International Standard 6630

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Documentation — Bibliographic control characters

Documentation — Caractères de commande bibilographiques

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Foreword

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Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

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Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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Documentation — Bibliographic control characters

1 Scope and field of application

1.1 This International Standard contains a set of 15 bibliographic control characters for use in cataloguing rules, filing rules and indexing rules of the countries and language groups of the bibliographic community. The bibliographic control character set is an extension of the basic control character set defined by ISO 646 (ISO escape sequence ESC 2/1 4/0).

1.2 This International Standard consists of a code table and a legend specifying each bibliographic control character and indicating its code position. In addition, it includes explanatory notes, in which the functional characteristics of the individual control characters are described in detail.

1.3 This bibliographic control character set is primarily intended for the interchange of bibliographic information.

2 Implementation

2.1 The implementation of the bibliographic control character set is in accordance with the provisions of ISO 2022. It is to be used as an additional control character set (C1 set) (see clause 4) in conjunction with the control character set of ISO 646. It does not include transmission control characters.

2.2 The unassigned positions in the code table are not to be utilized in the international exchange of bibliographic information.

2.3 The bibliographic control character set is designated and invoked by the ISO escape sequence ESC 2/2 4/2.

2.4 The implementation of this coded character set in physical media and for transmission, taking account the need for error checking, is the subject of other ISO publications (see clause 3).

3 References

ISO 646, *Information processing — ISO 7-bit coded character set for information interchange.*

ISO 962, *Information processing — Implementation of the 7-bit coded character set and its 7-bit and 8-bit extensions on 9-track* 12,7 mm (0.5 in) *magnetic tape.*

ISO 1155, *Information processing — Use of longitudinal parity to detect errors in information messages.*

ISO 1745, *Information processing — Basic mode control procedures for data communication systems.*

ISO 2022, *Information processing — ISO 7-bit and 8-bit coded character sets — Code extension techniques.*

ISO 2375, *Data processing — Procedure for registration of escape sequences.*

ISO 7154, *Documentation — Bibliographic filing principles.*

ISO/TR 8393, *Documentation — ISO Bibliographic filing rules (International Standard Bibliographic Filing Rules) — Exemplification of bibliographic filing principles in a model set of rules.*

4 Code table

C1 set

7-bit coding

CUS	ESC 4/7
NSB	ESC 4/8
NSE	ESC 4/9
PLD	ESC 4/11
PLU	ESC 4/12
EAB	ESC 5/1
EAE	ESC 5/2
SIB	ESC 5/5
SIE	ESC 5/6
SSB	ESC 5/7
SSE	ESC 5/8
KWB	ESC 5/12
KWE	ESC 5/13
PSB	ESC 5/14
PSE	ESC 5/15

8-bit coding

b_8	1	1		
b_7	0	0		
b_6	0	0		
b_5	0	1		
	08	09		
b_4 b_3 b_2 b_1				
0 0 0 0	0			
0 0 0 1	1		EAB	
0 0 1 0	2		EAE	
0 0 1 1	3			
0 1 0 0	4			
0 1 0 1	5		SIB	
0 1 1 0	6		SIE	
0 1 1 1	7	CUS	SSB	
1 0 0 0	8	NSB	SSE	
1 0 0 1	9	NSE		
1 0 1 0	10			
1 0 1 1	11	PLD		
1 1 0 0	12	PLU	KWB	
1 1 0 1	13		KWE	
1 1 1 0	14		PSB	
1 1 1 1	15		PSE	

