

INTERNATIONAL STANDARD

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Information and documentation — Guidelines for the content, organization and presentation of indexes

*Information et documentation — Principes directeurs pour l'élaboration, la
structure et la présentation des index*



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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 999 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 999:1975). It updates, clarifies and exemplifies the basic indexing methods recommended in the 1975 edition entitled *Index of a publication*. This edition expands the seven sections of the first edition to eight, provides more detailed guidance on the organization of indexes and includes examples. New sections are included on quality control, arrangement of entries in indexes and presentation of indexes.

Annex A of this International Standard is for information only.

Information and documentation -- Guidelines for the content, organization and presentation of indexes

1 Scope

This International Standard offers guidelines for the content, organization and presentation of indexes.

This International Standard applies to indexes to books (including works of fiction), periodicals, reports, patent documents, and other written or printed documents, and also to non-print materials, such as electronic documents, films, sound recordings, video recordings, graphic materials, maps, and three-dimensional objects.

This International Standard is concerned with basic indexing principles and practice rather than with the detailed procedures of indexing that vary according to type of matter indexed and the users for whom the index is intended. Therefore the examples given, including punctuation, are illustrative and not prescriptive.

This International Standard covers the choice, form and arrangement of headings and subheadings used in index entries once the subjects to be indexed have been determined. (For the examination of documents and the selection of subjects for indexing, see ISO 5963. For the compilation of a monolingual thesaurus that may assist in the selection of index terms, see ISO 2788.)

Although this International Standard does not give any guidance on computerized index generation as such, it is relevant to the preparation of all types of index, regardless of whether they are produced manually or by computer-assisted methods, and whether compiled by one indexer or by a team of indexers. It does not cover the mechanized extraction of text words to generate indexes, e.g. KWIC (Keyword in Context), nor does it cover special systems of indexing such as PRECIS, chain indexing, citation indexing or the techniques of post-coordinate indexing, although its recommendations may be relevant to any of these systems.

It does not make recommendations for the compilation of catalogues for libraries or museums.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 2788:1986, *Documentation -- Guidelines for the establishment and development of monolingual thesauri*.

ISO 5127-1:1983, *Documentation and information -- Vocabulary -- Part 1: Basic concepts*.