

## IFLA Cataloguing Section

### Names of Persons

#### **Introduction:**

According to the International Cataloguing Principles (ICP)<sup>1</sup> the **Form of Name for Persons as an authorized access point** should be constructed following a standard: "*When the name of a person consists of several words, the choice of first word for the authorized access point should follow conventions of the country and language most associated with that person, as found in manifestations or reference sources*". Thus, this set of documents summarizes the conventions for each country, established by each national cataloguing agency, to help other cataloguing agencies creating authority data worldwide.

Please access *IFLA Names of Persons*<sup>2</sup> to submit updates from your country and to access more information.

**Country name in English: Portugal**

**Country name in official language(s): Portugal**

**Official language in English: Portuguese**

**Language name in official language: Português**

**Last updated: December 2009**

#### **NAME ELEMENTS**

##### **Elements normally forming part of a name**

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. Forename ( <i>nome de baptismo</i> )	simple	João
	compound	Ana Maria Joaquim Pedro Maria da Graça
2. Surname ( <i>apelido</i> )	simple	Ferreira Saraiva
	simple with prefixes: <i>de, da, do, das, dos, d'</i>	da Fonseca de Sena dos Santos
	compound	Oliveira Martins

<sup>1</sup> <http://www.ifla.org/publications/statement-of-international-cataloguing-principles>

<sup>2</sup> <http://www.ifla.org/node/4953>

	-- consisting of two or more surnames, usually the mother's maiden name followed by the father's surname	<i>Note:</i> Names of this type are sometimes used by persons variously with or without the conjunction <i>e</i> resulting in variant forms of the same name, e.g., Almeida e Sousa or Almeida Sousa.
	-- consisting of two surnames joined by <i>e</i> or a preposition	Pires de Castro Rocha e Silva
	-- consisting of two or more surnames joined by the conjunction <i>e</i> and preceded by a preposition	de Magalhães e Silva de Morais e Castro
	-- consisting of two or more words that should not be considered individually because they originate from a religious entity, a place or other geographical names, or other compound forms. Thus meant to form an individual expression and sometimes preceded by a preposition.	Castelo Branco de Corte Real de Santo Agostinho do Espírito Santo Mão de Ferro Mil Homens Paço de Arcos Santa Rita Todo Bom

### Additional elements to names

<i>Element</i>	<i>Use</i>	<i>Examples</i>
1. Words indicating family relationship -- <i>Filho</i> (son), <i>Pai</i> (father), <i>Júnior</i> (junior), <i>Neto</i> (grandson), <i>Sobrinho</i> (nephew)	after the surname	António Ribeiro de Castro <i>Sobrinho</i> Manuel Correia Botelho <i>Júnior</i>
2. Name of place or occupation (for well known forms of names dated before the 16 <sup>th</sup> century)	after the forename	António de Portalegre
3. Title of nobility ( <i>título de nobreza</i> )	before a place name (simple or compound) and preposition. Bearers of titles may be numbered sequentially.	<i>Marquês de Pombal</i> 2.º <i>Marquês de Castelo Rodrigo</i>

4. Words indicating sanctity -- <i>São, Santo</i> or <i>Santa</i> (Saint)	before the name	Santo António São Francisco Xavier
5. Number	after the forename (kings, popes, etc.)	Manuel II

## ORDER OF ELEMENTS IN CATALOGUE HEADINGS

### General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. Simple surname	surname	FERREIRA, Joaquim Pedro SARAIVA, Maria da Graça
2. Simple surname with prefix	last part after the prefix	FONSECA, Martinho Augusto da SANTOS, João Adolfo dos SENA, Jorge de
3. Compound surname consisting of two or more surnames	last part of surname	MARTINS, João Oliveira
4. Compound surname joined by <i>e</i> or a preposition	last part of surname	CASTRO, António Pires de SILVA, Mauricio Rocha e
5. Compound surname consisting of two or more surnames joined by <i>e</i> and preceded by a preposition	last part of surname	CASTRO, Armando Gonçalves de Morais e SILVA, A.A. de Magalhães e
6. Compound surname consisting of two or more words that should not be considered individually because they originate from a religious entity, a geographical name, etc. Thus meant to form an individual expression and sometimes preceded by a preposition.	last part of surname, after the preposition if present	CASTEL BRANCO, Camilo CORTE REAL, Jerónimo de ESPIRITO SANTO, Humberto do MÃO DE FERRO, António MIL HOMENS, João Manuel PAÇO DE ARCOS, Joaquim SANTA RITA, Isabel SANTO AGOSTINHO, Fernando de TODO BOM, Carlos
7. Compound forename when it is the only element of the name present	Last part of forename	MARIA, Ana

8. Surname with words indicating family relationships	surname, of the types listed above, followed by the designation of relationship	BOTELHO <i>JÚNIOR</i> , Manuel Correia CASTRO <i>SOBRINHO</i> , António Ribeiro de
9. Forename with name of place or occupation (for well known forms of names dated before the 16 <sup>th</sup> century)	forename	ANTÓNIO DE PORTALEGRE
10. Title of nobility	place name (simple or compound) followed by the number, if one exists, and by title and preposition	CASTELO RODRIGO, 2. <sup>o</sup> <i>Marquês de</i> POMBAL, <i>Marquês de</i>
11. Names of saints	Full name, followed by the qualifier “Santo” or “Santa”	ANTÓNIO, Santo FRANCISCO XAVIER, Santo
12. Forenames with numbers (king, popes, etc.)	Forename	MANUEL II
<b>Exceptions</b>		
13. Name fully abbreviated without prefixes	Complete abbreviated name in direct form	A.C.M.

#### **National cataloguing code**

*Regras portuguesas de catalogação. - 3<sup>a</sup> reimp. - Lisboa : Biblioteca Nacional, 2000.*

#### **National authority file of names**

The Biblioteca Nacional de Portugal maintains an authority file of names.

#### **Sources and recommended references**

Bibliografia Nacional Portuguesa

#### **Authority for information provided**

Biblioteca Nacional de Portugal

**Checked and approved by: Rosa Maria Galvão, Head, Standards Development Service, Biblioteca Nacional de Portugal, December 2009.**