5 Legend

List of acronyms and definitions		
Name	**Acronym**	**Definition**
Close-up for sorting	CUS	A filing control character that causes two successive strings of characters (which may be separated by a space or by any other separating character) to constitute a single filing unit.
Non-sorting character(s), beginning	NSB	A filing control character preceding a (string of) character(s) with no filing value.
Non-sorting character(s), end	NSE	A filing control character terminating a (string of) character(s) with no filing value.
Partial line down	PLD	A format effector that moves the active position to the corresponding character position on an imaginary line with a partial vertical offset. This offset should be sufficient either to image following characters as subscripts until the first following occurrence of PARTIAL LINE UP (PLU) in the data stream or, if the immediately preceding character is imaged as a superscript to restore subsequent imaging of characters to the active line.
Partial line up	PLU	A format effector that moves the active position to the corresponding character position on an imaginary line with a partial vertical offset. This offset should be sufficient either to image following characters as superscripts until the first following occurrence of PARTIAL LINE DOWN (PLD) in the data stream or, if the immediately preceding character is imaged as a subscript to restore subsequent imaging of characters to the active line.
Embedded annotation, beginning	EAB	An annotation control character preceding annotations within descriptive bibliographic elements if this annotation is not separated from the bibliographic description by means of content designation. (For annotation with filing value, see SIB.)
Embedded annotation, end	EAE	An annotation control character terminating an embedded annotation which is not identified by means of content designation.
Sorting interpolation, beginning	SIB	A filing control character to mark the beginning of an interpolation inserted for filing purposes only.
Sorting interpolation, end	SIE	A filing control character to mark the end of an interpolation with filing value.
Secondary sorting value, beginning	SSB	A filing control character to mark the beginning of a (string of) character(s) of subordinate filing value within a filing sequence.
Secondary sorting value, end	SSE	A filing control character to mark the end of a (string of) character(s) of subordinate filing value.
Key-word, beginning	KWB	A control character for subject indexing used to indicate the beginning of a key-word in its bibliographic context.
Key-word, end	KWE	A control character used to mark the end of a key-word identified by the KWB control.
Permutation string, beginning	PSB	A control character which causes a permutation in an element of bibliographic information. If there is no PSE control a cyclic permutation of the bibliographic element around the PSB control is effected.
Permutation string, end	PSE	A control character used in conjunction with the PSB control to effect a partial permutation by which the characters in between the PSB and PSE controls are placed in front of the remainder of the bibliographic element.

6 Functional characteristics of the bibliographic control characters

Specific bibliographic control characters are required for use in cataloguing rules and filing rules of individual countries or language areas and for use in the rules governing subject indexing if the control information is communicated by employing the technique of embedded control characters. Alternative techniques are possible and not ruled out by this International Standard.

The control character set consists of the following different classes of control characters: annotation controls, filing controls, indexing and reference control characters and format effectors.

6.1 Annotation control characters

The cataloguing rules of some countries prescribe that under certain circumstances annotations shall be added to, and embedded in, the context of the bibliographic description to make the latter more explicit. These annotations which are of no use to the recipient of the bibliographic information (because they may be language-dependent), should be marked. To this end the EAB control character shall be placed at the beginning and the EAE character at the end of the annotation with no spaces between the two controls and the annotation itself.

Examples:

In the imprint area of the bibliographic description there are two types of annotations for both of which square brackets are prescribed by the ISBD:

a) corrections, identifications and additions (for example London [i.e. Maidenhead]; London [37 Pond Street, N.W. 3]; London [Ontario]);

b) explanations in the language of the cataloguing agency (for example RAK §§ 144-148: Berlin [u.a.] if a place of publication is omitted; [Selbstverl.] if the book is published by the author; [between 1906 and 1912] if date is uncertain; 1932 [cover 1935]; 1952 [erschienen] 1954; Vindobonae [Wien]).

Annotations shown in a) will be of use to any receiving agency, whereas a foreign recipient may wish to change the ones shown in b). Annotations in the language of the recording agency shall therefore, be enclosed by the EAB/EAE controls, which will alert the receiving agency to any action required:

```
       E    E                        E                 E
Berlin A[u.a.]A          1932 A[cover 1935]A
       B    E                        B                 E
```

6.2 Filing control characters

The filing rules of individual countries, of libraries and documentation centres do not always allow the filing of all bibliographic elements as they are presented. When this occurs filing information has to be added to the description of the bibliographic elements. In a national environment the addition of filing information is acceptable to the receiver, but it may also be of use in the international exchange of bibliographic information, for example if ISO 7154 and ISO/TR 8393 are employed.

6.2.1 Indication of non-filing units

Some filing rules prescribe that an article at the beginning of the title of a work or parts of the names of persons and corporate bodies are non-filing units. These elements may be identified by being enclosed by the NSB and NSE control characters with no spaces between the control characters and the non-filing units.

Examples:

Many filing rules prescribe that the definite article at the beginning of a title shall not be filed.

```
N   N
SThe Shistory of sailing
B   E
```

According to the German RAK rules, titles of nobility are non-filing units.

```
                  N         N
Bismarck, Otto SFürst vonS
                  B         E
```

According to BLAISE filing rules, terms of address of married women as well as Anglo-Saxon terms of honour before forenames are non-filing units.

```
      N    N
Ward, SMrs. SHumphry
      B    E

      N     N
West, SDame SRebecca
      B     E
```

6.2.2 Concatenation of successive character strings

Two successive strings of characters, separated by a space or by another separating character, may be treated, under certain circumstances as one filing unit. The CUS control character shall then be placed at the end of the first string of characters to indicate that the following string shall be treated as if there was no separating character between the two strings. The separating character shall not be replaced by the CUS control character.

