

**INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS**

**ISBD(M):  
International Standard Bibliographic Description  
for Monographic Publications**

2002 Revision

Recommended by the ISBD Review Group

Approved by the Standing Committee  
of the IFLA Section on Cataloguing

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## INTRODUCTION

The International Standard Bibliographic Descriptions date back to 1969, when the IFLA Committee on Cataloguing (subsequently renamed the Standing Committee of the IFLA Section on Cataloguing) sponsored an International Meeting of Cataloguing Experts. This meeting produced a resolution that proposed creation of standards to regularize the form and content of bibliographic descriptions. As a result, the Committee on Cataloguing put into motion work that ultimately would provide the means for a considerable increase in the sharing and exchange of bibliographic data. This work resulted in the concept of the International Standard Bibliographic Description (ISBD), which has now endured for more than 30 years. The individual formats to which the ISBD concept has been applied are now used by bibliographic agencies, national and multinational cataloguing codes, and cataloguers in a wide variety of libraries throughout the world, because of their potential for promoting record sharing.<sup>1</sup>

The first of the ISBDs was the *International Standard Bibliographic Description for Monographic Publications (ISBD(M))*, which appeared in 1971. By 1973, this text had been adopted by a number of national bibliographies and, with translations of the original English text into several other languages<sup>2</sup>, had been taken into account by a number of cataloguing committees in redrafting national rules for description. Comments from users of the ISBD(M) led to the decision to produce a revised text that was published in 1974 as the "First standard edition".

In 1975, the Joint Steering Committee for Revision of the Anglo-American Cataloguing Rules proposed to the IFLA Committee on Cataloguing that a general international standard bibliographic description suitable for all types of library materials should be developed. The ISBD(G), published in 1977, was the result. The ISBD(M) was then revised to bring it into line with the ISBD(G), and the "First standard edition revised" was published in 1978.

An ISBD Review Committee was formed by the Standing Committee of the IFLA Section on Cataloguing, and it met in 1981 to make plans for reviewing and revising the ISBDs covering monographic publications, serials, cartographic materials, and non-book materials. There were three major objectives set out for this project: (1) to harmonize provisions among the ISBDs, achieving increased consistency; (2) to improve examples; and, (3) to make the provisions more applicable to cataloguers working with materials published in non-roman scripts. In addition, two narrower objectives motivated this particular revision effort: (a) to review the use of the equals sign; and (b) to consider proposals regarding the ISBD(NBM) emanating from specialist groups such as the International Association of Music Librarians (most prominent of which was to remove "machine-readable data files" as a format from this standard). By the end of the 1980s, this project had been completed.

In the early 1990s, the IFLA Section on Cataloguing with the cooperation of the Section on Classification and Indexing set up a Study Group on the Functional Requirements for Bibliographic Records (FRBR). One immediate consequence of this development was the decision to suspend most revision work on the ISBDs while the FRBR Study Group pursued its charge to "recommend a basic level of functionality and basic data requirements for records created by national bibliographic agencies." In 1998, the FRBR Study Group published its Final Report after its recommendations were approved by the IFLA Section on Cataloguing's Standing Committee.<sup>3</sup> At that time the

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<sup>1</sup> For a more detailed introduction to the ISBDs, see: Byrum, John, "The ISBDs: What They Are and How They Are Used" in *International Cataloguing and Bibliographic Control* v. 23, no. 4: 67-71 (Oct./Dec. 1994).

<sup>2</sup> For a complete list of the ISBDs in English and a partial list of the authorized translations, see <<http://www.ifla.org/VI/3/nd1/isbdtran.htm>>.

<sup>3</sup> *Functional Requirements for Bibliographic Records: Final Report* / IFLA Study Group on the Functional Requirements for Bibliographic Records, International Federation of Library Associations and Institutions. – München : K. G. Saur, 1998. Also available at <http://www.ifla.org/VII/s13/frbr/frbr.htm> and <http://www.ifla.org/VII/s13/frbr/frbr.pdf>

ISBD Review Group was reconstituted to resume its traditional work. As expected, the IFLA Section on Cataloguing's Standing Committee asked the ISBD Review Group to initiate a full-scale review of the ISBDs. The objective of this "second general review project" was to ensure conformity between the provisions of the ISBDs and FRBR's data requirements for the "basic level national bibliographic record."

In the ISBDs, national bibliographic agencies are called upon to "prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the publication being described." This practice is also recommended for application by libraries that share bibliographic data with each other. Inclusion of a data element is considered "mandatory" in all cases for certain data elements, and in other cases is considered "mandatory" when necessary for identification of the publication being described or otherwise considered important to users of a bibliography or a catalogue. In the latter cases, the inclusion or exclusion of an element has been made dependent on a specific condition that is stipulated in the provisions comprising ISBD(M). To facilitate the application of the practices stipulated, the ISBDs designate particular data elements as optional, i.e. a cataloguing agency is free to choose to include or exclude these elements. In the ISBDs, a review of the Outline (consistently provided in each standard at paragraph 0.3) will reveal which data elements are optional. Therefore, the main task in pursuing the second general review entailed a close examination of the ISBD data elements to make optional those that are also optional in FRBR. In no case is a data element mandatory in FRBR but optional in the ISBDs.

The ISBD Review Group began by examining the *International Standard Bibliographic Description for Monographic Publications (ISBD(M))*, last revised in 1987. The changes that the Review Group proposed to make in the next iteration of this standard were posted on IFLANET. The Review Group considered suggestions received from several individuals, institutions, and cataloguing groups at its meeting held in conjunction with the 66<sup>th</sup> IFLA Conference (2000).

Following this consideration, the ISBD(M) was revised, and on April 11, 2001, the resulting final draft was published on the Internet for comments, due on June 15, 2001. Grateful acknowledgment is made to Dorothy McGarry for the considerable assistance she lent in the production of the successive drafts and final version of this document.

Despite the changes introduced by the revision projects summarized above, the essential structure and data components of the ISBDs have proved relatively stable over the years and continue to be widely used in full or part by creators of cataloguing codes and metadata schemes.

The 2002 revision of the ISBD(M) will be published only on the Internet because the ISBD Review Group views it as an interim document subject to further review and revision in the near term. This continued attention to its provisions will be undertaken in an effort to take into consideration changes to national and multi-national cataloguing codes resulting from the need to adjust practices to fit the evolution of publications that has occurred in recent years -- in particular, the emergence of electronic resources. The Review Group is hopeful that the investigations and rule changes resulting from these code revision activities will facilitate its efforts to maintain the currency of the ISBDs as well.

Washington, D.C.  
April 2002

John D. Byrum, Jr., Chair  
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## 0 PRELIMINARY NOTES

### 0.1 Scope, purpose and use

#### 0.1.1 Scope

The International Standard Bibliographic Description for Monographic Publications—referred to hereinafter as the ISBD(M)—specifies the requirements for the description and identification of such publications, assigns an order to the elements of the description and specifies a system of punctuation for the description. Its provisions relate first to the bibliographic records produced by national bibliographic agencies and second to bibliographic records of other cataloguing agencies, whether in electronic or printed form.

ISBD(M) is limited to publications issued in 1801 or later containing text and/or illustrations in eye-readable form (e.g. printed books) or in embossed form for use by the blind<sup>4</sup> (e.g. braille books).

ISBD(M) is one of several published ISBDs; the others cover serials and other continuing resources (ISBD(CR)), electronic resources (ISBD(ER)), non-book materials (ISBD(NBM)), cartographic materials (ISBD(CM)), pre-1801 monographs (ISBD(A)), and printed music (ISBD(PM)). All the ISBDs are based on the general ISBD (ISBD(G)) (see the comparative outline at 0.3).

Each ISBD is intended to embody a coherent set of provisions for its own type of publication, but there has been no attempt to make any ISBD exclusive. Users will, on occasion, need to refer to several ISBDs when the publication being described exhibits the characteristics described in other ISBDs, such as a monograph in microform, or is a multi-media item such as a monograph with an accompanying sound recording.

#### 0.1.2 Purpose

The primary purpose of the ISBDs is to provide the stipulations for compatible descriptive cataloguing worldwide in order to aid the international exchange of bibliographic records between national bibliographic agencies and throughout the international library and information community. By specifying the elements that comprise a bibliographic description and by prescribing the order in which those elements should be presented and the punctuation by which they should be separated, the ISBDs aim to (a) make records from different sources interchangeable, so that records produced in one country can be easily accepted in library catalogues or other bibliographic lists in any other country; (b) assist in the interpretation of records across language barriers, so that records produced for users of one language can be interpreted by users of other languages; and (c) assist in the conversion of bibliographic records to electronic form.

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<sup>4</sup> When the publication for description is in braille or some other form that conveys printed texts to the visually impaired, an alternative method of description that emphasizes the inkprint original may be used, according to the provisions of *International Exchange of Bibliographic Information on Materials for the Blind and Physically Handicapped* / by Peter J.A. de Villers and David E. Shumaker ; Round Table of Libraries for the Blind, International Federation of Library Associations. – Washington D.C. : The Round Table, Executive Secretariat, 1980.

### 0.1.3 Use

The ISBDs provide stipulations to cover the maximum amount of descriptive information required in a range of different bibliographic activities, and therefore include elements that are essential to one or more of those activities, but not necessarily to all.

It is recommended that the national bibliographic agency in each country, in accepting the responsibility of creating the definitive record for each publication issued in that country, prepare the definitive description containing all the mandatory elements set out in the relevant ISBD insofar as the information is applicable to the publication being described. It is recommended that this practice be followed also by libraries that share bibliographic data with each other.

Certain elements are designated as mandatory in all situations (expressed throughout the text by the use of “is given” or “are given”); some elements are mandatory in certain situations (expressed throughout the text by the use of “is given” or “are given” in relation to a situation such as “necessary for identification or otherwise considered important to users of the catalogue”). Where the situation does not apply, use of the element is optional. Other elements are designated as optional in all cases (expressed throughout the text by the use of the word “optional” or “may”) and information on these elements can be included or omitted at the discretion of the agency.

Other cataloguing organizations have a wider choice as they are not providing the definitive record for international exchange. They can select ISBD elements, mandatory or optional, for inclusion in their own records, provided that the elements selected are given in the prescribed order and transcribed with the prescribed punctuation according to the relevant ISBD.

The ISBD description forms a part of a complete bibliographic record and is not normally used by itself. The other elements that make up a complete bibliographic record, such as headings and subject information, are not included in the ISBD stipulations. The rules for such elements are normally given in cataloguing codes.

## 0.2 Definitions

Definitions are given for those terms used in the ISBD(M) in a special sense, or in one of several senses in general use. Some terms used in the normal bibliographic sense are also defined.

<b>Accompanying material</b>	Any material issued with the main part(s) of the publication being described, and intended to be used with it.
<b>Accompanying material statement</b>	A brief description of accompanying material.
<b>Alternative title</b>	The second part of a title proper that consists of two parts (each of which has the form of a title), joined by the word "or" or its equivalent in another language.
<b>Area</b>	A major section of the bibliographic description, comprising data of a particular category or set of categories.
<b>Avant-titre</b>	Other title information introducing the title proper, and occurring above the publication's title proper on the title page or title-page substitute.

<b>Bibliographic description</b>	A set of bibliographic data recording and identifying a publication.
<b>Colophon</b>	A statement usually at the end of a publication giving information about its publication or printing, and in some cases, other bibliographic information, including the title.
<b>Common title</b>	That part of the title that is carried by a group of related publications in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given publication. The common title may also be common to a main publication and its supplement(s) and to a main series and its sub-series when the supplement(s) or sub-series has (have) dependent title(s).
<b>Cover title</b>	The title printed on the (original) front cover of a publication.
<b>Dependent title</b>	A title that by itself is insufficient to identify a publication and that requires the addition of the common title, or the title of the main publication or the title of the main series. Examples are section titles, some supplement titles and some titles of sub-series.
<b>Edition</b>	All copies of a publication produced from substantially the same original input and issued by the same agency or group of agencies or a person, whether by direct contact or by photographic or other methods. (See also Facsimile reprint.)
<b>Edition statement</b>	A word or phrase, or a group of characters, indicating that a publication belongs to an edition.
<b>Element</b>	A word or phrase, or a group of characters, representing a distinct unit of bibliographic information and forming part of an area of the bibliographic description.
<b>Facsimile reprint</b>	A publication in which the main text is reproduced exactly from an earlier edition.
<b>General material designation</b>	A term indicating, broadly, the class of material to which a publication belongs.
<b>Illustration</b>	A diagrammatic, pictorial or other graphic representation occurring within a publication.
<b>Impression</b>	All copies of an edition produced at one time or in one operation.
<b>ISBN (International Standard Book Number)</b>	A ten-digit number including a check digit and preceded by the alphabetic prefix <i>ISBN</i> . The ISBN identifies an edition of a work issued by one specific publisher and is unique to that edition. It is assigned by the national ISBN agency and is based on ISO standard ISO 2108.



<b>ISSN (International Standard Serial Number)</b>	An eight-digit number including a check digit and preceded by the alphabetic prefix <i>ISSN</i> . The ISSN together with the key title uniquely identifies a particular serial or integrating resource ( <i>see ISSN Manual</i> ). It is assigned by the ISSN Network and is based on ISO standard ISO 3297.
<b>Main series</b>	A numbered series that contains one or more sub-series.
<b>Monographic publication</b>	<p>A publication that is complete in one part, or intended to be completed within a finite number of parts.</p> <p>In ISBD(M) it is limited to publications issued in 1801 or later containing text and/or illustrations in eye-readable form (e.g. printed books) or in embossed form for use by the blind (e.g. braille books). For pre-1801 monographs, see ISBD(A).</p>
<b>Multi-level description</b>	A method of bibliographic description based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main publication. The second and subsequent levels contain information relating to the individual part or other unit.
<b>Multi-part publication</b>	A monographic publication in a finite number of physically separate parts (other than a publication made up of fascicles) known to have been conceived or published as an entity; the separate parts may have their own titles and statements of responsibility.
<b>Numbering</b>	The identification of each of the successive parts of a publication. It can include a numeral, a letter, any other character, or the combination of these, with or without an accompanying word (volume, number, etc.), and/or a chronological designation.
<b>Other title information</b>	A word or phrase, or a group of characters, appearing in conjunction with, and subordinate to, the title proper of the publication. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the publication, titles in series/sub-series statements). Other title information qualifies, explains or completes the title to which it applies, or is indicative of the character, contents, etc., of the publication or the works contained in it, or is indicative of the motive for, or the occasion of, the publication's production. The term includes sub-titles and avant-titres, but does not include variant titles (e.g. spine titles) found in the publication but not on the title page or the title-page substitute.
<b>Parallel edition statement</b>	The edition statement in another language and/or script.
<b>Parallel title</b>	The title proper (or the title of an individual work included in a publication with no collective title proper) in another language and/or script presented as an equivalent of the title proper. Parallel titles also occur in conjunction with the titles proper in series/sub-series statements.

<b>Plate</b>	A leaf containing illustrative matter, with or without explanatory text, that does not form part of either the preliminary or the main sequences of pages or leaves.
<b>Preliminaries</b>	The title page(s) (or the title-page substitute) together with the verso of the title page(s) (or the title-page substitute), and any pages preceding the title page(s) (or the title-page substitute).
<b>Prescribed punctuation</b>	Punctuation supplied by the bibliographic agency to precede or enclose the information given in each element (except the first element of area 1) or area of the bibliographic description.
<b>Prescribed source of information</b>	The source or sources from which information is taken for entry of each element or area of the bibliographic description.
<b>Section title</b>	The title specific to a section that serves to distinguish one part of a group of related bibliographic resources having a common title. The section title is dependent on the common title for identification of a resource whether distinctive or not.
<b>Series</b>	A group of separate publications related to one another by the fact that each publication bears, in addition to its own title proper, a collective title applying to the group as a whole, i.e. the title proper of the series. The separate publications may or may not be numbered.
<b>Series statement</b>	The main elements identifying a series, including any numbering of the separate publications within the series. Also includes a statement that a publication forms part of a multi-part publication. (See also Sub-series statement.)
<b>Specific material designation</b>	The term indicating the specific class of material to which the publication belongs.
<b>Statement of responsibility</b>	Name(s), phrase(s) or group(s) of characters relating to the identification and/or function of any persons or corporate bodies responsible for or contributing to the creation or realization of the intellectual or artistic content of a work. Statements of responsibility may occur in conjunction with titles (e.g. the title proper, parallel titles, titles of individual works contained in the publication, titles in series/sub-series statements) or in conjunction with edition statements.
<b>Sub-series</b>	A series that appears as part of a numbered series (main series). The sub-series may or may not have a title dependent on that of the main series. (See also Common title, Dependent title.)
<b>Sub-series designation</b>	Numbering following the title of the main series, that can stand alone or in conjunction with the title of the sub-series.
<b>Sub-series statement</b>	The main elements identifying a sub-series, including any numbering of the separate publications within the sub-series. In the case of a sub-series the title of which is dependent on the title of the main series, the sub-series statement includes both the title of the main series and

the sub-series, and may include a sub-series designation. (See also Series statement.)

