

DRAFT FOR WORLDWIDE REVIEW

INTERNATIONAL FEDERATION OF LIBRARY ASSOCIATIONS AND INSTITUTIONS



# **ISBD(CM):**

## **International Standard Bibliographic Description for Cartographic Materials**

200x Revision

Prepared by the ISBD(CM) Working Group for approval  
by the Standing Committees of the  
IFLA Cataloguing Section and the  
IFLA Geography and Map Libraries Section

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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

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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>>.

were approved by the IFLA Section on Cataloguing's Standing Committee<sup>3</sup> At that time the 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 the ISBDs. 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 has 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.

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 2005 revision of the ISBD(CM) 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.

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. We are pleased to also acknowledge the contributions of Göran Bäärnhelm, chair, and the members of the ISBD(CM) Working Group.

Washington, D.C.  
December 2004

John D. Byrum, Jr., Chair  
ISBD Review Group

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<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>



## **0 PRELIMINARY NOTES**

### **0.1 Scope, purpose and use**

#### **0.1.1 Scope**

The International Standard Bibliographic Description for Cartographic Materials—referred to hereinafter as the ISBD(CM)—specifies the requirements for the description and identification of such materials, 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.

Cartographic resources consist of materials representing, in whole or in part, the Earth or any celestial body at any scale, such as two- and three-dimensional maps and plans; aeronautical, nautical and celestial charts; globes; block diagrams; map sections; aerial, satellite and space photographs; remote-sensing imagery; atlases; bird's-eye views, etc.

ISBD(CM) is concerned with current resources in eye-readable form, such as printed maps, plans and globes and with cartographic resources in microform and in electronic form. It also makes some provisions for the special cataloguing problems of older resources.<sup>4</sup>

ISBD(CM) is one of several published ISBDs. The others cover monographic publications (ISBD(M)), pre-1801 monographs (ISBD(A)), printed music (ISBD(PM)), non-book materials (ISBD(NBM)), serials and other continuing resources (ISBD(CR)), and electronic resources (ISBD(ER)). 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 resource, but there has been no attempt to make any ISBD exclusive. Users will, on occasion, need to refer to several ISBDs when the resource being described exhibits the characteristics described in other ISBDs, such as an electronic map serial or an antiquarian map. The cataloguer may combine elements from any existing ISBD that are necessary to describe all aspects of the resource, including its content, its carrier and its form of issuance<sup>5</sup>

#### **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> For these, however, refer in general to the ISBD(A),

<sup>5</sup> Note that this provision does not apply to resources that comprise a primary component with subsidiary components not of the same general material category (see 1.2.3).

### 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 resource 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 resource being described. It is recommended that this practice be followed also by libraries that share bibliographic data with each other.

In the ISBDs, 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 “when 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 may be included or omitted at the discretion of the agency.

Other cataloguing agencies have a wider choice as they are not providing the definitive record for international exchange. They may 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.

To describe a resource that is available in more than one physical format or in more than one output medium, it is recommended that national bibliographic agencies, and those cataloguing agencies that participate in a network sharing bibliographic data with each other, create one bibliographic record for each physical format or output medium of the resource. A separate description makes future manipulation of such records simpler for merging information in displays or for distinguishing the separate resources. Other cataloguing agencies may describe the resource using either a single bibliographic description or multiple bibliographic descriptions based on local requirements and needs of users of the catalogue, provided that adequate information to identify each is given.

## 0.2 Definitions

Definitions are given for those terms used in the ISBD(CM) 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 resource 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 title proper on the resource.
<b>Bibliographic description</b>	A set of bibliographic data recording and identifying a resource.
<b>Common title</b>	That part of the title that is carried by a group of related resources in addition to their different section titles. The common title serves to indicate this relationship and together with the section title identifies a given resource. The common title may also be common to a main resource 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>Container</b>	Any housing for a resource, a group of resources, or a part of a resource, that is physically separable from the material being housed.
<b>Dependent title</b>	A title that by itself is insufficient to identify a resource and that requires the addition of the common title, or the title of the main resource or the title of the main series. Examples are section titles, some supplement titles and some titles of sub-series.
<b>Dependent title designation</b>	Numbering that alone or in conjunction with a dependent title serves to distinguish one of two or more related resources having a common title. (See also Sub-series designation.)
<b>Document</b>	An object that comprises intellectual and/or artistic content and is conceived, produced and/or issued as a unit. Documents include text, music, still and moving images, graphics, maps, sound recordings and video recordings in analogue or digital form, including those issued serially.
<b>Edition</b>	All copies of a resource produced from substantially the same original input and issued by the same agency or group of agencies or a person. An edition may be identified by an edition statement in the resource or by information provided by the publisher. (See also Facsimile reprint.)
<b>Edition statement</b>	A word or phrase, or a group of characters, indicating that a resource 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 resource in which the main part is reproduced exactly from an earlier edition.
<b>General material designation (GMD)</b>	A term indicating, broadly, the class of material to which a resource belongs.
<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. The ISBN will become a 13-digit number by January 2007, with a transition period prior to that, when both ten- and 13-digit numbers will be used.
<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 (see <i>ISSN Manual</i> ). It is assigned by the ISSN Network and is based on ISO standard ISO 3297.
<b>Main series</b>	A series that contains one or more sub-series.
<b>Map projection</b>	Any systematic arrangement of meridians and parallels portraying upon a plane the curved surface of a celestial sphere or spheroid.
<b>Map series</b>	A number of related but physically separate and bibliographically distinct cartographic units intended by the producer(s) or issuing body or bodies to form a single group. For bibliographic treatment, the group is collectively identified by any commonly occurring unifying characteristic or combination of characteristics including a common designation (e.g. collective title, number, or a combination of both); sheet identification system (including successive or chronological numbering systems); scale; publisher; cartographic specifications; uniform format; etc.
<b>Map series designation</b>	Coded numeric or alphanumeric identification applied to a map series by the publisher.
<b>Map sheet title</b>	The title proper of an individual map sheet of a map series, exclusive of the map series title.

<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 resource. The second and subsequent levels contain information relating to the individual part or other unit.
<b>Multi-part resource</b>	A monographic resource in a finite number of physically separate parts known to have been conceived or published as a unit; 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 resource. The description 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 resource. Other title information also occurs in conjunction with, and subordinate to, other titles (e.g. parallel titles, titles of individual works contained in the resource, 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 resource or the works contained in it, or is indicative of the motive for, or the occasion of, the resource's production. The term includes sub-titles and avant-titres, but does not include variant titles (i.e. other forms of the title proper).
<b>Parallel edition statement</b>	The edition statement in another language and/or script.
<b>Parallel title</b>	A title presented on the prescribed sources of information for the resource as an equivalent in another language and/or script of the title proper of the resource (or of the title of an individual work in a resource with no collective title proper).
<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>Resolution (Electronic resource)</b>	The accuracy at which a given map scale can depict the location and shape of geographic features. It indicates the smallest measuring unit used to register data for a computer image and expressed as dots per inch, pixels

per line, or lines per millimeter. The larger the map scale, the higher the possible resolution. As a map scale decreases, resolution diminishes and feature boundaries must be smoothed, simplified, or not shown at all, e.g. small areas may have to be represented as points. Resolution indicates the amount of detail found in one pixel of the image. For example, an image with one-metre resolution means that each pixel in the image represents one square metre on the ground.

