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- 2. Articles are indexed by the first-named author, with cross references from co-authors up to the number of two. Titles are indexed only when they have no author.
- 3. Book reviews are listed alphabetically under the heading Book Reviews by the author of the book being reviewed. Reviewer's names follow each book title, preceded by the phrase "Rev. by." Each reviewer's name is also listed separately, with a cross reference to Book Reviews, followed by the name of the author of the book in parentheses.
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- $6. \ \ Death and memorial notices are listed alphabetically under the heading \textit{Deaths}, with a separate entry under the name of the deceased.$
- 7. All library organizations are entered under the full names. Material on the substructures of these organizations, such as committees, roundtables, etc., is listed alphabetically under the organization name. (For example, for material on the activities, officers, reports, committees, and roundtables of NCLA, see North Carolina Library Association.)
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- 11. Reports of papers not printed in full are designated (Paper).
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