

transformée
75-09

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

**ISO RECOMMENDATION
R 999**

INDEX OF A PUBLICATION

1st EDITION
February 1969

COPYRIGHT RESERVED

The copyright of ISO Recommendations and ISO Standards belongs to ISO Member Bodies. Reproduction of these documents, in any country, may be authorized therefore only by the national standards organization of that country, being a member of ISO.

For each individual country the only valid standard is the national standard of that country.

Printed in Switzerland

Also issued in French and Russian. Copies to be obtained through the national standards organizations.

BRIEF HISTORY

The ISO Recommendation R 999, *Index of a publication*, was drawn up by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Deutscher Normenausschuss (DNA).

Work on this question led, in 1967, to the adoption of a Draft ISO Recommendation.

In December 1967, this Draft ISO Recommendation (No. 1416) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

| | | |
|----------------|-------------|-----------------------|
| Australia | Hungary | Romania |
| Belgium | India | South Africa, Rep. of |
| Brazil | Iran | Spain |
| Canada | Ireland | Sweden |
| Chile | Israel | Switzerland |
| Czechoslovakia | Italy | Turkey |
| Denmark | Netherlands | U.A.R. |
| France | New Zealand | United Kingdom |
| Germany | Norway | Yugoslavia |
| Greece | Portugal | |

One Member Body opposed the approval of the Draft :

Poland

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in February 1969, to accept it as an ISO RECOMMENDATION.

INDEX OF A PUBLICATION

1. SCOPE

This ISO Recommendation provides a set of rules intended to enable publishers and editors to produce the indexes of publications in a form that facilitates their use by bibliographers, librarians and researchers.

Although this ISO Recommendation has been prepared in general for manual indexing, many of the basic principles apply equally to machine indexing.

2. DEFINITION

The *index of a publication* is a detailed listing, arranged according to one of the methods given in clause 3.1, of all the subjects, personal names, geographical and place names, events, and other matters treated, with indication of their place in the publication.

3. TYPES OF INDEX

3.1 An index may be arranged, entirely or primarily, by

- (a) alphabetical order of entries (subjects, personal names, etc.);
- (b) classified order of entries (subjects, personal names, etc.);
- (c) chronological, numerical, alpha-numerical, etc., order of entries (historical events, names, patents, standards, reports, UDC numbers, etc.).

3.2 It may be

3.2.1 preferably, a *general index* combining in one list all items which should appear in the index (see clause 3.2.2).

3.2.2 a *special index* of, for example :

- subjects,
- authors,
- persons and corporate bodies,
- geographical and place names,
- abbreviations, sigla, symbols, etc.,
- citations (references to passages in standard works, statutes, etc.),
- advertisers (separated from other indexes and preferably on the last pages of the publication),
- titles of works.