<b>Resource</b>	A document, group of documents, or part of a document in any medium or combination of media, tangible or intangible, forming the basis of a single bibliographic description. (See also Document.)
<b>Scale</b>	The ratio of distances on the resource to the actual distances they represent.
<b>Section</b>	One part of a group of related resources having a common title. The section is normally devoted to a specific subject category and is identified by the common title of the group and a section title and/or a section designation. There can be two or more hierarchical levels of sections (sub-sections).
<b>Section title</b>	The title specific to a section that serves to distinguish one part of a group of related resources having a common title. The section title is dependent on the common title for identification of a resource whether distinctive or not.
<b>Serial</b>	A continuing resource issued in a succession of discrete issues or parts, usually bearing numbering, that has no predetermined conclusion.
<b>Series</b>	A group of separate resources related to one another by the fact that each resource 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 resources may or may not be numbered.
<b>Series statement</b>	The main elements identifying a series, including any numbering of the separate resources within the series. Also includes a statement that a resource forms part of a multi-part resource. (See also Sub-series statement.)
<b>Sheet</b>	As used in the physical description area, a single piece of paper, vellum, etc., other than a broadside, with manuscript or printed matter on one or both sides.
<b>Specific material designation</b>	The term indicating the specific class of material to which the resource 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 resource, titles in series/sub-series statements) or in conjunction with edition statements.
<b>Sub-series</b>	A series that appears as part of a 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 resources 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.)
<b>Tactile materials</b>	Materials with raised symbols and/or differently textured surfaces that are intended for use by the visually impaired.
<b>Title</b>	A word or phrase, or a group of characters, usually appearing on a resource, that is the name of the resource or the work (or any one of a group of individual works) contained in it. A resource will usually contain several titles (e.g. on the resource itself, on the container, or on the accompanying text or brochure), and these titles may be identical or may differ from one another.
<b>Title proper</b>	The chief title of a resource, i.e. the title of a resource in the form in which it appears in the prescribed sources of information for the title and statement of responsibility area. The title proper includes any alternative title, but excludes parallel titles and other title information. For resources containing several individual works the title proper is the collective title. Resources 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(CM).

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

##### General notes on the outline of the ISBD(G)

- A. Optional elements are indicated as such (see 0.1.3). The specialized ISBDs give detailed guidance.
- B. Elements preceded by asterisks can be repeated when necessary. The specialized ISBDs give detailed guidance.
- C. Areas 6 (Series), 7 (Note) and 8 (Standard number, etc.) can be repeated when necessary. In addition, area 5 (Physical description) can be repeated under certain circumstances.
- 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. Wherever information normally associated with one area or element appears in the resource 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>
<i>Note: Each area, other than the first, is preceded by a point, space, dash, space (. –)</i>		
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
3. Material (or type of resource) specific area	/	First statement
	;	*Subsequent statement

4.	Publication, distribution etc., area	;	4.1	Place of publication, distribution, etc. First place
		:	*4.2	*Subsequent place
		[ ]	*4.3	Name of publisher, distributor, etc.
		,	4.4	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	:	5.1	Specific material designation and extent of resource
		;	5.2	Other physical details
		+	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. When there are two or more series statements, each is enclosed by parentheses.</i>	/	*6.3	Other title information of series or sub- series
		;	6.4	Statements of responsibility relating to the series or sub-series
		,	6.4	First statement
		;	6.5	*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	Standard number (or alternative)
		:	8.2	Key title
		( )	*8.3	Terms of availability and/or price ( <i>optional</i> )
		( )	*8.4	Qualification (in varying positions) ( <i>optional</i> )

### 0.3.2 Outline of the ISBD(CM)

#### General notes on the outline of ISBD(CM):

- 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 above 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(CM) for element 8.2 of the ISBD(G) outline (Key title). Provisions regarding qualifications to a standard number (or alternative) 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 resource 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>
<i>Note: Each area, other than the first, is preceded by a point, space, dash, space (. –)</i>		
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
3. Mathematical (and other material-specific) data area		2.5 Statements of responsibility following an additional edition statement
	/	First statement
	;	*Subsequent statement
	3. Mathematical (and other material-specific) data area	,
,		Additional scale statement
;		3.2 Statement of resolution Statement of projection

	(	3.3	Statement of coordinates
	;) :	3.4	Statement of equinox ( <i>optional</i> )
	:	3.6.2	Digital graphic representation
4.	Publication, distribution, etc., area	4.1	Place of publication, production and/or distribution
			First place
	;		*Subsequent place
	:	*4.2	Name of publisher, producer and/or distributor
	[ ]	*4.3	Statement of function of distributor
	,	4.4	Date of publication, production and/or distribution
	(	*4.5	Place of printing or manufacture
	:	*4.6	Name of printer or manufacturer
	,)	4.7	Date of printing or manufacture
5.	Physical description area	5.1	Specific material designation and extent
	:	5.2	Other physical details
	;	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. When there are two or more series statements, each is enclosed by parentheses</i>	:	*6.3
		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)
	:	*8.3	Terms of availability and/or price ( <i>optional</i> )

## 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 agency, 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 in 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). Square brackets enclose information found outside the prescribed sources of information and interpolations in the description (see 0.6, 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).

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 3, 5 and 8.

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 resource 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.

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 resource is taken from certain sources in a prescribed order of preference.

### **0.5.1 Chief source of information**

1. The cartographic resource, which includes:

A. The cartographic resource itself.

B. The container (portfolio, cover, envelope, etc.) or case, the cradle and stand of a globe, etc., issued by the publisher or manufacturer of the resource.

2. Sources outside the resource such as an accompanying text or brochure or a catalogue, bibliography, etc.

### 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 in area 7 without square brackets. Specific provisions are given in appropriate sections of the ISBD(CM).

<i>Area</i>	<i>Prescribed sources of information</i>
1. Title and statement of responsibility	The resource, container
2. Edition	The resource, container, accompanying material.
3. Mathematical and other material-specific data	The resource, container, accompanying material.
3. Numbering related to serials	The whole continuing resource, national bibliographies
4. Publication, distribution, etc.	The resource, container, accompanying material.
5. Physical description	Any source
6. Series	The resource, container, accompanying material.
7. Note	Any source
8. Standard number (or alternative) and terms of availability	Any source

For electronic resources, the source of the title proper is recorded in all cases. The source of the edition statement is recorded whenever it differs from the source of the title proper.

### 0.6 Language and script of the description

Elements in areas 1, 2, 3, 4 and 6 are normally transcribed from the resource 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) that, when supplied, are given in the language and/or script chosen by the national bibliographic agency or other cataloguing agencies.

