

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

révisé

ISO RECOMMENDATION R 8

LAYOUT OF PERIODICALS

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BRIEF HISTORY

This ISO Recommendation R 8 on the Layout of Periodicals was prepared by Technical Committee ISO /TC 46—Documentation, 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.).

The Technical Committee has been studying this question since 1947. A draft proposal was discussed at the first meeting of ISO /TC 46 held at The Hague in June 1948. A new text drawn up by the Secretariat was examined at the second plenary meeting (Ascona, April 1950) and adopted by the Technical Committee as a Draft ISO Recommendation. This Draft was circulated to all the ISO Member Bodies in September 1950, but it did not meet with the approval of the majority of the Member Bodies.

At its third meeting (Rome, September 1951), the Technical Committee decided to submit a second Draft ISO Recommendation to all the Member Bodies, which was circulated in December 1951.

Finally, at the fourth plenary meeting of ISO /TC 46 (Copenhagen, October 1952) it was decided to submit a third Draft ISO Recommendation. This Draft was circulated in May 1953 and was approved by the following 21 (out of a total of 34) Member Bodies:

Austria	Ireland	Poland
Belgium	Israel	Portugal
Canada	Japan	Spain
Chile	Mexico	Sweden
Denmark	Netherlands	Switzerland
France	New Zealand	Union of South Africa
Hungary	Pakistan	United Kingdom

One Member Body stated that it had no objection to the approval of the Draft:

U.S.A.

Taking into consideration the observations submitted by various Member Bodies, the Secretariat made a few modifications to the text of the Draft.

The revised text of the Draft was submitted to the ISO Council which decided, at its meeting held in Geneva from 27 to 30 September, 1954, to accept it as an ISO RECOMMENDATION (Resolution No. 11, Council 1954).

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LAYOUT OF PERIODICALS

INTRODUCTION

The purpose of these rules is to enable editors and publishers so to shape the form of their periodicals as to facilitate their use by readers and librarians; by following the rules, editors and publishers will find that they have also made their own task easier, since the rules make for order and clarity. These rules are not all of equal importance, and some of them may be contrary to certain conceptions concerning artistic presentation, the technique of production, or advertisement. In such cases, they should be followed as closely as possible.

1. TITLE

- 1.1 The **title** of a periodical should be as short and as easily quoted as possible. It may be amplified by a sub-title. If it is composed of initials, these should be explained by the sub-title.
- 1.2 The title or the sub-title should define as exactly as possible the specific field of knowledge with which the periodical is concerned.
- 1.3 The title should be uniform wherever it appears. It should be the same in text and spelling on the first page of the cover, on the title page, in the table of contents and in the index. Elsewhere, e.g. in the running head, it may be abbreviated in accordance with the International Code for the Abbreviation of Titles of Periodicals (ISO Recommendation R 4).

2. ISSUE

- 2.1 The **format** of all issues of a periodical should be the same.¹⁾ A sufficient margin should be left for cutting and binding.
- 2.2 The **covers** should not be paginated with the text.
- 2.3 **Advertisements** should never obscure the title or other bibliographical details printed on the covers.
- 2.4 The front page of the cover, or the first page of the body, should serve as temporary title page of the issue, that is, it should give:
 - the title,
 - the name of the sponsoring organization (if any),
 - the number of the volume and issue (see paragraph 3.5.1),
 - the name of the editor(s) (if any),
 - the name and address of the publisher,
 - the date of issue,
 - a **bibliographical strip**, to be printed on the lower margin of the front page of the cover. Reference should be made for details to the Draft ISO Recommendation No. 31 — Bibliographical strip.

It is desirable that these items should appear always in the same place in each issue of a periodical.

- 2.4.1 When an issue contains an index to the volume, this fact should be noted on the temporary title page (see paragraph 2.4).

¹⁾ Except as provided in paragraph 4.1.

- 2.5** The **frequency** of publication, the price of the subscription and the price of a single issue should appear in the same position in each issue.
- 2.5.1** The **contents list** should also appear in the same position in each issue.
- 2.6** Where it is possible to print the title of a periodical on the spine of a single issue, this should be printed either across the spine or along the spine in such a way as to be readable when the issue is lying flat, front cover uppermost. In addition to the title, the dates, the number and the pages of the issue should be given.
- 2.7** It is recommended that the issue number should be printed on the front cover as near the spine as possible, preferably to the left of the bibliographical strip.
- 2.8** Unless absolutely necessary, the printing of the text in more than one colour is to be avoided.

3. VOLUME

- 3.1** A **volume** should include:
- the title page,
 - the table of contents page(s),
 - the text,
 - the index(es).
- 3.2** It is desirable that, when possible, the year of publication should correspond to the calendar year.
- 3.3** Should, however, the period covered by the volume not correspond to the calendar year, the period covered should be indicated on the title page (e.g. Vol. 37, October 1948 - June 1949).
- 3.4** The year(s) to which the volume relates should be given in Arabic numerals.
- 3.5** The numbering of volumes should be in a single sequence in Arabic numerals (e.g. Volume 54). The simultaneous use of numbering by volume and numbering by year should be avoided.
- 3.5.1** The first issue of a volume should always carry the serial number 1.
- 3.6** It is undesirable for a volume to contain more matter than can be bound in one part. Should binding in more than one part be unavoidable, the numbering of the parts should be in a single sequence in Arabic numerals.
- 3.7** The title page of the volume should contain the following:
- the title of the periodical,
 - the name of the sponsoring organization, if any, and/or the name(s) of the editor(s),
 - the number of the volume,
 - the year(s) to which the volume relates,
 - the number of the part and the period covered if the volume is bound in more than one part,
 - the place of publication,
 - the name and address of the publisher.
- 3.8** Each page of a periodical should carry the indications necessary for the rapid identification of the periodical (particularly as photographic