**Title** A word or phrase, or a group of characters, usually appearing in a publication, that is the name of the publication or the work (or any one of a group of individual works) contained in it. A publication will usually contain several titles (e.g. on the title page, on the cover or on the spine), and these titles may be identical or may differ from one another.

**Title page** The page normally at the beginning of a publication presenting the fullest information about the publication and the work(s) contained in it and bearing, usually, the fullest title information, a statement of responsibility and the whole or part of the publication statement. When the elements normally presented on the title page are divided without repetition between two facing pages, the two pages together are regarded as the title page.

**Title-page substitute** The page, portion of a page or other component part of a publication, that includes the information usually found on a title page, and that, in the absence of a title page, takes its place, e.g. cover, caption, colophon.

**Title proper** The chief title of a publication, i.e. the title of a publication in the form in which it appears on the title page or the title-page substitute. The title proper includes any alternative title, but excludes parallel titles and other title information. For publications containing several individual works the title proper is the collective title. Publications containing several individual works and lacking a collective title are considered not to have a title proper. A series or sub-series also has its own title proper. Certain titles proper are made up of multiple titles, called common title and dependent title(s).

### 0.3 Comparative outline of the ISBD(G) and the ISBD(M)

#### 0.3.1 Outline of the ISBD(G)

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
1.		
Title and statement of responsibility area	[ ]	1.1 Title proper
	=	1.2 General material designation
	:	1.3 Parallel title
	/	1.4 Other title information
	;	1.5 Statements of responsibility
		First statement
		Subsequent statement

*Note: Each area, other than the first, is preceded by a point, space, dash, space (. – ).*

2.	Edition area	=	2.1	Edition statement
			2.2	Parallel edition statement
			2.3	Statements of responsibility relating to the edition
		/		First statement
				Subsequent statement
		;	2.4	Additional edition statement
			2.5	Statements of responsibility following an additional edition statement
		/		First statement
				Subsequent statement
		3.	Material (or type of publication) specific area	
4.	Publication, distribution, etc., area		4.1	Place of publication, distribution, etc.
				First place
		;		Subsequent place
			4.2	Name of publisher, distributor, etc.
		[ ]	4.3	Statement of function of distributor
			4.4	Date of publication, distribution, etc.
		(	4.5	Place of manufacture
			4.6	Name of manufacturer
		,)	4.7	Date of manufacture
			5.	Physical description area
5.2	Other physical details			
;	5.3	Dimensions of item		
	5.4	Accompanying material statement		
6.	Series area	=		
			6.2	Parallel title of series or sub-series
			6.3	Other title information of series or sub-series
			6.4	Statements of responsibility relating to the series or sub-series
				First statement
		;		Subsequent statement
			6.5	International Standard Serial Number of series or sub-series
		;	6.6	Numbering within series or sub-series

7.	Note area			
8.	Standard number (or alternative) and terms of availability area	=	8.1 8.2	Standard number (or alternative) Key title
		:	8.3	Terms of availability and/or price
		( )	8.4	Qualification (in varying positions)
0.3.2	Outline of the ISBD(M)			

**General notes on the outline of ISBD(M)**

- A. Optional elements are indicated as such (see 0.1.3).
- B. Elements preceded by an asterisk can be repeated when necessary.
- C. Areas 6 (Series), 7 (Note) and 8 (Standard number, etc.) can be repeated when necessary.
- D. In the outline, the terms "first statement ...", "subsequent statement..." and the like denote the order in which these statements are given in the description and have no other connotation.
- E. No provisions are included in the ISBD(M) for area 3 of the outline of ISBD(G) (Material (or type of publication) specific area) or for element 8.2 of the ISBD(G) outline (Key title). Provisions regarding qualifications to an ISBN or to a statement of terms of availability and/or price (element 8.4 of the ISBD(G)) are included in elements 8.1 and 8.3 respectively, rather than as a separate element.
- F. Whenever information normally associated with one area or element appears in the publication linked linguistically as an integral part of another area or element, it is transcribed as such.

<i>Area</i>	<i>Prescribed preceding (or enclosing) punctuation for elements</i>	<i>Element</i>
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*Note: Each area, other than the first, is preceded by a point, space, dash, space ( . – ).*

1.	Title and statement of responsibility area	[ ]	1.1	Title proper
			1.2	General material designation ( <i>optional</i> )
		=	*1.3	Parallel title
			*1.4	Other title information
		/	1.5	Statements of responsibility
			;	First statement *Subsequent statement
2.	Edition area	=	2.1	Edition statement
			*2.2	Parallel edition statement ( <i>optional</i> )
		2.3	Statements of responsibility relating to the edition	
		/	First statement	

		;		*Subsequent statement
		,	*2.4	Additional edition statement
			2.5	Statements of responsibility following an additional edition statement
		/		First statement
		;		*Subsequent statement
3.	Material (or type of publication) specific area			
4.	Publication, distribution, etc., area		4.1	Place of publication and/or distribution
				First place
		;		*Subsequent place
		:	*4.2	Name of publisher and/or distributor
		[ ]	*4.3	Statement of function of distributor
		,	4.4	Date of publication and/or distribution
		(	*4.5	Place of printing
		:	*4.6	Name of printer
		,)	4.7	Date of printing
5.	Physical description area		5.1	Specific material designation and extent
		:	5.2	Illustration statement ( <i>optional</i> )
		;	5.3	Dimensions
		+	*5.4	Accompanying material statement ( <i>optional</i> )
6.	Series area		6.1	Title proper of series or sub-series
		=	*6.2	Parallel title of series or sub-series
	<i>Note: A series statement is enclosed by parentheses.</i>	:	*6.3	Other title information of series or sub-series
	<i>When there are two or more series statements, each is enclosed by parentheses.</i>		6.4	Statements of responsibility relating to the series or sub-series
		/		First statement
		;		*Subsequent statement
		,	6.5	International Standard Serial Number of series or sub-series ( <i>optional</i> )
		;	6.6	Numbering within series or sub-series
7.	Note area			
8.	Standard number (or alternative) and terms of availability area		*8.1	Standard number (or alternative)
			8.2	
		:	*8.3	Terms of availability and/or price ( <i>optional</i> )
			8.4	

## 0.4 Punctuation

- 0.4.1 Each element of the description, except the first element of area 1, is either preceded or enclosed by prescribed punctuation (see 0.4.3 for other exceptions). Prescribed punctuation is preceded and followed by a space (a single space on a keyboard or an em space in printing) with the exception of the comma (,) and point (.) which are only followed by a space. The inclusion of other punctuation is at the discretion of the national bibliographic agency or cataloguing organization, as is the spacing before and after such punctuation. ISBD punctuation is retained even when this results in double punctuation (but see 0.4.7). For the punctuation of scripts written from right to left, see 0.4.11.
- 0.4.2 Parentheses, i.e. curved brackets ( ( ) ) and square brackets ( [ ] ) (see 0.4.8), are each to be treated as a single punctuation symbol, and the preceding space comes before the first (opening) parenthesis or square bracket and the following space comes after the second (closing) parenthesis or square bracket (but see 0.10). If parentheses or square brackets are preceded or followed by prescribed punctuation that ends or begins with a space, only one space is given.
- 0.4.3 Each area of the ISBDs other than area 1 is preceded by a point, space, dash, space (. – ), unless that area is clearly separated from the preceding area by paragraphing, typography or indentation, in which case the point, space, dash, space may be omitted or replaced by a point (.) given at the end of the preceding area.
- 0.4.4 When the first element of an area is not present in a description, the prescribed punctuation of the first element that is present is replaced by a point, space, dash, space (. – ) preceding the area.
- 0.4.5 When an area is repeated, each repetition is preceded by a point, space, dash, space (. – ), except (a) in the condition described in 0.4.3 and (b) as provided by area 6, Punctuation pattern B-C, for multiple series statements.
- 0.4.6 When an element is repeated, each repetition is preceded by the prescribed punctuation appropriate to the element.
- 0.4.7 When an element ends with a point and the prescribed punctuation for the element that follows begins with a point, only one of the two points is given.

e.g. 3rd ed. –  
*not* 3rd ed.. –

And then ... – 4th ed.  
*not* And then .... – 4th ed.

- 0.4.8 Three punctuation symbols can be used in all or most areas:

- A. Square brackets ( [ ] ) are prescribed punctuation to enclose particular elements in area 1 (see 1.2) and area 4 (see 4.3) and are prescribed punctuation within an element in area 5 (see 5.1). Square brackets enclose information found outside the prescribed sources of information (see 0.5.2) and interpolations in the description (see 0.6, 0.7, 0.10, 0.11).

When successive elements within the same area are obtained from outside the prescribed source, they are enclosed in a single pair of square brackets unless one element is the general material designation, which is always enclosed in its own pair of square brackets.

When successive elements are in different areas, each element is enclosed in a separate pair of square brackets.

- B. Marks of omission, i.e. three points (...), indicate the omission of some part of an element (see 0.7.1, 0.7.2).
- C. Parentheses ( ( ) ) are prescribed punctuation to enclose each series statement in area 6, to enclose certain elements in area 4 and to enclose information within particular elements in areas 5 and 8.
- D. One punctuation symbol, the plus sign ( + ) preceded and followed by a space, is prescribed punctuation in area 5 (see 5.4).

0.4.9 When in an area or an element the same information appears in two or more languages and/or scripts, the following provisions apply:

When one element is recorded in two or more languages and/or scripts, the information in each language and/or script after the first is preceded by a space, equals sign, space ( = ).

When, in a single area, two or more elements are recorded in two or more languages and/or scripts, the elements in each language and/or script are given together with the appropriate preceding punctuation for each element. The whole group of elements for the first language and/or script recorded is preceded by punctuation appropriate to the first element and each group after the first is preceded by a space, equals sign, space ( = ).

0.4.10 An area or element that does not apply to the publication is not included in the description. The preceding or enclosing prescribed punctuation of such an area or element is also omitted.

0.4.11 When information is given in scripts written from right to left, commas and semi-colons used as prescribed punctuation are reversed when that is the style of the script. Similarly, the point, space, dash, space combination of prescribed punctuation reads from right to left and the meanings of open and closed parentheses and square brackets are reversed. The diagonal slash and groups of western arabic numerals that are not reversed in such scripts are not reversed when given.

مستیک حدیث رسول اللہ صلی اللہ علیہ وسلم /  
داوسہا کن اولہ حاج محمد نور بن حاج ابراہیم ؛  
دترجمہ کن اولہ حاج اسمعیل بن حاج یوسف دان  
عبد اللہ بن محمد -- کو الالمفور : مجلس کبشہان  
باکی حال احوال اکام اسلام ملیسیا .  
جیلید یفرتام . -- 1974 . -- 300 موک سورت ؛ 24  
سینتی مینتر .  
\$10.00 ( کولیت کرتس )

See Appendix B for the treatment of information given both in scripts written from left to right and in scripts written from right to left.

The complete punctuation pattern for each area is set out at the beginning of the area.



## 0.5 Sources of information

The information used in the description of a publication is taken from its title page and other sources prescribed for specific areas according to the following stipulations.

### 0.5.1 Order of preference of sources.

When for a single-part publication there is more than one title page,<sup>5</sup> the one selected is the one specific to the publication described (e.g. for a monograph in a series, the volume title page; for a facsimile reprint, the title page with the reprint details; see also 1.1.3.2).

When for a multi-part publication there is a title page for each part, the one selected is the title page of the first part.

When there is no title page applying to the whole publication, but each work contained in it has its own title page, the several title pages, including those of tête-bêche publications containing different works, may be considered collectively as a single source of information.

When a publication lacks a title page, an alternate source of information is selected as a title-page substitute. The selection of the source to be treated as title-page substitute is determined by considering which source has the fullest information, with preference given to a source that is part of the publication over sources outside the publication.

In the case of publications in non-roman scripts, where full bibliographic details are given in the colophon, a leaf standing in the position of a title page and bearing the title proper is not to be considered the title page in the following circumstances:

- A. when the leaf bears only the title proper in the manner of a half-title page;
- B. when the leaf bears the title proper, with or without other bibliographic information, in a calligraphic version (the full bibliographic details in the colophon being given in conventional forms of Chinese characters as used in modern Chinese, Japanese and Korean printing);
- C. when the leaf bears only a western-language version of the title and/or publication details.

In each of these cases the first preference for the title-page substitute is the colophon.

### 0.5.2 Prescribed sources of information

For each area certain sources are designated "prescribed sources of information". Information taken from a source other than a prescribed source for the area is enclosed in square brackets if it is transcribed as part of the area. Alternatively such information may be given without square brackets in area 7. Specific provisions are given in appropriate sections of the ISBD(M).

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<sup>5</sup> Title page refers to title page or title-page substitute when the publication lacks a title page.

<i>Area</i>	<i>Prescribed sources of information</i>
1. Title and statement of responsibility	Title page
2. Edition	Title page, other preliminaries and colophon
3. Material (or type of publication) specific area	Not used in ISBD(M)
4. Publication, distribution, etc.	Title page, other preliminaries and colophon
5. Physical description	The publication itself
6. Series	Title page, other preliminaries, cover, spine, and colophon
7. Note	Any source
8. Standard number (or alternative) and terms of availability	Any source

The prescribed source(s) for each area is also set out at the beginning of each area after the Punctuation pattern.

## 0.6 Language and script of the description

Elements in areas 1, 2, 4 and 6 are normally transcribed from the publication and are, therefore, wherever practicable, in the language(s) and/or script(s) in which they appear there. Interpolations in these areas are enclosed in square brackets and are given in the language and/or script of the context of that part of the description, except:

- prescribed abbreviations (see 0.7) and prescribed interpolations (see 0.10, 0.11);
- general material designation (see 1.2) and statement of function of distributor (see 4.3) which, when supplied, are given in the language and/or script chosen by the national bibliographic agency or other cataloguing agencies.

Terms used in areas 5, 7 and 8 are not enclosed in square brackets and are given in the language and/or script chosen by the national bibliographic agency or other cataloguing agencies, except:

- when original title or variant title is provided in area 7;
- when quotations are provided in area 7.

The description of publications appearing in scripts other than that used by the national bibliographic agency or other cataloguing agencies may, if necessary, be transliterated or transcribed without brackets into the script used by the agency.

## 0.7 **Abridgements and abbreviations**

- 0.7.1 In exceptional cases the abridgement of certain elements in the description is permitted, provided the omission takes place at the end or in the middle of the element (e.g. a lengthy title proper, see 1.1.4.1). In such cases, the omission is indicated by marks of omission.
- 0.7.2 In the case of the abridgement of a single statement of responsibility consisting of the names of several persons or corporate bodies (see 1.5.4.3), the omission is indicated by marks of omission and the insertion of the prescribed abbreviation "et al." (= *et alii*, and others), or for non-roman script records, its equivalent in another script. The abbreviation is enclosed in square brackets.
- 0.7.3 Other abbreviations are prescribed in specific stipulations (e.g. 4.1.15, 5.3.1).
- 0.7.4 In various stipulations in the ISBDs, provision is made for the use of "standard abbreviations" (e.g. in the edition statement, see 2.1.2) without specifying the forms of the abbreviations to be followed. These abbreviations are not prescribed but it is recommended that ISO 832, *Information and Documentation – Bibliographic Description and References – Rules for the Abbreviation of Bibliographic Terms*, or similar national standards, be used.

The abbreviations used throughout the ISBDs in the examples, other than those prescribed above in 0.7.2 and 0.7.3, are illustrative and not prescriptive.