Terms used in areas 3, 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 resources 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 (e.g. a lengthy title proper, see 1.1.4.1). In such cases, the omission is indicated by the mark 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** Certain abbreviations are prescribed in specific stipulations (e.g. 4.1.11, 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 0.7.3 and 0.7.4, 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, in those scripts where capitalization is relevant, the first letter of the first word of each area should be a capital; the first letter of the first word of some elements should also be a capital (e.g. general material designation, parallel title, alternative title, section title). 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 resources but some fictitious examples have been included.

In the English text of the ISBDs the terms used and the words or short phrases added in 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 on the resource, except in the case of the title proper of a continuing resource (see ISBD(CR) 1.1.5.1). 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.     Plane [sic] de Cherbourg  
          Barcelonette [i.e. Barcelonnette]  
          Nouv[el]le carte géo-hydrographique des Isles Britanniques, ou Royaume-Uni de  
          Grande Bretagne et d'Irlande

#### **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.

## 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

#### Punctuation pattern

- 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 resource 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 resource are separated by a point, space ( . ), unless a linking word or phrase is given in the resource.
- G. Titles of individual works by the same author contained in a resource 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 proper [General material designation] ; title / statement of responsibility

Title proper [General material designation] / statement of responsibility

Common title. Dependent title [General material designation]

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

## **Prescribed sources**

The resource, container.

Information found outside these sources may be 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 prescribed source of information by statements of responsibility, edition statements, series statements, publication/distribution statements, date, price or other matter that is not information on the title proper.

**1.1.2** The title proper is the chief title of a resource. 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. Survey data

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

e.g. International Summer School on Computational and Mathematical Linguistics

**1.1.2.3** The title proper can consist of or include a set of initials or an acronym prominently displayed on the prescribed source of information.

e.g. BASIC

The expanded form, when present on the prescribed source of information but not selected as the title proper, is given as other title information<sup>6</sup>.

**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.

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<sup>6</sup> At present the treatment of initialisms or acronyms compared to full title for title proper of continuing resources differs from that in the other ISBDs (see ISBD(CR) 1.1.3.3). This variation in treatment is being considered further as the ISBDs are revised.

- e.g. Lutèce ou Premier plan de la Ville de Paris  
The West India atlas, or, A compendious description of the West Indies

**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. International map of the world 1:1 000 000  
World 1:5 000 000 series 1106  
North West Europe Army Air 1:250 000, GSGS 4042

**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. La Route Shell  
La Route Total de nuit  
Mundy's map of the twin cities Edmonton & Strathcona  
Johnson's Cody, Wyoming, street and avenue guide  
Champion map of Albany and Troy, N.Y., area  
The Oxford map of Qatar

**1.1.2.7** When a resource contains two or more individual works and bears a collective title as well as the titles of the individual works on the prescribed source of information, the collective title is chosen as the title proper.

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

- e.g. Cartes pour servir à l'histoire de l'Amérique et des colonies jusqu'en 1763

**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 resource.

- e.g. Internationale Quartär-Karte von Europa. Blatt 8, Magnitogorsk  
Ordnance Survey of Great Britain one inch to one mile map. Seventh series. Sheet 145, Banbury

**1.1.2.9** The title proper can consist of the title of a supplement, part, etc., alone when this title can be dissociated from the common title or title of the main resource. The common title is given in area 6.

- e.g. Bathymétrie de la terminaison sud de l'arc insulaire des Nouvelles-Hébrides  
*In area 6:* (Contribution à l'étude géodynamique du Sud-Ouest Pacifique ; H.V. III-1)  
(Travaux et documents de l'O.R.S.T.O.M. ; 147)

When the common title or title of the main resource 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. Geological basis for Vegetation of Southwest Africa  
*Editorial comment:* Vegetation of Southwest Africa is the title of the main resource.

**1.1.2.10** There is no title proper for a resource containing two or more individual works but lacking a collective title. For the transcription of such titles, see 1.1.4.2.

However, if on a resource lacking a collective title, one work is the predominant part of the resource, its title is considered as the title proper and the titles of the other works are given in a note (see 7.7.1).

**1.1.3** Choice of title proper

**1.1.3.1** Resource with one prescribed source of information

**1.1.3.1.1** When two or more variant titles in the same language and/or script appear on the prescribed source of information, the title proper is selected by reference to the typography of titles on the prescribed source of information, or, if there is no typographical distinction, the sequence of titles on the prescribed source of information.

**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 resource. When this criterion cannot be applied, the title proper is selected by reference to the typography of titles on the prescribed source of information, or, if there is no typographical distinction, the sequence of titles on the prescribed source of information.

**1.1.3.1.3** Variant titles (other than parallel titles, see 1.3) not selected as title proper may be given in area 7 (see 7.1.1.3).

e.g. Théâtre de la Guerre en Amérique telle qu'elle est à present Possédée par les Espagnols, Anglois, François et Hollandois &c.  
*Editorial comment:* Title in cartouche. Title on top of map: Archipelague du Mexique ou sont les Isles de Cuba, Espagnole, lamaïque &c. is given in area 7

**1.1.3.2** Resource with more than one prescribed source of information

**1.1.3.2.1** When a resource has more than one prescribed source of information, as in the case of multi-language or multi-script resources with a prescribed source of information in each language or script, the title proper is selected from the prescribed source of information that is in the language and/or script of the content of the resource.

**1.1.3.2.2** When this criterion cannot be applied (either because the resource has no language or because its content is presented equally in two or more languages or scripts), the title proper is selected from the first of two or more sequentially presented sources of information.

**1.1.4** Transcription

**1.1.4.1** The title proper is transcribed from the prescribed source of information exactly as to wording, but not necessarily as to capitalization or punctuation (see also 0.4, 0.6, 0.7, 0.8). 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.

e.g. Nouvelle carte des pays du Marché commun  
La Camargue  
Carte de pollution des eaux superficielles de Languedoc-Roussillon par les détergents anioniques

A new and exact map of the Dominions of the King of Great Britain on ye continent of North America  
An accurate map of the State and Province of New-Hampshire in New England  
Surface sediment facies of the Florida-Bahamas Plateau  
Plan général des marais mouilles et desséchés des provinces du Bas Poitou, de l'Aunis et de la Saintonge  
Plan of the River Ottawa from the mouth of the River Mattawan to Point Fortune ... exhibiting the line boundary between Upper and Lower Canada ...

