

Read Carefully These Instructions and Suggestions to Clerks and Others Using

FAMILY NAME INDEXES

THE SUB-INDEX

1. Write names on the Sub-Index plain and in as bold a hand as possible. Don't make n like u. Don't try to subdivide names on Sub-Index further than is arranged by the scheme here laid out. That is, if Baker is the first name for the column, **Bae to Bak**, write **Baker** on the first dark ruled line followed by **Baer** if it should happen to be the second name of that group, on the second dark ruled line, and so on.

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3. Names similar in sound but spelled differently should be grouped together on the Main Index, and each variety of spelling noted on the Sub-Index, under its proper subdivisions. Thus:

| | |
|-----------------|---------------------|
| Bair-Bare-Baer | Lowery-Lowry |
| Bear-Baehr | Lourie, etc. |
| Shafer-Schafer | Snyder-Snider |
| Sheffer-Shaefer | Schneider-Schnider |
| Read-Reed-Reid | Keyser-Keiser-Kizer |
| Kline-Klein | Pearson-Pierson |

4. Names like **Schneider** and **Snyder** should appear in Sub-Index under **Sc** and also **Sn**; **Pearson** and **Pierson** under **Pe** and **Pi**, etc. However, no notice of more than one style of spelling a name need be taken—and that the way it is spelled on the record—until it is spelled differently in a subsequent entry.

5. Odd names falling to the same Sub-Index column may be grouped together on the Main Index. For example, the names **Debler**, **Dedman**, **Debroski** and **Deator** being odd, and likely to be infrequent and all belonging to the same Sub-Index column, could be given the same page on the Main Index, and write in the column in red ink, "For names not listed here, see page....."

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THE R. L. BRYAN COMPANY

Court House Outfitters
COLUMBIA, SOUTH CAROLINA

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THE R. L. BRYAN COMPANY, COLUMBIA, S. C.

Names of similar spelling and similar sound should be grouped together and given the same page number. Indicate on Sub-Index the different ways the name is spelled, duplicating the name in more than one column when necessary.

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