

# Common Rules for Advanced Alphabetizing

1

**Names with *Mac* or *Mc* are alphabetized letter by letter as they appear.**

**Example:**

MacAllister, Conan  
MacAllister, Lianne  
Macauley, Erin  
MacDougal, Finn  
Madigan, Fergus  
mastiff  
McAfee, Janice  
McDermott, Terrence  
McLaren, Connor  
merchant

2

**Names with *O'* are alphabetized as if the apostrophe were missing.**

**Example:**

Oberlin, Brenda  
O'Kearney, Elias  
ornament

3

**Titles are *usually* alphabetized by the first main word, with initial articles (*A, An, The*) either put at the end of the entry or left out entirely.**

**Example:**

*Anne of Green Gables*  
*Connecticut Yankee in King Arthur's Court, A*  
*For Whom the Bell Tolls*  
*Secret Garden, The*  
*Washington Post*

4

**Numerals are *usually* alphabetized exactly as written, not as they would be spelled out.**

**Example:**

02108 zip code  
101 *Dalmations*  
3-D printing  
7-Eleven convenience stores  
800 numbers

5

Abbreviations are *usually* alphabetized exactly as written, not as they would be spelled out.

**Example:**

dolphin  
Dr. Smith  
JFK  
John F. Kennedy  
million  
Mr. Rogers

6

General sequence of alphabetization is by:

1. symbol (\$, %, #)
2. numerals (0 through 9)
3. letter (A through Z)

**Example:**

\$15 per hour  
20 Ways to Improve Your Spelling  
A&W Root Beer  
*Around the World in 80 Days*  
barbecue