

(PREVIEW)  
*Indian Standard*  
**PRACTICE FOR ALPHABETICAL  
ARRANGEMENT**

**1 SCOPE**

The rules contained in this standard concern alphabetical arrangement of entries in bibliographies, catalogues, indexes, directories and lists of similar nature. While they do not go into a detailed prescription of how entries should be written, recommendations regarding certain problems in the writing of entries have become unavoidable. It also provides guidance on the arrangement of entries not strictly alphabetical on the filing of numerals and symbols, and of complex entries. The standard does not prescribe rules for determining the form of entries nor for arranging words and initials in non-roman alphabets.