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# INTERNATIONAL STANDARD



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

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## Documentation — Presentation of periodicals

*Documentation — Présentation des périodiques*

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**Descriptors** : periodicals, presentation, titles, numbering, paging, contents list.

## 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*.<sup>1)</sup>

ISO 30, *Bibliographical identification of serial publications (BIBLID)*.<sup>2)</sup>

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

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*.<sup>2)</sup>

ISO . . . , *Spine titles on books and other publications*.<sup>3)</sup>

## 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.

**4.2** The title of the publication, the volume number, followed where necessary by the section or serial number, the issue number, International Standard Serial Number (ISSN) (see ISO 3297)<sup>1)</sup> and the date of publication, shall always be printed prominently on the front cover and at the head of the contents list of each issue.

**4.3** Publication details, the name and address of the distributors, subscription rates, the price of the particular issue, the frequency of publication, all other relevant information and any changes in them shall be given.

This information shall be grouped in the same position in every issue.

**4.4** In addition to the publication details printed on the front cover and at the top of the contents page, bibliographical identification shall appear on these two pages as specified in ISO 30.

These details may be reproduced elsewhere if this is thought advisable.

**4.5** If an issue contains the index to a volume, this shall be stated on the cover.

**4.6** When it is possible to print the title of a periodical on the spine of each issue, the title shall be printed across or along the spine or in such a way as to be easily readable when the issue is lying flat with the front cover uppermost. In addition to the title, the number, the page numbers and the date of the issue shall be shown.

## 5 NUMBERING

**5.1** The issues which constitute one volume shall have their own numbering sequence. The first issue of a volume shall always be number 1 and numbers shall run in an unbroken sequence.

**5.2** If there is any break whatever in the sequence of numbers, this shall be stated in a prominent place in the following issue (duration of the break, volume number, number and date of the last issue published).

**5.3** Each issue shall carry only one number except when it is necessary to combine several issues in a physical entity.

*Example* : Nos. 7-8, July-August 1969.

**5.4** As the number of issues published annually in each journal may vary, it is recommended that "end of volume" should follow the number of the last issue of the volume.

This statement shall appear at least in the bibliographical identification and on the last page of the text.

*Example* : Volume 15, No. 6 (end of volume).

**5.5** Supplements to each volume shall have their own number in the interior of each volume (example : volume No. . . . , supplement to No. 00) and shall be numbered if there are more than one. Continuous numbering of supplements extending over several volumes shall not be used.

The word "supplement" shall always be clearly shown on the front cover and on the first page of the text or abstract page.

**5.6** Separately published indexes shall also state on the front cover "index, supplement to No. . . .".

## 6 VOLUME

**6.1** Each volume shall have :

- a title page;
- a cumulated contents list;
- an index or indexes.

**6.2** Volume numbering shall be continuous, in Arabic numerals, starting with volume 1. Roman numerals shall not be used.

**6.3** The title page of a volume shall contain the following information :

- the title of the periodical;
- the name of the organization or people responsible for the work;
- the volume number;
- the year or part of a year or years covered by the volume;
- the place(s) of publication;
- the name and address of the publisher;
- reference to supplements, if any;
- the ISSN.

**6.4** Several volumes may be included in one year of publication.

1) Preferably at the head of the page in the right corner.

## 7 DATE

**7.1** The publication year should, if possible, be made to coincide with the calendar year.

**7.2** The year to which the volume refers shall be given in Arabic numerals.

**7.3** When the month is given on the front cover or title page it shall be written out in full.

**7.4** Wherever the date is given in an abbreviated form, for example in the bibliographical identification and on text pages, it shall be written in accordance with the requirements of ISO 2014.

## 8 LAYOUT

**8.1** Typographic uniformity shall be used in similar issues of a periodical. A variety of sizes and weights and other typographic and editorial methods shall be used for distinguishing different issues of the text. The typography of articles, abstracts, abstracts sheets and bibliographical identification shall follow the appropriate International Standard.

**8.2** Typographic uniformity shall be maintained from one article to another within the same publication, the variety of sizes and weights being used within one article to emphasize the titles of different sections and their order of importance.

