **4.1.2B** concerning local use of jurisdiction names.)

Great Britain and Ireland | War Office¹¹

Kent County Council | Planning Department

¹⁰ The term 'jurisdiction' is used in this context for an area in which executive, legislative or judicial powers are exercised. It can be national or local in nature.

¹¹In this and subsequent examples names are expressed using a vertical line between the components. This is not the way in which such names would be expected to appear when used by a repository; suggestions for expressing such names appear in footnotes. In this case *AACR2* recommends use of a full stop between the two components of the name.

but **National Archives of Ireland**¹²

West Riding Quarter Sessions

- 4.3.2B** Select the jurisdiction at the level most appropriate to the corporate body. This may be a national level, or a lower level such as state, regional or local.
- 4.3.2C** If the jurisdiction is at the national level then the name of the country should be used (see **4.3.4B** concerning names of countries).

France | Archives Nationales¹³

- 4.3.2D** In the case of the British Isles,¹⁴ the national level should be the higher level contemporary with the body, e.g. Great Britain and Ireland, unless the corporate body is associated solely with only one of the constituent countries of that higher level, e.g. Scotland, Ireland, in which case the name of that constituent country should be used.¹⁵

Great Britain and Ireland | Army | 6th Regiment of Dragoon Guards¹⁶

Great Britain and Ireland | Home Office

Great Britain and Northern Ireland | Northern Ireland Office

Ireland | Chief Secretary's Office

Ireland | Court of King's Bench

Northern Ireland | Supreme Court of Judicature

Scotland | Court of Sessions

¹² In these two examples the name of the jurisdiction is already part of the name so the jurisdiction component need not be inserted.

¹³ Note that the language used in this name accords with the rule at **4.3.3A**.

¹⁴ In the light of discrepancies between AACR2 and British Library and Library of Congress practice, the following should be used for the constituent parts of the British Isles. Until 1536 use the following separate designations: England; Wales; Scotland; Ireland. From 1536 to 1707 use: England and Wales; Scotland; Ireland. From 1707 to 1800 use the individual countries if appropriate to the corporate body or, for the higher national level, Great Britain [for England, Wales and Scotland]; Ireland. From 1801 to 1922 the single form Great Britain and Ireland should be used for the higher national level, while from 1922 it should be Great Britain and Northern Ireland.

¹⁵ AACR2 does not provide for use of a lower level national jurisdiction.

¹⁶ These examples illustrate some of the jurisdiction names that could be used.

- 4.3.2E** If the jurisdiction is at a state, regional or local level then the name of the county, city, province, state etc. should be used. For jurisdictions outside the British Isles, the name of the country should be added as a qualifier.

Kent County Council | Planning Department

Maidstone Borough Council | Planning Department

Ontario, Canada | High Court of Justice¹⁷

4.3.3 Special rules for language

- 4.3.3A** If the name appears in different languages, use the form in the official language of the body (but see also **4.3.3B**).

Gosudarstvennyi i Ermitazh | Russia¹⁸

Gosudarstvennyi Russkii Muzei | St Petersburg, Russia

Kokuritsu Minzokugaku Hakubutsukan

If there is more than one official language and one of them is English, use the English form. Refer from forms in other languages to the preferred form if wished.

International Council on Archives

x **Conseil International des Archives**

¹⁷ In this example the country has been added as a qualifier for the lower level jurisdiction. *AACR2* is not entirely consistent in this respect. *AACR2* punctuation would have this as ‘Ontario (Canada). High Court of Justice’.

¹⁸ This and the next two examples are presented here in their transliterated Russian or Japanese form; their English form is given at **4.3.3B**. Note that the first example is a national body which has only the name of the country as an addition; the second is not a national body, according to the Library of Congress (from which the examples were taken) and hence the local place name, or city, is included as an additional also.

International Federation of Library Associations and Institutions

- x* **Federation Internationale des Associations de Bibliothecaires et des Bibliotheques**
- x* **Internationaler Verband der Bibliothekarischen Vereine und Institutionen**

4.3.3B Alternative rule

Use a form of name in a language suitable to the users of the repository's finding aids if the body's name is in a language unfamiliar to those users. Refer to this form from the form in another language if it is possible that some users might seek to use that other form.

Hermitage Museum | Russia

- x* **Gosudarstvennyi i Ermitazh | Russia¹⁹**

State Russian Museum | St Petersburg, Russia

- x* **Gosudarstvennyi Russkii Muzei | St Petersburg, Russia**

National Museum of Ethnology | Japan

- x* **Kokuritsu Minzokugaku Hakubutsukan**

4.3.3C Special rule for Welsh corporate bodies

The Welsh Language Acts of 1967 and 1993 provide for the English and Welsh languages to be treated on a basis of equality. Parallel corporate names in English and Welsh may be created for Welsh corporate bodies, with separate authority records linked by see also cross-references.²⁰

Curriculum and Assessment Authority for Wales

- xx* **Awdurdod Cwricwlwm ac Asesu Cymru**
- and*
- xx* **Curriculum and Assessment Authority for Wales**

¹⁹ All but the first example are the English form of name of the examples at **4.3.3A**, as explained at **fn 18**.