**1.1.4.2** Resource without a title proper

**1.1.4.2.1** When the resource 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 titles on the prescribed source of information, or, if there is no typographical distinction, the sequence of titles on the prescribed source of information.

e.g. Le Croisic ; Batz / Editions MAJAC

When the number of individual works is very large, a concise descriptive title may be supplied; it is given, whenever possible, in the language of the resource and is enclosed in square brackets. A note is added to explain that the title was supplied by the cataloguer.

e.g. [Cartes de la médecine libérale en France, par secteurs sanitaires]  
[Maps of the counties of England, Wales and Ireland]

**1.1.5** Supplied titles

When a resource bears no title, a title is devised and recorded in square brackets. The title thus supplied should be concise, reflecting the area and the subject of the resource and, whenever possible, should be given in the language of the resource.

e.g. [Carte de la lune]  
[Mining claims in parts of Gloucester and Restigouche counties, New Brunswick, Canada]  
[Coast of Maine from Owls Head to Penmaquid Point]

**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 resource 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** Inclusion of the general material designation is especially useful for non-book materials included in integrated catalogues or bibliographies.

When used, the general material designation for all materials described with ISBD(CM) is "Cartographic material" or its equivalent in another language or script.

**1.2.3** When the resource comprises a primary component with a subsidiary component(s) not of the same general material category (e.g. an electronic resource accompanied by a manual and a wallchart), the general material designation refers only to the primary component.

**1.2.4** When a resource 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 prescribed source of information, there are titles in more than one language and/or script, the title(s) not chosen as title proper (see 1.1.3.1) may be transcribed as parallel title(s). Parallel titles are included when necessary for identification or otherwise considered important to users of the catalogue.

e.g. Die Schweiz aus der Vogelschau [GMD] = La Suisse vue à vol d'oiseau = La Svizzera a volo d'uccello = A bird's eye view of Switzerland

**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 that does not appear on the prescribed source of information may be given in area 7.

#### **1.3.4 Transcription**

**1.3.4.1** If a parallel title appearing on the prescribed source of information 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.

**1.3.4.2** When a prescribed source of information bears more than one parallel title, these titles, if given, are transcribed in the order indicated by the typography of statements on the prescribed source of information, or, if there is no typographical distinction, the sequence of statements on the prescribed source.

#### **1.3.4.3 Resource without a title proper**

When the resource 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.

### **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 resource. 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 of otherwise considered important to users of the catalogue.

e.g. Basse vallée de l'Aude, exploitation des aquifères, risques de pollution [GMD] :  
situation en 1972  
Motor road map of South-East England [GMD] : showing trunk and other classified roads

**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. Esquisse géologique de la Thakkola, Népal central [GMD] : missions géologiques du C.N.R.S.

**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 prescribed source of information; the initialism or acronym is treated as other title information when the expanded form is selected as the title proper.

**1.4.4** When the title is incomplete or ambiguous it may be completed by additional information supplied from the content of the resource. This addition enclosed in square brackets is treated as other title information.

e.g. Vegetation : [in Botswana]  
Département de l'Yonne : [carte routière]  
Florida : [tourist map]  
Street map of Flagstaff, Arizona : [walking tours]

**1.4.5** Transcription

**1.4.5.1** If a statement of other title information is given, it is transcribed following the title to which it applies.

**1.4.5.2** 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.

**1.4.5.3** A statement of other title information appearing on the prescribed source of information 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, the statement may be given in area 7.

**1.4.5.4** When the prescribed source of information bears more than one statement constituting other title information, these statements, if given, are transcribed in the order indicated by the topography of statements on the prescribed source of information, or, if there is no typographical distinction, the sequence of statements on the prescribed source of information.

e.g. Distribution of principal kinds of soils [GMD] : orders, suborders and great groups : National Soil Survey classification of 1967

**1.4.5.5** Resource without a title proper

**1.4.5.5.1** When a resource 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.

**1.4.5.5.2** A statement on the prescribed source of information 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.

**1.4.5.5.3** A statement on the prescribed source of information constituting other title information and relating to all the works in a resource, although they are by different authors, may be given in area 7.

**1.4.5.5.4** 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.

**1.4.5.6** Parallel titles and parallel other title information

**1.4.5.6.1** When a prescribed source of information 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.

**1.4.5.6.2** When a prescribed source of information 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.

**1.4.5.6.3** 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.

**1.4.5.6.4** When there is no parallel title, but statements of other title information appear on the prescribed source of information 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 prescribed source of information may be given. The other statements may also be given, each preceded by a space, equals sign, space.

**1.4.5.7** When the title proper consists of a common and a dependent title (see 1.1.2.7), 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.

## **1.5 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:

cartographers, colourists, compilers, engravers, governmental mapping agencies, revisers, scientific editors, surveyors, etc.

A statement of responsibility is not constructed when there is no such statement in the resource but may be given in a note.

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.

e.g. Institut géographique national  
J. Moxon  
réalisé et publié par les Editions Grafocarte  
edited by the Daily Express  
by S. Hutchinson  
dedicated by ... Grenville Collins  
presented by ... Lewis Morris  
engraved by Jukes  
levée en 1817 par M. Givry  
surveyed and drawn by E.M. Woodford  
reproduced by W.H. Barrell  
dressée par Ernest Grangez  
compiled by the Ministry of Housing and Local Government

**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. extracted from a chart drawn in 1785

**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. fruit symbols designed and drawn by Joseph A.W. Kislingbury ; surveys and sketches by J.B. Armstrong  
d'après les travaux de M. Alfred Grandidier

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. reduced from the original plan of three inches to one mile and planned to a scale of one inch & half to one mile by Isaac Johnson in June 1800

**1.5.2.5** It can consist of statements relating to appendices and other supplementary matter when such statements appear on the prescribed source of information (see also 1.5.3.3).

e.g. with an introduction by Scott Keltie

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

e.g. carte éditée spécialement par l'Institut géographique national pour le Touring Club de France  
under the patronage of the Royal Scottish Geographical Society  
Swissair Photo

A sponsoring body when its name forms an integral part of the publication, distribution, etc., 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 resource is not considered a statement of responsibility. (For statements connected with such responsibility but present within other title information, see 1.4.) Statements such as mottoes, dedications, and statements of patronage or prizes may be omitted or given in area 7 (see 7.7.8). Information such as “with accompanying reference manual” 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 prescribed source of information in a formal statement of responsibility.

e.g. Michelin, autoroutes : [de France] / dressé par la Manufacture française des pneumatiques Michelin

**1.5.2.9** A statement of responsibility is not considered appropriate for the name of a corporate body that appears on the prescribed source of information whenever the function of the body is not specified and cannot be determined from the resource 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 functions or, although performing different functions, their names are linked by a conjunction.

e.g. par L. Meyère et J. Hansen  
with additions by H.N. Ridley and the Rev. T.S. Lea  
drawn in 1791 ... from the observations made by Fleurieu in 1769 and by  
Vincente Tofino in 1788

**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. by G. Robertson ; engraved by Morris  
par N. de Fer ; A. Coquart, sculp.

