

INTERNATIONAL STANDARD

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Information and documentation — Title leaves of books

Information et documentation — Feuilletts de titre des livres



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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 1086 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Sub-Committee SC 9, *Presentation, identification and description of documents*.

This second edition cancels and replaces the first edition (ISO 1086:1975). The text has been reorganized and enlarged to cover additional data relating to various types of books.

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Information and documentation — Title leaves of books

1 Scope

This International Standard specifies the information to be printed on title leaves of books and the manner in which this information should be presented and arranged. Its purpose is to help editors and publishers to produce title leaves that facilitate unambiguous citation by users such as booksellers, librarians, documentalists, authors, indexers, cataloguers, database producers, etc.

Books may be monographs, collections, textbooks, pictorial works, atlases, theses, conference proceedings, technical reports, etc. They may be published as individual works as well as multi-volume works or parts of series.

This International Standard applies to books that have horizontal composition (in which the printed text is to be read horizontally from left to right).

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 832:1975, *Documentation — Bibliographical references — Abbreviations of typical words*.

ISO 2108:1978, *Documentation — International standard book numbering (ISBN)*.

ISO 2384:1977, *Documentation — Presentation of translations*.

ISO 3297:1986, *Documentation — International standard serial numbering (ISSN)*.

ISO 5127-3A:1981, *Information and documentation — Vocabulary — Section 3a: Acquisition, identification, and analysis of documents and data*.

ISO 5966:1982, *Documentation — Presentation of scientific and technical reports*.

ISO 7144:1986, *Documentation — Presentation of theses and similar documents*.

ISO 7275:1985, *Documentation — Presentation of title information of series*.

3 Definitions

For the purposes of this International Standard, the following definitions apply.

NOTES

1 Where appropriate, existing definitions, to the sources of which reference is made, have been used.

2 Terms defined are listed alphabetically in the English and French texts. The equivalent English or French terms, as appropriate, have therefore been placed in parentheses to facilitate cross-referencing.

3.1 accompanying material: A document or documents supplementing another, to be used with it.

EXAMPLES

atlas, exercise books, errata, gramophone records, films, slides, cassettes, etc.

[ISO 5127-3A)]

(French term: matériel d'accompagnement)

3.2 author: Person or corporate body responsible for the intellectual or artistic content of a document.

[ISO 5127-3A)]

(French term: auteur)

3.3 cataloguing in publication (CIP): Provision of limited cataloguing information to appear in a document at the time of its publication.

[ISO 5127-3A)]

(French term: catalogage dans la publication (CIP))

3.4 colophon: A statement, generally given at the end of a publication, giving information about its publication or printing and, in some cases, other bibliographic information.

[Adapted from ISO 5127-3A)]

(French term: achevé d'imprimer)

3.5 corporate author: Organization responsible for the intellectual or artistic content of a document.

[ISO 5127-3A)]

(French term: collectivité-auteur)

3.6 date of publication: Indication of the year, and if necessary, of the month and day of publication.

[ISO 5127-3A)]

(French term: date de publication)

3.7 edition: Whole set of copies of a document produced from one composition or from a single copy used as a master.

[ISO 5127-3A)]

(French term: édition)

NOTE 3 An edition may include several impressions in which small changes are made or several issues in which changes occur.

3.8 editor: Organization or person responsible for the preparation for publication of a document from the point of view of its intellectual content.

[ISO 5127-3A)]

(French term: éditeur scientifique)

3.9 half-title: A title, sometimes abridged, standing on the recto of a leaf preceding the title page proper.

[ISO 5127-3A)]

(French term: faux-titre)

3.10 half-title page: Recto of the half-title leaf, i.e. the leaf preceding the title page.

(French term: page de faux-titre)

3.11 impression: Whole set of copies of an edition or issue printed at one time and in a single operation.

[ISO 5127-3A)]

(French term: impression)

3.12 issue: Those copies of an edition which differ in physical details or form from other copies of the same edition.

[ISO 5127-3A)]

(French term: édition)

3.13 parallel title: Title in another language or script.

[ISO 5127-3A)]

(French term: titre parallèle)

3.14 place of publication: Place where the office of the publisher is situated, or failing this, the place of the organization acting for it.

[ISO 5127-3A)]

(French term: lieu de publication)

3.15 publisher: Person or organization responsible for the production and dissemination of a document.

[ISO 5127-3A)]

(French term: éditeur)

3.16 recto: Right-hand page of a document, usually bearing an odd page number.

(French term: recto)

NOTE 4 This definition applies only to documents that have horizontal composition (in which the printed text is to be read horizontally from left to right).

3.17 reprint: A new impression of an edition of a document without any changes.

[ISO 5127-3A)]

(French term: réimpression)

3.18 statement of copyright: Indication in a work of the holder of the copyright of that work and of the year in which this right was obtained.

[ISO 5127-3A)]

(French term: mention de copyright)

3.19 statement of edition: Indication of the edition or impression to which the document belongs.

[Adapted from ISO 5127-3A)]

(French term: mention d'édition)

3.20 subtitle: Word or phrase completing the title proper of a document appearing on the title page.

[ISO 5127-3A)]

(French term: sous-titre)

3.21 title: Word or phrase, usually appearing on the document, by which it is convenient to refer to it, which may be used to identify it, and which often (though not invariably) distinguishes it from any other document.