²⁰ *AACR2* makes no provision for parallel names but they are recommended in *International Standard Archival Authority Record (ISAAR(CPF))*.

Local Government Boundary Commission for Wales
xx **Comisiwn Ffiniau Llywodraeth Leol i Gymru**
and **Comisiwn Ffiniau Llywodraeth Leol i Gymru**
xx **Local Government Boundary Commission for Wales**

Welsh Language Board
xx **Bwrdd yr Iaith Gymraeg**
and **Bwrdd yr Iaith Gymraeg**
xx **Welsh Language Board**

4.3.4 Special rule for conventional names

4.3.4A In exceptional circumstances, if there is well-established usage of a name other than the legal or formal name, for example it is used by the body as its name on formal documents or heading its publications, then that conventional name may be used. Refer to that name from the official name.

English Heritage²¹
x **Historic Buildings and Monuments Commission for England**

Westminster Abbey
x **Collegiate Church of St Peter in Westminster**

4.3.4B This Rule applies also to governments, where the conventional name, which is commonly the geographical name of the area, may be used.

France
not ***République Française***

4.3.5 Special rule for initials and acronyms

If the body is legally or formally known by initials, use that form of name. The full form of the name or a designation should be added as a qualifier if needed for identification of the body (see **4.4** for details on when additions are needed). Cross-refer from the full form of name.

BCCI | Bank of Credit and Commerce International
x **Bank of Credit and Commerce International**

²¹ The conventional name is used here because it is used by the body itself in conducting legal transactions. In contrast, although the Royal Commission on Historical Manuscripts (used as an example at **4.3.1**) is generally referred to as the Historical Manuscripts Commission, its publications use the formal name and hence that formal name should be the authorised name.

BHS | British Home Stores²²

xx **British Home Stores**

CERN | European Organization for Nuclear Research

x **European Organization for Nuclear Research**

4.3.6 Special rule for the use of forenames or their abbreviations

If the name by which a body is known consists of a surname preceded by one or more forenames, select that form of name without inverting the surname and forenames. Similarly, if the forenames are abbreviated to initials, use the initials. Refer to this form from the inverted form of name if this is likely to be sought.

John Lewis Partnership

x **Lewis**

W H Smith

x **Smith**

4.3.7 Special rule for companies

If the registered name of a company contains a term, or an abbreviation or contraction of that term, which indicates its status, such as its incorporation or type of incorporation, include this in the name.²³

Incorporated Association of Architects and Surveyors

John Lawson Jnr and Co Ltd

Pilkington Brothers Ltd

Underground Electric Railways Company of London Ltd

²² All but the BHS (British Home Stores) example would have *see* cross-references from the non-preferred form of name. BHS/British Home Stores is more complicated because the firm has used both forms of name at different times and hence the change of name rule set out at **4.2.3** would apply, with *see also* cross-references.

²³ *AACR2* does not require inclusion of such terms, but business archivists consider it essential.

4.3.8 Special rules for King's/Queen's

4.3.8A If the name of a corporate body includes the words 'King's' or 'Queen's', and hence would be subject to change when a male monarch was succeeded by a female monarch, and vice versa, the preferred option is to create parallel corporate names and authority records for the two forms on the lines suggested at **4.3.3C**, and to cross-refer between them.²⁴

Court of King's Bench
xx **Court of Queen's Bench**
and **Court of Queen's Bench**
xx **Court of King's Bench**

4.3.8B Alternative rule

If a repository cannot accommodate parallel names the corporate name should not be changed when a male monarch is succeeded by a female monarch and vice versa. Use the masculine form for the name and refer to it from the feminine form.²⁵

Court of King's Bench
x **Court of Queen's Bench**

²⁴ *AACR2* makes no provision for this circumstances; the rule builds on the parallel names concept referred to at **4.3.3C**.

²⁵ This option is suggested on the grounds of practicality. The use of the male rather than female option for the preferred form of name is because the majority of monarchs to date have been male; any offence it causes is regretted.

4.3.9 Special rules for religious foundations²⁶

4.3.9A Most religious foundations (abbeys, priories, etc.) are commonly known by the place where they were situated and should be identified by that place name together with the appropriate term for their status.²⁷ Refer to the preferred form of name from other forms if wished. It is useful to include details of the order and dedication in the notes area.

