

## *Indian Standard*

# GUIDELINES FOR CONTENTS LIST OF PERIODICALS

### FOREWORD

**0.1** This Indian Standard was adopted by the Indian Standards Institution on 25 March 1987, after the draft finalized by the Publications and Graphic Technology Sectional Committee had been approved by the Executive Committee.

**0.2** The contents list for a periodical in a single issue or a volume which indicates at a glance, the reading material available, and its general layout and pagination in a periodical, facilitates readers and other users such as classifiers and librarians in locating the information of their interest. Some standard rules for the preparation and presentation of table of contents are therefore very necessary to make references and consultation easy and convenient.

**0.2.1** To facilitate easy identification of the matter reference to issue numbers with dates and supplements, if any, may also be mentioned indicating author index and subject index so that reader can refer the subject easily. This can be done by appending the information in the last issue of each volume.

**0.3** This standard provides guidelines for presentation for contents list of periodicals, earlier specified as part of IS : 794-1956\* which has been withdrawn. The guidelines for table of contents for books have been included in IS : 790-1987†.

**0.4** This standard is based on ISO 18-1981 'Contents list of periodicals or documents', issued by the International Organization for Standardization (ISO) and its requirements are technically equivalent to the International Standard with minor editorial changes. Additional information on the contents list of volume of periodicals has been provided in this standard.

### 1. SCOPE

**1.1** This standard provides guidelines for the presentation of the contents list of periodicals.

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\*Practice for table of contents.

†Specification for preliminary pages of a book.