
International Standard



215

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

Documentation — Presentation of contributions to periodicals and other serials

Documentation — Présentation des articles de périodiques et autres publications en série

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Descriptors : documentation, serials, periodicals, article of periodicals, 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 215 was prepared by Technical Committee ISO/TC 46
Documentation.

It cancels and replaces ISO Recommendation R 215-1961, of which it constitutes a technical revision.

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 — Presentation of contributions to periodicals and other serials

0 Introduction

The purpose of this International Standard is to improve access to the information contained in periodicals and other serials, thereby facilitating information retrieval for the benefit of readers and documentation services.

The aim of this International Standard is to assist authors in the presentation of their manuscripts as well as to assist editors and publishers in the drafting of guidelines for their contributors (authors).

1 Scope and field of application

This International Standard gives rules for the preparation and presentation of contributions to scientific periodicals including applied sciences and technology and similar serials. Contributions to conference proceedings and similar collected works may not be covered by this International Standard.

2 References

ISO 8, *Documentation — Presentation of periodicals.*

ISO 18, *Documentation — Contents list of periodicals.*

ISO 31/0, *General principles concerning quantities, units and symbols.*

ISO 214, *Documentation — Abstracts for publications and documentation.*

ISO 690, *Documentation — Bibliographical references — Content, form and structure.*

ISO 1000, *SI units and recommendations for the use of their multiples and of certain other units.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2145, *Documentation — Numbering of divisions and subdivisions in written documents.*

ISO 2384, *Documentation — Presentation of translations.*

ISO 3307, *Information interchange — Representation of time of the day.*

ISO 5127, *Documentation and information — Vocabulary.*

ISO 5776, *Graphic technology — Symbols for text correction.*

ISO 5966, *Documentation — Presentation of scientific and technical reports.*

ISO 7144, *Documentation — Presentation of theses and similar documents.*

3 Definitions

For the purpose of this International Standard the definitions given in ISO 5127 and the following definitions apply :

3.1 abstract : Short representation of the content of a document without interpretation or criticism.

3.2 annex : Matter complementary to the main text at the end of a document and containing notes, statistical tables, or other information.

3.3 bibliography : Secondary document listing entries in a specified order and containing elements which describe and uniquely identify documents.

3.4 caption : Text accompanying an illustration and explaining the subject represented.

3.5 contribution : Independent text forming a part of a publication.

3.6 footnote : Note or comment printed at the foot of a page and linked by a symbol to the relevant part of the text at that page.

3.7 illustration : Figure, picture or other graphic representation accompanied by a text included in the pagination or foliation of a document.

3.8 instalment : Part of a document published in sections in successive issues of a serial publication.

3.9 notation : Set of symbols, with rules for their application, used to represent classes and their interrelations.

3.10 periodical : Serial publication dealing generally with one or more specialized fields intended to supply general information or scientific or technical information.

3.11 publication : Document usually published in multiple copies, and offered for general distribution.

3.12 serial publication : Publication in print or in non-print-form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever the periodicity.

3.13 table : Document containing ordered data typically in rows and columns and possibly with an accompanying text.

3.14 title : Word or phrase, usually appearing on the document, by which it is convenient to refer to it, which may be used to identify it, and which often, though not invariably, distinguishes it from any other document.

4 Identification elements

4.1 Title, common title, and subtitle

4.1.1 The title should give a concise indication of the content and be easily identifiable when used in bibliographies and publications issued by information services; it should also be suitable for indexing and retrieval. If a thesaurus exists which covers the subject treated, descriptors should preferably be used for the wording of the title; otherwise the terms used in the title should be presented in a form suitable for use as descriptors.

4.1.2 If a contribution is published in instalments, there shall be a common title followed by the number of the instalment. Instalments shall be numbered consecutively, and, preferably, have a specific title for each part.

4.1.3 A title may be followed by a subtitle. The title and subtitle shall be clearly separated [for example by a colon (:)] with the subtitle containing only supplementary information.

4.1.4 The wording of the title should remain the same throughout the issue. It may however be shortened when used in running headers.