**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 resource or to the main part of the resource.

e.g. attributed to Thomas Cavendish the circumnavigator ; with descriptive text by F.C. Wieder

**1.5.4** Transcription

**1.5.4.1** A statement of responsibility is transcribed in the terms in which it appears on the resource.

- e.g. Santa Lucea harbour / by Lieut B. Baynton  
Plan of the town of Madras and its limits / as surveyed in 1822 for the use of the  
justices in sessions, by W. Ravenshaw  
Carte des missions catholiques à Madagascar / dessiné et gravé par R. Hausermann

**1.5.4.2** 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. Braunswyck et Meydburg / sculpserunt E.S. Hamersveldt et S. Rogeri  
Lincoln and environs : mapping out a holiday / Carla Joynes, Lizbeth Beame [for]  
Deckle & Murphy  
Croquis volcanologique du Tibesti, Sahara du Tchad, A.E.F. / B. Gèze, H. Hudeley ...  
[et al.]  
Topography of the South Pacific / by J. Mammerickx ... [et al.]

**1.5.4.3** 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).

**1.5.4.4** 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).

**1.5.4.5** A statement of responsibility that precedes the title proper on the prescribed source of information 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.

**1.5.4.6** 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 on the resource.

- e.g. Apache National Forest, Arizona and New Mexico / U.S. Department of Agriculture  
Forest Service, South-Western Region  
Climatological atlas of the British Isles / Air Ministry, Meteorological Office  
Carte des classes des réserves en eau utile : [en France] / Institut national de la  
recherche agronomique, Service de la carte pédologique de France

**1.5.4.7** 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.

**1.5.4.8** 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.

**1.5.4.9** If more than one statement of responsibility is given, the order of these statements in the description is that indicated by the typography of the statements on the prescribed source of

information or, if there is no typographical distinction, their sequence on the prescribed source of information without taking into account the extent or degree of responsibility implied by the various statements, When the statements are not taken from the prescribed source of information, they should be given in a logical order, if such an order applies, and enclosed in square brackets.

#### **1.5.4.10** Parallel titles and parallel statements of responsibility

**1.5.4.10.1** When the prescribed source of information 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. Carte minéralogique de l'Afrique / Organisation des Nations Unies pour l'éducation, la science et la culture, Association des services géologiques africains = Mineral map of Africa / United Nations Educational, Scientific and Cultural Organization, Association of African Geological Surveys

**1.5.4.10.2** 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.

**1.5.4.10.3** When a prescribed source of information 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. Carte de tapis végétal de la région méditerranéenne = Vegetation map of the Mediterranean region ... / by P. Lalande ; F.A.O, UNESCO

**1.5.4.10.4** When there is no parallel title, but statements of responsibility appear on the prescribed source of information 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 the statements on the prescribed source of information or, if there is no typographical distinction, the sequence on the prescribed source of information is given. The other statements may also be given, each preceded by a space, equals sign, space.

#### **1.5.4.11** Resources without a title proper

**1.5.4.11.1** When the resource 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. Fréjus ; Le Var touristique / Provence Paris publicité  
Daily Mail motor road map of London and ten miles round ;  
Motor road map of south-east England / Edward Sandford

**1.5.4.11.2** 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.

**1.5.4.11.3** 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.

**1.5.4.11.4** When the individual works have their own statement(s) of responsibility and the prescribed source of information shows also statement(s) of responsibility applicable to the whole resource, 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.

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, if given, is given in area 7.

**1.5.4.12** When the title proper consists of a common title and a dependent title (see 1.1.2.8), 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.

e.g. Plan d'ensemble au 1:2 000 de la région d'Ile-de-France. Bloc 1-77-29, Bonnières-sur-Seine / Ministère de l'environnement et du cadre de vie, Etablissement public régional d'Ile-de-France.

## 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

### Punctuation pattern

- 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

*Note:* For the expansion of this area, see ISBD(M).

### Prescribed sources

The resource, container, accompanying material

#### 2.1 Edition statement

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

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

or

B. the copies of a resource in a particular form of presentation having significant differences from other copies in the same form of presentation, whether or not the resource bears any formal statement to this effect.

The edition statement normally includes 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", etc.).

The edition statement can also include other phrases that may be linguistically associated, linking the edition to other elements of the description (e.g. original title in a form such as "abridgement of ..."). For further information related to electronic resources, see ISBD(ER). For further information related to serials and other continuing resources, see ISBD(CR).

**2.1.2** The edition statement is transcribed in the terms in which it appears in the resource. 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 considered necessary for identification of the edition (see 2.3.3).

e.g. . – 2nd ed. rev. and enl.  
. – 5th ed.  
. – 3. erw. Aufl.  
. – Ed. réduite  
. – Ed. 3-GSGS

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).

e.g. . – [Three asterisks] ed.

**2.1.3** The following edition statements are not transcribed in the edition area:

**2.1.3.1** 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 1.1.2.3) is not repeated in the edition area.

**2.1.3.2** An edition statement or statements associated with one or more works that is (are) included in a resource 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)

**2.1.4** When no edition statement appears in the resource, although it is known that the resource contains significant changes from previous editions, a suitable edition statement in the language of the prescribed source of information and in accordance with the provisions of 2.1.2 may be supplied, enclosed in square brackets.

e.g. . – [New ed.]  
. – [Apr. 1995 issue]  
. – [Rev. ed., Aug. 1995]  
. – [Version 1.5]  
. – [School ed.]

## **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, if there is no typographical distinction, the one appearing first is given. The parallel statement(s) may be given.

## **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. Grand Quevilly, Petit Quevilly, Petit-Couronne, Seine-Maritime, plan topographique régulier / R. Choquard. – Mis à jour / M. Pillot

**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 prescribed source of information.

e.g. . – New ed. / rev. under the direction of Rev. E.F.M. MacCarthy

**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 additions

**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 edition or to all 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 resource 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.

or

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

**2.4.2** Additional edition statements are transcribed in accordance with the provisions of 2.1.2 and 2.1.4.

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

**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.

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

### 3 MATHEMATICAL AND OTHER MATERIAL-SPECIFIC DATA AREA

#### Introductory note

This area contains data unique to a particular class of material or type of resource. For cartographic resources, this area is used to record mathematical data, i.e. scale, projection, coordinates, equinox, digital graphic representation; for continuing resources, chronology and/or enumeration; and for electronic resources, type and extent of resource. For electronic resource aspects of cartographic resources, refer to ISBD(ER).

When a resource is a combination of material and type of resource for which area 3 is used (e.g. a map serial), area 3 is repeatable.

When area 3 is repeated, the area 3 that is related to the subject content of the resource (e.g. scale information of cartographic resources) is given first; the area 3 for serials (numbering information) is given last.

