

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION

R 18

SHORT CONTENTS LIST OF PERIODICALS OR OTHER DOCUMENTS

1st EDITION

April 1956

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BRIEF HISTORY

The ISO Recommendation R 18 was prepared by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Netherlands Instituut voor Documentatie en Registratuur (N.I.D.E.R.) on behalf of the Hoofdc commissie voor de Normalisatie in Nederland (H.C.N.N.).

In 1950, the ISO/TC 46 Secretariat prepared a draft proposal entitled *Contents List* which was examined during the session of the Working Groups held at the Hague, May 1951. Following the discussions at that session, a second draft proposal was prepared, slightly amended in the light of the comments submitted.

This second draft proposal was discussed by the Technical Committee at its plenary meeting in Copenhagen, in October 1952, and adopted as a Draft ISO Recommendation.

On 9 April 1954, the Draft ISO Recommendation was submitted to the 33 Member Bodies then belonging to ISO, as well as to the International Federation for Documentation (F.I.D.) and to the International Federation of Library Associations (I.F.L.A.).

The Draft ISO Recommendation was approved by the following 19 Member Bodies (out of a total of 33):

Chile	Israel	Portugal
Denmark	Italy	Spain
Finland	Japan	Switzerland
France	Mexico	Union of South Africa
Hungary	Netherlands	United Kingdom
Ireland	Pakistan	U.S.S.R.
		Yugoslavia

2 Member Bodies refrained from stating opinions: Canada and Norway.
1 Member Body opposed the Draft: India.

The F.I.D. approved the Draft and the I.F.L.A. stated: "No objection".

As a result of the consultation several Member Bodies suggested alterations. These were carried out in the final text which was placed before the ISO Council. The latter decided, by correspondence, to accept the Draft ISO Recommendation as an ISO RECOMMENDATION.

SHORT CONTENTS LIST OF PERIODICALS OR OTHER DOCUMENTS

1. DEFINITION

A short contents list is a concise list of the principal sections and most important articles and contributions in a single issue of a periodical (or in a report or similar document) with the items in the same order as in the body of the text.

2. REFERENCE DETAILS

For each item the short contents list should provide:

- (a) author's name (if mentioned),
- (b) title,
- (c) number of the first page or preferably, where pages are consecutive, numbers of first and last pages followed where appropriate by the words hereunder, in parentheses:
 - (*to be continued*) after the title of the first article,
 - (*continuation*) after the title of subsequent articles other than the last,
 - (*end*) or (*concluded*) after the title of the last article.

3. POSITION

The short contents list should appear in the same position in each issue, preferably on the cover. Other possible positions are, in order of preference:

- the first page of the issue (before the advertisements),
- the first page of the text proper (after the advertisements).

4. LAYOUT *

The layout and typography should bring out clearly which sections of the periodical (or report or similar document) are of permanent value.

* See also ISO Recommendation R 8, *Layout of Periodicals*.