4.1.5 Abbreviations, acronyms, symbols, codes and formulae that are not in common use should be avoided.

4.2 Name(s) and address(es) of author(s)

4.2.1 For identification purposes, authors should always state their surname and/or other name(s) as well as their first name(s) or other subsidiary names preferably in a citable form (see ISO 690). Initials should only be used if there are several subsidiary names. The surname or its equivalent should be distinguished by use of typography.

The name as given by the author should be respected by editors and indexers. The order of names chosen by a group of authors should equally be respected.

4.2.2 If the author is a corporate body, the official name should be stated in full, followed by its address given in a footnote or at the end of the contribution. The abbreviation of the name may be added in brackets. If authors are working collectively, for example in a committee, they should all be named.

4.2.3 Conversion of names shall be in accordance with the appropriate International Standards (see clause 11).

4.3 Abstracts for contributions

4.3.1 All contributions should be accompanied by an abstract in the language of the article and in English or French. The abstract should be in accordance with ISO 214.

4.3.2 Keywords should be provided whenever possible in the abstract with special emphasis on amended or new terms or nomenclature and quantitative data in order to facilitate information retrieval.

4.3.3 If a thesaurus in the subject field exists, descriptors should be preferred to keywords.

4.3.4 A subject classification code, for example UDC, should be added, if in accordance with the rules of the publication.

4.4 Date of contribution

The date of completion of the contribution may be indicated, possibly preceded by the place of drafting.

Example : London, 1977-06-23.

The date of completion of the revision of a contribution may also be indicated, preferably in brackets after the date of completion.

Example : London, 1977-06-23 (Rev. 1978-01-20).

These dates may serve to establish the priority of the scientific findings and to indicate the latest events or publications which may have been taken into account. The date of acceptance of the final (revised) version of a contribution should be stated.

5 Main text of contribution

5.1 Structure

Contributions, including review articles, should follow a logical and clear plan. The reason for the work and its relation to similar previous work(s) should be stated. Methods and techniques should be described in such a way that they may be easily repeated by the reader. Results and discussions as well as recommendations should preferably be treated separately. A section "Terms and definitions" may be placed immediately after the introduction.

5.2 Contents list

As an aid to the reader a contents list may be inserted before the text of lengthy contributions, for example a review article, stating the numbers and headings of divisions (see ISO 18).

5.3 Numbering of divisions and subdivisions

The numbering, if any, of divisions and subdivisions in the contribution shall be in accordance with ISO 2145.

5.4 Notation and nomenclature

5.4.1 The author(s) should preferably use the standard notation for every discipline as laid down by ISO, scientific unions and other international authorities.

5.4.2 Measurements shall be expressed in SI units (see ISO 31 and ISO 1000).

Non SI units are permitted on condition that their use is recognized by the Conférence Générale des Poids et Mesures (CGPM). They should not however be used in any new field. Units for quantities recently introduced, should be derived from SI-coherent units and not created specially for the quantities.

Units and modes of expression used traditionally in particular disciplines but not recognized by CGPM may not be used without an explanation, and if possible their equivalents should be given.

5.4.3 Names, symbols and specific nomenclature shall be in accordance with ISO 31 and the appropriate international scientific recommendations.

5.4.4 Dates and time in numeric expressions shall be in accordance with ISO 2014 and ISO 3307.

5.5 Footnotes

Footnotes should only be included in contributions to periodicals in exceptional cases. They should only contain additional text and never the actual bibliographic references, but should refer to the references in the bibliography. They should be tagged with a set of symbols differing from those used for bibliographic references. Footnotes may be carried over to the foot of the following page or pages, provided that the proper sequence is maintained and made clear to the reader.

Each footnote shall have a unique designation.

5.6 Citations

Citations in the text shall be in accordance with ISO 690.

5.7 Credits and acknowledgements

Work by any person other than the author should be clearly credited; for numeric data this may be essential for further analysis. Unpublished works may be mentioned in the text; documents quoted should be included in the reference list (see 5.9). The author shall seek permission for an extensive quotation or for use or adaption of tables or illustrations from other works (see also clause 8).

Any assistance may be acknowledged briefly under a separate heading "Acknowledgements" after the main text. It should state names, affiliation, and the nature of the assistance given.

5.8 Bibliographies

A reference list related to citations in the main text should be placed at the end of the contribution. References shall be in accordance with ISO 690. The reference list should contain only reference to published documents which contain relevant information of which the authors have personal knowledge, and which are discussed or referred to in the text.

