



## Documentation — Rules for the abbreviation of title words and titles of publications

*Documentation — Règles pour l'abréviation des mots dans les titres et des titres des publications*

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**Descriptors :** abbreviations, publications, periodicals, titles, words.

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 4 was prepared by Technical Committee ISO/TC 46, *Documentation*.

ISO 4 was first published in 1972. This second edition cancels and replaces the first edition, of which it constitutes a technical revision.

The List of Serial Title Word Abbreviations mentioned in clause 1 is regarded as a companion to and should be used in conjunction with this International Standard.

# Documentation — Rules for the abbreviation of title words and titles of publications

## 0 Introduction

The rules contained herein are applicable to the abbreviation of the titles of serial publications of all types and, if appropriate, of non-serial publications. They are intended to guide and assist authors, editors, librarians, and others working in various fields of information transfer in preparing unambiguous abbreviations for the titles of publications cited for example in footnotes, references and bibliographies. Such citations include those produced by abstracting and indexing services, lists of references accompanying articles, and public or private files where document identification is a concern.

Owing to the large number of different serial and non-serial publications subject to reference by abbreviated citation, the many different languages in which they are published, the different ways of recording them and the widely diversified intellectual backgrounds of persons using title abbreviations, it is not possible to set down rules that will in every instance assure unassisted reconstruction of the original titles of the publications cited in abbreviated form. As one way to facilitate this identification, authors and editors who make extensive use of title abbreviations in their publications are encouraged and urged to make available to their readers, at frequent intervals, lists of the abbreviated titles they use, with corresponding equivalent unabbreviated titles.

The basic philosophy presented in this International Standard is that each title should have its own unique abbreviation. This is to be achieved through application of the rules this International Standard provides in conjunction with a list of standardized title word abbreviations. It is recognized that for international information exchange an international system for the establishment of unique title abbreviations of serial publications is also necessary. By this arrangement no two titles will have identical abbreviations, nor will a single abbreviation represent more than one title.

## 1 Scope and field of application

This International Standard gives rules for abbreviating titles of serial and, if appropriate, non-serial publications in the Italic, Germanic, Balto-Slavonic, Hellenic, Uralo-Altaic languages. This International Standard also serves as the basis for the establishment of title word abbreviations entered into the List of Serial Title Word Abbreviations.<sup>1)</sup>

## 2 References

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters*.<sup>2)</sup>

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters*.<sup>3)</sup>

## 3 Definitions

**3.1 acronym**: A word formed by the initial letter or letters of each of the successive parts or major parts of a compound term.

**3.2 artificial word**: A word created for a special purpose and not normally found in dictionaries.

**3.3 compound word**: A word whose component parts are themselves words, combining forms or affixes.

**3.4 contraction**: A shortening of a word, syllable, or word group by omission of letters.

**3.5 corporate body**: Organization or group of persons identified by a particular name.

**3.6 generic term**: A term in a title that indicates the kind and/or frequency of a publication such as: *abhandlungen*, *annales*, *berichte*, *bulletin*, *cahiers*, *annual report*, *comptes rendus*, *proceedings*, *yearbook*, etc.

**3.7 qualifying element**: An element added to an abbreviated title to make the abbreviated title unique.

**3.8 section title**: A title specific to a subdivision of a publication. The subdivision may additionally be designated by a number or letter.

**3.9 serial**: A publication, in print or in non-print form, issued in successive parts, usually having numerical or chronological

1) This list is published jointly by ISO and the International Centre of ISDS, 20, rue Bachaumont, 75002 Paris.

2) At present at the stage of draft. (Revision of ISO/R 9-1968.)

3) At present at the stage of draft. (Revision of ISO/R 843-1968.)