

# ARABIC NAMES

<b><i>I. Arabic usage to about 1800</i></b> .....	<b>2</b>
<b><i>1. Name elements</i></b> .....	<b>2</b>
• <i>Elements normally forming part of a name</i> .....	<b>2</b>
<b><i>2. Order of elements in catalogue headings</i></b> .....	<b>3</b>
<b><i>3. General rule</i></b> .....	<b>4</b>
<b><i>II. Modern Arabic usage from about 1800</i></b> .....	<b>4</b>
<b><i>1. Name elements</i></b> .....	<b>4</b>
• <i>Elements normally forming part of a name</i> .....	<b>4</b>
<b><i>2. Order of elements in catalogue headings</i></b> .....	<b>5</b>
<b><i>3. General rule</i></b> .....	<b>5</b>
<b><i>III. Cataloguing code</i></b> .....	<b>5</b>
<b><i>IV. Romanization schemes in use</i></b> .....	<b>6</b>
<b><i>V. Rules and Standards</i></b> .....	<b>6</b>
<b><i>VI. Non-exhaustive bibliography of tools, standards and guidelines used to authorize Arabic personal names</i></b> .....	<b>7</b>
<b><i>1. Tools for determining the “Shuhra” for Classical Arabic names</i></b> .....	<b>7</b>
<b><i>2. Standards and Guidelines</i></b> .....	<b>8</b>
<b><i>VII. Recommended readings on Arabic cataloging, authority control and the history of books</i></b> .....	<b>8</b>
<b><i>VIII. Useful Reference</i></b> .....	<b>9</b>

## I. Arabic usage to about 1800

The elements making up older Arabic names are various and complex. Their order can vary and hence it is neither reasonable nor practicable to apply a single rule for the entry of names. The elements described below are given in a common order of usage although many other combinations of all or some of these elements are used.

### 1. Name elements

- Elements normally forming part of a name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. <i>Khitab</i> , an honorific <i>laqab</i> (see 5 below)	compound, consisting of a word followed by <i>al-Din</i> ('the faith')	Fakhr al-Din Nur al-Din Rashid al-Din
2. <i>Kunya</i> , variously known as nickname, patronymic, or surname. Not necessarily an indication of actual relationship and sometimes used to show honour and courtesy.	compound, consisting of the particle <i>Abu</i> (father of) or <i>Umm</i> (mother of) indicating relationship, and the name of a son or daughter	Abu Bakr Abu al-Hasan Abu 'Abd Allah
3. <i>Ism</i> , the given or personal name	usually of religious significance	
	- simple	Ahmad 'Ali 'Umar Muhammad
	- compound, formed by combining the prefix ' <i>Abd</i> (slave) with one of the 99 names of God	'Abd Allah 'Abd al-Qadir 'Abd al-Hakim 'Abd al-Rahman
4. <i>Nasab</i> or patronymic	compound, consisting of the particle <i>ibn</i> (son of) indicating relationship and the name of the father and/or grandfather also preceded by the particle	ibn Muhammad ibn 'Umar ibn al-Hasan ibn Ahmad ibn Hazm
5. <i>Laqab</i> , variously known as sobriquet, honorary title or epithet and nickname	indicating a person qualify or defect	
	- simple	al-A'sha ('the night-blind')

		al-Siddiq ('the truthful') al-Katib
	- compound	Mirza Khan
6. <i>Nisba</i> , or attributive <i>laqab</i> , formed by adding the Arabic <i>ya'</i> twice (-i when romanized) to a name	indicating origin, residence, trade, etc. Usually only one	al-Hashimi al-Tamimi al-Baghdadi al-Mu'tazili 'Abbasi Hilali Nadvi

Example of combination:				
Taqi al-Din <i>khitab</i>	Abu al-Hasan <i>kunya</i>	'Aliibn 'Abd-al-Kafi <i>ism</i>	ibn Tammam <i>nasab</i>	al-Subki <i>nisba</i>

## 2. Order of elements in catalogue headings

*Note:* Old Arabic authors should be entered under the best known part of the name, the *shuhra*, which may frequently be the *nisba*. Arabic reference sources should be consulted to determine the entry element, keeping in mind that the piece in hand is a reference source, though a low-ranking one regarding choice of entry element. Not all elements in a name are necessarily included in a heading. The *ism* and *nasab* referring to the father are usually included unless they are not customarily used by the person. The definite article *al* is sometimes disregarded by libraries when filing names beginning with this article.

In general, **consult at least one** reference source aside from the piece in hand, such as **Zirikli, Brockelmann, Kahhalah, the Encyclopedia of Islam, Encyclopaedia Britannica**, etc.