Bradsole Abbey

x **St Radegund's Abbey | Bradsole**

Canterbury Cathedral Priory

x **Christ Church | Canterbury**

Fountains Abbey

Mount Grace Charterhouse²⁸

Wearmouth-Jarrow Abbey²⁹

x **Jarrow Abbey**

4.3.9B If there was more than one foundation of the same status in places of the same name they should be distinguished by use of the order, the dedication or dates of existence as an addition. If the foundation was a friary then the order should be added as a qualifier. If the place name is one which occurs in more than one county then the county can be added to avoid ambiguity.

²⁶ Abbeys, priories and dependent cells should be regarded as corporate bodies in their own right rather than as subordinate bodies of the order with which they are associated. Authoritative lists of early religious foundations in England and Wales, Scotland and Ireland are provided in D. Knowles and R.N. Hadcock, *Medieval Religious Houses, England and Wales*, 2nd edition (Harlow, 1971), J.B. Cowan and D.E. Easson, *Medieval Religious Houses, Scotland, with an appendix on the Houses in the Isle of Man*, 2nd edition (London, 1976) and A. Gwynn and R.N. Hadcock, *Medieval Religious Houses: Ireland*, 2nd edition (Dublin, 1988). The rules in this sub-section develop aspects not covered in AACR2.

²⁷ Note that if a change in status leads to a change in name, for example from priory to abbey, then the change of name rule at 4.2.3 applies. An example is Bath Abbey, which became a Cathedral Priory in 1090.

²⁸ Charterhouse is the generic term for Carthusian houses.

²⁹ The earliest abbey at Jarrow, founded in 681, was a double house called Wearmouth-Jarrow, forming a single confraternity in two locations under one abbot.

Calder Abbey | 1142-1536³⁰

Chester Friary | Carmelite

Chester Friary | Franciscan

Winchester Abbey | St Mary's

x **Nunnaminster**

4.3.9C Some foundations spent their early years on the move, settling successively at several different places before removing to the place with which they are commonly associated. Choose the name of that place (which is usually the last as well as the longest settled) and use the form of name as at **4.3.9A** with cross-references from the other places.

Byland Abbey³¹

x **Calder**

x **Hood**

x **Old Byland**

x **Stocking**

Exceptionally a peripatetic foundation is commonly known not by the main place of settlement but by the dedication with a place name as an addition. Use that name and cross-refer from the other places of settlement.

Congregation of St Cuthbert | Durham³²

x **Lindisfarne**

x **Chester-le-Street**

x **Crayke**

x **Ripon**

³⁰ In this case covering dates are used for absolute clarity because of the location of Byland Abbey - a rather peripatetic foundation referred to at **4.3.9C** - at Calder 1135-1138.

³¹ Like many religious foundations this abbey spent its early years moving from one settlement to another before settling at Byland. In contrast to the foundation in the next example it is commonly known by its place name and the rule reflects that practice.

³² This religious community was founded in Lindisfarne c 635, left there in 875 and moved to several other places before settling in Durham where it was replaced by a Benedictine community in 1083. It is difficult to determine what its name should be, and the name component reflects current practice.

4.3.9D If the status (e.g. abbey, priory) of a religious foundation is not known then the more general terms of monastery and nunnery should be used.

Jarrow Monastery | c 1074-1083³³

4.3.9E Cells or dependencies should be treated as subordinate bodies which are entered directly under their own name (see **4.9** for the relevant Rule). They should be identified by the place in which they were situated with the name of the parent house as an addition.

Hilbre Island | cell of Chester Abbey

Jarrow | cell of Durham Cathedral Priory

Stamford Priory | St Leonard's | cell of Durham Cathedral Priory

4.3.10 Special rule for ships

The name of a ship is usually preceded by an abbreviation such as HMS (His/Her Majesty's Ship) or SS (Steam Ship). Include this abbreviation in the name of the corporate body,³⁴ with place names or dates as additions when necessary (see **4.4**).

HMS Ark Royal | carrier³⁵ | 1937-1941

SS Narwhal | whaler | 1858-1859

³³ In this case there is insufficient evidence to determine the foundation's status; the covering dates are used as an addition to prevent confusion with other foundations at Jarrow.

³⁴ Inclusion of the prefix departs from *AACR2*.

³⁵ *AACR2* uses the designation 'ship' but this is too general for the purposes of repositories holding maritime material and so more specific terms are suggested.

4.4 ADDITIONS AND QUALIFIERS

4.4.1 General rule

4.4.1A Additions to the name of a corporate body should be made in the circumstances set out at **4.4.2-3**. They should follow the name.³⁶

4.4.1B The three types of addition are:

date

place³⁷

status/function/sphere of activity designation

They are most commonly used singly but more than one may be used in conjunction if necessary.³⁸

4.4.2 Names not conveying the idea of a corporate body

If the name alone does not convey the idea of the corporate body, and something more is needed to indicate its nature and purpose or its status, add a general designation.