- 0.7.5 Except for specifically prescribed or permitted abridgements and abbreviations, the transcription of data in areas 1, 2 and 6 does not show abbreviations unless they appear in the source.

## 0.8 **Capitalization**

In general, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements (e.g. general material designation, parallel title, alternative title, section title) should also be a capital. Other capitalization should follow the appropriate usage for the language(s) and/or script(s) used in the description (see 0.6). When more than one language and/or script appears in the description, each should be capitalized in accordance with the usage of that language and/or script even when this produces an inconsistent pattern of capitalization for the description as a whole.

## 0.9 **Examples**

The examples given throughout the ISBDs are illustrative and not prescriptive except when the stipulations specify that the form found in the example(s) is to be followed. Most examples are based on the description of existing publications but some fictitious examples have been included.

In the English text of the ISBDs the terms used and the words or short phrases added to the examples in areas 5, 7 and 8 are in English. It is anticipated that in translations of the ISBDs, such terms and words and phrases will be given in the language of the translation.

## 0.10 **Misprints**

Inaccuracies or misspelled words are transcribed as they appear in the publication. They may be followed by "sic" enclosed in square brackets that are preceded and followed by a space ( [sic] ). Alternatively, the correct version may be added, enclosed in square brackets, the correction being preceded by "i.e." (= *id est*, that is) or its equivalent in another language and/or script. Letters or numbers that have been omitted from

misspelled words may be inserted, enclosed in square brackets (in this case not preceded or followed by a space).

- e.g. Chansons créés et interprétés [sic]  
The world in [d]anger  
Looser [i.e. Loser] takes all  
М. П. Канчаловского [sic]  
Превел Раде Андоновски [т.е. Андоновски]

#### 0.11 Symbols, etc.

A symbol or other matter that cannot be reproduced by the facilities available (normally, characters that are neither numeric nor alphabetic) is replaced by its description or its equivalency in letters or words, as appropriate. The substitution is placed in square brackets and an explanatory note is made if necessary.

- e.g. / by [E.B.C.]  
*Note:* Author's initials represented on title page by musical notes  
[3rd] ed.  
*Note:* Number of edition represented on title page by three asterisks  
I [love] Paris  
*Note:* The word "love" in the title is represented on title page by a heart symbol

## SPECIFICATION OF ELEMENTS

### 1 TITLE AND STATEMENT OF RESPONSIBILITY AREA

- |                 |     |  |
|-----------------|-----|--|
| <b>Contents</b> | 1.1 | Title proper                                     |
|                 | 1.2 | General material designation ( <i>optional</i> ) |
|                 | 1.3 | Parallel title                                   |
|                 | 1.4 | Other title information                          |
|                 | 1.5 | Statements of responsibility                     |
- 
- |                            |    |   |
|----------------------------|----|---|
| <b>Punctuation pattern</b> | A. | The general material designation is enclosed in square brackets, the first bracket being preceded and the second followed by a space ( [ ] ).   |
|                            | B. | Each parallel title or other parallel statement is preceded by a space, equals sign, space ( = ).   |
|                            | C. | Each unit of other title information is preceded by a space, colon, space ( : ), unless a word or phrase is given in the publication to link a second or subsequent unit with the preceding unit. |
|                            | D. | The first statement of responsibility following any title is preceded by a space, diagonal slash, space ( / ).  |
|                            | E. | Each subsequent statement of responsibility is preceded by a space, semi-colon, space ( ; ), unless the statements are considered to form a single phrase.  |

- F. Titles of individual works by different authors contained in a publication are separated by a point, space ( . ), unless a linking word or phrase is given in the publication.
- G. Titles of individual works by the same author contained in a publication are separated by a space, semi-colon, space ( ; ).
- H. In the case of titles made up of common and dependent titles, each dependent title designation, if any, or each dependent title following the common title is preceded by a point, space ( . ).
- I. Each dependent title following a dependent title designation is preceded by a comma, space ( , ).

*Examples*

Title proper [General material designation] = Parallel title = Parallel title / statement of responsibility

Title proper [General material designation] : other title information : other title information / statement of responsibility

Title proper [General material designation] : other title information = Parallel title : parallel other title information / statement of responsibility

Title proper [General material designation] / statement of responsibility = Parallel title / parallel statement of responsibility

Title proper [General material designation] / statement of responsibility ; second statement of responsibility ; third statement of responsibility

Title [General material designation] / statement of responsibility. Title / statement of responsibility

Title [General material designation] : other title information ; Title : other title information / statement of responsibility

Title [General material designation] = Parallel title ; Title = Parallel title / statement of responsibility

Common title. Dependent title designation, Dependent title [General material designation]

Common title. Dependent title [General material designation]

**Prescribed source**

Title page.

Information found in the publication but not on the title page is given in area 1, enclosed in square brackets or in area 7. Individual stipulations (e.g. 1.1.3.3) place limitations on information found in the publication that is given in area 1.

Information found outside the publication is given in area 7.

## 1.1 Title proper

1.1.1 The title proper is the first element of the description even when it is preceded on the title page by statements of responsibility, edition statements, series statements, publication statement, date, price or other matter that is not title information.

1.1.2 The title proper is the chief title of a publication. The title proper can take various forms:

1.1.2.1 The title proper can consist solely of term(s) indicating a type of work or its intellectual or artistic content.

e.g. Proceedings  
Plays  
Collected works

1.1.2.2 The title proper can consist of the name of a person or corporate body when the title page bears no title other than that name.

e.g. Sophocles  
The British Museum  
Kongress geografa Jugoslavije, Rijeka–Pual–Gorica, 3-8.X 1949

1.1.2.3 The title proper can consist of or include a set of initials or an acronym prominently displayed on the title page.

e.g. ISBD(M)

The expanded form, when present on the title page but not selected as the title proper (see 1.1.3), is given as other title information (see 1.4.3) or as a statement of responsibility (see 1.5.4).

1.1.2.4 The title proper can consist of two parts (each of which may be considered to be a title) linked by the word "or" (or its equivalent in another language). (The second part is defined as the alternative title.)

e.g. Eric, or, Little by little  
"Le tiers des étoiles", ou, On ne sait pas quel ange  
Don Juan, oder, Die Liebe zur Geometrie  
Moriae encomium, or, A panegyrick upon folly

1.1.2.5 The title proper can include numbers or letters when these are essential information in order to distinguish the title proper from other titles.

e.g. Analytic theory of continued fractions II  
Knox County, Kentucky, marriage book BB & C

1.1.2.6 The title proper can include a statement of responsibility, the name of a publisher or details relating to other descriptive elements (e.g. edition statement) when such information is linguistically an integral part of the title.

e.g. Marlowe's plays  
Revai Nagy lexicon  
Newcomb-Engelmann's Populäre Astronomie  
Report of the Expert Group on Special Care for Babies  
The sermons of John Donne  
Lettres inédites d'Anatole France à Paul Grunebaum-Ballin  
Lettere edite ed inedite di Felice Orsini, Giuseppe Mazzini,  
Giuseppe Garibaldi e Francesco Domenico Guerrazzi intorno  
alle cose d'Italia  
Pocket volume of selections from the poetical works of Robert  
Browning  
The compact edition of the Oxford English dictionary  
Сборник избранных трудов академика А.Е. Фаворского

1.1.2.7 When a publication contains two or more individual works and bears a collective title as well as the titles of the individual works on the title page, the collective title is chosen as the title proper.

The titles of the individual works may be given in area 7.

e.g. Three notable stories  
*Note:* Contents: Love and peril / the Marquis of Lorne. To be  
or not to be / Mrs. Alexander. The melancholy hussar /  
Thomas Hardy

1.1.2.8 The title proper can consist of a common title and a dependent title when a section, supplement, part, etc., has a title or designation insufficient to identify it without the inclusion of the common title or title of the main publication.

e.g. Advanced calculus. Student handbook  
Histoire du peuple anglais au XIX<sup>e</sup> siècle. Epilogue  
Faust. Part one

1.1.2.9 The title proper can consist of the title of a supplement, part, etc., alone when this title can be disassociated from the common title or title of the main publication. The common title is given if appropriate in area 6.

e.g. Mining and minerals  
*In area 6:* (The law of South Africa ; vol. 18)  
The return of the king  
*In area 6:* (The lord of the rings ; pt. 3)

When the common title or title of the main publication is linguistically an integral part of the title of the supplement, part, etc., the title proper consists of the integrated statement of both titles.

e.g. Supplement to Hain's Repertorium bibliographicum

1.1.2.10 There is no title proper for a publication containing two or more individual works but lacking a collective title. For the transcription of such titles, see 1.1.4.2.1.

### 1.1.3 Choice of title proper

#### 1.1.3.1 Publication with one title page

1.1.3.1.1 When two or more variant titles in the same language and/or script appear on the title page, the title proper is selected by reference to the typography of the title page (see for example 1.1.2.3) or the sequence of titles on the title page.

1.1.3.1.2 When the titles are in different languages and/or scripts (i.e. parallel titles, see 1.3), the title proper is the title in the language and/or script of the content of the publication. When this criterion cannot be applied, the title proper is selected by reference to the typography of, or the sequence of titles on, the title page.

#### 1.1.3.2 Publication with more than one title page

1.1.3.2.1 When a publication has more than one title page, as in the case of multi-language or multi-script publications with a title page in each language or script, the title proper is selected from the title page that is in the language and/or script of the content of the publication.

1.1.3.2.2 When this criterion cannot be applied (either because the publication has no language or because its content is presented equally in two or more languages or scripts), the title proper is selected from the right hand (recto) of two facing title pages or from the first of two or more title pages on recto pages.

1.1.3.2.3 In the case of tête-bêche publications where text and title pages in two different languages and/or scripts are presented with equal status, the choice of title proper is at the discretion of the bibliographic agency. (For tête-bêche publications containing different works, see 0.5.1).

1.1.3.3 Variant titles (other than parallel titles, see 1.3) not selected as title proper are treated as other title information when they appear on the title page. Variant titles appearing elsewhere in the publication are given in area 7.

e.g. Die Sage von den Nibelungen : Nibelungenlied  
Voyage to Venus : Perelandra  
The devils : the possessed



## 1.1.4 Transcription

1.1.4.1 The title proper is transcribed from the title page exactly as to wording, but not necessarily as to capitalization or punctuation (see also 0.4, 0.6, 0.7). Exceptionally, a very lengthy title proper may be abridged in the middle or at the end, if this can be done without changing the meaning of the title, without loss of essential information and without introducing incorrect grammar. Omissions are indicated by marks of omission.

### 1.1.4.2 Publication without a title proper

1.1.4.2.1 When the publication comprises two or more works without a title proper (see 1.1.2.10), the titles of the individual works are given in the order indicated by the typography of, or the sequence of titles on, the title page, or the sequence of title pages in the publication when the several title pages are considered collectively as a single source of information.

e.g. The double-dealer ; Love for love ; The way of the world ; The mourning bride  
Flash and filigree ; and, The magic Christian  
La petite hutte ; suivi de, Lorsque l'enfant paraît  
The Wilson papers ; The Cole-Hatt papers

When the number of individual works is very large, the first three titles may be given, followed by marks of omission. The complete contents may be given in area 7.

1.1.4.2.2 When the publication has a displayed text but no title proper (as in the case of some broadsides), the text is transcribed either in full or in an abridged form. Omission of complete phrases or sentences is not indicated; abridgement of phrases or sentences is indicated by marks of omission. The order of statements in the transcription is determined by reference to the character of the statements appearing in the publication, their typography and the layout of the publication. Important parts of the content of the text, such as the names of products or organizations and the names, places and dates of events, are retained. Additional information on these or any other aspect of the content may be given in area 7. Punctuation is at the discretion of the bibliographic agency, except that combinations of symbols and spacing that have a special function within this area of the ISBD outline are to be avoided.

## 1.2 General material designation (*optional*)

1.2.1 The purpose of the general material designation is to indicate, in general terms and at an early point in the description, the class of material to which the publication belongs. If used, the general material designation is given immediately after the title proper. It is given in the language and script chosen by the bibliographic agency.

- 1.2.2 For monographs in printed form, the designation "Printed text" or its equivalent in other languages or scripts may be used. For monographs in embossed form, the designation "Braille text" or its equivalent may be used.
- 1.2.3 When the publication comprises a primary component with subsidiary component(s) not of the same general material category (e.g. a printed monograph accompanied by a sound disc), the general material designation refers only to the primary component.
- 1.2.4 When the publication comprises two or more works without a title proper (see 1.1.2.10), the general material designation is given after the first title.

### 1.3 **Parallel title**

- 1.3.1 When on the title page of the publication there are titles in more than one language and/or script, the title(s) not chosen as title proper (see 1.1.3) may be transcribed as parallel title(s). Parallel titles are included when necessary for identification or otherwise considered important to users of the catalogue.
- 1.3.2 A parallel title, as an equivalent of the title proper, can take the same various forms (see 1.1.2).
- 1.3.3 The original title in a language other than that of the title proper appearing on the title page and not linguistically linked to other descriptive elements (for example, as an alternative title, see 1.1; as part of other title information, see 1.4; as part of a statement of responsibility, see 1.5; or as part of an edition statement, see area 2) may be treated as a parallel title.

e.g. Loser wins = Les séquestrés d'Altona

The original title in a language other than that of the title proper, which does not appear on the title page, may be given in area 7.

e.g. Das Zeitalter der Atomkraft  
*Note:* Translation of: The era of atomic power  
*Editorial comment:* Original title on verso of title page

For the original title in the language of the title proper, see 1.1.3.3.

#### 1.3.4 Transcription

- 1.3.4.1 If a parallel title appearing on the title page is given, it is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation. Exceptionally, a parallel title may be abridged. Omissions are indicated by marks of omission.

e.g. Breathless = A bout de souffle  
 Новости систематики высших растений = Novitates  
 systematicae plantarum vascularium

1.3.4.2 When a title page bears more than one parallel title, these titles, if given, are transcribed in the order indicated by the typography of, or the sequence of statements on, the title page.

e.g. Einführung in die Blutmorphologie = Introduction to the morphology of blood = Введение в морфологию крови

1.3.4.3 Publication without a title proper

When the publication comprises two or more works without a title proper (see 1.1.2.10), and when each or any of the individual works has a parallel title or titles, the parallel titles, if given, are given following the titles to which they apply.

e.g. Запах хлеба = The smell of bread ; Некрасивая = The plain girl ;  
О мужестве писателя = The courage of a writer

1.3.4.4 Parallel titles appearing on title pages not selected as the prescribed source may be given in square brackets in area 1 or may be given in area 7. Parallel titles appearing elsewhere in the publication may only be given in area 7.

#### 1.4 Other title information

1.4.1 Other title information can appear in conjunction with, and subordinate to, the title proper, parallel title(s) or titles of individual works contained in the publication. Any information appearing as other title information that includes one of the required elements (e.g. a statement of responsibility) is included (either as other title information or elsewhere in the record). Additional other title information is included when necessary for identification or otherwise considered important to users of the catalogue.

1.4.2 A statement of other title information can include a statement of responsibility, a statement relating to publication or distribution or details relating to other descriptive elements (e.g. an edition statement) when such a statement is linguistically an integral part of the other title information.

e.g. In search of light : the broadcasts of Edward R. Murrow 1938-1961  
The psychology of second language learning : papers from the Second International Conference of Applied Linguistics, Cambridge, 8-12 September 1969  
Heil Harris! : a novel based on the television series "The Avengers"  
Le encicliche sociali di Leone XIII e Pio XI : testo latino e traduzione italiana della "Rerum novarum" e della "Quadragesimo anno" con riferimenti ad altri documenti pontifici

1.4.3 The expanded form of a title proper that consists of a set of initials or an acronym is treated as other title information when the expanded form appears on the title page.

e.g. ISBD(CM) : International Standard Bibliographic Description for Cartographic Materials

## 1.4.4 Transcription

- 1.4.4.1 If a statement of other title information is given, it is transcribed following the title to which it applies (see also 1.4.4.6).
- 1.4.4.2 If a statement of other title information is given, it is transcribed exactly as to wording, but not necessarily as to capitalization or punctuation. Exceptionally, other title information may be abridged. Omissions are indicated by marks of omission.
- 1.4.4.3 A statement of other title information appearing on the title page before the title proper (e.g. an avant-titre) may be transcribed following the title proper when this is linguistically or otherwise possible. When this is not possible, an avant-titre may be given in area 7.

e.g. "Je roule sans accident!"  
*Note:* At head of title page: "Un professionnel de l'auto vous dit ..."  
Управно право на ФНРЈ : привремен учебник  
*Editorial comment:* The avant-titre is treated as other title information

- 1.4.4.4 When a title page bears more than one statement constituting other title information, these statements, if given, are transcribed in the order indicated by the typography of, or the sequence of statements on, the title page.

e.g. Spirit of an age : New Zealand in the seventies : essays in honour of W.B. Sutch  
Основы закаливания : (с избранными разделами физиотерапии)  
допущено ... в качестве учебного пособия  
для институтов и техникумов физической культуры

### 1.4.4.5 Publication without a title proper

- 1.4.4.5.1 When the publication has no title proper (see 1.1.2.10), and when there are statements of other title information relating to one or more of the titles of individual works present, these statements, if given, are transcribed following the titles to which they apply.

e.g. Youth : a narrative ; Heart of darkness ; The end of the tether  
Bewertungsgesetz : (BewG).  
Durchführungsverordnung zum Bewertungsgesetz : (BewDV)

- 1.4.4.5.2 A statement on the title page constituting other title information and relating to more than one work by the same author, if given, is transcribed following the titles of the works to which it applies if this is possible. Otherwise, for example if the works by one author are not consecutive, the statement may be given in area 7.