If the author is not found in any of these sources, choose as the entry element a surname in this order:

- any **unusual** surname (i.e., not derived from a place-name or a madhhab)
- a surname derived from a **place-name** (i.e., Baghdādī)
- a surname derived from a **madhhab** (i.e., Ḥanafī)

If there are no surnames, choose the element(s) following the *ism* and father-patronymic, if any (i.e. Ibn al-Lamish in 'Umar ibn Ṣādiq ibn al-Lamish). If there are no such elements, enter the *ism* and father-patronymic in direct order. (i.e., Muḥammad ibn Sulaymān, in Muḥammad ibn Sulaymān)

The entry element must be determined before additional elements are chosen. If the entry element is not the *ism* or a *patronymic derived from the father*, these elements should be included in the heading "unless they are not customarily used in the name by which the person is known"--i.e., unless his name is well-known and short like that of *Suyūfī, Abū Nuwās* or *Jāḥiẓ*.

This rule also calls for the addition of "an additional name, descriptive epithet, or term of honour that is treated as part of the name if it aids in identifying the individual".

### 3. General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. All	the best known form or <i>shuhra</i> which may be	
	- <i>khitab</i>	RASHID AL-DIN TABIB
	- <i>kunya</i>	ABU HAYYAN AL-TAWHIDI, ‘Ali ibn Muhammad
	- <i>ism</i>	MALIK IBN ANAS
	- <i>nasab</i>	IBN HAZM, ‘Ali ibn Ahmad
	- <i>laqab</i>	AL-JAHIZ, ‘Amr ibn Bahr
	- <i>nisba</i>	AL-RUMMANI (i.e., Abu al-Hasan ‘Ali ibn Isa ibn ‘Ali al-Rummani al-Mu’tazili) AL-SUBKI (i.e., Taqi al-Din, Abu al-Hasan ‘Ali ibn ‘Abd al-Kafi ibn Tammam al-Subki) NADVI, Abulhasan ‘Ali

## II. Modern Arabic usage from about 1800

With the gradual breakdown of the traditional Arabic name structure, variations in name usage in different Arabic-speaking countries evolved. The *ism* or personal name with a religious significance continued to be widely used, including the compound type described earlier. The *nasab* by and large disappeared, except in Tunisia, Algeria and Morocco, for example, where the traditional *nasab* is now preceded by the word *ben* and not *ibn*. Although the *kunya* and *khitab* have also disappeared, they may occasionally be used as part of the *ism*, and in Iraq, as well as some other Arab countries, the *kunya* may be observed as a form of courteous address. The *laqab* and *nisba* are the most consistently used name elements. Such names are the basis for the control of name usage in Arabic countries, though it is only since 1960 in Egypt, for example, that a family law has helped to regularise name usage.

### 1. Name elements

- Elements normally forming part of a name

<i>Element</i>	<i>Type</i>	<i>Examples</i>
1. <i>Ism</i> , the given name or personal name	as described at 3 in <i>Names elements</i> above	‘Abbas Tawfiq Mahmud
2. Other names	usually that of father and sometimes also the grandfather	Mahmud Sami
	and frequently ending with a <i>laqab</i>	al’Akkad al’Hakim
	or <i>nisba</i>	al-Barudi

## 2. Order of elements in catalogue headings

*Note:* Modern Arabic authors should be entered under the *shuhra* or best-known part of name. Traditional names when used should be entered under the *ism*. Otherwise, entry should be under the last element in a name whether it is a *laqab*, *nisba* or *ism*. The definite article *al* is sometimes disregarded by libraries when filing names beginning with this article.

## 3. General rule

<i>Type of name</i>	<i>Entry element</i>	<i>Examples</i>
1. All	best known form or <i>shuhra</i> which may be	
	- <i>laqab</i>	AL’AKKAD, Abbas Mahmud AL’HAKIM, Tawfiq AL-HADDAD, al-Tahir
	- <i>nisba</i>	AL-BARUDI, Mahmud Sami HILAL, Muhammad Amin AL-DIWANI, Mustafa
	- <i>ism</i>	SAMMUD, Nur al-Din

## III. Cataloguing code

1. Anglo American cataloguing rules, Second edition .- First Arabic edition/translation and additions by M. A. Itayem ; edited by ALECSO and Jordan Library Association. -Amman : J. L. A., 1983- 946 p.  
Rules and examples of Anglo American cataloguing rules have been Arabized in order to coincide with all printed and non printed material in Arabic and other languages. The edition was concerned with solving some specific problems

