# INTERNATIONAL STANDARD

**ISO**

**832**

Second edition
1994-12-01

# Information and documentation — Bibliographic description and references — Rules for the abbreviation of bibliographic terms

iTeh STANDARD PREVIEW

*Information et documentation — Description et références bibliographiques — Règles pour l'abréviation des termes bibliographiques*

(standards.iteh.ai)

ISO 832:1994
https://standards.iteh.ai/catalog/standards/sist/fd092c2e-4961-411e-9a28-
575335428e99/iso-832-1994

# 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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 832 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents.*

This second edition cancels and replaces the first edition (ISO 832:1975). The rules for abbreviations have been revised and augmented. The lists of abbreviations in the first edition have been removed and will appear as a separate ISO Technical Report (ISO/TR 11015).

Annex A of this International Standard is for information only.

## Introduction

These rules for abbreviation are intended to guide and assist authors, editors, librarians, etc. in preparing abbreviations for words and word combinations that are commonly used in bibliographic description and references. The application of such abbreviations within references, catalogue records, etc. is subject to the particular rules being used to create a bibliographic description or other form of reference.

Because of the large number of terms which are commonly used for document description and identification in many different languages and because these words and word combinations are used in a wide variety of applications and contexts, it is not possible to establish rules which can guarantee in every instance that different users will construct the same abbreviation for the same word or will reconstruct the same word from the same abbreviation. To facilitate the use and understanding of abbreviations in documentation, lists of the common abbreviations for bibliographic words and word combinations in many of the languages covered by this International Standard appear in a separate ISO Technical Report (ISO/TR 11015).

This page intentionally left blank

# Information and documentation — Bibliographic description and references — Rules for the abbreviation of bibliographic terms

## 1 Scope

This International Standard specifies rules for the abbreviation of words and word combinations that commonly appear in bibliographic descriptions and references in languages using the Latin, Cyrillic and Greek alphabets.

Abbreviations of titles and title words are excluded from the scope of this International Standard and are covered by the provisions of ISO 4.

## 2 Definitions

For the purposes of this International Standard, the following definitions apply.

**2.1 affix:** One or more letters attached to the beginning or end of a word or root, or inserted within a word or root and serving to produce a derivative word or an inflectional form.

**2.2 compound word:** Word whose component parts are themselves words or combining forms.

[Adapted from ISO 4:1984]

**2.3 contraction:** Shortening of a word, syllable, or word group by omission of internal letters.

[ISO 4:1984]

**2.4 derivative:** Word formed from another word or root by the addition of affixes other than inflectional endings.

**2.5 inflected form:** Form undergone by words to mark such distinctions as those of case, gender, number, tense, person, mood or voice.

**2.6 root:** Simple element inferred as the basis from which a word is derived by phonetic change or by extension, as composition or the addition of an affix.

**2.7 truncation:** Shortening of a word by the omission of two or more continuous letters at the end.

[ISO 4:1984]

## 3 Rules for abbreviation of words and word combinations

### 3.1 Methods of abbreviation

Words and word combinations can be abbreviated by truncation, contraction or by a combination of both methods.

The recommended method of abbreviation for most words is truncation. Truncation, however, should not be used in those cases where it would result in ambiguity.

Regardless of the method of abbreviation, at least two letters shall be omitted from the word to be abbreviated. Words from which only a single letter would be dropped are not abbreviated.

Words and word combinations should not be abbreviated if the text can be interpreted in different ways.

#### 3.1.1 Truncation

a) The abbreviation is only the first letter followed by a full stop (.).

   EXAMPLE

   page = p.

   Abbreviation to a single letter should be limited to common words that are very frequently used.

b) The last part of the word, consisting of at least the last two letters, is omitted and replaced by a full stop (.).

EXAMPLES

1 document = doc.

2 pseudonym = pseud.

3 illustration = ill.

### 3.1.2 Contraction

Certain letters in the middle of the word are omitted. In particular, the suppression of vowels is a common method.

EXAMPLES

1 book = bk.

2 limited = ltd.

The abbreviation is normally followed by a full stop (.).

EXAMPLE

Band = Bd.

NOTES

1 In some languages and national practices, if a word is contracted and the abbreviated form ends in the same letter as the full word it is not normally followed by a full stop.

EXAMPLES

1 numéro = no

2 compagnie = cie

2 In some languages, such as Byelorussian, Bulgarian, Russian, Ukrainian, the omitted letters may be replaced by a dash (-) in certain cases.

EXAMPLE

издательство = изд-во

### 3.1.3 Combined method

The abbreviation is formed by a combination of contraction and truncation, in which certain letters in the middle and at the end of the word are simultaneously omitted. The abbreviation is normally followed by a full stop (.).

EXAMPLE

Herausgeber = Hrsg.

## 3.2 Compound words and word combinations

The components of a compound word or word combination should be abbreviated using the methods outlined in 3.1.

EXAMPLES

1 manuskript = ms.

