

Indian Standard

GUIDELINES FOR PRESENTATION OF ABSTRACT SHEETS IN SERIAL PUBLICATIONS

FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 31 March 1983, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 The practice of including abstract sheets in periodicals and other serial publications containing at one place abstracts of all contributions in a particular issue/volume is becoming common. The main objective is to facilitate ready identification of information of specific interest to various users. Besides making documentation work easier, abstract sheets also help readers in building up their personal index files. Normally, perforation between adjacent rows of abstracts in an abstract sheet is provided in both vertical and horizontal directions to facilitate separation of any required abstract(s) by the users.

0.3 This standard provides guidelines for the content and presentation of abstract sheets in periodicals and other serial publications with a view to promoting uniformity and consistency in presentation and style.

0.4 The requirements of this standard are technically equivalent to the requirements stipulated in ISO 5122-1979 'Documentation – Abstract sheets in serial publications' issued by the International Organization for Standardization, which have been taken into consideration with a view to maintaining necessary coordination in international practice.

1. SCOPE

1.1 This standard sets out rules for the presentation of abstract sheets in periodicals and other serial publications.