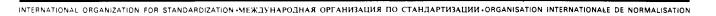# INTERNATIONAL STANDARD ISO 999

Documentation — Index of a publication

Documentation — Index d'une publication

First edition — 1975-09-01

Price based on 2 pages

FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO Member Bodies). The work of developing International Standards is carried out through ISO Technical Committees. Every Member Body interested in a subject for which a Technical Committee has been set up 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.

Prior to 1972, the results of the work of the Technical Committees were published as ISO Recommendations; these documents are now in the process of being transformed into International Standards. As part of this process, Technical Committee ISO/TC 46 has reviewed ISO Recommendation R 999 and found it technically suitable for transformation. International Standard ISO 999 therefore replaces ISO Recommendation R 999-1969 to which it is technically identical.

ISO Recommendation R 999 was approved by the Member Bodies of the following countries :

Australia	Greece	Portugal
Belgium	Hungary	Romania
Brazil	India	South Africa, Rep. of
Canada	Iran	Spain
Chile	Ireland	Sweden
Czechoslovakia	Israel	Switzerland
Denmark	Italy	Turkey
Egypt, Arab Rep. of	Netherlands	United Kingdom
France	New Zealand	Yugoslavia
Germany	Norway	

The Member Body of the following country expressed disapproval of the Recommendation on technical grounds :

Poland

No Member Body disapproved the transformation of ISO/R 999 into an International Standard.

Documentation — Index of a publication

1 SCOPE AND FIELD OF APPLICATION

This International Standard provides a set of rules intended to enable publishers and editors to produce the indexes of publications in a form that facilitates their use by bibliographers, librarians and researchers.

Although this International Standard has been prepared in general for manual indexing, many of the basic principles apply equally to machine indexing.

2 DEFINITION

For the purpose of this International Standard the following definition applies.

index of a publication : A detailed listing, arranged according to one of the methods given in 3.1, of all the subjects, personal names, geographical and place names, events, and other matters treated, with indication of their place in the publication.

3 TYPES OF INDEX

3.1 An index may be arranged, entirely or primarily, by

a) alphabetical order of entries (subjects, personal names, etc.);

b) classified order of entries (subjects, personal names, etc.);

c) chronological, numerical, alpha-numerical, etc., order of entries (historical events, names, patents, standards, reports, UDC numbers, etc.).

3.2 It may be

3.2.1 preferably, a *general index* combining in one list all items which should appear in the index (see 3.2.2).

3.2.2 a *special index* of, for example :

— subjects,

— authors,

— persons and corporate bodies,

— geographical and place names,

— abbreviations, sigla, symbols, etc.,

— citations (references to passages in standard works, statutes, etc.),

— advertisers (separated from other indexes and preferably on the last pages of the publication),

— titles of works.

4 EDITING

4.1 If a book or other non-serial publication consists of more than one volume or part, paginated separately or continuously, the page numbers in the index entries shall be preceded by identifying references to the appropriate volume or part of the publication. In the case of secondary publications, the place on the page and/or the entry number shall be indicated.

4.2 Cumulative indexes to periodicals and other serial publications are recommended in addition to volume indexes.

4.3 In cumulative indexes, the page numbers and/or entry number, etc. (see 4.1) in the index entries shall be preceded by identifying references to appropriate year or date and volume.

When each issue is individually paginated, the issue number or date shall also be given.

5 HEADING

5.1 When an index for a book or any other publication is issued separately, the title or heading shall include the author, title, place and date of publication as they appear on the title-leaf of the publication indexed.

5.2 The heading for an index of a periodical or other serial publication shall give the full title, volume number, and period covered by the index.

5.3 The heading of a cumulative index for a periodical or other serial publication shall carry the full title, the number(s) of the volume(s), and the inclusive dates of the publication.

5.4 For publications not printed in the Roman alphabet, it is recommended that the heading of the index give a conversion of the original. [1]

5.5 The name(s) of the person(s) responsible for any substantial index shall be included.

6 FREQUENCY OF PUBLICATION

6.1 Indexes for periodicals or other serial publications shall be published for each volume and, if feasible, at least once a year.

6.2 When cumulative indexes are issued, it is recommended that they be published at regular intervals.

7 LAYOUT

7.1 The index shall be printed on consecutive pages. No other matter shall be included.

7.2 The running headlines on the recto and verso pages shall indicate the title of the work and the type of index (see clause 3) respectively.

7.3 In the case of cumulative indexes and indexes of comprehensive publications, it is recommended that either the initial letters of the first and last entries on each page or, preferably, the entire first and last words be printed at the top outside corner of the page.

7.4 If the index is placed at the end of the publication, its numbering, in arabic numerals, shall continue the general pagination.

7.5 If the index appears at the beginning of a publication, pagination shall be separated from the text; roman numerals may be used in such a case.

7.6 Cumulative indexes shall be printed with their own title-pages to allow for separate binding. They shall have their own pagination, in arabic numerals, and shall not be included in the serial numbering of the volumes.

7.7 When entries referring to original articles, abstracts, summaries, and the like are included in a single index, such entries shall be distinguished by special typographic presentation or by other appropriate means.

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1) For the conversion of written languages, see the following International Standards :

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters.*

ISO 2805, *Documentation — Transliteration of alphabets of non-Slavic languages of the Soviet Union using Cyrillic characters.*

ISO 3602, *Documentation — Romanization of Japanese.*