- e.g. Endstation Sehnsucht ; Die Glasmenagerie : zwei Theaterstücke
- 1.4.4.5.3 A statement on the title page constituting other title information and relating to all the works in a publication, although they are by different authors, may be given in area 7.
- 1.4.4.5.4 When the relationship between the statement constituting other title information and the titles of the individual works is not clear, brief explanatory words may be added in square brackets. Alternatively, the statement of other title information may be given in area 7.
- e.g. Die grosse Liebe ; Wie sie starben : [beide umfassen] Dichter- und Frauen-Porträts
- 1.4.4.6 Parallel titles and parallel other title information
- 1.4.4.6.1 When a title page bears one or more parallel titles and other title information in more than one language and/or script, each statement of other title information, if given, follows the title to which it is linguistically related.
- e.g. On tour : 10 British jewellers in Germany and Australia = Auf Tournee : zehn britische Goldschmiede in Deutschland und Australien
- 1.4.4.6.2 When a title page bears one or more parallel titles, but the statement of other title information is in only one language and/or script, the other title information, if given, is given after the last parallel title transcribed.
- e.g. Veliki česko-hrvatski rječnik = Česko-chorvatský slovník : za praktičnu i školsku upotrebu
- 1.4.4.6.3 When a parallel title combines in itself the content of both the title proper and other title information written in the language of the title proper, the other title information, if given, is transcribed following the title proper and before the parallel title.
- e.g. Verbände und Gesellschaften der Wissenschaft : ein internationales Verzeichnis = World guide to scientific associations
- 1.4.4.6.4 When there is no parallel title, but statements of other title information appear on the title page in more than one language and/or script, the statement in the language and/or script of the title proper may be given. When this criterion does not apply, the first statement appearing on the title page may be given. The other statements may also be given, each preceded by a space, equals sign, space.
- e.g. Jugoslavija : hotel and tourist guide = Hotel- und Reiseführer

1.4.4.7 When the title proper consists of a common and a dependent title (see 1.1.2.8), individual statements of other title information, if given, are given following the title(s) to which they apply. In case of doubt, a statement of other title information may be given following the title proper as a whole.

1.4.5 A statement of other title information appearing in the publication, but not on the title page, is given following the title proper or parallel title to which it applies, enclosed in square brackets, when necessary for identification or otherwise considered important to users of the catalogue. Normally such a statement, if given, is given in area 7.

## 1.5 **Statements of responsibility**

1.5.1 A statement of responsibility can be given with respect to any entity (person or corporate body) responsible for or contributing to the creation of the intellectual or artistic content of a work, or for its realization. Only statements naming persons and/or bodies with principal responsibility are required. Subsequent statements of responsibility are included when necessary for identification or otherwise considered important to users of the catalogue.

1.5.2 A statement of responsibility can relate to such entities as:

writers, graphic artists, choreographers, etc., whose work is embodied in the publication, whether directly (e.g. author of text, editor, compiler, translator, illustrator, engraver) or indirectly (e.g. author of the novel on which a film script is based);

adapters of an already existing work, whether in the same medium as the original or in another;

organizations (corporate bodies) or individuals sponsoring the work of any of the above.

A statement of responsibility can take various forms:

1.5.2.1 It can consist of the name(s) of person(s) or corporate body or bodies, with or without a linking word or short phrase indicative of the role of the person or corporate body (see also 1.5.2.6).

1.5.2.2 It can consist of a phrase without a name when such a phrase describes an intellectual contribution or is otherwise significant.

e.g. The eternal smile and other stories / by Pär Lagerkvist ; translated from the Swedish  
Drei Männer im Schnee / Erich Kästner ; für den Gebrauch in dänischen Schulen vereinfacht  
Autobiographical sketches / Maxwell Fry ; with twenty-six illustrations by the author

1.5.2.3 It can include a noun or noun phrase as well as name(s) when such a phrase is indicative of the role of the person or corporate body.

e.g. A centenary exhibition of the work of David Octavius Hill, 1802-1870, and Robert Adamson, 1821-1848 / selection and catalogue by Katherine Michaelson

Other nouns or noun phrases are normally treated as other title information (see 1.4).

- 1.5.2.4 It can include details relating to other descriptive elements (e.g. original title, information about the edition of the work translated) when such details are linguistically an integral part of the statement of responsibility.

e.g. Pascal's apology for religion / extracted from the *Pensées* by H.F. Stewart  
Balada o smutné kavárně / Carson McCullersová ; dramatizace Edward Albee ; z anglického originálu "The ballad of the sad café" přeložili Luba a Rudolf Pellarovi  
The Prussian instructions : rules for the alphabetical catalogs of the Prussian libraries / translated from the second edition, authorized August 10, 1908, with an introduction and notes, by Andrew D. Osborn

- 1.5.2.5 It can consist of statements relating to appendices and other supplementary matter when such statements appear on the title page (see also 1.5.3.3).

- 1.5.2.6 It can consist of the name(s) of a corporate body acting as sponsor of a publication when the corporate body is named on the title page and the relationship between the sponsor and the publication is explicitly stated (or can be expressed by the addition of an appropriate word or short phrase).

A sponsoring body when its name forms an integral part of the publication statement (i.e. prefaced by a phrase such as "published for ...") is included in area 4.

- 1.5.2.7 A statement that is not connected with responsibility for the intellectual or artistic content of the publication is not considered a statement of responsibility. Statements such as mottoes, dedications, and statements of patronage or prizes may be omitted or given in area 7. Information such as "with 33 maps" may be given in area 5.

- 1.5.2.8 A statement of responsibility is not considered appropriate for the name of a responsible entity that is linguistically an integral part of other descriptive elements and that has been transcribed as such (e.g. as part of the title proper, see 1.1.2.6; as part of other title information, see 1.4.2; as part of the statement of publication, distribution, etc., see area 4).

An exception is made when the name of the responsible entity is explicitly repeated on the title page in a formal statement of responsibility.

e.g. The John Franklin Bardin omnibus / John Franklin Bardin

- 1.5.2.9 A statement of responsibility is not considered appropriate for the name of a corporate body that appears on the title page whenever the function of the body is not specified and cannot be determined from the publication being described or elsewhere. The name is given instead in area 7.

### 1.5.3 One or more statements of responsibility

1.5.3.1 A single statement of responsibility occurs when the wording on the prescribed source of information shows a single statement. More than one person or corporate body may be named in such a statement, as when they are represented as performing the same function or, although performing different functions, their names are linked by a conjunction.

e.g. The Oxford classical dictionary / edited by N.G.L. Hammond and H.H. Scullard  
Frogs and the ballet / by Donald Elliott and illustrated by Clinton Arrowood

1.5.3.2 More than one statement of responsibility occurs when the wording shows multiple statements, as when more than one person or corporate body is represented as performing different functions and the statements are not linked by a conjunction.

e.g. The education of children from the standpoint of theosophy / by Rudolf Steiner ; translated by W.B.  
Contemporary novelists / with preface by Walter Allen ; editor, James Vinson

1.5.3.3 A statement of responsibility relating to appendices and other supplementary matter (see 1.5.2.5), if given, is treated as an additional statement of responsibility following the statement relating to the whole publication or to the main part of the publication.

e.g. Van Erfurt na die Kaap : grepe uit die Geskiedenis van die Beyers-Familie / deur Annie Hofmeyr ; en'n geslagregister deur Joh. van der Bijl  
The Honourable Society of Osgoode Hall / by C.H.A. Armstrong ; with an appendix on the history and architecture of the fabric by E.R. Arthur

### 1.5.4 Transcription

1.5.4.1 A statement of responsibility is transcribed in the terms in which it appears in the publication.

1.5.4.2 A statement of responsibility appearing not on the title page but elsewhere in the publication may be transcribed in area 1 enclosed in square brackets or may be given in area 7. Statements of responsibility taken from outside the publication may be given in area 7.

e.g. Bears / [written and planned by Jennifer Vaughan]  
*Note:* Author statement taken from title page verso

1.5.4.3 When the names of several persons or corporate bodies are represented in a single statement of responsibility (see 1.5.3.1), the number of names transcribed is at the discretion of the bibliographic agency. Multiple names transcribed may be separated



by commas or connected by linking words, as appropriate. If linking words are supplied, they are enclosed in square brackets. Omissions are indicated by marks of omission and "et al." or its equivalent in another script, enclosed in square brackets.

e.g. Tellurium and the tellurides / by D.M.Chizhikov and V.P. Shchastlivyi  
The world of the lion / by Samuel Devend ... [et al.]  
Industrielle Kostenrechnung / Dieter Ahlert, Klaus Peter Franz  
Од историјата на македонскиот јазик / [автори]  
Б. Конески, Х. Поленаковиќ ... [и др.]  
Soil survey for Big Thicket National Preserve, Texas / National  
Park Service [and] Soil Conservation Service [and] Texas  
Agricultural Experiment Station

1.5.4.4 When names of persons or bodies appear in a statement of responsibility in a less than full form, e.g. in the form of an acronym, the expanded form may be given in area 7 (see 7.1.5).

1.5.4.5 Initials indicating membership of societies, academic degrees, etc., and statements of positions held and qualifications following a person's name are transcribed when the initials, etc., are necessary linguistically, or for the identification of the person or in establishing a context for the person's activity.

In all other cases initials, etc., are not considered part of the statement of responsibility and are omitted (see 1.5.2.7).

1.5.4.6 A statement of responsibility that precedes the title proper on the title page is transcribed following the title proper and other title information unless it is linguistically linked to such information (see 1.5.2.8). The original position of the statement of responsibility may be stated in area 7.

1.5.4.7 A statement of responsibility that includes the name of a corporate body expressed in a hierarchical form is transcribed in the form and order given in the publication.

1.5.4.8 When the statement of responsibility has no linguistic relationship to the title to which it relates, the name of the person or corporate body is given following a diagonal slash.

e.g. Le Père Goriot / Honoré de Balzac  
Rzeka graniczna / Józef Lobodowski  
Statistics of homelessness / Home Office  
Adroddiad ar ddiweithdra / Swyddfa Gymreig

1.5.4.9 When the relationship between a statement of responsibility and a title is not clear, a linking word or short phrase may be added, enclosed in square brackets.

e.g. Phaedra : Racine's Phedre / [verse translation by] Robert Lowell  
L'Equipe de France : anthologie des textes sportifs de la littérature  
française / [choisis et présentés par] Gilbert Prouteau  
Simpozij "Hotelska kuća 72" / [organizatorij] Sveučilište u Zagrebu,  
Ekonomski fakultet Rijeka [i] Poslovno udruženje hotelskih  
poduzeća SFRJ, (Jugohoteli) Zagreb

1.5.4.10 If more than one statement of responsibility is given, the order of these statements in the description is that indicated by the typography of, or their sequence on, the title page without taking into account the extent or degree of responsibility implied by the various statements. When the statements are not taken from the title page, they should be given in a logical order, if such an order applies, and enclosed in square brackets.

e.g. The essentials of education / Rudolf Steiner ; [translated by Lady Maitland-Heriot ; edited by H. Collison]  
Atlante atomico / Mihajlo Velimirovic ; [traduzione in lingua italiana a cura del Mario Sintich ; revisione scientifica a cura del Protogene Veronesi] ; illustrazioni di Branimir Ganovic  
Snowy, the little white horse / by Suzanne Reynolds ; illustrated by the Studio Brambelli, Milan  
Captive cities : studies in the political economy of cities and regions / edited by Michael Harloe ; sponsored by the International Sociological Association Research Committee on the Society of Regional and Urban Development  
Research in human geography / by Michael Chisholm ; [for the] Social Science Research Council  
Steppenwolf / Hermann Hesse ; translated from the German by Basil Crieghton ; [translation] revised by Walter Sorrell

1.5.4.11 Parallel titles and parallel statements of responsibility

1.5.4.11.1 When a title page bears one or more parallel titles and/or parallel statements of other title information, and also has statements of responsibility in more than one language and/or script, each statement of responsibility, if given, follows the title or other title information to which it is linguistically related.

e.g. National account statistics, 1950-1968 /  
Organisation for Economic Cooperation and  
Development = Statistique des comptes  
nationaux, 1950-1968 / Organisation de  
cooperation et de développement économiques

1.5.4.11.2 When it is not possible to give the appropriate statement of responsibility after each title or other title information, the statements of responsibility, if given, are given together following the last parallel title or parallel other title information. Each parallel statement of responsibility is preceded by a space, equals sign, space.

e.g. Printing at Gregynog : aspects of a great private  
press = Argraffu yng Ngregynog : agweddau ar  
wasg breifat fawr / Michael Hutchins ; translated by  
David Jenkins = y cyfieithiad gan David Jenkins

1.5.4.11.3 When a title page bears one or more parallel titles and/or parallel statements of other title information, but the statement of responsibility is in only one language and/or script, the statement of responsibility, if

given, is given after the last parallel title or parallel other title information transcribed.

e.g. Bibliotecas = Libraries = Bibliothèques / Ernest Malaga

1.5.4.11.4 When there is no parallel title, but statements of responsibility appear on the title page in more than one language and/or script, the statement in the language and/or script of the title proper is given. When this criterion does not apply, the statement indicated by the typography of, or the sequence on, the title page is given. The other statements may also be given, each preceded by a space, equals sign, space.

e.g. Tin statistics / International Tin Council = Conseil international de l'étain = Consejo internacional del estaño  
Bibliotheca Celtica : a register of publications relating to Wales and the Celtic peoples and languages / Llyfrgell Genedlaethol Cymru = the National Library of Wales

#### 1.5.4.12 Publication without a title proper

1.5.4.12.1 When the publication has no title proper (see 1.1.2.10), and when all the individual works have the same statement of responsibility, the statement of responsibility is given after all the titles, parallel titles and statements of other title information.

e.g. Baby doll : the script for the film ; Something unspoken ; Suddenly last summer / Tennessee Williams

1.5.4.12.2 When the individual works have different statements of responsibility, each statement is given after the title(s), parallel title(s) and statement(s) of other title information to which it applies.

e.g. Teorija kredita : skripta / Milutin Ćirović. Teorija dopunskog kredita : skripta / Vjekoslav Meichsner

1.5.4.12.3 When the individual works have statements of responsibility relating to some but not all titles, each statement is given after the title(s) to which it applies.

e.g. Godly contemplations for the unlearned, 1575 ; A letter of a Catholike man beyond the seas, 1610 / Thomas Owen. The conviction of noveltie, 1632 / R.B.

