

Historical Images Collection Ogden Farmers' Library

Name Index Style Guide

Purpose

The following Name Index has been provided to supplement the Historical Images Collection searchable database. The Name Index contains the personal names of individual(s) represented in the images that make up the Historical Images Collection. The organizer(s) of the collection adhered to as strict authority control standards as possible with the images.

Specific Stylistic Guidelines

Arrangement: All term entries were arranged in this index alphabetically.

Capitalization: In this index, the first letter of the last names, first names, and middle initials were capitalized.

Format: The index is arranged in one column. Cross-references are shown with an italicized *See*.

Names: As stated in the Chicago Manual of Style, personal names were listed *last name, first name* under the spelling of the name stated on the image or in the text written about the image.

For this index, women were noted with their married name. However, the maiden name is also indexed and provides the cross-reference. The maiden name is also provided in parenthesis. In some entries, a woman is noted by the first name of her husband. See **Examples**.

Punctuation: In each entry to separate a term from the locator, a comma was used. A comma was also used to separate individual locators. No punctuation was used at the conclusion of an individual entry. If a cross-reference was included in an entry, a period was placed after the final locator, or term if no locator existed.

Spelling: Terms were entered as they appear on the image or in the text written about the image.

Examples

An image of Esther Hart Shaw is item 131 and 1245 of the Historical Images Collection.

H

Hart, Esther. *See* Shaw, Esther (Hart).

S

Shaw, Esther (Hart), HIC 131, HIC 1245

An image of Mrs. Clifford Brigham is item 1039 of the Historical Images Collection.

B

Brigham, Mrs. (Clifford), HIC 1039