

Indian Standard

GUIDE FOR THE PREPARATION OF BIBLIOGRAPHIC DESCRIPTION SHEET FOR TECHNICAL REPORTS

FOREWORD

0.1 This Indian Standard was adopted by the Indian Standards Institution on 11 January 1980, after the draft finalized by the Documentation Sectional Committee had been approved by the Executive Committee.

0.2 Technical reports form a distinctive type of document generated by a large number of institutions and organizations. These reports facilitate rapid communication and exchange of scientific and technical information. In India, the number of institutions and organizations and the number of reports generated by them have been increasing rapidly during the past two decades. It is desirable that appropriate mechanism be developed and utilized for the convenient bibliographic control of these reports.

0.3 The provision of a bibliographic description sheet in the report helps in bibliographic control and facilitates the processing of the document for library and documentation services. It will ensure consistency, uniformity and compatibility in the documentation of the reports. Appendix A gives a proforma for the sheet. The proforma should be completed and bound as the first sheet of the report.

0.3.1 Copies of the completed bibliographic description sheet (for declassified and unclassified reports) may be prepared by the issuing authority and sent to a library, documentation centre or to other agencies to facilitate notification by them as a part of their SDI/alert service.

1. SCOPE

1.1 This standard specifies the data elements and layout for a bibliographic description sheet.