
INTERNATIONAL STANDARD



1086

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

Documentation — Title-leaves of a book

Documentation — Feuilles de titre d'un livre

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Descriptors : documentation, books, titles, layout.

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 1086 and found it technically suitable for transformation. International Standard ISO 1086 therefore replaces ISO Recommendation R 1086-1969 to which it is technically identical.

<https://standards.iteh.ai/catalog/standards/sist/0c57b0be-f096-46b6-8671-4d1b93161050/iso-1086-1969>

ISO Recommendation R 1086 was approved by the Member Bodies of the following countries:

Belgium	Ireland	Spain
Canada	Israel	Sweden
Czechoslovakia	Italy	Switzerland
Denmark	Netherlands	Thailand
Egypt, Arab Rep. of	New Zealand	Turkey
France	Norway	United Kingdom
Germany	Poland	U.S.S.R.
Hungary	Portugal	Yugoslavia
India	Romania	
Iran	South Africa, Rep. of	

No Member Body expressed disapproval of the Recommendation.

No Member Body disapproved the transformation of ISO/R 1086 into an International Standard.

Documentation — Title-leaves of a book

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the information to be shown on the title-leaves of a book, and the manner in which that information is to be presented. Its purpose is to enable publishers and editors to produce the title-leaves of a book in a form that facilitates their use by bibliographers, librarians and researchers.

2 DEFINITION

For the purposes of this International Standard, the following definition applies.

title-leaves of a book : The initial printed leaves of a book. They normally consist of two leaves, usually called the *title-leaf* and the *half-title leaf*, but there may be only one title-leaf or more than two title-leaves.

3 CONTENTS OF TITLE-LEAVES

Title-leaves shall contain the following minimum information :

- name(s) of author(s), compiler(s), or editor(s), individual or corporate (see clause 4);
- name(s) of any others concerned, individual or corporate (see clauses 4 and 5);
- title of the book (see clause 6);
- title in the language of the original work, if the book is a translation (see clause 6)¹⁾;
- alternative or earlier title, if the title is different from that of any other edition of the same work;
- edition number (see clause 8);

- place(s) of publication (see clause 9);
- publisher(s) (see clause 9);
- date (year) of the publication (see clause 10);
- number of the volume, in a multi-volume work (see clause 7);
- series title and the series number of a book forming part of a series.

In addition, the following information is desirable :

- date (year) of the original edition, if a new edition (see clauses 8, 9 and 10);
- date (year) of the first impression (printing) of the edition and the number of the present impression (printing) if a new impression (printing) (see clauses 8 and 10);
- translation of the title, sub-title and the names of the corporate bodies mentioned on the title-pages, under certain circumstances (see 6.4);
- international standard book number — ISBN (see clause 11).

4 AUTHOR(S)

4.1 The name(s) of the individual author(s), corporate author(s) or, in a composite or collective work, of the responsible editor(s) or compiler(s) shall be given on the recto of the title-leaf. Such names should, if possible, be given—if not on the recto of the title-leaf, then in the title-leaves—in full and in such form as to indicate clearly the part of the name under which the author should be entered in alphabetical lists.

1) If the translation was not made from the original work, the title of the work from which it was directly translated shall also be indicated. For titles in languages not printed in the Roman alphabet, it is recommended that they be converted into the Roman alphabet. 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.*

4.2 Titles and qualifications of the author(s), etc., useful as indicating his authority on the subject of the book, should be included.

5 COLLABORATORS

The names of the following collaborators may be mentioned :

- commentator,
- translator,
- editor,
- author of the foreword or introduction,
- illustrator,
- indexer,
- corporate sponsor.

6 TITLE

6.1 The title shall appear on the recto of the title-leaf and shall be short and clear.

6.2 It may be amplified by a sub-title which should normally be typographically differentiated from the title.

6.3 In a multi-volume work, all volumes shall have the same general title; each volume may have in addition a separate title.

6.4 When the recto of the title-leaf is not written in Latin, English, French, Russian, German, Spanish or Italian, the verso of the title-leaf may carry the translation in one of the languages mentioned above.

7 NUMBERING OF VOLUMES

In a sequence of volumes, the numbering should be preferably in arabic numerals.

8 EDITION AND IMPRESSION (PRINTING)

The number of the edition shall be given (a new edition is created by a substantial change in the text or typography). If the book is a reprint (i.e. a new impression without substantial alteration) of an existing edition, this shall also be stated.

9 PUBLISHER(S) AND PLACE(S) OF PUBLICATION

The name(s) of the publisher(s) and place(s) of publication shall be given on the recto of the title-leaf. The full name(s) and address(es) of the publisher(s), if not on the recto of the title-leaf, shall be given in the title-leaves.

10 DATE (YEAR) OF THE PUBLICATION

The date (year) of the publication according to the universal (Gregorian) calendar shall be given in arabic numerals, preferably on the recto of the title-leaf, or at least on the verso of it.

11 INTERNATIONAL STANDARD BOOK NUMBER (ISBN)¹⁾

The international standard book number shall be printed on the verso of the title-leaf or, if this is not possible, at the foot of the title-leaf itself.

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