
INTERNATIONAL STANDARD



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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Presentation of periodicals

Documentation — Présentation des périodiques

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FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up 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.

International Standard ISO 8 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in December 1975.

It has been approved by the member bodies of the following countries :

Belgium	Iran	Switzerland
Canada	Israel	Turkey
Czechoslovakia	Italy	United Kingdom
Denmark	Mexico	U.S.A.
Finland	Norway	U.S.S.R.
France	Poland	Yugoslavia
Germany	Romania	
Hungary	South Africa, Rep. of	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Netherlands
Sweden

This International Standard cancels and replaces ISO Recommendation R 8-1954, of which it constitutes a technical revision.

Documentation — Presentation of periodicals

1 SCOPE AND FIELD OF APPLICATION

This International Standard sets out rules intended to enable editors and publishers to present periodicals in a form which will facilitate their use; following these rules should help editors and publishers to bring order and clarity to their own work. These requirements are of varying importance and some may go against certain artistic, technical or advertising considerations.

2 REFERENCES

ISO 4, *Documentation — International code for the abbreviation of titles of periodicals*.

ISO/R 18, *Short contents list of periodicals or other documents*.¹⁾

ISO 30, *Bibliographical identification of serial publications (BIBLID)*.²⁾

ISO/R 215, *Presentation of contributions to periodicals*.¹⁾

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

ISO 999, *Documentation — Index of a publication*.

ISO 2014, *Writing of calendar dates in all-numeric form*.

ISO 3297, *Documentation — International standard serial numbering (ISSN)*.

ISO 5122, *Documentation — Abstract sheets in serial publications*.²⁾

ISO . . . , *Spine titles on books and other publications*.³⁾

3 TITLE OF PERIODICAL

3.1 The title shall be as short and easy to quote as possible. It shall be possible to distinguish it, without any ambiguity, by its characters or typography, from any other details which accompany it. Advertising matter and illustrations shall not obscure the title or other bibliographic information printed on covers.

3.2 The title shall define as precisely as possible the special field of knowledge and activity dealt with in the publication. If the title is in the form of an abbreviation, the meaning of the abbreviation shall be given in full, in such a way that it cannot be confused with the actual title,

3.3 If the title has no obvious meaning, for example if it is made up of initials or of a word in the form of initials, the subject of the publication shall be clarified by a subtitle which should follow the title, while being clearly different in its layout.

3.4 The title shall be given in the same form wherever it appears. The title shall be identical on the front cover, on the first page of the text or contents page and in the index. It may be given on the spine of each part in accordance with ISO . . .

In all other cases, for example in a running title, the title may be abbreviated in accordance with the international code for the abbreviation of titles of periodicals (see ISO 4).

3.5 If a change of title is necessary it shall be made at the beginning of a new volume.

The former title shall be given for at least a year after the change.

3.6 Multilingual titles (parallel titles) are admitted with equal prominence for periodicals where all the texts are published in the different title languages or which arbitrarily use the one or other languages for each of the articles.

The order of the titles shall not be changed from issue to issue.

4 ISSUE

4.1 All issues of a periodical shall be of the same trimmed size, preferably ISO A series (see ISO 216). If a change is absolutely necessary it shall be made at the beginning of a new volume.

1) Under revision.

2) At present at the stage of draft.

3) In preparation.