How to Arrange Non-conventional Names in Reference Citations

When preparing academic manuscripts, an author needs to alphabetically arrange a list of references and place it in the References section at the end of his paper. The list of References includes primarily the titles of manuscripts, the names of authors and other names such as institutions, offices, projects, etc. In addition, anonymous entities are sometimes cited. They are arranged alphabetically.

Personal names can be classified as conventional and non-conventional. The former are those in which the family names (also known as surnames or last names) are well recognized. This applies to individuals with typical names consisting of three names: first (or given), second (or middle), and family name(s), in that order. It also applies to individuals with two or more than three names, in which the family names appear last. Non-conventional names are those which do not follow the pattern of conventional names, i.e. having two, three or more names with the family names appear first. This includes the following:

1. Single names (i.e. persons with one name only).
2. Names in which the family name appears first.
3. Names in which the family name is preceded by prefix.
4. Names with no family names

This article describes how to alphabetize non-conventional names of the authors only.

General Rule

1. Family names only are used in reference citation, regardless of nationality.
2. In writing their full names, follow the national practice used by each individual, e.g.
   Narong Chomchalow (Thai)
   Park Kuen Yong (Korean)
   Xia Han Ping (Chinese)
   Robert L. Pendleton (Western)
   Bartók Béla (Hungarian)
   (family names are underlined)

Citing Non-conventional Names

1. Single Names: Persons in some countries possess only one name. In most cases, they are given names, not family names. For example:

   Subandi (Indonesian)

   Use these names as if they were family names in reference citations.

2. Names in which the family name(s) appear first: Persons in some countries write their names starting with the family name. These include:

   2.1 Chinese Names: Chinese names are written with the family name first, followed by the prename, often hyphenated. Therefore, no inversion should be made in alphabetizing. However, it is a customary in academic writing to put a comma (,) after the family name in order to make it consistent. Thus:
   Chiang, Kai-shek, or Chiang, Kai Shek, or Chiang, K.S.
   Chia, Shih-ku, or Chia, Shih Ku, or Chia, S.K.

   (Con’t. on insideback cover)
2.2 Korean Names: Similar to Chinese names, Korean names are written with the family name first, followed by first and second names, sometimes, hyphenated. Therefore, do not invert. It is a custom in academic writing to put a comma (,) after the family name in order to make it consistent. Thus:

Park, Kuen-Yong, or Park, Kuen Yong. Or Park, K.Y.

2.3 Vietnamese Names: Normally, Vietnamese names consist of three names: family, first and second. Unlike the Chinese and Korean names, Vietnamese do not use their family names. Two systems are used in naming Vietnamese authors:

2.3.1 Call them by their first and second name, e.g. Nguyen Minh Chao is called Minh Chao

2.3.2 Call them by their second name, e.g. Ngo The Dan is called Dan

2.4 Hungarian Names: Most Hungarian names contain two names. Family names appear first, followed by the first name, e.g. Bartók Béla, which should be inverted as Béla Bartók for use in alphabetizing.

In alphabetizing these names, invert the last name and place it in front, followed by a comma; then, arrange these names in alphabetical order. In most academic journals, first, second, and other names (if any), are abbreviated. Some journals allow the first names, especially in the case of women, to appear in full.

3. Names in which the family name is preceded by prefix: These are names containing particles which have been described inside the front and back covers of AU J.T. 6(4) (April 2003). Both the spelling and the alphabetizing of these names should follow the preference of, or accumulated tradition concerning, the individual. There are a few additional names which have not been previously described. These are:

3.1 Names with ‘Saint’: These names should be spelled according to the preference of the original author. For abbreviated names (e.g. St. Lawrence), the word ‘saint’ should always be spelled out and use in alphabetizing. Thus:

St. Dennis, R.  St. Laurent, L.S.
Sainte-Beuve, C.A.  Saint-Saëns, C.
Saint-Gaudens, A.

3.2 Names with ‘Mac’ or ‘Mc’: Do not separate the prefixes, Mc or Mac, from the main part of the last name, e.g. Mac Donald, A.B. 1998. …Mcclean, C.D. 1999. …

It is important thing to write the names according to the author’s preference, i.e. as one word (i.e. solid, as in McIlrath) or two words (i.e. separate the words, as in Mac Donald)

4. Names with no family names:

4.1 Myanmese Names: The Myanmese do not use family names, making it is difficult for any one to cite their names. It is suggested that the name which appears last be used in reference citations, e.g. Myint Aung, should be cited as Aung, M. The Myanmese use the word ‘U’ for Mr., ‘Ko’ for elder male, ‘Maung’ for young male, ‘Daw’ for female (Ms. or Mrs.) and ‘Ma’ for young female. Although these words are often put together with their names, they should not be cited.

4.2 Muslims: Some Muslims, regardless of nationality, have no family names. Their names consist of two parts. It is suggested that the name which appears last be used in reference citations, e.g. Ahmed Bashir.