

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R4

INTERNATIONAL CODE
FOR THE ABBREVIATION OF TITLES OF PERIODICALS

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FOREWORD

This ISO Recommendation R 4 was prepared by Technical Committee ISO/TC 46, the Secretariat of which is held by the Nederlands Instituut voor Documentatie en Registratuur (N.I.D.E.R.) on behalf of the Hoofdcommissie voor de Normalisatie in Nederland (H.C.N.N.).

From the time of its creation this Technical Committee has been engaged in the study of an international code for the abbreviation of titles of periodicals, taking into account ISA Bulletin No. 23, which was issued by the former International Federation of the National Standardizing Associations (ISA).

This question was examined during the first three plenary meetings of ISO/TC 46, held at the Hague in June 1948, at Ascona in April 1950 and at Rome in September 1951.

After lengthy discussions, the Technical Committee decided that the code in question should not contain standardized abbreviations but only rules for the abbreviation of titles of periodicals and that these rules should be regarded as a basis for more detailed study by National Bodies.

During its meeting in Rome (September 1951) the Technical Committee decided to adopt as a Draft ISO Recommendation the text prepared by a special Working Group during the Ascona meeting (April 1950).

This Draft ISO Recommendation (No. 9) was submitted on 7 March 1952 to all ISO Member Bodies, and received the approval of the majority.

At its fourth plenary meeting, held in Copenhagen in October 1952, the Technical Committee examined the comments submitted by various Member Bodies and decided to amend the Draft slightly. The revised text, which forms the present Recommendation, was circulated to all Member Bodies on 13 March 1953.

The following 20 Member Bodies approved Draft ISO Recommendation No. 9 in its revised form :

Australia	Ireland	Spain
Belgium	Italy	Sweden
Chile	Mexico	Switzerland
Denmark	Netherlands	Union of South Africa
France	New Zealand	United Kingdom
Germany	Pakistan	Yugoslavia
Hungary	Poland	

During its Meeting in Geneva from 7 to 10 July 1953, the ISO Council decided to accept the revised text as an ISO RECOMMENDATION (Resolution No. 14, Council 1953).

INTERNATIONAL CODE FOR THE ABBREVIATION OF TITLES OF PERIODICALS

1. The rules in these recommendations are to be regarded as indicating the utmost limits permitted for abbreviations; these rules may be modified to suit national purposes within those limits.
2. As a general rule titles of periodicals are not abbreviated beyond a point which allows the identification both of the title and the language. The order of the words, when abbreviated, is never varied.
3. As a general rule the abridged form retains all words other than articles, conjunctions, prepositions and the like, which are usually omitted.

The following are exceptions to the general rule:

- a) The article, conjunction, preposition or combination of these are retained if forming part (other than the initial word) of a title consisting of only two other words, neither of which is a generic name.
 - b) The conjunction is retained between two compound words of a title, the last part of which is common to and shared by both.
 - c) In exceptionally long titles, in addition to articles, conjunctions and prepositions, some of the other less important words are omitted. When the conjunction is preserved, "und" is abbreviated as "u." and "och" as "o."; "and" is not abbreviated. In languages in which the definite article begins with the letter *d*, the abbreviation "d." is used in all cases.
 - d) When the language of the title is not clearly shown by the abbreviated form, the first conjunction, preposition or article is retained.
4. The normal method of abbreviation is by omitting the last letters (at least two) of the word, the letters omitted being replaced by a full stop.
 5. Nouns are spelt with a capital, adjectives with a small initial letter. Names of institutions are considered as proper nouns and begin with a capital.
 6. Plurals are indicated only when necessary. This is done by adding a hyphen and the last letter of the plural form to the abbreviation of the singular (omitting the full stop).

EXAMPLE: *Jahrbuch* — *Jb.* (singular)
Jahrbücher — *Jb-r* (plural)

7. Cognate words, having the same meaning in different languages, are reduced to the same form when the orthography permits (cf. article 1).
8. Titles transliterated into the Roman alphabet according to an internationally accepted code are also abbreviated in accordance with the above rules.