In the case of works quoted from a secondary source, reference should be made to the original, if known. This reference is then followed by the term "Quoted in : " and the reference to the secondary source. It may be advantageous to include a list of publications from which the reader may benefit.

6 Contributions originally presented for a different application

It shall be clearly indicated if the text has been previously used in a different application for example technical reports, theses, conference contributions or minutes.

The original purpose for which the contribution was prepared should be stated in a note at the bottom of the first page of the contribution, indicating

- a) the name and address of the organization sponsoring the work or the meeting reported;
- b) the place (city, country) where the text was first presented (in accordance with ISO 5966 and ISO 7144);
- c) the full date in eight digits according to ISO 2014.

For a translation or an adaption of a previously published article, the version upon which the translation was based should be indicated, including corrections or updatings (see ISO 2384).

7 Illustrations and tables

7.1 Photographs, graphs, diagrams and maps, etc., serving more than a decorative purpose should be numbered for easy reference in the text and provided with explanatory captions.

The numbering of illustrations should preferably be in one sequence.

7.2 Tables shall be numbered and provided with appropriate titles.

7.3 All illustrations and tables should be referred to in the text. The origin should be quoted as a part of the explanation.

8 Copyright

As copyright laws differ from country to country authors should acquire permission from the copyright holders before

quoting lengthy passages from works. Similarly, sources should be copied only with the acknowledgement of the author and the source; failure to acknowledge sources constitutes plagiarism. If the copyright holder is not the author, it is still advisable to seek his permission.

Unpublished documents may also be protected by copyright and should not be reproduced without permission.

9 Annexes

Subordinate but essential matter in a contribution, for instance methods of analysis, computer printouts, an extensive glossary or a list of symbols may be presented in annexes as well as essential supplementary illustrations and tables.

Annexes should be placed at the end of the text after references and should be designated by an annex letter or number and a subject title.

10 Errata

10.1 Editors and publishers should give corrigenda

- in the next issue;

— in a form convenient for subscribers, preferably adhesive loose sheets.

10.2 Each corrigendum should clearly identify the error and its location in the original text as well as the actual correction.

11 Bibliography

- [1] ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*
- [2] ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters.*
- [3] ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*
- [4] ISO/R 843, *International system for the transliteration of Greek characters into Latin characters.*
- [5] ISO 7098, *Documentation — Romanization of Chinese.*

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Annex

Checklist for technical instructions to authors

(This annex forms part of the Standard)

NOTE — The following checklist is indicative and not exhaustive.

A.1 General

Any instructions should clearly indicate the physical form in which the editor wants to receive the submitted copy (typescripts). The instructions do not refer to special master sheets intended for direct reproduction. The individual requirements should be checked in accordance with the following checklist, so that no essential instructional element will be omitted.

A.2 Paper for typescript

- quality
- colour
- size
- use of reverse
- copies : quality, copying colour, number
- preprinted (unprinted) typescript paper

A.3 Typescript preparation

- identification of article and author
- typing technique
- optical readability of characters
- margin
- paragraph separation
- length of line (characters per line)
- line spacing
- sheet numbering

A.4 Use of special font and marking of typescript

- title area of article
- headings of primary sections
- headings of secondary sections
- numbering of sections, if any
- indentation for paragraphs and enumerations
- availability of special letters, signs and fonts
- ink, one or more colours

A.5 Illustrations

- form and finish for example of photographs
- drawings : scale and reduction rate, numbering within a drawing
- indication of segment
- size relative to final size
- choice of final sizes : column, double column or page
- position in manuscript and issue
- legends
- captions
- numbering

A.6 Form of references

- a) external
 - to a journal article
 - to a book as a whole
 - to a contribution published as a chapter of a book
 - to a contribution to meetings
- b) internal
 - in text : name-year or numbering system
 - treatment in text and list of references with several authors and with a corporate author
 - on a page

A.7 Forwarding of manuscript

- destination for the typescript
- copyright declaration
- restrictions as to the publishing
- release date
- author's personal data

A.8 Proof correction

- first proof
- corrections (correction marks, ISO 5776)
- second proof
- approval
- ordering of offprints

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