2 privately printed = priv.print.

3 титульный лист = тит.л.

Usually all or several components of a compound word or word combination are abbreviated. For compound words, however, a part of the last word only may be omitted.

EXAMPLE

Buchhandlung = Buchh.

**3.2.1** In a series of words, if not all the words have been abbreviated a space shall be left between the unabbreviated word and the next word in the series in order to ensure clarity.

EXAMPLES

1 et alii = et al.

2 bianco e nero = b.e n.

**3.2.2** If the unabbreviated word combination is hyphenated, the abbreviation should also be hyphenated.

EXAMPLES

1 naukowo-badawczy = nauk.-bad.

2 avant-propos = av.-pr.

**3.2.3** Abbreviations of a series of words shall be placed in the same order as the words themselves.

EXAMPLE

editio auctior et emendatior = ed.auct.et emend.

**3.2.4** A word that is not normally abbreviated may be abbreviated when it forms part of an expression or series of words. In an expression or a series of words, the abbreviation for an individual word may also be shorter than the abbreviation normally used for that word on its own.

EXAMPLES

1 neue Reihe = N.R.

2 Government Printing Office = G.P.O.

## 3.3 Plurals and other inflected forms

The same abbreviation should be used for different grammatical and inflected forms of the same word.

### 3.3.1 Plurals

The abbreviation for the singular form of a word should also be used for its plural form.

EXAMPLES

1 fascicle, fascicles = fasc.

2 Broschüre, Broschüren = Brosch.

However, differences between the singular and plural forms of a word may sometimes be reflected in their abbreviated forms in order to prevent ambiguity (particularly when the method of abbreviation involves contraction).

The decision to use a different abbreviation for the plural form should be based on the degree of clarity required by the specific application in which the abbreviation is to be used.

### 3.3.2 Appended articles

In some languages, the definite article is attached to the word. The same abbreviation should be used for the word with an appended article or without one.

EXAMPLES

1 bibliotek = bibl.

2 biblioteket = bibl.

### 3.3.3 Grammatical prefixes

In languages such as Malay and Indonesian, the prefixes before nouns and verbs have grammatical functions. These grammatical prefixes should be suppressed or reduced in the abbreviated form of such words.

EXAMPLE

diperluas = prls.

## 3.4 Derivatives

**3.4.1** The same abbreviation should be used for words in the same language with similar meanings derived from the same root.

EXAMPLES

1 editor, edition = ed.

2 rédaction, rédigé = réd.

**3.4.2** The same abbreviation should be used for words which have the same root and meaning in different languages.

EXAMPLES

1 imprensa, imprimerie = impr.

2 catalogue, catalog = cat.

If orthographic differences between words which are derived from the same root and have the same meaning affect the part of the word retained as the abbreviation (particularly when truncation is the method of abbreviation), the abbreviations for such words may be different.

EXAMPLES

1 supplement = suppl.

2 suplemento = supl.

**3.4.3** Words derived from the same root but with different meanings should be abbreviated in different ways.

EXAMPLES

1 anno = a.

2 annuario = annu.

## 3.5 Semantically unrelated words

Words which are semantically unrelated shall be abbreviated in different ways.

EXAMPLES

1 collection = coll.

2 collaboration = collab.

## 3.6 Terms with Latin equivalents

Words and word combinations in different languages which are equivalent to commonly used Latin terms such as "sine nomine", "circa", "pagina varia", may have two forms of abbreviation:

a) the abbreviation for the Latin term or its equivalent in a non-roman script. This form is widely used in international practice regardless of the specific language used in a bibliographic description.

EXAMPLE

et al. = et autres *(French)*

        and others *(English)*

        und andere *(German)*

3

b) the vernacular abbreviation derived from the specific language.

EXAMPLES

1  i inni *(Polish)* = et al. *or* i in.

2  und so weiter *(German)* = etc. *or* u.s.w.

## 3.7  Use of small letters and capitals

Abbreviations are presented in small letters (lower case) or capitals (upper case) according to the customary practice of a specific language or region.

In general, if the unabbreviated word or word combination is capitalized, the abbreviation is also capitalized.

## 3.8  Diacritic marks

Diacritic marks should be retained in the word abbreviation. For languages where an alternative spelling without diacritics is also possible, this alternative may be used instead.

iTeh STANDARD PREVIEW
(standards.iteh.ai)

ISO 832:1994
https://standards.iteh.ai/catalog/standards/sist/fd092c2e-4961-411e-9a28-
575335428e99/iso-832-1994

## Annex A

(informative)

## Bibliography

[1]  ISO 4:1984, *Documentation — Rules for the abbreviation of title words and titles of publications.*

[2]  ISO 690:1987, *Documentation — Bibliographic references — Content, form and structure.*

[3]  ISO/TR 11015:—[1], *Information and documentation — Bibliographic description and references — Abbreviations of typical bibliographic terms.*

---

1)  To be published.