Blue Funk | artists' group

Swaziland | British High Commission Territory

Swaziland | kingdom

The Who | rock group

³⁶ *AACR2* recommends that additions and qualifiers be enclosed in round brackets.

³⁷ Note that the place name should be at the level appropriate to identification of the body, which may be a town or city, county or country. Add the country if the place is not in the British Isles.

³⁸ *AACR2* recommends that multiple additions should be separated by a space colon space. See **fn 46** for a corporate name with additions formatted in this way.

4.4.3 Two or more bodies with the same or similar names

4.4.3A If two or more bodies have the same or similar names and are likely to be confused, they should be distinguished by the addition of a place name (but see also **4.3.2**), a date range or a general designation, as appropriate.

Department of Trade and Industry | 1970-1974
Department of Trade and Industry | 1983-

HMS Ark Royal | galleon³⁹
HMS Ark Royal | carrier and depot ship | 1914-1934
HMS Ark Royal | carrier | 1937-1941
HMS Ark Royal | carrier | 1950-1980

Huddersfield Technical College | adult education institute
Huddersfield Technical College | sixth form college

Royal Victoria Hospital | Dundee
Royal Victoria Hospital | Netley

4.4.3B If a place name is being used as a qualifier, the latest form of place name in use in the lifetime of the body should be selected.

Gosudarstvennyi Russkii Muzei | St Petersburg, Russia⁴⁰
Hermitage Museum | Russia

4.4.3C If a corporate body moves from one place to another, and a place name is being used as a qualifier, use the last place at which it has been located.⁴¹ Cross-refer from the form of name using earlier place names if users are likely to recognise the previous name or names.

Christ's Hospital | Horsham
xx **Christ's Hospital | London**

³⁹ It is common for the names of ships to be re-used. The ship in the first of these examples was renamed 'Anne Royal' in 1608, that in the second was renamed 'Pegasus' in 1934 and that in the last was previously named 'Irresistible'. Dates are necessary to distinguish between those which share a designation as well as a name.

⁴⁰ The first example uses St Petersburg instead of Leningrad, as the latest name for the city. It also illustrates the approach to language set out at **4.3.3A**, namely use the official language of the body. The second example (for a different institution) uses Russia instead of USSR (Union of Soviet Socialist Republics); it follows the alternative rule for language at **4.3.3B**, namely use a language familiar to users. **Fn 18** explains the examples in more detail.

⁴¹ *AACR2* does not cover this circumstance.

4.5 OMISSIONS

4.5.1 Initial articles

Omit an initial article unless the sense of the body disappears without the article.

3rd Dragoon Guards
not The 3rd Dragoon Guards

Library Association
not The Library Association

Society of Authors
not The Society of Authors

but **The Who | rock group**
not Who / rock group

4.6 CONFERENCES, CONGRESSES, EXHIBITIONS, EISTEDDFODS AND FESTIVALS

4.6.1 General rule

Conferences, congresses, exhibitions, eisteddfods and festivals which are considered to be corporate bodies should be entered under the name of the conference followed, where applicable, by any or all of the additions set out at **4.6.4-6**.⁴²

4.6.2 Omissions

Omit from the name element an indication of a conference's or exhibition's number, frequency or year; this is treated as additional information, see **4.6.3-6**.

4.6.3 Additions: general rule

Additions should follow the name.⁴³ More than one addition should be used if necessary; if so, the preferred order is number then date then place.

4.6.4 Additions: number

If the conference or congress is one of a series of numbered meetings of the same name, add the ordinal number in its English form. If the exhibition or festival is part of a numbered series, add the number in the same way. If the numbering is irregular do not add it.

International Biennial of Graphic Art | 18th⁴⁴

⁴² Conferences and congresses are considered to be corporate bodies because a group of people coming together for a particular purpose creates an entity. Exhibitions and festivals are considered to be corporate bodies if they are recurring, such as the Royal Academy Summer Exhibition, the Venice Biennale or the Edinburgh Festival. How they are organised is not considered the determining factor although it may affect whether they are entered subordinately or not. A corporate name entry would also be generated for the body organising the conference or exhibition if there were any records of the conference or exhibition.

⁴³ AACR2 recommends that additions should be enclosed in round brackets and, if more than one is used, should be separated by a space colon space. See **fn 46** for an example of this.

⁴⁴ This is an example of a numbered exhibition.

**International Conference on Soil Mechanics and
Foundation Engineering | 1st**

Lateran Council | 4th

4.6.5 Additions: date

If the heading is for a single meeting or exhibition, add the year (or, if it stretched over more than one, the years) in which it took place.

