

HELP WITH ALPHABETICAL ORDER

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 MacKBrown; 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

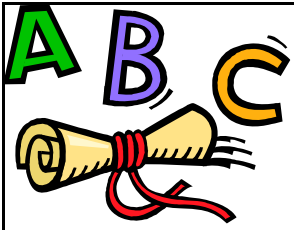
If the authors have 'Mc' or 'Mac' surnames, treat both as 'Mac' then put them in order by the letter after the 'Mc' or 'Mac' prefix:

Carson McCullers; Stuart MacDonald; Hilary McKay;
Alisatair MacLean

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



DO YOU KNOW YOUR ALPHABET?

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

You will notice that in the library fiction books are arranged on the shelves in ALPHABETICAL ORDER.

Some tips for alphabetical order:

When putting words or names into alphabetical order you look at the **FIRST** letter.

eg. car drain egg flower game soldier

If the first letters are the same you put them in order by looking at the **SECOND** letter.

eg. car city cord crane cut

If the first two letters are the same you put them in order by looking at the **THIRD** letter (and so on).

eg. beg bellow best bet

Putting titles into alphabetical order: When sorting titles of books into order you always look at the **FIRST** word of the title.

EXCEPT when the title begins with 'A', 'AN' or 'THE' --- in this case you miss out these and look at the second word. This is because there are so many books beginning with these very common words.

eg. The **BFG**
 In the Hall of the Dragon King
 A New Day
 The **P**rince in Waiting
 Ratha's Creature
 Science Stories
 A *W*hisper in the Night

Remember: It is only 'a', 'an' and 'the' that you miss out.