- . – Scale 1:650 000 (W 74°50'–W 74°40'/N 45°5'–N 45°00'). – 1981-
- . – Scales differ. – No. 1

<b>Contents</b>	3 1	Statement of scale
	3.2	Statement of projection
	3.3	Statement of coordinates
	3.4	Statement of equinox
	3.5	Digital graphic representation data ( <i>optional</i> )
	3.6	Numbering (Continuing resources)

#### Punctuation pattern

- A. The mathematical and other material-specific data area is preceded by a point, space, dash, space (. –).
- B. Each repetition of this area is preceded by a point, space, dash, space (. –).
- C. The statement of resolution is preceded by a comma space (, ).
- D. The projection statement is preceded by a space, semi-colon, space ( ; ).
- E. The statements of coordinates and equinox are enclosed in one pair of parentheses ( ( ) ).
- F. The statement of equinox is preceded by a space, semi-colon, space ( ; ).
- G. The statement of epoch is preceded by a comma space (, ).
- H. The digital graphic representation data is preceded by a space dash space (. –).
- I. The object type is preceded by a space, colon, space ( : ).
- J. Each statement on the number of objects is enclosed in parentheses after the object type ( ( ) ).
- K. The format name is preceded by a space, semi-colon, space ( ; ).

### Examples

- . – Scale statement, resolution ; projection statement (coordinates ; equinox)
- . – Scale statement ; projection statement (coordinates ; equinox)
- . – Scale statement ; projection statement. – data type : object type ; format name
- . – Scale statement ; projection statement
- . – Scale statement

### Prescribed sources

The resource, container, accompanying material

#### 3.1 Statement of scale

**3.1.1** The scale is given as a representative fraction (RF), expressed as a ratio (1: ). The numeral one (1) is separated from the denominator by a colon (: ) that is not preceded or followed by a space. The RF is preceded by the term "scale" or its equivalent in another language and/or script.

- e.g.
- . – Scale 1:25 000
  - . – Scale 1:100 000
  - . – Scale 1:5 000-1:25 000

**3.1.2** When the scale relates only to particular parts of the resource, it is indicated as such.

- e.g.
- . – Scale 1:3 982 200 at equator
  - . – Scale 1:59 304 960 along meridians

**3.1.3** A scale statement is given when known or calculated, even if the scale is included in area 1.

- e.g. France at 1:500 000 : [France] / Institut géographique national. – Scale 1:500 000  
*Editorial comment:* Area 3 information is given in the language of the cataloguing agency, rather than being transcribed from the resource

**3.1.4** When the RF is derived from a verbal scale statement, it is given in square brackets. The verbal expression of the scale may be transcribed following the RF.

- e.g.
- . – Scale [1:7 200]. 1 pouce for 100 toises
  - . – Scale [1:63 360]. 1 inch to 1 mile

**3.1.5** When there is no numeral or verbal scale statement, the RF is computed from a bar scale, a graticule (i.e from 1° of latitude that on average is 111 kilometres) or grid, or by comparison with a map of known scale, and is enclosed in square brackets.

- e.g.
- . – Scale [ca. 1:1 800 000].  
(RF computed from bar scale)
  - . – Scale [ca. 1:277 740]  
(RF computed from graticule)

**3.1.6** When the resource is not drawn or constructed to scale, or the scale cannot be determined, the phrase "Not drawn to scale" or "Scale indeterminable", or their equivalents in other languages and/or scripts is substituted for a scale statement. The phrase "Scale not given" may be used when the scale might be determinable but the cataloguing agency chooses not to make the determination.

**3.1.7** When a vertical scale is appropriate, such as on relief models, this scale is recorded following the horizontal scale. The vertical scale is specified as such.

e.g. . – Scale 1:1 744 080. Vertical scale [ca. 1:96 000]  
. – Scale 1:100 000. Vertical scale 1:100 000

**3.1.8** The scale for celestial charts is expressed as an angular scale in mm per degree.

e.g. . – Scale 88 mm per 1°

**3.1.9** Resolution. The resolution for electronic resources may be recorded, expressed as the size in metres of the smallest feature that is discernable in the data (usually pixel size or vertex spacing), preceded by the term "resolution: " or its equivalent in another language and/or script, preceded by a comma, space.

e.g. , resolution: 1 pixel = 20 m  
, resolution: minimum adjacent vertex spacing: 5 m ground distance

## **3.2 Statement of projection**

**3.2.1** The statement of projection may be recorded when present on the resource. When identified from other sources, the statement of projection, if given, is supplied in square brackets.

**3.2.2** The statement of projection consists of the name of the projection. Associated phrases related to the statement of projection may be added. Such phrases usually consist of statements pertaining to properties of the projection applicable only to the resource described (e.g. as regards meridians and parallels). Standard abbreviations may be used.

e.g. ; conic equidistant proj. standard parallels 40° and 21° N  
; transverse Mercator proj. 10 000 yards India Zone I grid, Everest spheroid  
; azimuthal equidistant proj. centered on Nicosia, N 35°10', E 33°22'

## **3.3 Statement of coordinates**

**3.3.1** The coordinates delimit the greatest extent of the area covered.

**3.3.2** For terrestrial maps, the coordinates are given in the following order:

westernmost extent of cartographic item (longitude)  
easternmost extent of cartographic item (longitude)  
northernmost extent of cartographic item (latitude)  
southernmost extent of cartographic item (latitude)

Longitude and latitude are expressed in degrees (°), minutes (') and seconds (") of the sexagesimal system (360° circle); longitude is always taken from the Greenwich prime meridian.

The degrees, minutes and seconds of longitudes and latitudes are preceded by the appropriate initials for North (N), South (S), East (E) and West (W) or their equivalents in another language and/or script. The two sets of longitude and latitude are separated from each other by a diagonal slash not preceded or followed by a space. Each longitude or latitude is separated from its counterpart by a dash, not preceded or followed by a space.

e.g. (E 79°–E 86°/N 20°–N 12°)  
(E 110°30'–E 120°30'/N 25°15'–N 22°10')  
(E 15°00'00"–E 17°30'45"/N 1°30'12"–S 2°30'35")  
(W 74°50'–W 74°40'/N 45°5'–N 45°00')  
(W 0°2'37"–E 0°0'35"/N 44°5'30"–N 43°45'00")

Maps of other celestial bodies, such as the Earth's moon, may have coordinates recorded as appropriate to the given celestial body's coordinate system.

Coordinates may be recorded as decimal degrees. Coordinates given in decimal degrees for locations east of Greenwich and north of the equator are expressed as positive numbers and may be preceded by a plus sign. Locations west of Greenwich and south of the equator are expressed as negative numbers and are preceded by a minus sign. Do not include the plus or minus sign, but precede each coordinate by W, E, N or S, as appropriate.

e.g. (W 95.15°–W 74.35°/N 56.85°–N 41.73°)

**3.3.3** For celestial charts, give as coordinates the right ascension of the centre of the chart, or the right ascensions of the western and eastern limits of the area covered by the chart, and the declination of the centre of the chart, or the declinations of the northern and southern limits of the area covered.

The right ascension is designated by "RA" or its equivalent in another language and/or script, followed by the hours, and, when necessary, minutes and seconds of the twenty-four hour clock.

The declination is designated by "Decl." or its equivalent in another language and/or script, followed by the degrees (°) and, when necessary, minutes (') and seconds (") of the sexagesimal system (360° circle), using a plus sign (+) for the northern celestial hemisphere and a minus sign (-) for the southern celestial hemisphere.

