Information and documentation — Rules for the abbreviation of title words and titles of publications

Information et documentation — Règles pour l’abréviation des mots dans les titres et des titres des publications
Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards organizations (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 4 was prepared by Technical Committee ISO/TC 46, Information and documentation, Subcommittee SC 9, Presentation, identification and description of documents.

This third edition cancels and replaces the second edition (ISO 4:1984), of which it constitutes a technical revision.

Annex A of this International Standard is for information only.
Introduction

The rules contained herein are applicable to the abbreviation of the titles of serials and, if appropriate, of non-serial publications. They are intended to guide and assist authors, editors, librarians, and others working in various fields of information transfer in preparing unambiguous abbreviations for the titles of publications cited, for example, in footnotes, references and bibliographies. Such citations include those produced by abstracting and indexing services, lists of references accompanying articles, and public or private files where document identification is a concern.

Owing to the large number of different serial and non-serial publications subject to reference by abbreviated citation, the many different languages in which they are published, the different ways of recording them and the widely diversified backgrounds of persons using title abbreviations, it is not possible to set down rules that will in every instance assure unassisted reconstruction of the original titles of the publications cited in abbreviated form. As one way to facilitate this identification, authors and editors who make extensive use of title abbreviations in their publications are urged to make available to their readers, at frequent intervals, lists of the abbreviated titles they use, with corresponding equivalent unabbreviated titles.

The basic principle underlying this International Standard is that each title should have its own unique abbreviation. This is to be achieved through application of the rules provided by this International Standard in conjunction with a list of standardized title word abbreviations. It is recognized that for international information exchange an international system for the establishment of unique title abbreviations of serials is also necessary. By this arrangement, no two titles will have identical abbreviations, nor will a single abbreviation represent more than one title.
Information and documentation — Rules for the abbreviation of title words and titles of publications

1 Scope

This International Standard gives rules for abbreviating titles of serials and, if appropriate, non-serial documents in languages using the Latin, Cyrillic and Greek alphabets. This International Standard also serves as the basis for the establishment of title word abbreviations by the ISSN Network.

2 Definitions

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

2.1 abbreviation: Abbreviated term resulting from the omission of some of its letters. [Adapted from ISO 1087:1990]

2.2 abbreviated qualifying element: Abbreviated element added to an abbreviated title in order to make the abbreviated title unique.

2.3 acronym: Abbreviated complex term made up of letters from the full form of a term and strung together into a sequence pronounced only syllabically. [ISO 1087:1990]

EXAMPLE: ALGOL = algorithmic language.

2.4 affix: Morpheme which is neither a stem nor an ending but which is attached to the stem in order to change its meaning or its lexical or grammatical category. [ISO 1087:1990]

2.5 artificial word: Word created for a special purpose and not normally found in dictionaries.

2.6 complex term: Term consisting of two or more stems with or without other term elements. [ISO 1087:1990]

2.7 compound word: Word whose component parts are themselves words or combined forms.

2.8 contraction: Shortening of a word, syllable, or word group by omission of internal letters.

2.9 corporate body: Organization or group of persons identified by a particular name.

2.10 derivative: Word formed by the addition of one or more affixes to a stem. [ISO 1087:1990]

2.11 generic term: Word or a group of words in a title that indicate the kind and/or frequency of a publication.

EXAMPLES: Abhandlungen, annales, Berichte, bulletin, cahier, annual report, compte rendu, proceedings, yearbook.
2.12 **inflected form**: Form undergone by words to mark such distinctions as those of case, gender, number, tense, person, mood or voice.

2.13 **initialism**: Abbreviated **complex term** or name made up of the first letters of the term elements. [ISO 1087:1990]

   NOTE — An initialism forms a sequence which may be pronounced letter by letter, syllabically, or both.

2.14 **morpheme**: Smallest meaningful unit of a language. [ISO 1087:1990]

2.15 **prefix**: Affix which precedes another **stem** or another prefix. [ISO 1087:1990]

2.16 **root**: Word element which forms the etymological basis of a family of words in one language or in several languages. [ISO 1087:1990]

2.17 **section title**: Title specific to a section which serves to distinguish one part of a group of related serials having a common title.

2.18 **serial**: Publication, in any medium, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely.

2.19 **stem**: Word element which can be used as a term in itself or as the base of a **derivative**. [ISO 1087:1990]

2.20 **suffix**: Affix which follows a **stem** or another suffix. [ISO 1087:1990]

2.21 **title**: Word or phrase, or a group of characters, 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. [Adapted from ISO 5127/3a:1981]

2.22 **truncation**: Shortening of a word by the omission of two or more continuous letters at the end.

3 **Rules for word abbreviations**

3.1 **Methods**

   The recommended method of abbreviation is by truncation.

   EXAMPLE:

   

   literature = lit.

   Words are also abbreviated by contraction according to the nature of languages and the national practices. In particular the suppression of vowels is frequent.

   EXAMPLES:

   1. Zeitung = Ztg.  
   2. könyvtár = kvt.  
   3. karangan = krgn.

   Abbreviation to a single letter is limited to very frequently used generic words.

   EXAMPLES:

   1. journal = j.  
   2. Zeitschrift = Z.