- 1.5.4.12.4 When the individual works have their own statement(s) of responsibility and the title page shows also statement(s) of responsibility applicable to the whole publication, the latter is (are) placed after all other statements, preceded by a space, semi-colon, space. The relationship between the last named statement of responsibility and the preceding transcription should be made clear by the addition of a linking word or short phrase, enclosed in square brackets.

e.g. The while devil ; The duchess of Malfi / by J. Webster. The atheist's tragedy ; The revenger's tragedy / by Tourneur ; [all] edited with an introduction and notes by J.A. Symonds

If this addition is linguistically impossible or would result in an awkward or cumbersome statement, the relevant portion of the statement of responsibility and/or the explanation is given in area 7.

e.g. Smrt Smail-age Čengića ; Stihovi ; Proza / Ivan Mažuranić. Pogled u Bosnu / Matija Mažuranić ; [priredio Ivo Frangeš ; crteži Boris Dogan ; grafička oprema Majstorska radionica Krste Hegedušića]

*Note:* Editor and illustration statements apply to whole publication

- 1.5.4.13 When the title proper consists of a common title and a dependent title, statements of responsibility are given after the parts of the title proper to which they refer. In case of doubt or if the statement of responsibility refers to the title proper as a whole, it is given after the title proper.

## 2 EDITION AREA

- |                 |     |  |
|-----------------|-----|--|
| <b>Contents</b> | 2.1 | Edition statement  |
|                 | 2.2 | Parallel edition statement ( <i>optional</i> )                         |
|                 | 2.3 | Statements of responsibility relating to the edition                   |
|                 | 2.4 | Additional edition statement   |
|                 | 2.5 | Statements of responsibility following an additional edition statement |
- 
- |                            |    |   |
|----------------------------|----|---|
| <b>Punctuation pattern</b> | A. | The edition area is preceded by a point, space, dash, space ( . – ).  |
|                            | B. | Each parallel edition statement is preceded by a space, equals sign, space ( = ).   |
|                            | C. | The first statement of responsibility relating to the edition (or following an additional edition statement) is preceded by a space, diagonal slash, space ( / ).   |
|                            | D. | Each subsequent statement of responsibility relating to the edition (or following an additional edition statement) is preceded by a space, semi-colon, space ( ; ). |

- E. An additional edition statement following either an edition statement or a statement of responsibility relating to the edition is preceded by a comma, space (, ).

*Examples*

- . – Edition statement
- . – Edition statement = parallel edition statement
- . – Edition statement / statement of responsibility
- . – Edition statement / statement of responsibility ; second statement of responsibility ; third statement of responsibility
- . – Edition statement / statement of responsibility = parallel edition statement / parallel statement of responsibility
- . – Edition statement, additional edition statement
- . – Edition statement / statement of responsibility, additional edition statement / statement of responsibility

**Prescribed source** Title page, other preliminaries and colophon.

**2.1 Edition statement**

2.1.1 The edition statement consists of a term, phrase or group of characters relating to:

- A. all the copies of a publication formally identified as constituting a named and/or numbered edition,

*or*

- B. all the copies of a publication in a particular form of presentation having significant differences in intellectual or artistic content from other copies in the same form of presentation, whether or not the publication bears any formal statement to this effect.

The edition statement normally includes either the word "edition" (or its equivalent in another language) or a related term together with an ordinal number ("2nd edition", etc.), or a term indicating difference from other editions ("new edition", "revised edition", "large print edition", etc.).

The edition statement can also include other phrases, which may be linguistically associated, linking the edition to other elements of the description (e.g. original title in a form such as "abridgement of ...").

2.1.2 The edition statement is transcribed in the terms in which it appears in the publication. It is enclosed in square brackets if it does not appear on the prescribed source of information. Standard abbreviations may be used. Arabic numerals are substituted for other numerals or spelled out numbers. Explanatory phrases appended to the edition statement are given when they are considered necessary for identification of the edition (see 2.3.3).

- e.g. . – 4th revised ed.  
*Editorial comment:* Title page reads Fourth revised edition
- . – 3. Aufl.
  - . – Nuova ed.
  - . – Sehr veränderte Aufl.
  - . – Изд. 3-е, переработанное
  - . – Scottish ed.
  - . – Ed. française
  - . – Ungekürzte Ausg.
  - . – Deutsche Erstausg.
  - . – 67th ed., complete with street plan
  - . – 5<sup>a</sup> ed., con un copioso índice alfabético de materias
  - . – Novissima ed. (7a), interamente riveduta
  - . – Ed. 4

If the edition statement consists solely or chiefly of symbols or other matter that cannot be reproduced by the facilities available (see 0.11), the characters are replaced by words or numbers, as appropriate, in square brackets. An explanation may be given in area 7 (see 7.2).

- 2.1.3 When no edition statement appears in the publication, although it is known that the publication contains significant changes from previous editions of the published material, a suitable edition statement in the language of the title page and in accordance with the provisions of 2.1.2 may be supplied, enclosed in square brackets.

- e.g. . – [New ed.]  
 . – [3e éd.]  
 . – [Reproduction en facsimilé]

- 2.1.4 The following edition statements are not transcribed in the edition area:

- 2.1.4.1 An edition statement that is an integral part of an element in another area (such as title proper) and has been treated as such (see 1.1.2.6) is not repeated in the edition area.

- e.g. The compact edition of the Oxford English dictionary  
*not*  
 The Oxford English dictionary. – Compact ed.  
*not*  
 The compact edition of the Oxford English dictionary. – Compact ed.

- 2.1.4.2 An edition statement or statements associated with one or more works, which is (are) included in a publication containing a number of works but lacking a collective title, is (are) not given in the edition area, but in area 1, with conventional punctuation (see 1.1.4.2).

- e.g. Le Western / textes rassemblés et présentés par Henri Agel,  
 nouvelle éd. Evolution et renouveau du western (1962-1968) /  
 par Jean A. Gili

## 2.2 Parallel edition statement (*optional*)

When the prescribed source of information bears edition statements in more than one language and/or script, the statement in the language and/or script of the title proper is given. When this criterion cannot be applied, the edition statement made prominent by typography or the one appearing first is given. The parallel statement(s) may be given.

- e.g. . – Canadian ed. = Ed. canadienne  
. – Students' ed. = Ed. pour les étudiants  
. – 2. preradeno i dopunjeno izd. = 2nd revised and enlarged ed.

## 2.3 Statements of responsibility relating to the edition

2.3.1 Statements of responsibility relating to the edition can refer to persons or to corporate bodies and can indicate functions such as that of a reviser of a new edition, or can name the person or body responsible for the provision of supplementary matter, of appendices, etc., in a new edition.

- e.g. . – 2nd ed. / with a new epilogue by the author  
. – 3rd / with supplementary notes and appendices by H.J. Laski  
Shachiapang : a modern revolutionary Peking opera. – May 1970 script / revised collectively by the Peking Opera Troupe of Peking  
The nether world : a novel / George Gissing. – Facsimile ed. / edited, with an introduction by John Goode

2.3.2 Statements of responsibility relating to the edition in hand, or to parts of the edition in hand, but not to all editions of the work are given, in accordance with the provisions of 1.5, in the edition area when found on the title page. When such statements do not appear on the title page, they may be given in area 2 in square brackets or may be given in area 7.

- e.g. Slovenske narodne pravljice / zbral in uredil Alojzij Bolhar ; ilustriral in opremil Maksim Gaspari. – 2. izd. / spremno besedo napisal M. Maticetov

2.3.3 Statements of responsibility relating to the edition in hand (as described in 2.3.2), but that do not name or otherwise identify a person or corporate body, are given as part of the edition statement (see 2.1.1). Such statements often appear as explanatory phrases.

- e.g. . – 2nd ed., with a new epilogue  
. – [New ed.], with epilogue, 1964-1974  
*Editorial comment:* Bracketed portion of edition statement supplied by cataloguer

2.3.4 The following statements of responsibility relating to the edition are not transcribed in the edition area:

2.3.4.1 Statements of responsibility that clearly relate to the first published edition or to all published editions of a work are given in area 1.

2.3.4.2 Statements of responsibility that do not clearly relate to only one or only some editions of a work are given in area 1.

2.3.5 Parallel statements of responsibility relating to the edition may be given, preceded by a space, equals sign, space.

## 2.4 Additional edition statement

### 2.4.1 An additional edition statement is given

- A. when the publication carries a formal statement identifying it as belonging to an edition within an edition, or to an edition that is equivalent to the first named edition.

e.g. . – 3rd ed., repr. with a new pref.

*or*

- B. when the publication has significant differences in content from other impressions of the larger edition to which it belongs.

e.g. . – 3rd ed., [with an appendix]

### 2.4.2 Additional edition statements are transcribed in accordance with the provisions of 2.1.2 and 2.1.3.

e.g. . – Amtliche Ausg., 17 Aufl.  
. – Erstausg., aktualisierte und erweiterte Aufl.  
. – Neuaufsl. der deutschen Originalausg.  
. – Abridged ed., 2nd ed.  
. – English full ed., 4th international ed.  
. – 5th ed., 2nd impression, with corrections  
. – Nouvelle impression en facsimilé de la Ire éd. de 1751-1780  
. – Poljudna izd. / priredil Julian Borchardt, 4. pregledani i dopolnjeni natis  
. – 2. izd. / popravljeno u redakciji Ivana Gustaka, 5. nepromijenjeno izd.  
. – 2. ed., con nuova prefazione e aggiunta di tre appendici

### 2.4.3 Additional edition statements naming an unchanged impression may be given.

e.g. . – 4<sup>e</sup> éd., 3e tirage  
. – 2nd ed., 2nd printing  
. – 2., unveränderter Neudruck der 3., völlig neubearbeiteten Aufl.  
. – 19.-23. Tsd.  
. – Nouvelle éd., revue et augmentée, 70e mille  
. – 3. ed., 4. rist.

### 2.4.4 Parallel additional edition statements may be given, preceded by a space, equals sign, space.

## 2.5 Statements of responsibility following an additional edition statement

### 2.5.1 Statements of responsibility following an additional edition statement are transcribed in accordance with the provisions of 2.3.

e.g. . – Rev. ed. / with revisions, an introduction, and a chapter on writing, by E.C. White, 2nd ed. / with the assistance of Eleanor Gould Packard



2.5.2 Parallel statements of responsibility following an additional edition statement may be given, preceded by a space, equals sign, space.

### 3 MATERIAL (OR TYPE OF PUBLICATION) SPECIFIC AREA

#### General note

No general use of this area is made for printed monographic publications. However, in using ISBD(M) to describe publications that by their content fall within the scope of other special ISBDs (e.g. an atlas), it is recommended that the provisions for this area of the appropriate special ISBD be followed.

### 4 PUBLICATION, DISTRIBUTION, ETC., AREA

**Introductory note** The publication statement is that of the edition or issue being described. In describing a facsimile or other photographic reprint, the place and name of the reprint publisher and the date of the reprint are given in area 4. The publication statement of the edition reproduced is given in area 7.

e.g. . – New York : Johnson Reprint Corp., 1971  
*Note:* Facsimile reprint. Originally published: Boston : Houghton, Mifflin, 1881

**Contents**

- 4.1 Place of publication and/or distribution
- 4.2 Name of publisher and/or distributor
- 4.3 Statement of function of distributor
- 4.4 Date of publication and/or distribution
- 4.5 Place of printing or manufacture
- 4.6 Name of printer or manufacturer
- 4.7 Date of printing or manufacture

**Punctuation pattern**

- A. The publication, distribution, etc. area is preceded by a point, space, dash, space (. –).
- B. A second or subsequent place is preceded by a space, semi-colon, space ( ; ).
- C. Each name is preceded by a space, colon, space ( : ).
- D. A supplied statement of function of a distributor is enclosed in square brackets ( [ ] ).
- E. The date is preceded by a comma, space ( , ).
- F. The place of printing or manufacture, name of the printer or manufacturer and date of printing or manufacture are enclosed in one pair of parentheses ( ( ) ). Within the parentheses the same punctuation is used as in B, C and E.

#### *Examples*

. – Place of publication : name of publisher, date

. – Place of publication : name of publisher ; place of publication : name of publisher, date

. – Place of publication ; place of publication : name of publisher, date (place of printing : name of printer, date)

. – Place of publication : name of publisher, date ; place of distribution : name of distributor [function], date

**Prescribed source**

Title page, other preliminaries and colophon.

Information taken from a source other than one of these prescribed sources is given in square brackets if it is transcribed in this area.

**4.1 Place of publication and/or distribution.**

4.1.1 The place of publication and/or distribution is the name of the town or other locality associated on the prescribed source of information with the name of the publisher (or principal publisher if more than one name appears) or distributor. If no publisher or distributor is named, it is the place from which the publication was issued or distributed.

4.1.2 If the information appearing in the publication is known to be incorrect, a correction may be supplied in square brackets (see 0.10) or given in area 7.

e.g. . – London [i.e. Maidenhead]  
. – Dublin

*Note:* Known to be published in Belfast

4.1.3 When more than one place is associated with the name of a single publisher or distributor, the place made more prominent by typography or sequence is given. If there is no typographical distinction and the places do not appear in sequence, the place considered most important to users of the catalogue is given.

4.1.4 A second or subsequent place may be given.

4.1.5 When a second or subsequent place is omitted, the omission may be indicated by "etc." or its equivalent in another script, enclosed in square brackets.

e.g. . – Berlin ; Köln ; Frankfurt am Main  
. – Wien [etc.]  
. – Москва [и др.]

4.1.6 When the names of more than one publisher are given, the place of publication for each publisher is given immediately before the name, unless it is the same as that of the first-named publisher.

4.1.7 When both a publisher and a distributor are given, the place of distribution is given if it differs from the place of publication.

4.1.8 The place of publication and/or distribution is given in the orthographic form and grammatical case in which it appears in the publication.

e.g. . – V Praze

4.1.9 If it is considered necessary for identification, a qualifier such as the name of a country, state, etc., is added to the place of publication or distribution. It is enclosed in parentheses if transcribed from the prescribed source of information or in square brackets if transcribed from another source.

- e.g. . – Cambridge (Mass.)  
 . – Santiago [Chile]  
 . – London [Ontario]

If it is considered necessary for identification, the full address of the publisher or distributor is added to the place name. It is enclosed in parentheses if transcribed from the prescribed source of information or in square brackets if transcribed from another source.

- e.g. . – London [37 Pond Street, N.W.3]

- 4.1.10 If it is considered necessary for identification, an alternative or corrected version of the place name is supplied (see 0.10), enclosed in square brackets.

- e.g. . – Christiania [i.e. Oslo]  
 . – Lerpwl [i.e. Liverpool]

- 4.1.11 When the name of the place of publication or distribution appears in the prescribed source of information in more than one language and/or script, the form of name in the language or script of the title proper is given. If this criterion does not apply, the form of name made prominent by typography or, if there is no typographical distinction, the form of name that appears first is given.

- 4.1.12 Parallel statements may be given, preceded by a space, equals sign, space. If these are not given, no indication is made of the omission.

- e.g. . – Brussel = Bruxelles

- 4.1.13 When a place of publication or distribution does not appear anywhere in the publication, the name of the known city or town is supplied in square brackets. If the city or town is uncertain, or unknown, the name of the probable city or town followed by a question mark is supplied in square brackets.

- e.g. . – [Hamburg?]

- 4.1.14 When the name of a city or town cannot be given, the name of the state, province or country is given, according to the same stipulations as are applicable to the names of cities or towns.

- e.g. . – Canada  
*Editorial comment:* Known as place of publication; appears in prescribed source.  
 . – [Surrey]  
*Editorial comment:* Known as place of publication; appears outside prescribed source.  
 . – [Guatemala?]  
*Editorial comment:* Uncertain as place of publication.

- 4.1.15 When no place can be given, the abbreviation "s.l." (*sine loco*) or its equivalent in another script is supplied, enclosed in square brackets.

- e.g. . – [S.l.]  
 . – [Б.м.]

## 4.2 Name of publisher and/or distributor

4.2.1 When more than one publisher is named on the prescribed source of information, the name made more prominent by typography or, if there is no typographical distinction, the name that appears first is given. If there is no typographical distinction and the names do not appear in sequence, the name considered most important to users of the catalogue is given.

4.2.2 Second and subsequent publishers may be given.

4.2.3 When second or subsequent publishers are omitted, the omission may be indicated by "etc." or its equivalent in another script, enclosed in square brackets.

e.g. . – London : Evans [etc.]

4.2.4 When the names of both a publisher and a distributor appear on the prescribed source of information, the name of the distributor may be given. When the name of the distributor appears in any other source, it may be given in area 7. If only the distributor is named, this must be given.

