INTERNATIONAL STANDARD

ISO

4

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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 = *al*gorithmic *l*anguage.

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.

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Whether the method of abbreviation is truncation or contraction (or a combination of those methods), at least two letters shall be dropped from the word to be abbreviated. Words from which only a single letter would be dropped are not abbreviated.

The method of indicating an abbreviation shall be a full stop (period). Abbreviations are normally followed by a full stop. However, in some applications the full stop may be omitted (see also 4.6).

3.2 Diacritic marks

Diacritic marks shall be retained in the word abbreviations. For languages where an alternative spelling without diacritics is also possible, this alternative may be used instead. Diacritic marks occurring in transliterated words shall be retained in the abbreviations (see 3.11).

EXAMPLES:

1	médecine	=	méd.
2	Überwachung	=	Überwach.
3	Ueberwachung	=	Ueberwach.
4	žurnal	=	ž.

3.3 Artificial words

Artificial words should be retained as they appear on the publication. However, new word coinages which are likely to become an accepted part of the language should be abbreviated.

EXAMPLES:

1	diamat		*[not abbreviated]*
2	chemtech		*[not abbreviated]*
3	sharemarket	=	sharemark.
4	cyberspace	=	cybersp.

3.4 Plurals and other inflected forms

3.4.1 Plurals

An abbreviation for the singular form of a word shall also be used for the plural form, as long as the orthography of the abbreviation is not affected by the change from singular to plural.

EXAMPLES:

1	importation	=	import.
	importations	=	import.
2	Jahrbuch	=	Jahrb.
	Jahrbücher	=	Jahrb.

When the method of abbreviation is contraction and if the orthography of the word changes in the plural form, affecting the spelling of the abbreviation, the abbreviation of the plural form may be different from the singular form.

EXAMPLES:

1	country	=	ctry.
	countries	=	ctries.

2	national	=	natl.
	nationaux	=	natx.

The irregular plural form of a word may be abbreviated even when the singular form is not abbreviated, provided that more than one letter would be dropped.

EXAMPLES:

1	child	*[not abbreviated]*
	children	= child.

2	Buch	*[not abbreviated]*
	Bücher	= Büch.

3.4.2 Other inflected forms

The same abbreviation shall be used for all inflected forms of a word.

EXAMPLE:

promyšlennost'	=	prom.
promyšlennosti	=	prom.
promyšlennostej	=	prom.

3.4.2.1 Appended article

In languages in which the definite article forms part of the word, the same abbreviation shall be used for the word with an appended article or without one.

EXAMPLE:

bibliotek	=	bibl.
biblioteket	=	bibl.

3.4.2.2 Grammatical prefixes

In languages in which the prefixes before nouns or verbs have grammatical function (e.g. Malay and Indonesian languages), such prefixes shall be suppressed or reduced in abbreviations.

EXAMPLES:

1	diperluas	=	prls.
2	berwarna	=	wrn.
3	kemasyarakatan	=	kmsyrk.

3.5 Derivatives

If orthographic changes in the derivative form change the part of the word retained as an abbreviation, the abbreviation for the derivative form shall be different from that of the root form.

EXAMPLE:

Scotland	=	Scotl.
Scottish	=	Scott.

If the orthographic changes do not affect the abbreviation for the derivative form, the abbreviation for the derivative and root forms shall be the same.

EXAMPLES:

1	physics	=	phys.
	physical	=	phys.

2	organization	=	organ.
	organizing	=	organ.

The derivative of a word may be abbreviated even when the root form is not abbreviated.

EXAMPLE:

Gefahr		*[not abbreviated]*
gefährlich	=	gefährl.

A derivative of a word which has acquired a different meaning or a different morphological structure shall have a different abbreviation.

EXAMPLES:

1	information	=	inf.
	informatique	=	inform.

2	psychical	=	psych.
	psychology	=	psychol.

3.6   Semantically unrelated words

Words which are semantically unrelated shall have different abbreviations.

EXAMPLE:

ind.	*correct for*	industrial, industrie, industry, etc.
	incorrect for	Indian, indication, induced, etc.

3.7   Compound words

Each component of a compound word should be abbreviated.

> NOTE — If a compound word is not hyphenated, the components preceding the final component may be retained in their full form if required by the national practice for a given language.

Each abbreviated component of a compound word should be followed by a full stop (period) without a space between the components. However, full stops within the abbreviation, with the exception of the full stop after the final component, may be omitted as determined by the requirements of national practice.

EXAMPLES:

1	Forschungstechnologie	=	Forsch.technol.
2	informatiedossier	=	inf.doss.
3	gazdaságstatisztika	=	gazdstat.

Hyphens appearing in compound words shall be retained.

