

Revised

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

**ISO RECOMMENDATION
R 214**

ABSTRACTS AND SYNOPSES

1st EDITION

November 1961

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BRIEF HISTORY

The ISO Recommendation R 214, *Abstracts and Synopses*, was drawn up by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Nederlands Instituut voor Documentatie en Registratuur (N.I.D.E.R.) on behalf of the Stichting Nederlands Normalisatie-instituut (NNI).

Work on this question by the Technical Committee began in 1952 and led, in 1958, to the adoption of a Draft ISO Recommendation.

In June 1959, this Draft ISO Recommendation (No. 299) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to some editorial amendments, by the following Member Bodies:

Australia	Germany	Poland
Austria	Greece	Republic of South Africa
Belgium	Hungary	Romania
Brazil	India	Spain
Canada	Ireland	Sweden
Chile	Israel	Switzerland
Czechoslovakia	Italy	United Kingdom
Denmark	Netherlands	U.S.S.R.
France	Norway	Yugoslavia

One Member Body opposed the approval of the Draft: New Zealand.

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in November 1961, to accept it as an ISO RECOMMENDATION.

**AMENDMENT 1 – December 1968
TO ISO RECOMMENDATION R/214-1961**

**Amendment 1
to ISO Recommendation R 214-1961**

ABSTRACTS AND SYNOPSES

Amendment of the English version

Page 3, clause 1 of the section “Abstracts”, 3rd line:

Replace the words “includes the appropriate bibliographical reference”

by

“is accompanied by the bibliographical reference”

ABSTRACTS and SYNOPSES**ABSTRACTS****1. DEFINITION**

An abstract is a brief indication of the content of an article or other work, is issued independently of it and includes the appropriate bibliographical reference (see section 4). It is usually compiled by a person other than the author, though it may be based on the (author's) synopsis which accompanies the article or work.

2. PURPOSE, CHARACTER AND CONTENT

An abstract should set out the essential features of the original article or work, indicating new observations and any conclusions drawn from them, so that the reader can decide whether or not he need consult the original. When the original is not readily available, the abstract may be comprehensive enough to serve as a substitute for the reading of the original.

2.1 Normally an abstract should be objective and should respect the general form and balance of the original; the scope and treatment of the subject may be denoted by such terms as "brief", "exhaustive" or "theoretical".

2.2 If designed for a particular group of readers, an abstract may be selective and emphasize certain features of particular interest to them.

2.3 Appraisal or criticism is not the function of an abstract, except of the so-called "critical" abstract, which is, in effect, a critical review in the guise of an abstract. If any matter critical of the original article or work is included, this should be clearly distinguished from the rest of the abstract.

SYNOPSES**1. DEFINITION**

A synopsis is a summary of the content of an article or other work, which it always accompanies, preferably between the heading and the text, to distinguish it from any summary of conclusions in the text itself. It is compiled by the author or with his agreement.

2. PURPOSE, CHARACTER AND CONTENT

A synopsis should set out the essential features of the article or work it accompanies, indicating new observations and any conclusions drawn from them, so that the reader can decide whether or not the contents are of sufficient interest or importance to warrant his reading the full text.