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# International Standard



# 215

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

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## **Documentation — Presentation of contributions to periodicals and other serials**

*Documentation — Présentation des articles de périodiques et autres publications en série*

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**Descriptors :** documentation, serials, periodicals, article of periodicals, presentation.

## 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 215 was prepared by Technical Committee ISO/TC 46, *Documentation*.

It cancels and replaces ISO Recommendation R 215-1961, of which it constitutes a technical revision.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

# Documentation — Presentation of contributions to periodicals and other serials

## 0 Introduction

The purpose of this International Standard is to improve access to the information contained in periodicals and other serials, thereby facilitating information retrieval for the benefit of readers and documentation services.

The aim of this International Standard is to assist authors in the presentation of their manuscripts as well as to assist editors and publishers in the drafting of guidelines for their contributors (authors).

## 1 Scope and field of application

This International Standard gives rules for the preparation and presentation of contributions to scientific periodicals including applied sciences and technology and similar serials. Contributions to conference proceedings and similar collected works may not be covered by this International Standard.

## 2 References

ISO 8, *Documentation — Presentation of periodicals*.

ISO 18, *Documentation — Contents list of periodicals*.

ISO 31/0, *General principles concerning quantities, units and symbols*.

ISO 214, *Documentation — Abstracts for publications and documentation*.

ISO 690, *Documentation — Bibliographical references — Content, form and structure*.

ISO 1000, *SI units and recommendations for the use of their multiples and of certain other units*.

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

ISO 2145, *Documentation — Numbering of divisions and sub-divisions in written documents*.

ISO 2384, *Documentation — Presentation of translations*.

ISO 3307, *Information interchange — Representation of time of the day*.

ISO 5127, *Documentation and information — Vocabulary*.

ISO 5776, *Graphic technology — Symbols for text correction*.

ISO 5966, *Documentation — Presentation of scientific and technical reports*.

ISO 7144, *Documentation — Presentation of theses and similar documents*.

## 3 Definitions

For the purpose of this International Standard the definitions given in ISO 5127 and the following definitions apply :

**3.1 abstract** : Short representation of the content of a document without interpretation or criticism.

**3.2 annex** : Matter complementary to the main text at the end of a document and containing notes, statistical tables, or other information.

**3.3 bibliography** : Secondary document listing entries in a specified order and containing elements which describe and uniquely identify documents.

**3.4 caption** : Text accompanying an illustration and explaining the subject represented.

**3.5 contribution** : Independent text forming a part of a publication.

**3.6 footnote** : Note or comment printed at the foot of a page and linked by a symbol to the relevant part of the text at that page.

**3.7 illustration** : Figure, picture or other graphic representation accompanied by a text included in the pagination or foliation of a document.

**3.8 instalment** : Part of a document published in sections in successive issues of a serial publication.

**3.9 notation** : Set of symbols, with rules for their application, used to represent classes and their interrelations.

**3.10 periodical** : Serial publication dealing generally with one or more specialized fields intended to supply general information or scientific or technical information.