

INFORMATSIOON JA DOKUMENTATSIOON

Bibliograafilised kirjeldused ja viited

Bibliograafiliste terminite lühendamise reeglid

Information and documentation

Bibliographic description and references

Rules for the abbreviation of bibliographic terms

(ISO 832:1994)

EVS

EESTI STANDARDI EESSÕNA**NATIONAL FOREWORD**

See Eesti standard EVS-ISO 832:2011 „Informatsioon ja dokumentatsioon. Bibliograafilised kirjeldused ja viited. Bibliograafiliste terminite lühendamise reeglid“ sisaldab rahvusvahelise standardi ISO 832:1994 „Information and documentation – Bibliographic description and references – Rules for the abbreviation of bibliographic terms“ identset ingliskeelset teksti.

Standard EVS-ISO 832:2011 on jõustunud sellekohase teate avaldamisega EVS Teataja novembrikuu numbris.

Standard on kättesaadav Eesti Standardikeskusest.

This Estonian Standard EVS-ISO 832:2011 consists of the identical English text of the International Standard ISO 832:1994 „Information and documentation – Bibliographic description and references – Rules for the abbreviation of bibliographic terms“.

This standard has been endorsed with a notification published in the official bulletin of the Estonian Centre for Standardisation.

The standard is available from the Estonian Centre for Standardisation.

Käsitlusala

See rahvusvaheline standard täpsustab sõnade ja sõnakombinatsioonide lühendamise reegleid, mis esinevad tavaliselt bibliograafilistes kirjeldustes ja viidetes, kasutades ladina, kirillitsa ja kreeka tähestikku.

Sellest rahvusvahelisest standardist on välja jäetud pealkirjade ja pealkirja sõnade lühendid, mis on sätestatud standardis ISO 4.

ICS 01.140.20

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Introduction

These rules for abbreviation are intended to guide and assist authors, editors, librarians, etc. in preparing abbreviations for words and word combinations that are commonly used in bibliographic description and references. The application of such abbreviations within references, catalogue records, etc. is subject to the particular rules being used to create a bibliographic description or other form of reference.

Because of the large number of terms which are commonly used for document description and identification in many different languages and because these words and word combinations are used in a wide variety of applications and contexts, it is not possible to establish rules which can guarantee in every instance that different users will construct the same abbreviation for the same word or will reconstruct the same word from the same abbreviation. To facilitate the use and understanding of abbreviations in documentation, lists of the common abbreviations for bibliographic words and word combinations in many of the languages covered by this International Standard appear in a separate ISO Technical Report (ISO/TR 11015).

EVS

Information and documentation — Bibliographic description and references — Rules for the abbreviation of bibliographic terms

1 Scope

This International Standard specifies rules for the abbreviation of words and word combinations that commonly appear in bibliographic descriptions and references in languages using the Latin, Cyrillic and Greek alphabets.

Abbreviations of titles and title words are excluded from the scope of this International Standard and are covered by the provisions of ISO 4.

2 Definitions

For the purposes of this International Standard, the following definitions apply.

2.1 affix: One or more letters attached to the beginning or end of a word or root, or inserted within a word or root and serving to produce a derivative word or an inflectional form.

2.2 compound word: Word whose component parts are themselves words or combining forms.

[Adapted from ISO 4:1984]

2.3 contraction: Shortening of a word, syllable, or word group by omission of internal letters.

[ISO 4:1984]

2.4 derivative: Word formed from another word or root by the addition of affixes other than inflectional endings.

2.5 inflected form: Form undergone by words to mark such distinctions as those of case, gender, number, tense, person, mood or voice.

2.6 root: Simple element inferred as the basis from which a word is derived by phonetic change or by extension, as composition or the addition of an affix.

2.7 truncation: Shortening of a word by the omission of two or more continuous letters at the end.

[ISO 4:1984]

3 Rules for abbreviation of words and word combinations

3.1 Methods of abbreviation

Words and word combinations can be abbreviated by truncation, contraction or by a combination of both methods.

The recommended method of abbreviation for most words is truncation. Truncation, however, should not be used in those cases where it would result in ambiguity.

Regardless of the method of abbreviation, at least two letters shall be omitted from the word to be abbreviated. Words from which only a single letter would be dropped are not abbreviated.

Words and word combinations should not be abbreviated if the text can be interpreted in different ways.

3.1.1 Truncation

- a) The abbreviation is only the first letter followed by a full stop (.).

EXAMPLE

page = p.

Abbreviation to a single letter should be limited to common words that are very frequently used.

- b) The last part of the word, consisting of at least the last two letters, is omitted and replaced by a full stop (.).