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# International Standard



# 7275

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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

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## Documentation — Presentation of title information of series

*Documentation — Présentation des titres de collection*

First edition — 1985-12-15

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UDC 655.535.2 : 05

Ref. No. ISO 7275-1985 (E)

Descriptors : documentation, serials, titles, presentation.

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (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.

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.

International Standard ISO 7275 was prepared by Technical Committee ISO/TC 46, *Documentation*.

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.

# Documentation — Presentation of title information of series

## 0 Introduction

To the documentalist or librarian series often present a number of complicated problems. The rules for the bibliographic description of series become correspondingly complex.

This complexity is hard to avoid in cataloguing rules where the inter-relations have to be made clear between main series and sub-series, between parallel titles in different languages and between the described series and other series preceding or succeeding them.

The problems faced by people directly involved in describing series is reflected in whatever guidelines they try to work out as a tool for those who actually produce the series. Unfortunately the resulting text invariably becomes complex and littered with bibliographic terminology, not easily understood by editors and publishers.

The aim of this International Standard is to eliminate those parts which, although important to the bibliographer, need not be considered by the editor and publisher. It tries to give simple guidelines which, if applied, will result in title pages, functioning both as a primary information source and as a basis for bibliographical description.

## 1 Scope and field of application

This International Standard describes the elements required for the identification of series and parts thereof and gives rules for the presentation and place of such elements.

Its purpose is to enable publishers and editors to identify publications grouped in series, thus facilitating the acquisition and recording of series.

## 2 Reference

ISO 3297, *Documentation — International standard serial numbering (ISSN)*.

## 3 Definitions

For the purpose of this International Standard the following definitions apply.

**3.1 serial:** A publication in printed form or not, issued in successive parts, usually having numerical or chronological designations and intended to be continued indefinitely.

Serials include periodicals, newspapers, annuals (reports, year-books, directories etc.), the journals, memoirs, proceedings, transactions, etc. of societies, and monographic series.

NOTE — This definition does not include works produced in parts for a period predetermined as finite.

**3.2 series:** A serial consisting of a group (sequence) of publications related to one another by the fact that each, in addition to its own title, bears also a title applying to the group as a whole. The volumes of a series may or may not be numbered.

**3.3 title of a series:** The title of a series, not to be confused with the title(s) of its individual (monographic) volumes, is a word, phrase, character, or a group of characters appearing on each item of the series, and naming the series.

NOTE — If there is more than one title naming the same series, for example if there is a subtitle or a parallel title (in a different language), one of them, usually the one presented first or in an otherwise prominent position, is to be considered the main title.

In the case of sub-series, the title (the main title) can consist of two parts: the common part naming the series, and the dependant part, naming the sub-series, whenever the latter cannot stand alone for correct identification or comprehension.

## 4 Presentation of title information

**4.1** It is important that the wording of the title of a series allows for unique identification to distinguish it from other series.

When the title chosen consists of a generic word indicating the type of publication (bulletin, transactions, Mitteilungen, papers, etc.) and the name of the responsible corporate body, the name of the corporate body shall be given in a consistent form and in the form predominantly used by that body to facilitate information retrieval.

**4.2** The title should be uniform wherever it appears in the series. It should be the same in text and spelling on the front cover, on the title page, in the table of contents and in the index, as well as in the different volumes.

**4.3** The title should not be changed once established. If, however, a new title is introduced notice of the change should be given in advance, and every volume appearing with the new title should bear a note indicating the earlier titles and volumes.

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If the title is given simultaneously in two or more languages (parallel titles), the languages used and their sequence used should remain unaltered in the different volumes.

### 5 Numbering of series

If volumes published in a series are numbered in sequential order, the number of each volume should follow the title or it shall be placed in a way that clearly indicates that it is connected with the title of the series.

### 6 Place of the title

The title of the series should preferably appear on a separate series title page (verso of the half title page) in order to separate it from the title of the individual volume. If this is not possible, it should appear on the title page, above the individual title of the volume, or on the verso of the title page. If the work has no title page, the title shall be placed on the title page substitute (for example the front cover).

In addition, the title of the series may appear

- a) on the front cover of the publication;

b) on the spine. If the series consists of monographs it should appear together with the author and title of the individual work ;

c) as a running head on either page of two facing pages ;

d) in the series contents list.

### 7 International Standard Serial Number (ISSN)

Apart from giving, if applicable, an ISBN to every part (volume) of a series, the series itself should be allocated an International Standard Serial Number (ISSN). This ISSN shall be printed as close as possible to the series title. For further details see ISO 3297.

### 8 Bibliography

ISO 1086, *Documentation — Title-leaves of a book.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 6357, *Documentation — Spine titles on books and other publications.*

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