Example:

Many filing rules prescribe that whole numbers broken by commas, spaces, or stops still be filed as one unit.

1,000,000 files as 1000000, not as 3 numbers, *viz.* 1 and 0 and 0.

```
                 C   C
Transcription: 1U,000U,000
                 S   S
```

6.2.3 Interpolations for filing

It is not always possible to file on the bibliographic information as presented. For filing purposes filing units have sometimes to be added; other units may have to be replaced. To identify interpolations, inserted for filing purposes only, a pair of control characters shall be placed at the beginning and at the end of the interpolation.

Examples:

The volume numbering of a periodical publication may change in the course of its history.

```
Vol. 1 1970
Vol. 2 1971                            S  S
Vol. 1972/73    interpolation: Vol. I[3]I 1972/73
Vol. 4 1974/75                         B  E
```

The filing rules of some countries prescribe that numbers in titles do not file as numbers, but shall be spelt out. According to French and German rules a title like "Le 20e siècle" shall be filed as "vingtième siècle". The transcription of the title including the required filing information would then be:

```
N     N S          S
SLe 20eS I[vingtième]I siècle
B     E B          E
```

6.2.4 Subordinate filing value

Some filing rules make a distinction within a consecutive string of characters between units with primary filing value and those with secondary filing value, while both may occur in one consecutive string of characters. For the secondary units a pair of controls SSB/SSE is offered.

Examples:

In chemical formulae consisting of alphabetic letters, numbers and non-alphanumeric signs, filing may be by the letters only, but in the case of two formulae being identical the filing characters with a secondary filing value shall be taken into account.

2-Methyl-5.8.-dioxyfuro-(2'.3':7.6)-chromon
Filing according to primary filing value: Methyldioxyfurochromon.

Secondary filing value: 2 5 8

Transcription:
S S S S S S
S2S-Methyl-S5S.S8S.-dioxyfuro-(2'.3':7.6.)-chromon
B E B E B E

6.3 Indexing and reference control characters

6.3.1 Key-word designators

Rules for the control and subsequent processing of subject information in titles, subtitles or other elements of the bibliographic description demand control characters for the identification of notable key-words leaving them in their bibliographic context (KWIC index). The KWB control identifies the beginning, the KWE marks the end of a key-word in context. There shall be no spaces between the KWB/KWE and the key-word.

Examples:

In the title "History of Parliamentary government in nineteenth-century Britain", the following key-words shall be identified: "Parliamentary government" and "nineteenth-century Britain". This is achieved by:

K K K K
History of WParliamentary governmentW in Wnineteenth-century BritainW
B E B E

6.3.2 Permutation controls

Permutation is a means of producing both reference and indexing information. The permuted string of characters is not left in its context, but moved to the beginning of the bibliographic element to which it belongs. There are two types of permutation: cyclic permutation and non-cyclic permutation. Cyclic permutation involves the entire element of bibliographic information. This is effected by the PSB and the absence of the PSE control. The permutation being carried out around the PSB control.

Examples:

P
Ortega y SGasset, José
B
could generate a name reference:

Gasset, José, Ortega y

see

Ortega y Gasset, José.

P
Chemical Stables for the engineer
B
could produce:

tables for the engineer, Chemical

A non-cyclic permutation shall be effected by the pair of PSB and PSE controls.

Example:

```
        P      P
Chemical StablesSfor the engineer
        B      E
```

produces:

tables, Chemical, for the engineer.

6.4 Format effector

When the bibliographic information requires that a character shall be placed either above or below the base line of text, the format effectors PLD/PLU shall be used. Each opening use of one character permits the displacement of a further level of sub- or superscription, and is reversed by use of the other character to return to the base line or another level of sub- or superscription.

Examples:

```
 P P
2L3L = 8
 U D
```

could generate the text:

$2^3 = 8$


```
 P P PPPP  P P
aLbL1LLLLCL1LX
 D D UUUU  D D
```


could generate the text:

$a_{b_1}{}^{c1}{}_x$

(a and x are on the base line)

```
   P
ILLLMO
   U
```

could generate the text:

ILL^{MO}