4.2.5 The name of a publisher or distributor may be given in a shortened form, provided it can be understood and identified without ambiguity.

e.g. : Bietti

*Editorial comment:* Publisher's name appears as Casa editrice Bietti

: Художественная литература

*Editorial comment:* Publisher's name appears as Государственное издательство  
Художественная литература

4.2.6 When the name of the publisher or distributor appears in full in area 1, either the full form may be repeated in area 4, or an abbreviated form or identifying phrase may be given there. No square brackets are used for such shorter forms given in place of the full form, even if the shorter form is not shown on the prescribed source of information.

e.g. Shadow dance / by Henry Clive Mackeson. – London : H. Mackeson  
Thésaurus de l'armement / Centre de documentation de l'armement. – [Paris]  
: CEDOCAR

4.2.7 When the name of the publisher or distributor appears on the prescribed source of information in more than one language and/or script, the form of name in the language or script of the title proper is given. If this criterion does not apply, the form of name made prominent by typography or, if there is no typographical distinction, the form of name that appears first is given.

4.2.8 Parallel statements may be given, preceded by a space, equals sign, space. If these are not given, no indication is made of the omission.

e.g. . – Ottawa : Galerie nationale du Canada pour la Corporation des musées  
nationaux du Canada = National Gallery of Canada for the Corporation of the  
National Museums of Canada  
. – Bern : Bundeskanzlei = Chancellerie fédérale

4.2.9 The name of the printer is not given as a substitute for the name of an unknown publisher or distributor. However, when a person or corporate body combines the activities of printing and

publication or distribution, or when the responsibility is uncertain, a named printer is assumed to be also the publisher.

e.g. . – Paris : Imprimerie nationale  
. – Dublin : Cuala Press

4.2.10 When no name can be given as that of the publisher or distributor, the abbreviation "s.n." (*sine nomine*) or its equivalent in another script is supplied, enclosed in square brackets.

e.g. . – Paris : [s.n.]  
. – [S.l. : s.n.]

#### 4.3 Statement of function of distributor

4.3.1 When the prescribed source of information includes as an integral part of the publication statement an indication of the function performed by the distributor, the statement is transcribed in full.

e.g. . – London : Boyars : distributed by Calder and Boyars

4.3.2 When the function performed by the distributor is not explicitly stated, a brief word or phrase, indicating the nature of the activity, may be added, enclosed in square brackets.

e.g. . – Cincinnati : National Directory Service ; Oxford : Vacation Work [distributor]

#### 4.4 Date of publication and/or distribution

4.4.1 The date of publication of the edition or impression described is given.

4.4.2 When the same date applies to both publication and distribution or to more than one publisher or distributor, it is given after the last name or statement of function.

e.g. . – New York : Sterling [etc.] ; London : distributed by Ward Lock, 1977

4.4.3 If the publication date differs from the date of distribution, each date is given after the appropriate name or statement of function.

4.4.4 Dates of the Gregorian calendar are given in arabic numerals. Dates not of the Gregorian calendar are given as they appear in the publication with the equivalent date of the Gregorian calendar added in square brackets when it can be established.

e.g. , 1969  
, 5730 [1969 or 1970]  
, 4308 [1975]

4.4.5 When the date that appears in the publication is known to be incorrect, it is transcribed as it appears and a correction is given in square brackets.

e.g. , 1697 [i.e. 1967]

4.4.6 When there is no date of publication or distribution in the publication, the copyright date or date of printing is given in its place. Both dates are indicated as such.

e.g. , cop. 1969  
, 1981 printing

4.4.7 A copyright date is added to the date of publication or distribution when considered important to users of the catalogue.

e.g. , 1969, cop. 1937

4.4.8 When no date of publication or distribution, copyright date or date of printing can be ascertained for the publication, an approximate date of publication or distribution is given in square brackets.

e.g. , [ca 1835]  
, [1969?]  
, [196-?]

4.4.9 In describing a publication consisting of volumes, parts or fascicles published over a number of years, the dates of the first published volume, part or fascicle and the last published volume, part or fascicle are both given and connected by a hyphen.

e.g. . – Stuttgart : Fischer, 1968-1973

4.4.10 When the volumes, parts or fascicles of such a publication have not all been received, the date of the first published volume, part or fascicle is given, followed by a hyphen.

e.g. . – Stuttgart : Fischer, 1969-

#### 4.5 **Place of printing or manufacture**

&

#### 4.6 **Name of printer or manufacturer**

4.5.1 The place of printing or manufacture and the name of the printer or manufacturer must be given  
& when they appear in the publication and both the place of publication or distribution and the name  
4.6.1 of the publisher or distributor are unknown.

e.g. . – [S.l. : s.n.], 1974 (Manchester : Unity Press)

4.5.2 When the place of printing or manufacture and the name of the printer or manufacturer appear in  
& the publication, they may be given in addition to either one or both of the following: the place of  
4.6.2 publication or distribution and the name of the publisher or distributor.

e.g. . – Stuttgart ; Zurich : Delphin Verlag, 1973 (Yugoslavia)  
. – London : IFLA Committee on Cataloguing, 1975 (London : Palantype  
Organisation)

4.5.3 When multiple places of printing or manufacture and multiple names of printers or manufacturers  
& are given, the same punctuation is used as for multiple places of publication or distribution and  
4.6.3 multiple names of publishers or distributors.

e.g. (Budapest : Kossuth Ny. ; Debrecen : Alföldi Ny.)

#### 4.7 Date of printing or manufacture

- 4.7.1 When the date of printing or manufacture is given in place of the date of publication or distribution (see 4.4.6), it is not repeated here.
- 4.7.2 When the date of printing or manufacture differs from known dates already given (date of publication or distribution, or copyright date), the date of printing or manufacture may also be given.
- 4.7.3 The date of printing or manufacture may be given either as an element following the name of the printer or manufacturer or by itself. In the latter case a word or brief phrase is added to clarify the date.

e.g. . – London : Red Lion Press, 1934 (Surrey : S. Matthewman, 1935)  
. – London : Hutchinson, 1968 (1971 printing)  
. – Zagreb : Stvarnost, [1977] (Zagreb : Vjesnik, 1976)

### 5 PHYSICAL DESCRIPTION AREA

- Contents**
- 5.1 Specific material designation and extent
  - 5.2 Illustration statement (*optional*)
  - 5.3 Dimensions
  - 5.4 Accompanying material statement (*optional*)

- Punctuation pattern**
- A. The physical description area is preceded by a point, space, dash, space (. –).
  - B. The illustration statement is preceded by a space, colon, space ( : ).
  - C. The dimensions statement is preceded by a space, semi-colon, space ( ; ).
  - D. The accompanying material statement is preceded by a space, plus sign, space ( + ).

#### *Examples*

- . – Specific material designation and extent : illustration statement ; dimensions
- . – Specific material designation and extent : illustration statement ; dimensions + accompanying material statement

- Prescribed source** The publication itself.

#### 5.1 Specific material designation and extent

- 5.1.1 The specific material designation identifies the particular class of material to which the publication belongs and is given in the language chosen by the bibliographic agency.
- 5.1.2 A single-part publication

5.1.2.1 For a single-part publication the extent, i.e. the numbering of the pages, leaves and/or columns given, represents both the specific material designation and the extent of the part (except in the case of a part with irregular pagination, see 5.1.2.7; or a loose-leaf volume, see ISBD(CR)).

5.1.2.2 When the leaves in a publication are numbered on both sides, the extent of the publication is described in terms of pages. When the leaves are printed on one side only, this fact may be stated in area 7.

e.g. *Note:* Versos of pages blank

When the leaves are numbered on one side only, and each leaf is counted as one unit, the extent of the publication is described in terms of leaves. When the leaves are printed on both sides, this fact may be stated in area 7.

e.g. *Note:* Leaves printed on both sides

5.1.2.3 The extent of a publication with more than one column to a page, the columns instead of the pages being numbered, is given in terms of columns.

e.g. . – 831 columns

5.1.2.4 The number on the last numbered page, leaf or column of each numbered sequence is given. Numerals, arabic and roman, are given as found in the publication. When the pages or leaves are lettered instead of numbered, the first and last letters are given, and are preceded by the word or abbreviation indicating pages or leaves.

e.g. . – 329 p.  
. – iv, 329 p.  
. – 15 leaves, 329 p.  
. – 329 p., 52 columns  
. – P. a-k  
. – P. A-K

When the numeration in arabic numerals continues that of the roman numerals, the numeration of the whole sequence is given in arabic numerals.

5.1.2.5 When the number of the last numbered page, leaf or column of a sequence is incorrect, it is given as in the publication. The correct number is given enclosed in square brackets with an explanatory note if necessary, or the sequences of pagination are given exactly to indicate the source of the error.

e.g. . – xiv, 923 [i.e. 329] p.  
. – xiv, 832 [i.e. 848] p.  
*Note:* p. 161-176 are repeated in the numeration

*or*

. – xiv, 1-176, 161-832 p.



5.1.2.6 Only give unnumbered sequences of pages or leaves when they constitute the whole or a substantial part of the publication (but see 5.1.2.10 for leaves of plates). In this case unnumbered sequences are given in the term used for the numbered sequences as arabic numerals enclosed in square brackets.

e.g. The extent of a publication with 8 unnumbered pages and 329 pages numbered 1-329 is recorded as:  
. – 329 p.

The extent of a publication containing 4 pages numbered i-iv and 100 unnumbered pages is recorded as:  
. – iv, [100] p.

When the whole publication is unpaginated or unfoliated, *either*:

A. Leaves or pages are counted together and the total is given in terms of leaves in arabic numerals enclosed in square brackets.

e.g. . – [80] leaves

*or*

B. An estimate of the number of leaves or pages is made, and the total is given as an approximate number of leaves or pages.

5.1.2.7 When a publication contains more than three sequences of similarly numbered pages, leaves or columns, or sequences of similarly numbered pages combined with one or more major sequences of unnumbered pages, *either*:

A. The sequences are added up and given as a total followed by the words "in various pagings" (or the equivalent in another language).

e.g. . – 1000 p. in various pagings  
(*not*: 48, 53, 99, 300, 410, 90 p.)

*or*

B. When one of the sequences is clearly the main sequence, the number of that sequence is given with the total number in brackets of the other sequences preceding and/or succeeding as appropriate.

e.g. . – 400, [98] p.  
(*not*: 400, 18, 60, 20 p.)

*or*

C. The specific material designation and extent of the publication is described as:  
. – 1 vol. (various pagings)

5.1.2.8 The instructions given in ISBD(CR) (2002 version) at 5.1.4 area 5 are followed for recording the specific material designation and extent of a loose-leaf publication.

5.1.2.9 When the pages, leaves or columns of a publication are numbered as part of a larger sequence (e.g. one part of a multi-part publication, an offprint from a serial), the

numbers on the first and the last page, leaf or column are given. In this case the word or abbreviation indicating pages, leaves or columns, is given before the numbers.

e.g. . – Leaves 81-93  
. – P. 713-797

When such a publication is numbered both of itself and as part of a larger sequence, the numbering of the publication itself is given, and the numbering from the larger sequence is given in area 7.

e.g. . – 81 p.  
*Note:* Pages also numbered 321-401

5.1.2.10 The number of pages of plates or leaves of plates not included in the numbering of pages or leaves containing text is given at the end of the sequences of pagination, whether the plates are found together or distributed throughout the publication, or even when there is only one plate.

e.g. . – 246 p., 24 leaves of plates  
. – x, 32, 73 p., [1] leaf of plates  
. – 246 p., 12 p. of plates  
. – 246 p., 38 leaves of plates, 24 p. of plates  
. – 21 p., [18] leaves of plates

5.1.3 A publication in a physical unit other than a volume

5.1.3.1 For a publication in a physical unit other than a volume, an appropriate specific material designation is given (such as a folder, a broadside, a sheet, a roll, a portfolio) preceded by the arabic numeral 1.

e.g. . – 1 folder  
. – 1 broadside

5.1.3.2 The statement of pagination, foliation, etc., following such a specific material designation is enclosed in parentheses.

e.g. . – 1 folder (6 p.)  
. – 1 portfolio (26 leaves)

5.1.4 A publication in more than one physical unit

5.1.4.1 When a publication is issued in more than one physically separate unit, the appropriate specific material designation is given, preceded by the arabic numeral denoting the number of such units. The designation may be given in its standard abbreviated form. (Accompanying material is not included in the numbering, see 5.4.)

e.g. . – 3 vol.  
. – 2 portfolios  
. – 6 broadsides

Peculiarities in the numbering of the separate physical units are given in area 7, unless the numbering of the physically separate units is given on the second level (see Appendix A), or in a contents note (see 7.7).

- e.g. . – 5 vol.  
    *Note:* Volumes numbered 1, 2A, 2B, 2C, 3  
    . – 5 vol.  
    *Note:* 8 vol. in 5

- 5.1.4.2 When the pagination or foliation of a publication in more than one physical unit is continuous, the pagination or foliation is given in addition to the number of units, enclosed in parentheses.

e.g. . – 8 vol. (894 p.)

When each unit has a sequence of preliminary pages or leaves preceding the continuously paginated or foliated main sequence and separately numbered, these sequences are added up and given as a total enclosed in square brackets.

e.g. . – 8 vol. ([47], 894 p.)

- 5.1.4.3 When the pagination or foliation of a publication in more than one physical unit is not continuous, the several paginations or foliations may be given in addition to the number of units, enclosed in parentheses.

e.g. . – 5 vol. (31, 33, 49, 37, 18 p.)  
    . – 2 portfolios (12, 18 leaves)  
    . – 3 vol. (v, 92 p.)

- 5.1.4.4 If preferred, all information relating to a single unit, but not to the publication as a whole (such as the pagination statement), may be given on a "second level" according to the method outlined in Appendix A.

## 5.2 **Illustration statement**<sup>6</sup> (*optional*)

- 5.2.1 When a publication is illustrated, the abbreviation "ill." (or its equivalent in another language and/or script) may be given after the pagination statement. Minor illustrations may be disregarded.

e.g. . – 8 vol. : ill.  
    . – 492 p. : ill.

- 5.2.2 The specification of particular types of illustration (e.g. maps, plans, portraits, music) may be given after the abbreviation "ill." (or its equivalent).

e.g. . – 492 p. : ill., maps

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<sup>6</sup> For pages or leaves of plates not included in the numbering of pages or leaves containing text, see 5.1.2.10.

5.2.3 When the identity of particular types of illustrations is given and these are the only illustrations in the publication, the abbreviation "ill." (or its equivalent) is omitted.

e.g. . – 492 p. : maps, plans

5.2.4 The number of illustrations, or of a particular type of illustration, may be given.

e.g. : 31 ill.  
: ill., 17 facs.  
: 12 maps

5.2.5 When some or all of the illustrations are coloured, this may be noted. If only some of the illustrations are in colour and this is to be specified, the information is given in parentheses.

e.g. : col. ill.  
: ill., 31 col. maps  
: ill. (some col.)

5.2.6 When a publication consists mainly or entirely of illustrations, this may be noted in the illustration statement.

e.g. . – 500 p. : all ill.  
. – 500 p. : chiefly maps

### 5.3 Dimensions

5.3.1 If the dimensions of the publication are given, they are expressed in terms of centimetres, when considered important to users of the catalogue. The term is abbreviated as "cm" (or its equivalent in another language and/or script).

5.3.2 The height of the outer case, measured parallel to the spine if given, is rounded up to the next whole centimetre.

e.g. A publication that measures 17.2 centimetres is described as:  
; 18 cm

5.3.3 When the dimensions or shape of the publication are unusual (e.g. when the width is greater than the height), other dimensions may be given after the height.

e.g. ; 21 x 30 cm  
; 38 cm folded to 10 cm

### 5.4 Accompanying material statement (*optional*)

5.4.1 A statement relating to any material accompanying the publication being described, that is issued (or intended to be issued) at the same time as the publication, and is intended to be used in conjunction with the publication, may be given in area 5. If it is given in area 5, it is preceded by the plus sign (+). Alternatively the statement may be given in area 7.

5.4.2 Accompanying material is described by a word or phrase indicating the nature of the material.

e.g. . – 271 p. : ill. ; 21 cm + 1 price list

5.4.3 A short physical description of the accompanying material may be given after the word or phrase characterizing the material. The material is described according to the provisions of 5.1 to 5.3 of the appropriate ISBD.

e.g. . – 271 p. : ill. ; 21 cm + 1 map : col. ; 65 x 40 cm  
. – 271 p. : ill. ; 21 cm + 1 sound disc (16 min.) : 33 1/3 rpm., mono. ; 17.5 cm

5.4.4 Accompanying material may also be described independently, by a note in area 7, or by the multi-level method of description (see Appendix A).