The right ascensions and declinations are separated from each other by a diagonal slash not preceded or followed by a space. When two right ascensions and two declinations are given, each right ascension or declination is linked to its counterpart by the word "to" or its equivalent in another language and/or script.

When coordinates are given, the statement of equinox may also be given. The equinox is expressed as a year preceded by the abbreviation "eq." or its equivalent in another language and/or script. A statement for the epoch is added when it is known to differ from the equinox, and both are separated with a comma; the epoch is designated by "epoch" or its equivalent in another language and/or script.

e.g. (RA 16. hr. 30 min. to 19 hr. 30 min./Decl. -16° to -49° ; eq. 1950, epoch 1948)  
(RA 16 hr./Decl. -23° ; eq. 1950)  
(RA 2 hr./Decl. +30° ; eq. 1950)  
(RA 2 hr. 00 min. to 2 hr. 30 min./Decl. -30° to 45° ; eq. 1950)

For charts centered on a pole, the declination limit is indicated.

e.g. (Centered at South Pole/Decl. limit -60°)

### 3.4 Digital graphic representation data (*optional*)

The data type (e.g. raster, vector, point), the object type (e.g. point, line, polygon, pixel), the number of objects used to represent spatial information and the format name (e.g. digital transfer information) may be given for an electronic resource. More detailed information such as topology level (e.g. VPF) and compression may be given in area 7 (see 7.3.4).

e.g. Point : entity point  
Vector : network chains, non-planar graph  
Raster : pixel  
Raster : pixel ; TIFF  
Vector : point, line, polygon ; ARC/INFO export, version 1.0  
Vector : edge (70) ; VPF2

### 3.5 Numbering related to serials

Give the numbering for the resource as instructed in ISBD(CR).

e.g. Scale not given. – 1992-  
Scale 1; 2 000 000 ; polar stereographic proj. – No. 1 (1980)-

## 4 PUBLICATION, DISTRIBUTION, ETC., AREA

### Introductory note

The term “publication, production or distribution”, as used in area 4, is intended to cover all types of publication, production, distribution, issuing and release activities. These activities are distinct from the activities connected solely with the physical manufacture of the resource (see 4.5-4.7), although both may be executed by the same person or body. When a person or body combines the activities of publication, production, distribution etc., with those of physical manufacture, or when it is uncertain whether the person or body is responsible for the publication, production, distribution, etc., or for physical manufacture alone, the statement is treated as one relating to publication, production, distribution, etc. All remote-access electronic resources are considered to be published.

<b>Contents</b>	4.1	Place of publication, production and/or distribution
	4.2	Name of publisher, producer and/or distributor
<b>4.3</b>	4.3	Statement of function of distributor
	4.4	Date of publication, production 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 or production : name of publisher or producer, date
- . – Place of publication or production ; place of publication or production : name of publisher or producer, date (place of printing or manufacture : name of printer or manufacturer, date)
- . – Place of publication or production : name of publisher or producer ; place of publication or production : name of publisher or producer, date
- . – Place of publication or production : name of publisher or producer : name of publisher or producer, date
- . – Place of distribution : name of distributor [function], date

. – Place of publication or production : name of publisher or producer, date (place of printing or manufacture : name of printer or manufacturer)

## Prescribed sources

The resource, container, accompanying material

**4.0** The publication statement is that of the resource being described. In describing a facsimile or other photographic, mimeographic or digitized reproduction, the publication statement of the reproduction is given in the Publication, distribution, etc., area. The publication statement of the original is given in area 7.

e.g. . – London : London Topographical Society, 1898  
*Note:* Facsimile reprint. Originally published, London : R. Walton, [1654]

## 4.1 Place of publication, production and/or distribution

**4.1.1** The place of publication, production 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 producer (or principal publisher or producer if more than one name appears) or distributor. If no publisher, producer or distributor is named, it is the place from which the resource was issued or distributed.

**4.1.2** If the information appearing on the prescribed source of information 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, producer or distributor, the place made more prominent by typography or, if there is no typographical distinction, by 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.

e.g. . – Berlin ; Koln ; Frankfurt am Main

**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. . – London ; New York ; Paris [etc.]  
. – Wien [etc.]

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

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

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

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, production 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.)  
. – Cambridge [England]  
. – Santiago [Chile]  
. – London (Ontario)

If it considered necessary for identification, the full address of the publisher, producer 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. . – St-Bruno-de-Montarville, Qué (1985 La Duchesse)  
. – Vancouver (571 Howe Street)

**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]

**4.1.11** When the name of the place of publication, production or distribution 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.

**4.1.12** 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. . – Bern = Berne

**4.1.13** When a place of publication, production or distribution does not appear anywhere in the resource, 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. . – [Evry]  
. – [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 on the resource.  
. – [Surrey]

*Editorial comment:* Known as place of publication; appears outside the resource.

. – [Guatemala?]

*Editorial comment:* Probable but 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.]

## **4.2 Name of publisher, producer and/or distributor**

**4.2.1** When more than one publisher or producer 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 or producers may be given.

e.g. . – London : The Times ; Edinburgh : John Bartholomew & Son  
. – Paris : Institut géographique national ; Clermont-Ferrand : Ed. Parc des Volcans

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

e.g. . – London : The Times [etc.]

**4.2.4** When the names of both a publisher or producer 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, producer or distributor may be given in a shortened form, provided it can be understood and identified without ambiguity.

e.g. : H.M. Gousha

*Editorial comment:* Publisher's name appears as The H.M. Gousha Company

**4.2.6** When the name of the publisher, producer 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. : S.E.G.

*Editorial comment:* Société d'éditions géographiques appears in full as a statement of responsibility in area 1.

**4.2.7** When the name of a publisher, producer 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 more 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. . – Bern : Bundeskanzlei = Berne : Chancellerie fédérale

**4.2.9** The name of the printer or manufacturer is not given as a substitute for the name of an unknown publisher, producer or distributor. However, when a person or corporate body combines the activities of printing or manufacturing and publication, production or distribution, or when the responsibility is uncertain, a named printer or manufacturer is assumed to be also the publisher or producer.

e.g. . – Paris : Institut géographique national  
*Editorial comment:* I.G.N. is both a publisher and a manufacturer

**4.2.10** When no name can be given as that of the publisher, producer 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 or production statement an indication of the function performed by the distributor, the statement is transcribed in full.

e.g. : to be sold by Jas. Gardner

**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. . – Ottawa : Department of Energy, Mines and Resources : Information Canada  
[distributor]  
. – København : Geodaetisk institut ; [London] : Stanford [distributor]

### **4.4 Date of publication, production and/or distribution**

**4.4.1** The date of publication or production of the resource described is given.

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

e.g. . – [Paris] : Institut géographique national ; [Châteauroux] : Chambre d'agriculture de l'Indre ; Blois : Chambre d'agriculture du Loir-et-Cher, 1981

**4.4.3** If the publication or production 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 on the resource with the equivalent date of the Gregorian calendar added in square brackets when it can be established.

