



## St Matthew's Helpsheets

### Help with Alphabetical Order

Our Fiction books(made up stories) are arranged alphabetically by the author's surname (2<sup>nd</sup> name)

When two authors have the same last name, they are put in order by their first names:

**Bruce Carter; Peter Carter**

If authors have two or more names following their first name, they are put in order by the last name:

George MacKay **Brown**; Frances Hodgson **Burnett**; Christine Marion **Fraser**

If authors have a double-barrelled name with, they are put in order by the first part of the surname:

Elinor M **Brent-Dyer**; Dick **King-Smith**

If authors have surnames with 'St' (eg. St Clair) at the beginning, they are put in order on the shelves as though the surname 'St Clair' reads 'Saint Clair' then look at the second part of the surname:

Julia **St Clair**; David **St George**; Mick **St John**

If the authors have 'Mc' or 'Mac' surnames, treat both as 'Mac' then put them in order by the letter after the 'Mc' or 'Mac' prefix:

Karen **McCombie**; Stuart **MacDonald**; Hilary **McKay** Cathy **MacPhail**

If the authors have prefixes before their surname, put them in order by the prefix:

Walter **De La Mare**; Ursula **Le Guin**; Daphne **Du Maurier**

**A B C D E F G H I J K L M N O P Q R S T U V W X Y Z**