## 6 SERIES AREA

**Introductory note** Area 6 is used only when all parts of the publication are published (or are intended to be published) in the same series or sub-series. In other cases the series or sub-series statement(s) may be given in area 7.

When a publication belongs to more than one series and/or sub-series, the area is repeated. The order of the statements is determined by the order of preference of the sources for the area; in the case of these being of equal value, the order follows the sequence of information found in the chosen source.

In the case of series and sub-series, it is necessary to consult ISBD(CR) for an understanding of the elements pertaining to area 6 (e.g. selection of sources, transcription of data). Especially important to note is the explanation of the terms "common title" and "dependent title" in ISBD(CR) 0.3.3.1, that states that these terms, as used in stipulations, cover a) all common/section titles and b) those main/sub-series titles in which the sub-series title is dependent.

**Contents**

- 6.1 Title proper of series or sub-series
- 6.2 Parallel title of series or sub-series
- 6.3 Other title information of series or sub-series
- 6.4 Statements of responsibility relating to the series or sub-series
- 6.5 International Standard Serial Number of series or sub-series (*optional*)
- 6.6 Numbering within series or sub-series

**Punctuation pattern**

- A. The series area is preceded by a point, space, dash, space (. – ).
- B. Each series statement is enclosed in parentheses ( ( ) ).
- C. A second and each subsequent series statement is preceded by a space.
- D. Each parallel title is preceded by a space, equals sign, space ( = ).
- E. Each statement of other title information is preceded by a space, colon, space ( : ).
- F. The first statement of responsibility is preceded by a space, diagonal slash, space ( / ).

- G. Each subsequent statement of responsibility is preceded by a space, semi-colon, space ( ; ), unless the statements are considered to form a single phrase.
- H. The International Standard Serial Number is preceded by a comma, space ( , ).
- I. Numbering within a series or sub-series is preceded by a space, semi-colon, space ( ; ).
- J. The section or sub-series designation or dependent title following a common title is preceded by a point, space ( . ).
- K. The dependent title following a section or sub-series designation is preceded by a comma, space ( , ).

*Examples*

- . – (First series) (Second series)
- . – (Title proper of series = Parallel title of series)
- . – (Title proper of series : other title information of series / statement of responsibility relating to series ; numbering within series)
- . – (Title proper of series, ISSN ; numbering within series)
- . – (Common title. Section or sub-series designation, Dependent title)
- . – (Common title. Dependent title = Parallel common title. Parallel dependent title)

**Prescribed source** Title page, other preliminaries, cover, spine and colophon.

**6.1 Title proper of series or sub-series**

6.1.1 The title proper of the series or sub-series corresponds to the title proper in the bibliographic description of the series or sub-series when it is described as a serial according to the provisions of area 1 of ISBD(CR).

- e.g. . – (Graeco-Roman memoirs)  
 . – (Atlas ethno-linguistique. 2<sup>e</sup> série, Monographies)

6.1.2 The title proper is given as it is found in the prescribed source of information. It is transcribed exactly as to wording, but not necessarily as to capitalization and punctuation.

6.1.3 When a sub-series has a distinctive title, this is given in area 6. The title of the main series is given in area 7.

- e.g. . – (East Asian and Pacific series)  
*Note:* Main series: Department of State publication

6.1.4 When the title proper is made up of a common title and the title of a section or dependent title of a sub-series, the common title is given first, followed by the section or sub-series designation and/or the section or sub-series title. The common title is not repeated in area 7.

e.g. . – (Biblioteca románica hispánica. I, Tratados y monografías)  
. – (Cass library of African studies. Africana modern library)

6.1.5 When the publication described is a separate part of a multi-part publication, the title proper of the series is the title proper of the multi-part publication described as a whole according to the provisions of area 1 of ISBD(M).

e.g. . – (The lord of the rings ; pt. 3)  
. – (Selected works of Rudyard Kipling ; vol. 2)

## 6.2 Parallel title of series or sub-series

6.2.1 When the title proper of the series or sub-series appears in the prescribed source of information in more than one language and/or script, the parallel series title(s) may be given. Parallel titles of series are included when necessary for identification or otherwise considered important to users of the catalogue.

6.2.2 When the title proper consists of a common title and a dependent title, the parallel common title and parallel dependent title may be given after the whole title proper.

## 6.3 Other title information of series or sub-series

6.3.1 Other title information relating to the series or sub-series is given when it appears in the prescribed source of information and is necessary for identification of the series or sub-series or otherwise considered important to users of the catalogue.

e.g. . – (Die Reihe : Delikte, Indizien, Ermittlungen)  
. – (Words : their origin, use, and spelling)

6.3.2 When the title proper consists of a common title and a dependent title, other title information, if given, follows the part of the title proper to which it applies. In case of doubt, it is given after the whole title proper.

6.3.3 The edition statement relating to a series or sub-series is treated as other title information. It is given according to the provisions of area 2.

e.g. . – (Sammlung Göschen : 2. Ausg.)

## 6.4 Statements of responsibility relating to the series or sub-series

6.4.1 When the title proper of the series or sub-series is a generic term, the first statement of responsibility is *mandatory*. In other cases, the first and subsequent statements of responsibility are given when they appear in the publication and are necessary for identification of the series or sub-series or otherwise considered important to users of the catalogue.

e.g. . – (Publications / Victoria University of Manchester)  
. – (Sämtliche Werke / Thomas Mann)

. – (A century of French romance / edited by Edmund Gosse ; with portrait notes by Octave Uzanne)

Parallel statements of responsibility may be given, each preceded by a space, equals sign, space.

e.g. . – (Technical report / Forest Engineering Research Institute of Canada = Institut canadien de recherches en génie forestier)

6.4.2 When the title proper consists of a common title and a dependent title, each statement of responsibility, if given, is given after the part of the title proper to which it refers. In case of doubt it is given after the whole title proper.

## 6.5 International Standard Serial Number of series or sub-series (*optional*)

6.5.1 The International Standard Serial Number (ISSN) relating to the series or sub-series may be given when it is known and is transcribed in accordance with the relevant standard.

e.g. . – (Graeco-Roman memoirs, ISSN 0306-9222)

6.5.2 When the title proper consists of the distinctive title of a sub-series, the ISSN of the main series may be given with its title in area 7.

6.5.3 When the title proper consists of a common title and a dependent title, the ISSN of the common title is omitted in area 6 and may be given in area 7.

e.g. . – (Der Landkreis. Ausgabe Hessen, ISSN 0340-3246)  
*Note:* ISSN of main series: ISSN 0342-2259

## 6.6 Numbering within series or sub-series

6.6.1 The numbering of the publication within a series or sub-series is given in the terms in which it appears in the publication. Standard abbreviations may be used. Arabic numerals are substituted for other numerals or spelled out numbers.

e.g. . – (Cambridge University monographs ; 7)  
. – (Graeco-Roman memoirs, ISSN 0306-9222 ; no. 62)

6.6.2 When the title proper consists of a common title and a dependent title, the numbering of the common title is omitted. An appropriate note or the collocation of the numbering of the series and sub-series may be given in area 7.

e.g. . – (Publications / Victoria University of Manchester. Administration ; 1)  
*Note:* Main series numbered 244

6.6.3 When the parts of a multi-part publication within a series are numbered, the first and last numbers and/or letters are given and connected by a hyphen when the numbering is continuous. In other cases, all the numbers/letters are given.

e.g. ; vol. 11-15  
; vol. 131, 145, 152



## 7 NOTE AREA

**Contents** Notes qualify and amplify the formal description where the rules for such description do not allow certain information to be included. They can, therefore, deal with any aspect of the physical make-up of the publication or its contents.

Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of the ISBD(M). In addition to notes relating to these areas, there may be notes relating to the description of the publication that do not correspond to any specific ISBD area. Except where otherwise indicated, notes and their order of presentation are *optional*.

**Punctuation pattern** Each note is separated from the next one by a point, space, dash, space (. – ). These are replaced by a point when each note is given on a separate line.

Within notes it is recommended, where appropriate, that the prescribed punctuation of areas 1-6 be followed; for example, a title is separated from a statement of responsibility by a space, diagonal slash, space ( / ).

**Prescribed source** Any source

### 7.1 Notes on the title and statement of responsibility area

#### 7.1.1 Notes on the title proper

##### 7.1.1.1 Translation note

When the publication being described is known to be a translation, the original title of the work is given in a note. When the translation is known to be a translation of a particular edition of a work with its own title, this title is given first and may be followed by the title of the original work translated. When the publication contains several individual works, the translation notes may be included in the contents note.

e.g. . – Translation of: La muerte de Artemio Cruz  
. – Translation of: Tajna Ostrva Kirin  
Originally published as: Five on Kirrin Island again

##### 7.1.1.2 Notes on the source of the title proper

When the source of the title proper is other than the title page, the source is given in a note.

e.g. . – Cover title

7.1.1.3 Notes giving variant and transliterated titles

- e.g. . – Spine title: Oliver!  
. – Title proper romanized: Zolotoj telenok

The title on an additional title page may be given in a note.

7.1.2 Notes on the nature, scope, literary form, purpose or language of the publication

A note on the form is necessary only if the form cannot be inferred from other elements of the description and a note on language only if the linguistic content is significant and the language of the content cannot be inferred from other elements of the description.

- e.g. . – German text  
. – Play in 3 acts  
. – Thesis (M.A.)—Johns Hopkins University

7.1.3 Notes on parallel titles and other title information

&

7.1.4 Parallel titles and other title information appearing on the title page may be given in a note when they cannot be fitted into area 1.

- e.g. . – Parallel titles in ten languages

Parallel titles and other title information appearing elsewhere in the publication but not on the title page may be given in a note (see 1.3.4.4, 1.4.5).

- e.g. . – Parallel title in Spanish on verso of title page

7.1.5 Notes on the statements of responsibility

These may include statements of responsibility not taken from the publication, notes on variant or expanded forms of names of persons or corporate bodies, notes on persons or corporate bodies connected with the work that cannot be included in other areas of the description (because, for example, their function is not specified) and notes on persons or corporate bodies connected with previous editions but not with the edition in hand.

- e.g. . – Attributed to Jonathan Swift  
. – Drawings by Gordon Davey  
. – Translated from the author's unpublished manuscript  
. – Full name of author: Mignon Good Eberhart  
. – Previously published under the name Marion Watkyns  
. – At head of title: Dept. of Defence  
. – Previous editions by Norman Smythe

Statements of responsibility relating to appendices and other supplementary matter appearing in the publication but not on the title page may be given in a note.

When the statement of responsibility has been obtained from a source other than the title page, the source from which such a statement has been obtained may be given in a note.

e.g. . – Author statement taken from title page verso

## 7.2 Notes on the edition area and the bibliographic history of the publication

These include the source of the edition statement and details of the publication's relationship to other publications and to other editions, including the previous publication of reprints or re-issues. Notes on preceding/succeeding works, supplements, etc., are given when the relationship is such that the use or understanding of the publication described is dependent on a knowledge of the related publication. A note on the related publication is also given when the publication described contains a revision.

e.g. . – Originally published: London : Collins, 1967  
. – Previously published as: The players of Null-A, London : Dodson, 1970 ; originally published as: The pawns of Null-A, New York : Street and Smith, 1948  
. – Offprint from: Physical review ; 2nd series, vol. 70, no. 5-6, September 1 & 15, 1946  
. – Facsimile reprint of 4th edition: Amsterdam : s.n., 1670. Vol. 1, 2nd ed. Vol. 2, 3rd ed. Vol. 3, 2nd ed.

## 7.3 Notes relating to material (or type of publication) specific area

*Normally not applicable, see General note on area 3.*

## 7.4 Notes on the publication, distribution, etc. area

These may include details of other publishers or distributors of the publication, notes on variant publication, distribution, etc., information and additional dates.

e.g. . – Also published in Colombo by Ceylon University Press  
. – Original publication statement covered by label that reads:  
Humanitas-Verlag, Zürich

## 7.5 Notes on the physical description area

These may include additional physical description of the publication supplementing the formal statement given in area 5, and statements on particular physical peculiarities.

e.g. . – Versos of leaves blank  
. – Leaves printed on both sides  
. – Volumes numbered: 1, 2A, 2B, 2C, 3  
. – Pages also numbered 321-401  
. – Map on lining paper  
. – Illustrations coloured by hand  
. – Printed on acid-free paper  
. – Tête-bêche format

## 7.6 Notes on the series area

These may include notes relating to various elements of area 6.

- e.g. . – Main series: Department of State publication
- . – ISSN of main series: ISSN 0342-2259
- . – Main series numbered 244

These may include notes naming the series in which the publication was previously published or in which some but not all of the volumes were published.

- e.g. . – Originally issued in Environmental science series
- . – Vol. 2 issued as vol. 39 of ...

## 7.7 Notes relating to the contents

These may include the list of contents, notes on other inclusions, such as indexes, inserts, bibliographies, etc.

- e.g. . – Contents: Vol. 1. A midsummer night's dream ; Vol. 2. Henry IV
- . – Contents: The homecoming / by Harold Pinter.  
Chips with everything / by Arnold Wesker.  
Marching song / by John Whiting
- . – Includes the text of the Gaming Act 1913
- . – Bibliography: p. 291
- . – List of films: p. 323-327
- . – Summary in English: p. 143-146
- . – Includes index
- . – Contents: Pt. 1. The fellowship of the ring ; Pt. 2. The two towers ; Pt. 3. The return of the king

For multi-level description, see Appendix A.

## 7.8 Notes relating to binding and availability

- e.g. . – First 25 copies bound in leather

These may include notes of limited print run or limited distribution.

- e.g. . – 250 copies printed
- . – Limited edition of 20 signed and numbered copies

## 7.9 Notes relating to the copy in hand

- e.g. . – Ms. notes by author

## 7.10 Other notes

- 7.10.1 Any other notes particular to the specialized ISBDs or considered important in the context of the bibliographic agency or cataloguing organization.

## 8 STANDARD NUMBER (OR ALTERNATIVE) AND TERMS OF AVAILABILITY AREA

- Introductory note** The area may be repeated when a publication has more than one standard number (or alternative),
- A. because it is issued in more than one format or by more than one publisher, distributor, etc.,
- or*
- B. because it has a standard number (or alternative) for the individual volume and also a standard number (or alternative) for the whole publication of which it is a part.

In both cases, the standard number (or alternative) that specifically identifies the publication being described is given first. Other numbers (e.g. for other formats, other publishers, for the whole publication) are given next, as repetitions of the area.

If the title of the whole publication is given in area 6, the standard number (or alternative) for the whole publication is not given with it, but is given in area 8, with the standard number(s) (or alternative(s)) for the individual volume(s).

Each standard number (or alternative) recorded may be followed by any qualification needed to identify it further (e.g. format or binding) and/or by its terms of availability and/or price, which may also be followed by a qualification. Standard numbers (or alternatives) that are repetitions of the area must be qualified.

Standard numbers (or alternatives) appearing in the publication that relate to its bibliographic history (e.g. ISBNs for earlier editions) are not given in area 8. When considered important, they may be given in area 7.

- Contents**
- 8.1 Standard number (or alternative)
  - 8.2 No general use of this area is made for printed monographic publications.
  - 8.3 Terms of availability and/or price (*optional*)
  - 8.4 No general use of this area is made for printed monographic publications.

- Punctuation pattern**
- A. The standard number (or alternative) and terms of availability area is preceded by a point, space, dash, space (. –).
  - B. Terms of availability and/or price are preceded by a space, colon, space (: ).
  - C. A qualification added either to a standard number (or alternative) or to the terms of availability and/or price is enclosed in parentheses ( ( ) ).
  - D. Each subsequent standard number (or alternative) and terms of availability statement is preceded by a point, space, dash, space (. –) unless the areas are clearly separated by paragraphing, typography or indentation, in which case the point, space, dash, space is replaced by a point given at the end of the preceding area.

