

INTERNATIONAL STANDARD

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

*Information et documentation — Description et références bibliographiques —
Règles pour l'abréviation des termes bibliographiques*



Reference number
ISO 832:1994(E)

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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 832 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

This second edition cancels and replaces the first edition (ISO 832:1975). The rules for abbreviations have been revised and augmented. The lists of abbreviations in the first edition have been removed and will appear as a separate ISO Technical Report (ISO/TR 11015).

Annex A of this International Standard is for information only.

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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).

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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 (.).