Art Treasures Exhibition | 1860

Congress of Vienna | 1814-1815

Council of Trent | 1545

Diet of Worms | 1521

Yalta Conference | 1945

4.6.6 Additions: place

Add the name of the place or the particular institution in which the conference or exhibition was held if this is necessary to identify it.

**Eisteddfod Genedlaethol Frenhinol Cymru | 1981 |
Maldwyn a'i Chyffiniau⁴⁵**

Great Exhibition | 1851 | London

International Congress on Archives | 12th | 1992 | Montreal⁴⁶

Society of Archivists Conference | 1995 | Hatfield

⁴⁵ Note that eisteddfods should have parallel names in Welsh and English under rule **4.3.3C**.

⁴⁶ AACR2 would have this as 'International Congress on Archives (12th : 1992 : Montreal, Canada)'.

4.7 JOINT COMMITTEES ETC.

If a body has been constituted as a joint body by two or more parent organisations, enter it directly under its own name. Omit the names of the parent bodies when they occur within or at the end of the name or if the joint unit is distinctive without them. Refer to it from the parent organisations and explain the relationship in the notes area.

Hull and Barnsley and Great Central Railways Joint Committee

xx **Hull and Barnsley Railway Company**

xx **Great Central Railway Company**

Mid Calder Water Board

xx **Batley Municipal Borough Council**

xx **Dewsbury County Borough Council**

xx **Heckmondwike Urban District Council**

4.8 OFFICE-HOLDERS

Enter an office-holder under the title of the office.⁴⁷ If the office is associated with a jurisdiction then the jurisdiction element should be included as specified at **4.3.2**.⁴⁸ If the office is associated with an institution other than a jurisdiction then the name of that institution should be used as provided at **4.9**.

Church of England | Diocese of Winchester | Bishop

Great Britain and Northern Ireland | Lord Chamberlain

**Worshipful Company of Stationers and Newspaper Makers |
Renter Warden**

The name of the office could be qualified by the names of individual office-holders, together with the dates they held office.⁴⁹

⁴⁷ Office-holders are regarded as corporate bodies if entered under the name of the office rather than under the personal name of an office-holder (for which see **2.1.1**). There are occasions when papers of an office holder will need to be linked to the office rather than the person, for example material submitted to the Lord Chamberlain for censorship and associated correspondence. In such circumstances a corporate name should be constructed.

⁴⁸ See **fn 14** for the suggested jurisdiction names to be used for the British Isles.

⁴⁹ An example, taken from *AACR2*, is ‘Catholic Church. Diocese of Winchester. Bishop (1367-1404 : William, of Wykeham)’.

4.9 SUBORDINATE BODIES

4.9.1 Subordinate bodies entered directly

Enter a subordinate body directly under its own name if it has an identity separate from its parent institution. The exception to this is if a jurisdiction name is required (see **4.9.2A**) or if it falls into one of the categories set out at **4.9.2B**. Refer to the name of the subordinate body entered directly from its name in the form of a sub-heading of the parent body.

Bethnal Green Museum of Childhood

x **Victoria and Albert Museum | Bethnal Green
Museum of Childhood**

Bodleian Library

x **University of Oxford | Bodleian Library**

National Film and Television Archive

x **British Film Institute | National Film and Television
Archive**

4.9.2 Subordinate bodies entered as sub-headings

4.9.2A Enter a subordinate body as a sub-heading of its parent body if a jurisdiction name is required. See **4.3.2** for the Rule and examples.

4.9.2B Enter a subordinate body as a sub-heading of its parent body if it belongs to one of the categories set out below.

category 1

A name which requires the addition of the name of the parent body for its identification.

Court of King's Bench | Crown Side⁵⁰

University of London | Computer Centre

University of Warwick | Modern Records Centre

⁵⁰ Note that this example requires also the name of the jurisdiction, i.e. three levels of hierarchy are involved. It is used here to illustrate the necessity of the name of the parent body for identification.

category 2

A name containing a term which usually implies that the body is subordinate to another, such as Division, Branch, Section, Committee.

Home Office | Children's Department⁵¹

Public Record Office | Government Services Department

Society of Archivists | Professional Methodology Panel

University of Durham | Dunelm House Management Committee

category 3

A name containing a term that indicates a geographic or other sub-division of a parent body.

Church of England | Ackworth Parish | Pontefract

Church of England | Diocese of London

International Council on Archives | Pacific Regional Branch

National Trust | Severn Regional Office

category 4

A name that does not convey the idea of a corporate body.

British Library | Collection Development

⁵¹ This and the next example require also the jurisdiction name as explained in **fn 50**.