### *Examples*

. – ISBN (qualification) : price

- . – ISBN (qualification) : price . – ISBN (qualification) : price
- . – ISBN : price (qualification)
- . – Terms of availability

**Prescribed source** Any source.

### 8.1 Standard number (or alternative)

- 8.1.1 The ISBN or other standard number is given when known.
- 8.1.2 The standard number is preceded by the letters ISBN, etc., and transcribed in accordance with the relevant standard.<sup>7</sup>

e.g. . – ISBN 0-7131-1646-3  
 . – ISBN 87-13-01633-4

- 8.1.3 When a standard number is incorrectly printed in the publication, the corrected number is given, if known, followed by a point, space, dash, space and the invalid number is given as it appears, with the qualification "invalid" (or its equivalent in another language and/or script) enclosed in parentheses.

e.g. . – ISBN 0-340-16427-1. – ISBN 0-340-16427-2 (invalid)

- 8.1.4 A brief statement of the type of binding in which the publication is issued may be given following the ISBN to which it is related. Such a statement when given is enclosed in parentheses. Standard abbreviations in the language of the bibliographic agency may be used.

e.g. . – ISBN 0-85020-025-3 (cloth)  
 . – ISBN 0-330-23591-5 (paperback)  
 . – ISBN 3-525-52139-1 (Lw.)

- 8.1.5 When there is no standard number, a binding statement may be given as the first statement in the area, enclosed in parentheses.

e.g. . – (Paperback)

### 8.3 Terms of availability and/or price (optional)

- 8.3.1 A statement of the terms on which the publication is available may be given. In the case of a publication offered for sale, the price of the publication is given in numerals with the official standard symbol for the currency. When there is a price for a single issue and a subscription price, both may be given.

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<sup>7</sup> International Standard ISO 2108-1992, *Information and documentation -- International standard book numbering (ISBN)*

e.g. : £2.05  
: 90 F  
: free loan  
: hire

8.3.2 Qualifications to the terms of availability and/or price are enclosed in parentheses.

e.g. (available from Information Canada \$1.25)  
(distributed by....)  
(U.S. Government Printing Office \$2.50 (Cat. no....))

General notes relating to terms of availability and/or price may be given in area 7 (see 7.8).

## APPENDIX A: MULTI-LEVEL DESCRIPTION

Multi-level description is one of a number of choices for the bibliographic descriptions of parts. Solely as an illustration of the various choices resulting in descriptions on a single level, see the following examples:

- A. certain descriptions showing as the title proper the title common to the parts, with the titles of individual parts given in a contents note (see 7.7);
- B. certain descriptions showing as the title proper the title of each individual part, with the title common to the parts given in the series area (see 6.1.5);
- C. certain descriptions showing as the title proper a combination of (a) the title common to the parts and (b) the title of each individual part (see 1.1.2.8);
- D. certain descriptions showing *component part* analysis (see the IFLA *Guidelines for the Application of the ISBDs to the Description of Component Parts*).

Multi-level description is based on the division of descriptive information into two or more levels. The first level contains information common to the whole or main publication. The second and subsequent levels contain information relating to the individual volume or other unit. The process is carried out for as many levels as are required to describe fully the publication and its parts.

At each level the elements of the description are given in the same order and with the same punctuation as for unitary publications. Some elements may be recorded at more than one level. When the title of a volume is preceded by a number or volume designation, the two statements are separated by a colon, space (: ).

In ISBD(M) the applications of multi-level description are:

- A. The description of physically separate units of a multi-part publication.
  - B. The description of physically separate units supplementary to, or accompanying, another publication (see 5.4.4 and 7.7).
- e.g. The lord of the rings / J.R.R. Tolkien. – [Authorized ed.] with a new foreward by the author. – New York : Ballantine Books, 1965-1973. – 3 vol. : ill., maps ; 18 cm. – (Paperback)
- The fellowship of the ring : being the first part of The lord of the rings. – 1965. – 527 p. : ill., maps
  - The two towers : being the second part of The lord of the rings. – 1965. – 447 p. : map
  - The return of the king : being the third part of The lord of the rings. – 1973. – 544 p. : ill., maps. – ISBN 0-345-25345-0 : \$1.95
- e.g. The sacred books of the East / translated by various oriental scholars and edited by F. Max Müller. – Oxford : Clarendon Press, 1879-1910. – 50 vol. ; 23 cm
- Vol. 39-40: The sacred books of China : the texts of Tâoism / translated by James Legge. Part 1: The Tâo teh king. The writings of Kwang-tsze. Books I-XVIII. – 1891. – xxii, 396 p.



e.g. Names of persons : national usages for entry in catalogues / compiled by the IFLA International Office for UBC. – 3rd ed. – London : The Office, 1977. – x, 193 p. ; 30 cm. – ISBN 0-903043-10-6 (Paperback) : £15.00

Supplement. – 1980. – xii, 49 p. ; 30 cm. – ISBN 0-903043-30-0 (Paperback) : £12.00

Alternatively, the whole publication may be described on a single level, with the individual volumes given in a contents note.

e.g. The lord of the rings / J.R.R. Tolkien. – [Authorized ed.] with a new foreword by the author. – New York : Ballantine Books, 1965-1973. – 3 vol. : ill., maps ; 18 cm. – (Paperback)

Contents: Pt. 1. The fellowship of the ring ; Pt. 2. The two towers ; Pt. 3. The return of the king.

## APPENDIX B: BI-DIRECTIONAL RECORDS

Bi-directional records are multi-script records in scripts written from left to right and scripts written from right to left.

Unless the direction of the script changes within an element, each change of script begins on a new line of the description at the appropriate margin. Prescribed punctuation is given at the start of the new element in the style required by the script, except for the prescribed point, comma or semi-colon that are given at the end of the previous element in the style required by the script (see also 0.4). Thus the point of the point, space, dash, space (. –) ends the previous element and the dash begins the following element on a new line at the appropriate margin.

e.g.

القاموس الحديث، فرنسي-عربي | تأليف ميري إلياس .

Dictionnaire moderne, français-arabe / par Mitri Elias.

- طبعة 4، منقحة ومزيدة .

= 4e éd., rev. et augm.

- القاهرة: المطبعة المصرية.

= Le Caire : Elias' Modern Press, 1974.

*(Arabic data transcribed first)*

Dictionnaire moderne, français-arabe / par Mitri Elias.

= القاموس الحديث، فرنسي-عربي | تأليف ميري إلياس .

- 4e éd., rev. et augm.

= طبعة 4، منقحة ومزيدة .

- Le Caire : Elias' Modern Press

= ناخرة: المطبعة المصرية. 1974.

*(French data transcribed first)*

The walk : a story יום טוב

*(Right-left data within a left-right title proper)*

מהד' 2, newly rev. and illustrated

*(Left-right data within a left-right title proper)*

## APPENDIX C: EXAMPLES

1. Playback / Ronald Hayman. – London : Davis-Poynter, 1973. – 167 p. ; 23 cm.  
ISBN 0-7067-0076-7 : £2.50
2. Recreational problems in geometric dissections and how to solve them / Harry Lindgren. – Revised and enlarged / by Greg Frederickson. – New York : Dover Publications ; London : Constable, 1972. – viii, 184 p. : ill. ; 22 cm.  
Previous ed. published as: Geometric dissections, Princeton ; London : Van Nostrand, 1964.  
ISBN 0-486-22878-9 (paperback) : £1.00
3. Tennis—up to tournament standard / Ellwanger ; [translated from the German by Wendy Gill]. – Wakefield : E.P. Publishing, 1973. – 119 p. : ill., ports. ; 21 cm. – (E.P. Sport).  
Translation of: Tennis—bis zum Turnierspieler, München : BLV Verlagsgesellschaft, 1971.  
ISBN 0-7158-0579-7 : £1.75
4. Industrial steam locomotives of Germany and Austria = Dampfloks auf Industriebahnen der BRD, DDR, und Österreich / compiled by Brian Rumary ; German translations by M. Spellen. – 2nd ed. – [Crewe] : Industrial Railway Society, 1973. – 36 p. : ill. ; 21 cm. – (Pocket books / Industrial Railway Society. GA).  
English and German text. – Previous ed. 1972.  
ISBN 0-901096-16-4 (sewed) : £0.40
5. Special syllabuses : a report on the Board's development of special syllabus examinations, August 1972 / the Associated Examining Board for the General Certificate of Education. – Aldershot : the Board, 1972. – 58 p. ; 21 cm.  
ISBN 0-901893-01-3 (sewed) : £0.25
6. Apostolic constitution (Paenitemini) of His Holiness Pope Paul VI promulgating the penitential discipline of the Church / [translated from the Latin] with an introduction by Brian Newns. – London : Catholic Truth Society, 1973. – 16 p. ; 18 cm.  
Cover title: Penitence. – This translation originally published in: The Jurist, vol. 26, no. 2, April 1966.  
ISBN 0-86183-078-1 (sewed) : £0.05
7. A treatise of indulgences, 1623 / Clement Rayner. A treatise of modesty and silence, 1632 / Alfonso Rodriguez. – [Facsimile reprint]. – Menston : Scolar Press, 1973. – 271, 76 p. ; 20 cm. – (English recusant literature, 1558-1640 ; vol. 139).  
Facsimile reprints. – A treatise of indulgences, originally published: St Omer : for John Heigham, 1623. – A treatise of modesty and silence, originally published: [S.l. : s.n.], 1632.  
ISBN 0-85417-945-3 : £1850.00 (for the series)

8. Godly contemplations for the unlearned, 1575 ; A letter of a Catholike man beyond the seas, 1610 / Thomas Owen. The conviction of noveltie, 1632 / R.B. – Menston : Scolar Press, 1973. – 49, 166 p., [71] leaves : ill. ; 20 cm. – (English recusant literature, 1558-1640 ; vol. 138).

Facsimile reprints. – Godly contemplations ..., originally published: [S.l. : s.n.], 1575. – A letter ..., originally published: St Omer : [s.n.], 1610. – The conviction ..., originally published: [S.l. : s.n.], 1632.

ISBN 0-85417-944-5 : £1850.00 (for the series)

9. Virus-cell interactions and viral antimetabolites / Federation of European Biochemical Societies, Seventh Meeting, Varna (Bulgaria), September 1971 ; edited by D. Shugar. – London ; New York : Academic Press, 1972. – viii, 231 p. : ill. ; 24 cm. – (FEBS symposium ; vol. 22).

Includes bibliography and index.

ISBN 0-12-640866-1 : £4.00

10. The West Indian slave laws of the 18th century / E.V. Goveia. A new balance of power : the 19th century / C.J. Bartlett. – Barbados : Caribbean Universities Press ; London : Ginn [distributor], 1970. – 105 p. ; 22 cm. – (Chapters in Caribbean history ; 2).

Bibliographical references in footnotes. – “Further reading”: p. 91-97. – Includes index.

ISBN 602-21591-9

11. Start your own school : the story of the Fitzroy Community School / by the founders, Philip O'Carrol & Faye Berryman. – North Fitzroy, [Vic.] : the School, 1980. – 124 p. ; 20 cm.

At head of title: An essential resource document in alternative education.

ISBN 0-959-43960-9 : \$4.00 Aust.

12. Sur les vieux thèmes / Mona Rouzier. – Port-au-Prince : Imprimerie N.A. Theodore, [195-?]. – 57 p. ; 18 cm

Versos des pages blanches

13. The door ; The crafty tailor ; The bundle of sticks / by 'Kunle Akinsemoyin and Laoye Egunjobi. – Lagos : West African Book Publishers, 1977. – [30] p. : ill. (chiefly col.) ; 26 cm. – (An Atoka book).

ISBN 978-153-004-9

14. Dewey decimal classification and relative index / devised by Melvil Dewey. – Ed. 19 / edited under the direction of Benjamin A. Custer. – Albany (N.Y.) : Forest Press, 1979. – 3 vol. ; 24 cm.

Contents: vol. 1. Introduction. Tables ; vol. 2. Schedules ; vol. 3. Relative index.

ISBN 0-910608-23-7. – ISBN 0-910608-19-9 (vol. 1). – ISBN 0-910608-20-2 (vol. 2). – ISBN 0-910608-21-0 (vol. 3)

15. ISBD(M) : International standard bibliographic description for monographic publications / International Federation of Library Associations and Institutions. – 1st standard ed. revised. – London : IFLA International Office for UBC, 1978. – 51 p. ; 30 cm.
- ISBN 0-903043-21-1 (paperback) : £5.00 or \$US 12.00
16. CHISAM : [metas alcançadas e novos objetivos do programa] / Coordenação de Habitação de Interesse Social da Area Metropolitana do Grande Rio. – [Rio de Janeiro] : Ministerio do Interior [Republica do Brasil, 1969?]. – 103 p., 2 p. of maps : ill., ; 29 cm.
- Sumário em inglês, p. 74-[104]
17. Anglo-American cataloguing rules / prepared by the American Library Association, the British Library, the Canadian Committee on Cataloguing, the Library Association, the Library of Congress ; edited by Michael Gorman and Paul W. Winkler. – 2nd ed. – Chicago : American Library Association, 1978. – 620 p. ; 26 cm.
- Previous editions: Anglo-American cataloguing rules. – North American text. – Chicago : American Library Association, 1967. Anglo-American cataloguing rules. – British text. – London : Library Association, 1967.
- ISBN 0-8389-3210-X. – ISBN 0-8389-3211-8 (paperback). – ISBN 0-88802-121-6 (Canadian Library Association). – ISBN 0-88802-122-4 (paperback). – ISBN 0-85365-681-9 (Library Association). – ISBN 0-85365-691-6 (paperback)
18. People of the talisman ; The secret of Sinharat / Leigh Brackett. – New York : Ace Books, cop. 1964. – 126, 94 p. ; 18 cm.
- Tête-bêche format.
- (Paperback)
19. Bibliographical services throughout the world. Supplement 1980 = Les services bibliographiques dans le monde. Supplément 1980 / by Marcelle Beaudiquez. – Paris : Unesco, 1982. – xi, 103 p. ; 22 cm.
- In English and French.
20. Three comedies / by William Shakespeare ; with biographical illustrations and pictures of the setting of the plays, together with introductions by John Masefield. – New York : Dodd, Mead, cop. 1965. – xx, 266 p., [11] leaves of plates : ill. ; 22 cm. – (Great illustrated classics).
- Contents: A midsummer night's dream ; As you like it ; The merchant of Venice.
21. The sporting royal family / with photographs by Serge Lemoine and text by Grania Forbes. – London : Queen Anne Press, 1982. – 128 p. : ports. (some col.) ; 30 cm.
- ISBN 0-356-08603-8 : £7.95
22. Mrs. Humphry Ward : a study in late-Victorian feminine consciousness and creative expression / by Anne M. Bindsev. – Stockholm : Almqvist & Wiksell International, 1985. – v, 166 p. ; 24 cm. – (Acta Universitatis Stockholmiensis. Stockholm studies in English, ISSN 0346-6272 ; 63).

Doctoral dissertation—University of Stockholm. – Bibliography: p. [157]-166.

ISBN 91-22-00731-8

23. The United States-Japan Cooperative Medical Science Program : third five-year report, 1975-1980. – Washington : Bureau of Oceans and International Environmental and Scientific Affairs : for sale by the Superintendent of Documents, U.S. Government Printing Office, 1980. – xiv, 214 p. : ill. ; 28 cm. – (East Asian and Pacific series ; 217).

Main series: Department of State publication ; 9127. – Includes bibliographies.

24. Actas de la reunión sobre quemas prescritas / S.E.C.F., I Reunión del Grupo de Trabajo Incendios Forestales, Lourizán 10-13 noviembre 1998 ; edición científica a cargo de José A. Vega Hidalgo y Ricardo Vélez Muñoz. – [Lourizán (España)] : Sociedad Española de Ciencias Forestales, [2000]. – 283 p. : gráf. ; 24 cm. – (Cuadernos de la Sociedad Española de Ciencias Forestales, ISSN 1575-2410 ; n. 9-2000)
25. Código de leyes militares : concordadas y con jurisprudencia / edición preparada por Antonio Troncoso de Castro, Miguel Ángel Viñas Gismero. – 1ª ed., act. a agosto de 2000. – Paracuellos de Jarama (Madrid) : Dilex, [2000]. – 1161 p. ; 25 cm. + 1 disco (CD-ROM)

Bibliografía: p. [1139]-1161 . – Índices.

26. A cada uno su misión : descubrir el proyecto de vida / Jean Monbourquette ; [traducción, Alfonso Ortiz García]. – Maliaño (Cantabria) : Sal Terrae, [2000]. – 198 p. ; 22 cm. – (Proyecto ; 61)

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