



Documentation — Contents list of periodicals

Documentation — Sommaire des périodiques

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ISO 18:1981

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Descriptors : documentation, periodicals, reports, presentation.

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.

International Standard ISO 18 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in June 1980.

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It has been approved by the member bodies of the following countries :

Australia	France	Poland
Austria	Germany, F.R.	Romania
Belgium	India	South Africa, Rep. of
Brazil	Iran	Spain
Canada	Ireland	Sweden
China	Italy	Switzerland
Czechoslovakia	Japan	USA
Denmark	Korea, Rep. of	USSR
Egypt, Arab Rep. of	Mexico	
Finland	Netherlands	

The member body of the following country expressed disapproval of the document on technical grounds :

Hungary

This International Standard cancels and replaces ISO Recommendation R 18-1956, of which it constitutes a technical revision.

Documentation — Contents list of periodicals

1 Scope and field of application

This International Standard provides rules for the presentation of the contents list of a periodical (see ISO 8 for the presentation of periodicals.)

2 References

ISO 8, *Documentation — Presentation of periodicals*.

ISO 30, *Documentation — Bibliographic identification (biblid) of serial publications*.¹⁾

ISO/R 215, *Presentation of contributions to periodicals*.²⁾

ISO/R 639, *Symbols for languages, countries and authorities*.²⁾

3 Definition

contents list : A concise enumeration of sections, articles and contributions in a single issue of a periodical indicating the items and their titles.

4 Essential rules

4.1 A contents list shall be printed in each issue. Extracts of the contents list may appear in the same issue.

4.2 The sequence used should preferably be that of the articles in the publication. Alternatively, the articles may be listed in subject groups; regular features, such as abstracts, letters to the editor, etc., may be grouped separately.

4.3 The contents list should be made as self-contained as possible and suitable for easy reproduction through reprographic means.

4.4 Languages are treated in the table of contents as follows :

4.4.1 If a publication contains articles in different languages, each item shall be listed in the language of the article.

4.4.2 If the contents list is translated into one or more languages a separate contents list for each language is recommended following the original contents list. If the publication includes articles in several languages, for each article, the original language shall be indicated :

Example :

ISO 18:1981 /E/ = English /F/ = French, etc.
(see ISO/R 639)

4.4.3 If there is a single contents list, translations of the titles may be given, after the original titles.

5 Position

5.1 The contents list shall be placed in the same position in each issue within the same volume or year.

5.2 The contents list should be on the first page of the issue immediately following the inside front cover. It is recommended that it also appear on the first or fourth page of the cover.

5.3 The contents list beginning on the first page shall, if necessary, continue on the second page.

The contents list on the first page of the cover shall, if necessary, continue on the fourth page of the cover.

The contents list beginning on the fourth page of the cover may, if necessary, continue on the third page of the cover.

¹⁾ At present at the stage of draft. (Revision of ISO/R 30-1956.)

²⁾ Under revision.

6 Contents list details

6.1 The body of the contents list shall be preceded by the heading "contents". The "issue biblid" (see ISO 30) shall appear on the page of the contents list.

6.2 The contents list shall indicate, for each article, and in the following order :

- the name(s) of the author(s) as given in the heading of the article (see ISO/R 215);
- the complete title and all sub-titles (for articles in instalments, the title shall be followed by "to be continued", "continued" or "concluded" as appropriate);

— the number of the first page. If applicable, the number of the last page may be added, joined by a dash. If, in such cases, the text is not presented continuously in the issue, the inclusive pagination, for each segment of the text shall be given.

Example : 426-432, 457-458

6.3 Headings for special features such as "abstracts", "news items" or "conferences" as distinct from original articles, may be listed after original articles in the contents list. Each heading shall be referred to by its title as well as the number of the first page, and, if applicable, by that of the last page, joined by a dash.

6.4 Information relating to articles and other headings listed in the contents list shall be separated by extra space.

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