- 4.9.2C** Enter a subordinate body as a sub-heading of the lowest level in the hierarchy which is entered under its own name; do not include intermediate levels of the hierarchy unless they are required for precise identification of the body. Refer from other levels where necessary. Include details of the full hierarchy in the notes area.

University of Bristol | School of Education | Education Research Unit⁵²

War Office | Directorate of Staff Duties⁵³

x **War Office | Adjutant General's Department | Directorate of Staff Duties**

⁵² In this example the full hierarchy is needed because the School of Education cannot be entered directly without its parent body. The Education Research Unit cannot be entered directly under the University of Bristol because there could be another Unit of the same name attached to another Department.

⁵³ In this case the intermediate body, the Adjutant General's Department, can be omitted but a cross-reference as shown should be inserted.

4.10 Appendix 1 Criteria for recognition of a new corporate body

4.10.1 Introduction

The Rules above have dealt with corporate names rather than corporate bodies. One issue covered (at **4.2.3**) is what to do when a body changes its name. Related to that issue is one slightly outside the scope of these Rules but sufficiently relevant for it to be addressed, namely when is a corporate body a new corporate body. When one corporate body ceases to exist and is replaced by another has considerable implications for archivists seeking to define a fonds when analysing and describing their holdings. What follows deals with some common types of change. It does not address the issue of whether a fonds should be defined on a maximalist or minimalist basis.⁵⁴

4.10.2 A change of name but no change in function or status

A corporate body which changes its name but nothing else may be regarded as being the same corporate body. (As stated in the Rules above, a new authorised name should, however, be created.)

An example of this type of change is the company Guest, Keen & Nettlefold Ltd which became GKN Ltd and later GKN plc.

4.10.3 A major change of function or status but no change of name

There are strong arguments for regarding a body in such cases as being a new corporate body and documenting it accordingly. If it is decided that the change warrants recognition as a new corporate body then a new name is required also, the two bodies being distinguished by the addition of an appropriate qualifier.

An example is Highams Ltd. This name was used successively for the company as a private company between 1900 and 1947, a public company with shares quoted on the stock exchange between 1947 and the 1970, and a private company again after 1983 (during the intervening years it was Highams plc). These changes in status are more than cosmetic.

⁵⁴ This issue has been addressed in recent years by Australian and Canadian archivists. In particular see *The Archival Fonds: from Theory to Practice*, edited by Terry Eastwood (Bureau of Canadian Archivists, 1992) and essays by Chris Hurley and Sue McKemmish in *The Records Continuum*, edited by Sue McKemmish and Michael Piggott (Ancora Press in Association with Australian Archives, 1994).

4.10.4 A change of name accompanied by changes in its nature or status

A corporate body should be regarded as a new body if, in addition to a change of name, one of the following circumstances applies.

4.10.4A When there has been a major change in its function or scope of activity.

Two examples of this are the Department of Trade and Industry's inheritance of some but not all of the functions of the Board of Trade in 1970, and the London Missionary Society's succession by the Council for World Mission.

4.10.4B When there have been territorial or boundary changes, usually associated with amalgamation or splitting of former entities so that they can be said to have ceased to exist.

Three examples of this are Rutland (which was abolished as an administrative unit in 1974), Greater London as an administrative area under the Greater London Council (abolished in 1985) and Yugoslavia (of which only a rump has remained since 1991).

4.10.4C When there has been legislation which leads to re-constitution of the corporate body.

Examples of this are the replacement of local government boards by urban or rural district councils in 1894 and the reconstitution of the Medical Research Committee as the Medical Research Council in 1920.

4.10.4D In the case of a body such as a trade union or friendly society, there is a requirement to de-register or de-certify the old body and register or certify the new body. Trade Union law requires trade unions to avoid duplicate names.

Examples of this are the Bookbinders Consolidated Union which became the Bookbinders and Machine Rulers Consolidated Union in 1872, and the Bank Officers' Guild which became the National Union of Bank Employees in 1946.

4.10.4E In the case of a business where there has been a take-over and the business ceases to trade under its own name and ceases to exist as a legal entity, it ceases to exist as a corporate body.

An example of this is Standard Motor Company's take-over by Leyland.

4.10.4F Where a business has been taken over but continues to trade under its own name, and becomes a subordinate body, i.e. a change in status is involved, it should remain as a corporate body, and its change in status and its superior body (or, if it is sold on, its sequence of superior bodies) should be indicated in the authority record.

Examples of this are the bookshops Waterstones and Dillons which were taken over by W H Smith and Thorn EMI respectively but continue to trade under their own names.

4.10.4G Where the business has been taken over but continues to trade under a different name, i.e. there is change of status and a change of name, it should be regarded as a new body.