- regarding Arabic names headings. Furthermore the edition, in a special appendix, dealt with the problem of transliteration of names written in Arabic alphabet.
2. International Standard Bibliographic Description (ISBD). - ALECSO finished the Arabization of the complete first and second edition series of ISBD, either in separate form or as part of the Arab Magazine for Information Science. The Arabized material comprises the original text, informative examples, guides and instructions deemed necessary to meet the specific needs of the Arabic Language.
  3. Resource Description and Access (RDA) - Arabic RDA toolkit:  
The Arabic translation became inevitable for the Arab cataloguer to catch up with the ongoing global development, using a world-class tool in his/her own mother tongue.  
Arabic translation contract of RDA Toolkit was recently signed by the Bibliotheca Alexandrina, Egypt and the American Library Association (ALA). The proposed timeframe for the project is 20 to 24 months based on the length of materials and taking into consideration further developments of the standard that may occur during the project implementation.  
The technical work of translating the RDA Toolkit into Arabic started in April 2018 according to the Action plan prepared by the Bibliotheca.  
The translation is based on profound Arab LIS market assessment, as well as the latest April 2016 Update of RDA Toolkit and the recent Translation Policy for RDA and RDA Toolkit (RSC/Policy/6). In addition, the RDA Toolkit Restructure and Redesign (3R) Project, initiated in 2017—2018, was considered.

#### **IV. Romanization schemes in use**

The scheme published in *Cataloguing service* (ISSN 0041-7890) bulletin 118, Summer 1976, pp. 15-21 (Processing Department, Library of Congress, Washington D.C.), is used in the compilation of *Accessions list Middle East* (ISSN 0041-7769) published by the American Libraries Book Procurement Center in Cairo.

*International system for the transliteration of Arabic characters.* - Geneva : International Organization for Standardization, 1961. - (ISO Recommendation ; R233)

*The transliteration Schemes for Non-Roman Scripts* published through the ALA-LC Romanization Tables and which *is approved by the Library of Congress and the American Library Association.*

#### **V. Rules and Standards**

The main rules adopted in the Arab world are the AACR2 or the RDA along with local polices to accommodate some particularities of Arabic names. Preferred forms for names originally written in the Arabic alphabet are covered in RDA F.1.1 and they were covered in AACR2 22.22. The standard format is the MARC 21 with some libraries using the UNIMARC to create authority records.

Generally, Arabic personal names are divided into two main groups Classical and modern. Classical Arabic names are for persons lived or were most active prior to the 20<sup>th</sup> century and some consider them the persons who lived or were most active prior to

the 19<sup>th</sup> century. While the modern Arabic names are the persons who lived or were most active in the 20<sup>th</sup> century or the 19<sup>th</sup> century.

For classical Arabic names, the AACR2 and similarly the RDA instructed to choose the part of the name by which the person is most commonly known “Shuhra” as the entry. The Shuhra can be any of the various elements of a name—*Khitab, Kunyah, ism, patronymic, laqab, or nisbah* and to determine this by consulting reference sources, keeping in mind that the work in hand is a reference source, though a low-ranking one as regards choice of entry element. The appropriate date is added to classical Arabic names as a long-standing practice even if this means using a period of activity.

For modern Arabic names, the common practice in most of the libraries in the Arab world, when the Shuhra cannot be determined, then the last part of the Arabic name replaces the "Shuhra".

## VI. Non-exhaustive bibliography of tools, standards and guidelines used to authorize Arabic personal names

### 1. Tools for determining the “Shuhra” for Classical Arabic names:

Jazzār, F. (1991). *Madākhil al-mu'allifin wa-al-a'lām al-'Arab ḥattā 'ām 1215 H/1800 M*. al-Riyāḍ: Maktabat al-Malik Fahd al-Waṭaniyah.

[Entries of Arab authors up to the year 1800]

Kahhalah, U. R. (1957). *Mu'jam al-mu'allifin: Tarajim musannifi al-kutub al-'Arabiyyah*. Dimashq: Matba'at al-Taraqqi.

[Biographical dictionary of Arab authors]

Kâtip, C., (1982). *Kashf al-zunun 'an asami al-kutub wa-al-funun*. Bayrut: Dar al-Fikr.

[A bio-bibliography of Arabic literature]

Khalīfah, S. A.-A., & 'Āyidī, M. A. (1996). *Madākhil al-asmā' al-'Arabīyah al-qadīmah: Qā'imāt istinād lil-maktabāt wa-marākiz al-ma'lūmāt*. al-Duqqī, al-Qāhirah: al-Maktabah al-Akādīmīyah.