[ISO 5127-3A)]

(French term: titre)

3.22 title leaves: Initial printed leaves of a document.

(French term: feuillets de titre)

NOTE 5 These normally consist of two leaves, usually called the title leaf and half-title leaf. In some cases, however, there may be one title leaf only or more than two title leaves.

3.23 title page: Page at the beginning of a publication, bearing the fullest title information, a statement of responsibility, and the whole or part of the imprint.

[Adapted from ISO 5127-3A)]

(French term: page de titre)

NOTE 6 The title page is usually the recto of the title leaf. Data normally presented on the title page may be divided without repetition between two facing pages (i.e. verso of the half-title leaf and recto of the title leaf), the two pages together being regarded as the title page.

3.24 verso: Left-hand page of a document, usually bearing an even page number.

(French term: verso)

NOTE 7 This definition applies only to documents that have horizontal composition (in which the printed text is to be read horizontally from left to right).

4 Contents of title leaves

4.1 Information on the title page

4.1.1 Name(s) of author(s)

The name(s) of the individual and/or corporate author(s) shall be given in full and in such a form that the part of the name under which the author(s) should be entered in alphabetical lists can be clearly identified. Corporate names and their constituent parts should be given in hierarchical order.

If a book contains the work of more than one author and has an editor or compiler, the list of authors may be given on the verso of the title leaf but the name of the editor or compiler should be given on the title page.

4.1.2 Title

The title shall be given positional and typographical prominence.

4.1.3 Subtitle

If the title is amplified by a subtitle or other title information, this should be typographically distinguished from the title.

4.1.4 Parallel title

Parallel title(s), if any, should be typographically distinguished from the title and subtitle (see also 5.4).

4.1.5 Name(s) of editor(s)

The name(s) of the editor(s) shall be given in the appropriate form (see 4.1.1). The function of the editor(s) should be stated clearly, e.g. "editor", "edited by", "Herausgeber", "herausgegeben von", "édité par", "établi par", etc.

4.1.6 Name(s) of other collaborator(s)

The name(s) of other collaborator(s) shall be given in the appropriate form (see 4.1.1). The function of the collaborator(s) should be stated clearly, e.g. "compiler", "illustrator", "translated by", "Bearbeiter", "mit Illustrationen von", "rédacteur", "avec des illustrations de", etc.

This information may alternatively be given on the verso of the title leaf.

4.1.7 Statement of edition

The edition shall be indicated, e.g. "2nd edition", "2. Auflage".

Abbreviations shall conform with ISO 832.

Statement(s) of authorship for the person(s) responsible for the specific edition, as well as the names and functions of any collaborators, should be given in the edition statement, clearly distinguished from each other and from statements of authorship pertaining to the earlier or original edition, e.g. "3rd edition, revised and enlarged by Jean Martin with appendices by Charles Landry".

It is desirable to include information in the case of reprints, e.g. "2nd reprint 1974 of the 1st edition 1924 Mouton". Alternatively, reprint information may be given separately on the verso of the title leaf.

4.1.8 Accompanying material

The kind and number of accompanying documents shall be mentioned, e.g. "includes 1 sound cassette".

4.1.9 Name(s) of publisher(s) and place(s) of publication

All publishers with their respective place(s) of publication shall be given. If necessary, this information may alternatively be printed on the verso of the title leaf.

4.1.10 Date of publication

The year of publication shall be given in Arabic numerals on the title page. Whenever it is not possible to include the year of publication on the title page, it should be given on the verso of the title leaf.

4.2 Information on the verso of the title leaf

4.2.1 CIP data

The cataloguing-in publication (CIP) data, if included in the publication, shall be given on the verso of the title leaf.

4.2.2 Statement of copyright

The copyright notice, indicating the copyright proprietor and the year in which copyright was obtained, shall be given on the verso of the title leaf.

4.2.3 Colophon

The colophon may be given on the verso of the title leaf, instead of being given at the end of the document.

4.2.4 ISBN and ISSN

The International Standard Book Number (ISBN) and, if the book is part of a monographic series, the International Standard Serial Number (ISSN) shall

be presented in accordance with ISO 2108 and ISO 3297 on the verso of the title leaf.

4.2.5 Additional information

Additional information may be given on the verso of the title leaf, such as

- former edition statement(s);
- title(s) of other language versions available, if simultaneously published;
- notes on limited distribution.

4.3 Information on the half-title page

Some or all of the following data may be given on the half-title page:

- name(s) of author(s) or surname(s) only;
- title, or abridged title.

Irrespective of their placement on the half-title page, these elements shall be given in their full form on the title page.

5 Other information

5.1 Books in series (see also ISO 7275)

If a book is published within a series, data concerning the series shall be clearly separated from data concerning the book. The series data should preferably appear on a separate series title page (the verso of the half-title leaf).

The title of the series shall be given in full, together with the number of the individual volume.

The title of any sub-series should be given in full and typographically distinguished from the title of the series.

The name(s) of individual or corporate editor(s) and/or sponsor(s) of the series should be given.

If a book does not have a separate series title page, information relating to the series should be presented on the title page in a manner that clearly distinguishes it from the title of the individual book (see ISO 7275).

5.2 Multi-volume publications

Data concerning the multi-volume publication as a whole (title, author(s) and number of the specific volume) should be clearly indicated and separated from the data concerning the individual volume. They may be given on the title page above the title and name(s) of the author(s) of the specific volume,