An example of this is Hainsworth Laycock Ltd of Grangemouth, which was taken over in 1955 by T W Broadbent Ltd, electrical engineers of Huddersfield. It continued under its own name until 1964, when it became T W B Scottish Installations Ltd. In 1973 it was renamed T W Broadbent (Scotland) Ltd. According to these guidelines, the changes in 1955 would not lead to the body being regarded as a new corporate body (see **4.10.4F**) but the changes of 1964 and 1973 are sufficient for that to happen (see **4.10.4G**).

4.11 Appendix 2 Alphabetical list of complete examples

In the text of the Rules some examples are truncated so that they illustrate particular points more clearly. The following list shows all the examples used in the Corporate Names Section of the Rules in their completed form, with reference back to the Rule at which they appear. As punctuation is non-prescriptive and may follow local conventions it is not shown. For examples showing how *AACR2* punctuation would be applied see footnotes throughout the text. Cross-references are not included in the list.

Art Treasures Exhibition 1860 Bradford	[4.6.5]
Arts Council of Great Britain	[4.2.3B]
Awdurdod Cwricwlwm ac Asesu Cymru	[4.3.3C]
Bank of British West Africa	[4.2.3A]
Bank of West Africa	[4.2.3A]
Batley Municipal Borough Council	[4.7]
BCCI Bank of Credit and Commerce International	[4.3.5]
Bethnal Green Museum of Childhood	[4.9.1]
BHS British Home Stores	[4.3.5]
Blue Funk artists' group	[4.4.2]
Bodleian Library	[4.9.1]
Bradsole Abbey	[4.3.9A]
British Library Collection Development	[4.9.2B]
Bwrdd yr Iaith Gymraeg	[4.3.3C]
Byland Abbey	[4.3.9C]
Calder Abbey 1142-1536	[4.3.9B]
Canterbury Cathedral Priory	[4.3.9A]
CERN European Organization for Nuclear Research	[4.3.5]

Chester Friary Carmelite	[4.3.9B]
Chester Friary Franciscan	[4.3.9B]
Christ's Hospital Horsham	[4.4.3C]
Christ's Hospital London	[4.4.3C]
Church of England Ackworth Parish Pontefract	[4.9.2B]
Church of England Diocese of London	[4.9.2B]
Church of England Diocese of Winchester Bishop	[4.8]
Colne Valley Free Church Federal Council	[4.2.1A]
Comisiwn Ffiniau Llywodraeth Leol i Gymru	[4.3.3C]
Congregation of St Cuthbert Durham	[4.3.9C]
Congress of Vienna 1814-1815	[4.6.5]
Council for Encouragement of Music and the Arts	[4.2.3B]
Council of Trent 1545	[4.6.5]
Curriculum and Assessment Authority for Wales	[4.3.3C]
Dewsbury County Borough Council	[4.7]
Diet of Worms 1521	[4.6.5]
Don and Low (Holdings) Ltd	[4.2.1A]
Eisteddfod Genedlaethol Frenhinol Cymru 1981 Maldwyn a'i Chyffiniau	[4.6.6]
English Heritage	[4.3.4A]
Fountains Abbey	[4.3.9A]
France	[4.3.4B]
France Archives Nationales	[4.3.2C]

Ghana	[4.2.3A, 4.2.3B]
Gold Coast	[4.2.3A, 4.2.3B]
Gosudarstvennyi i Ermitazh Russia	[4.3.3A]
Gosudarstvennyi Russkii Muzei St Petersburg, Russia	[4.3.3A, 4.4.3B]
Great Britain and Ireland Army 3rd Carabiniers ⁵⁵	[4.2.3A]
Great Britain and Ireland Army 3rd Dragoon Guards	[4.5.1]
Great Britain and Ireland Army 6th Regiment of Dragoon Guards	[4.2.3A, 4.3.2D]
Great Britain and Ireland Court of King's Bench	[4.3.8A, 4.3.8B]
Great Britain and Ireland Court of King's Bench Crown Side	[4.9.2B]
Great Britain and Ireland Court of Queen's Bench	[4.3.8A]
Great Britain and Ireland Home Office	[4.3.2D]
Great Britain and Ireland War Office	[4.3.2A]
Great Britain and Northern Ireland Department of Trade and Industry 1970-1974	[4.4.3A]
Great Britain and Northern Ireland Department of Trade and Industry 1983-	[4.4.3A]
Great Britain and Northern Ireland Home Office Children's Department	[4.9.2B]
Great Britain and Northern Ireland Lord Chamberlain	[4.8]
Great Britain and Northern Ireland Northern Ireland Office	[4.3.2D]
Great Britain and Northern Ireland Public Record Office Government Services Department	[4.9.2B]
Great Britain and Northern Ireland War Office Directorate of Staff Duties	[4.9.2C]

⁵⁵ This and similar names are given in the form in which they would appear in a national context, i.e. the name of the national or central jurisdiction associated with the body is included as part of the name element or as the jurisdiction element. See 4.1.2B and 4.3.2 concerning the use of the jurisdiction in corporate names.