[Entries of Arabic old names: authority list for libraries and information centers]

Sarkīs, Y. I. (1928). *Mu'jam al-maṭbū'āt al-'Arabīyah wa-al-mu'arrabah: Wa-huwa shāmil li-asmā' al-kutub al-marṭbū'ah fī al-aqtār al-sharḡiyyah wa-al-gharbiyyah, ma'a dhikr asmā' mu'allifihā wa-lum'ah min tarjamatihim*. Miṣr: Maṭba'at Sarkīs.

[Dictionary of Arabic printed books from the beginning of Arabic printing until the end of 1339 A.H. = 1919 A.D.]

Suwaydān, N. M., & Arinī, M. E. (1980). *Madākhil al-mu'allifīn wa-al-a'lām al-'arab* = *Arabic names headings*. Riyāḍ : Jāmi'at al-Riyāḍ.

Ziriklī, K. -D. (2007). *al-A'lām, qāmūs tarājim li-ashhar al-rijāl wa-al-nisā' min al-'Arab wa-al-musta'ribīn wa-al-mustashriqīn*.

[Biographical dictionary of Arab luminaries and orientalists]

## 2. Standards and Guidelines

Abd, -H. F., Jum'ah, N. K., & Zāyid, Y. A.-H. (2006). *Qawā'id al-fahrasah al-Anjulū-Amrīkīyah, al-ṭab'ah al-thānīyah murāj'at 2002 taḥdīth 2005*. al-Qāhirah: al-Dār al-Miṣrīyah al-Lubnānīyah.

[Arabic version of AACR2]

Mu'awwad, M. (2017). *Mabādi' Waṣf wa-itāḥat al-maṣādir RDA = Resource Description and Access*. al-Dammām: Maktabat al-Mutanabbī.

[Arabic guideline to RDA]

## VII. Recommended readings on Arabic cataloging, authority control and the history of books

Atiyeh, G. N., (1995). *The Book in the Islamic World: The Written Word and Communication in the Middle East*. Albany: State University of New York Press.

Bell, J., & Biella, J. (2015). *Arabic Cataloging Using RDA*. MELA Committee on Cataloging, Retrieved June 26, 2018, from

<https://docs.google.com/viewer?a=v&pid=sites&srcid=ZGVmYXVsdGRvbWFpbnxtZWxhY2F0YWxvZ2luZ3xneDo0OTc1YmUzNWRINjg4OTU3>

Bell, J., & Dagher, I. (2015). *Arabic NACO Manual*. Princeton University Library, Retrieved May 16, 2018, from

<http://library.princeton.edu/departments/tsd/katmandu/cp20/aranatoc.html>

El-Sherbini, M. (2013). Bibliotheca Alexandrina's model for Arabic name authority control. *Library Resources and Technical Services*, 57, 1, 4-17.

IFLA Meeting of Experts on an International Cataloguing Code, Tillett, B. B., & Cristán, A. L. (2006). *IFLA cataloguing principles: Steps towards an international cataloguing code, 3: report from the 3rd IFLA Meeting of Experts on an International Cataloguing Code, Cairo, Egypt, 2005*. München: K. G. Saur.

Khairy, I. (2006). Authority Control of Arabic Personal Names from the Classical Period at the Bibliotheca Alexandrina. *International Cataloguing and Bibliographic Control*, 35, 2, 36-40.

Khayat, S. (1997). *The online Arabic authority control for libraries in Kuwait*. Special Libraries Association, Arabian Gulf Chapter, 5th Annual Meeting, Dubai, UAE.

Pedersen, J. (1984). *The Arabic Book*. Princeton, NJ: Princeton University Press.

Roper, G. (2013). *The History of the Book in the Middle East*. Farnam: Ashgate.

Vassie, R. (1998). A reflection of reality: authority control of Muslim personal names. *International Cataloguing and Bibliographic Control*, 19, 1.

Vassie, R. (2000). Improving access in bilingual, biscript catalogues through Arabised authority control. *Online Information Review*, 24, 6, 420-429.

## **VIII. Useful Reference**

El-Shami, A. (2018). *Library, Information and Archival Terminology: Bilingual dictionary*. Retrieved June 26, 2018, from <http://www.elshami.com/>

===

Checked and approved by: Dr Ahmed Elshekih, Director, Department of Documentation and Information, Arab League Educational Cultural and Scientific Organization (ALECSO), 10 December 1994.

Revised by Nesrine Abdel-meguid, Technical Services Directorate Bibliotheca Alexandrina (BA), August 2018.