
Non-filing; filing of headings under "A", "An", "The".

- **Article Type:** General
 - **Product:** Aleph
 - **Product Version:** 16.02
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Description:

Headings are filing incorrectly; initial articles which should be ignored ("A", "An", "The", or foreign articles) are not being ignored -- and you have to include the article in the Browse term in order to find it.

How can this be achieved?

Resolution:

In order for non-filing to work three things have to be in place:

1. The field's non-filing indicator needs to be set properly. The non-filing indicator for the 245 field and most title fields is the second indicator. Thus, for a title beginning with "The", the record should have "24504" -- where the "4" says that the first four characters should be skipped in indexing the field. Some title fields use the first indicator to indicate non-filing.
2. The filing routine for this index, listed in `./xxx01/tab/tab00.eng` and specified in detail in `./xxx01/tab/tab_filing`, must include a "non_filing" line (saying that non_filing indicators are to be considered for this index).
3. The `./xxx01/tab/tab11` (in 15.2-up, `tab11_acc`) line for this field/index combination needs to specify in column 9 which indicator (1 or 2) is used as the non-filing indicator for this field.

There are various "refinements" to these basic rules:

- a. Certain title fields don't have non-filing indicators.
- b. The "non_filing" line needs to precede the `char_conv` line in `tab_filing`.
- c. The `tab11` value needs to be in the right position
- d. Certain foreign non-filing articles may include diacritics

Additional Information

articles, ignored, headings, filing

- **Article last edited:** 10/8/2013