EXAMPLES:

1	bio-acoustics	=	bio-acoust.
2	médecin-radiologue	=	méd.-radiol.
3	technisch-industriell	=	tech.-ind.

3.8   Names of persons

The names of persons shall not be abbreviated. Adjectives formed from names of persons may be abbreviated by reducing the adjectival word to the name from which it was derived.

EXAMPLE:

Mozart		*[not abbreviated]*
mozartien	=	mozart.

3.9   Names of corporate bodies

Names of corporate bodies occurring within titles of publications shall be abbreviated in accordance with the rules for word abbreviations. Where national or international practice commonly uses an acronym rather than the full or partial name of a corporate body, the acronym may be used instead of the abbreviated form of name.

EXAMPLES:

1	Title:	Proceedings of the International Seed Testing Association
	Abbreviated title:	Proc. Int. Seed Test. Assoc.
2	Title:	The United Nations disarmament yearbook
	Abbreviated title:	U.N. disarm. yearb.

3.10   Place names

The names of geographical locations (i.e. town, city, state, province or country) may be abbreviated.

The names of cities and towns should be abbreviated when they are important places or are frequently used in titles, or when the names end in suffixes like -burgh, -ton, -ville, etc.

EXAMPLES:

1	Fribourg	=	Fribg.
2	New York	=	N. Y.
3	Southampton	=	Southampt.

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3.11 Transliteration

Words appearing in non-Latin alphabets, such as Cyrillic and Greek, shall be transliterated according to the appropriate International Standards for the purpose of international communication. Diacritics occurring in the transliterated words shall be retained in the abbreviations (see also 3.2).

EXAMPLES:

1	upēresia	=	upēr.
2	sučasnij	=	sučas.

3.12 Substitution of characters

The abbreviation of a word shall not contain any characters not present in the word itself.

EXAMPLE:

premier	*correct*:	prem.
	incorrect:	1er

4 Rules for title abbreviations

4.1 Word order

The order of the abbreviated words shall follow the order of the words as they appear in the title.

4.2 Single word titles

Titles consisting of a single word, exclusive of an article or preposition, shall not be abbreviated.

EXAMPLES:

1	Title:	Nefrologia
	Abbreviated title:	Nefrologia

2	Title:	Sans frontière
	Abbreviated title:	Sans frontière

3	Title:	The Magistrate
	Abbreviated title:	Magistrate

If the title consists of one word qualified by place (or place and date) or edition statement, the title word shall not be abbreviated while the qualifying element should be abbreviated (see 4.9).

EXAMPLES:

1	Title:	Forum (Düsseldorf)
	Abbreviated title:	Forum (Düsseld.)

2	Title:	Communication (New York, N. Y.)
	Abbreviated title:	Communication (N. Y., N. Y.)

If the title consists of one word followed by a generic term denoting a part, section, series or supplement, the title shall not be abbreviated while the generic term should be abbreviated.

EXAMPLE:

	Title:	Medicina. Supplement
	Abbreviated title:	Medicina, Suppl.

4.3 Articles, conjunctions and prepositions

Articles, conjunctions and prepositions shall be omitted from title abbreviations with the exception of prepositions and articles that are integral parts of personal names, place names or locutions such as "in vivo" and "in vitro", or where the structure of the language or national practice prevent these words from being omitted.

EXAMPLES:

1	Title:	The New Hungarian Quarterly
	Abbreviated title:	New Hung. Q.

2	Title:	Los Alamos science
	Abbreviated title:	Los Alamos sci.

3	Title:	Journal of in vitro fertilization and embryo transfer
	Abbreviated title:	J. in vitro fertil. embryo transf.

Prepositions occurring at the beginning of a title should be retained.

EXAMPLES:

1	Title:	Vom Abenberger Land
	Abbreviated title:	Vom Abenb. Land

2	Title:	Vers l'éducation permanente
	Abbreviated title:	Vers éduc. perm.

4.4 Acronyms, groups of initials, letter designators

Acronyms, initialisms or letter designators in a title shall be retained in the abbreviated title.

EXAMPLES:

1	Title:	AEG-Mitteilungen
	Abbreviated title:	AEG-Mitt.

2	Title:	Revue du CETHEDEC
	Abbreviated title:	Rev. CETHEDEC

4.5 Capitalization

The first letter of the first element of the title abbreviation shall be capitalized. Capitalization of the remaining elements may follow national practice or the requirements of a specific application.

EXAMPLE:

	Title:	Archives of internal medicine
	Abbreviated title:	Arch. intern. med.
		Arch. Intern. Med.
		Arch. intern. Med.
		ARCH. INTERN. MED.