Great Exhibition 1851 London	[4.6.6]
Heckmondwike Urban District Council	[4.7]
Hermitage Museum Russia	[4.3.3B, 4.4.3B]
Hilbre Island cell of Chester Abbey	[4.3.9E]
HMS Ark Royal galleon	[4.4.3A]
HMS Ark Royal carrier and depot ship 1914-1934	[4.4.3A]
HMS Ark Royal carrier 1937-1941	[4.3.10, 4.4.3A]
HMS Ark Royal carrier 1950-1980	[4.4.3A]
Huddersfield Technical College adult education institute	[4.4.3A]
Huddersfield Technical College sixth form college	[4.4.3A]
Hull and Barnsley and Great Central Railways Joint Committee	[4.7]
Incorporated Association of Architects and Surveyors	[4.3.7]
International Biennial of Graphic Art 18th 1989 Ljubljana, Slovenia	[4.6.4]
International Conference on Soil Mechanics and Foundation Engineering 1st 1936	[4.6.4]
International Congress on Archives 12th 1992 Montreal, Canada	[4.6.6]
International Council on Archives	[4.3.3A]
International Council on Archives Pacific Regional Branch	[4.9.2B]
International Federation of Library Associations and Institutions	[4.3.3A]
Ireland Chief Secretary's Office	[4.3.2D]
Ireland Court of King's Bench	[4.3.2D]
Jarrow cell of Durham Cathedral Priory	[4.3.9E]
Jarrow Monastery c 1074-1083	[4.3.9D]
John Lewis Partnership	[4.3.6]

John Lowson Jnr and Co Ltd	[4.3.7]
Jute Industries Ltd	[4.2.3B]
Kent County Council Planning Department	[4.3.2A, 4.3.2E]
Kokuritsu Minzokugaku Hakubutsukan	[4.3.3A]
Lateran Council 4th	[4.6.4]
Liberty	[4.2.3A]
Library Association	[4.5.1]
Local Government Boundary Commission for Wales	[4.3.3C]
Maidstone Borough Council Planning Department	[4.3.2E]
Mid Calder Water Board	[4.7]
Mount Grace Charterhouse	[4.3.9A]
National Archives of Ireland	[4.3.2A]
National Council for Civil Liberties	[4.2.3A]
National Film and Television Archive	[4.9.1]
National Museum of Ethnology Japan	[4.3.3B]
National Trust Severn Regional Office	[4.9.2B]
Northern Ireland Supreme Court of Judicature	[4.3.2D]
Ontario, Canada High Court of Justice	[4.3.2E]
Pennsylvania Land Company	[4.2.1A]
Pilkington Brothers Ltd	[4.3.7]
Pre-Raphaelite Brotherhood	[4.2.1A]
Royal Commission on Historical Manuscripts	[4.3.1A]
Royal Victoria Hospital Dundee	[4.4.3A]

Royal Victoria Hospital Netley	[4.4.3A]
Scotland Court of Sessions	[4.3.2D]
Sidlaw Industries Ltd	[4.2.3B]
Society for the Protection of Ancient Buildings	[4.2.1A]
Society of Archivists Conference 1995 Hatfield	[4.6.6]
Society of Archivists Professional Methodology Panel	[4.9.2B]
Society of Authors	[4.5.1]
SS Narwhal whaler 1858-1859	[4.3.10]
Stamford Priory St Leonard's cell of Durham Cathedral Priory	[4.3.9E]
Standard Bank of West Africa	[4.2.3A]
State Russian Museum St Petersburg, Russia	[4.3.3B]
Swaziland British High Commission Territory	[4.4.2]
Swaziland kingdom	[4.4.2]
The Who rock group	[4.4.2, 4.5.1]
Underground Electric Railways Company of London Ltd	[4.3.7]
University of Bristol School of Education Education Research Unit	[4.9.2C]
University of Durham Dunelm House Management Committee	[4.9.2B]
University of London Computer Centre	[4.9.2B]
University of Warwick Modern Records Centre	[4.9.2B]
W H Smith	[4.3.6]
Wearmouth-Jarrow Abbey	[4.3.9A]
Welsh Language Board	[4.3.3C]
West Riding Quarter Sessions	[4.3.2A]

Westminster Abbey	[4.3.4A]
Winchester Abbey St Mary's	[4.3.9B]
Worshipful Company of Clothworkers	[4.3.1A]
Worshipful Company of Stationers and Newspaper Makers Renter Warden	[4.8]
Yalta Conference 1945	[4.6.5]