Alphabetic Indexing Rules (1-5)

- Indexing Order of Units
- Minor Words and Symbols in Business Names
- Punctuation and Possessives
- Single Letters and Abbreviations
- Titles and Suffixes

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Alphabetic Indexing Rules Joseph S. Fosegan, 2002-09-30 Alphabetic Indexing Rules provides instruction and application practice primarily on alphabetic indexing rules for filing but also includes brief instruction in subject numeric and geographic filing methods The Site License CD sold separately provides a review of alphabetic indexing and filing rules and 10 20 hours of application practice for these rules The text and site license together may be used as a brief course in filing or used to supplement other records management instructional materials

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