The abstract, contents list, footnotes and bibliography for each article shall be set in sizes or weights of type different from those used for the rest of the text. For maximum legibility no character, subscript or superscript shall be of a size less than 6 pt (2,5 mm).

In the choice of typefaces and their arrangement, ease of reading by methods other than direct viewing should be considered (automatic optical reading, microcopies, etc.).

## 9 RUNNING TITLE

Every page of the publication shall carry the information necessary for rapid identification. This information may appear in any position, but it shall be in the same position on each page. It shall include :

- the title of the periodical, abridged where applicable;
- the date, volume number and issue number;
- the page number;
- the title of the article, abridged where applicable;
- the name of the authors or of the first author.

## 10 PAGINATION

**10.1** The page numbering of the text shall continue through the whole volume and shall not begin again with each issue.

Only Arabic numerals shall be used for page numbering. All pages which are not numbered, such as the first page of the text and, occasionally, the first page of articles, shall be included in the sequence of numbers. The covers of issues and the title pages of volumes need not be included.

**10.2** Plates and fold-outs shall be within the body of the text. The page numbers of plates and folds-outs should if possible be in the same sequence as that of the text.

The numbering of figures or tables printed on plates or fold-outs shall be included in the sequence of numbering of the figures or tables in the article.

Loose material and enclosures shall carry the identifying information listed in clause 9. They shall be mentioned, and preferably enumerated in the contents list.

**10.3** Pages reserved for advertising matter shall be printed in such a way that they can be left out when the volume is bound. In this case such pages may have a separate sequence of numbers.

**10.4** Those parts of an issue designed to be bound at the beginning of a volume, such as the title pages, shall not be included in the general pagination.

The index of the volume may have a separate sequence of page numbering. An index covering several volumes and all supplements shall have a separate sequence of page numbers. In such cases, the Arabic numerals used for page numbers shall be followed by a distinctive symbol.

## 11 PRESENTATION OF ARTICLES

The presentation of articles shall comply with ISO/R 215.

## 12 CONTENTS LIST OF ISSUE

**12.1** The contents list for each part shall be on the first page of the issue immediately following the inside front cover. It may equally well appear on the first or fourth page of the cover. The presentation of the contents list shall conform to ISO/R 18.

A contents list beginning on the first page shall if necessary continue on the second.

A contents list beginning on the first page of the cover shall if necessary continue on the fourth.

A contents list beginning on the fourth page of the cover shall if necessary continue on the third.

**12.2** The contents list shall indicate, for each article, and in the following order :

- the names of the authors;
- the complete title and all subtitles;
- the number of the first page and, if applicable, that of the last page, joined by a dash.

For articles in instalments, the title shall be followed by "to be continued", "continued" or "concluded", as appropriate.

**12.3** All headings such as "Abstracts", "New items", or "Conference", as distinct from original articles, shall be listed after original articles in the contents list. Each heading shall be referred to by its title as well as the number of the first page and, if applicable, by that of the last page, joined by a dash.

**12.4** Information relating to articles or other headings listed in the contents list shall be separated by spaces between the lines.

**12.5** Where appropriate, the contents list shall be given in more than one language.

**12.6** Abstract sheets shall be in accordance with ISO 5122. They shall be placed at the beginning or end of every publication comprising more than one contribution, and shall include a bibliographic description and a summary of each contribution.

## **13 INDEX**

**13.1** There shall be an index for each volume, which shall comply with ISO 999.

**13.2** Indexes, whether annual or cumulated, shall be clearly announced on the covers of the issues which they accompany.

## **14 SPECIAL CASES**

**14.1** If several periodicals are merged and if none of the former titles is retained, a new periodical shall be formed, beginning with volume 1. If one of the former titles is retained, the numbering of the periodical shall correspond with that of the title which is being continued.

**14.2** If a periodical is divided to form two or more periodicals, and if the original title is not retained, the numbering of the new periodicals shall begin with volume 1. If the original title is kept for one of the periodicals, the numbering of its volumes shall be continued.

**14.3** All the changes mentioned in 14.1 and 14.2, as well as changes made in title or frequency of issue of the publication, shall be clearly announced in one or more issues preceding the change.

A former title should be repeated on the cover or the first page of the text of issues for at least a year after the change.