e.g. , 1398 [1973 or 1974]

**4.4.5** When the date that appears on the resource 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, production or distribution on the resource, the copyright date or date of printing or manufacture is given in its place. Both dates are indicated as such.

e.g. , cop. 1971  
, 1981 printing

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

e.g. , 1969, cop. 1967

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

e.g. , [ca. 1935]

**4.4.9** In describing a multi-part resource published or issued over a number of years, the dates of the first issued part and the last issued part are both given and connected by a hyphen.

e.g. , 1968-1970

**4.4.10** When the parts of such a resource have not all been issued, the date of the first issued part is given, followed by a hyphen.

e.g. , 1968-

**4.4.11** The date or inclusive dates of a manuscript or manuscript collection is (are) given as if it (they) are date(s) of publication.

e.g. [Dog Creek Indian Reserve 46, Manitoba] [GMD] / [signed] H. Martineau. – Scale [1:6 336], 50 chains to 1 in. – [Ca. 1888]

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

**&**

#### **4.1 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 on the resource and both the place of publication, production or distribution and the name of the publisher, producer or distributor are unknown.

**4.6.1**

e.g. . – [S.l. : s.n.], 1960 (Paris : impr. Michard)

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

e.g.            . – Paris : Ministère de l'Intérieur, 1979 (Bourges : Tardy Quercy)

**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  
**4.6.3**            of publication, production or distribution and multiple names of publishers, producers  
or distributors.

#### **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,  
production 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, production 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.            . – Amiens : Association d'étude et de cartographie régionale, 1975 (1976 impr.)

The instructions in ISBD(A) area 4 are followed for recording data related to pre-1801 resources.

## 5 PHYSICAL DESCRIPTION AREA

<b>Contents</b>	5.1	Specific material designation and extent
	5.2	Other physical details
	5.3	Dimensions
	5.4	Accompanying material statement ( <i>optional</i> )

### Punctuation pattern

- A. The physical description area is preceded by a point, space, dash, space (. – ).
- B. The first statement regarding other physical details is preceded by a space, colon, space (: ).
- C. The dimensions statement is preceded by a space, semi-colon, space ( ; ).
- D. Each accompanying material statement is preceded by a space, plus sign, space ( + ).

### Examples

- . – Specific material designation and extent : other physical details ; dimensions
- . – Specific material designation and extent : other physical details ; dimensions + accompanying material statement
- . – Specific material designation and extent ; dimensions

### Prescribed sources

Any source.

#### 5.1 Specific material designation and extent

**5.1.1** The specific material designation identifies the particular class of material to which the resource belongs and is given in the language chosen by the bibliographic agency (see Appendix C for a suggested list of English terms).

**5.1.2** The number of physical parts constituting a resource is given in arabic numerals before the specific material designation.

- e.g.
- . – 1 atlas
  - . – 2 diagrams
  - . – 1 map
  - . – 3 maps on 1 sheet
  - . – 1 map on 2 sheets

**5.1.3** For electronic resources, the digital extent (e.g., bytes, kilobytes (KB), megabytes (MB), gigabytes (GB), terabytes (TB)), may be added in parentheses.

- e.g. . – 1 atlas (6.5 MB)

#### 5.2 Other physical details

Other physical details include method of production, colour, material from which the resource is made, etc.

### 5.2.1 Details on the resource may be added.

- e.g.
- . – 1 map : col., folded in cover
  - . – 1 map : ms., col.
  - . – 1 model : plaster
  - . – 1 globe : wood
  - . – 1 map : ink drawing, col.
  - . – 1 map : photo reprod.
  - . – 1 map : transparency, col.
  - . – 1 map : both sides, col.
  - . – 2 maps : back to back, col.
  - . – 1 map (ca 1.2 MB) : col.
  - . – 1 atlas (650 GB) on 1 electronic optical disc : sd., col.

## 5.3 Dimensions

**5.3.1** If the dimensions of the resource are given, they are expressed in terms of centimetres rounded up to the next whole centimetre. The term is abbreviated as "cm" (or its equivalent in another language and/or script)<sup>7</sup>.

**5.3.2** The dimensions of two-dimensional resources are given in the form of height x width. The dimensions of three-dimensional resources other than globes and sections of spheres, are given in the form of height x width x depth. The dimensions of globes, sections of spheres and circular two-dimensional resources are given in terms of the diameter.

The dimensions given, if not otherwise specified, are the dimensions of the part of the resource carrying the geographic detail.

- e.g.
- . – 1 map : col. ; 65 x 40 cm
  - . – 1 model : col., plastic ; 45 x 35 x 2 cm
  - . – 1 globe : col., relief pressed from metal ; 23 cm in diam.

**5.3.3** Additional dimensions such as the dimensions of a map when folded, or the dimensions of individual sheets of a collectively described group, or the individual dimensions of mounted sheets, may be given. When more than one set of measurements is given, the whole physical description area should be made in a clear and unambiguous fashion; that is, when it is not clear to which part(s) the dimensions apply, this is clarified by specification.

- e.g.
- . – 2 maps : col. ; 60 x 40 cm each sheet
  - . – 365 maps : col. ; 60 x 90 cm each or smaller
  - . – 1 map : col. ; on sheets 90 x 50 cm each or smaller, folded in cover 25 x 16 cm
  - . – 1 map : col. ; 20 x 31 cm, on sheet 37 x 50 cm
  - . – 1 map : col. ; 9 x 30 cm, on sheet 40 x 60 cm, folded to 21 x 10 cm
  - . – 1 map on 4 sheets : col. ; 40 x 60 cm
  - . – 1 map : col. ; double hemisphere, 6 cm in diam each., on sheet 21 x 15 cm

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<sup>7</sup> If preferred, dimensions may be expressed in inches (abbreviated as "in.") in place of centimetres (e.g. 3 ½ in.).

. – 1 map : microfiche, col. ; 15 x 10 cm

**5.3.4** For atlases, if dimensions are given, the height is given in centimetres, to the next whole centimetre up (e.g., if the atlas measures 17.2 centimetres, 18 cm is given). The height of the binding is measured if the volume is bound; otherwise, the height of the atlas itself is measured. If the atlas measures less than 10 centimetres, the height is given in millimetres. If the width is either less than half the height or greater than the height, height x width is given. For more information ISBD(M) may be consulted.

e.g. . – 1 atlas (xiv, 226, 192 p.) : chiefly maps ; 37 cm  
. – 1 atlas (3, [3], 95 [i.e. 97] p.) : 37 maps ; 60 cm  
. – 1 atlas (250 p.) : col. ; 20 x 32 cm

**5.3.5** For direct-access electronic resources the dimensions of the physical carrier may be given.

e.g. . – 10 maps on 1 CD-ROM : col. ; 4 ¾ in.

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

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

**5.4.2** Accompanying material may be described either in the terms in which it appears in the resource or by means of an appropriate specific material designation.

e.g. . – 1 map : col. ; 108 x 73 cm, folded to 30 x 21 cm + 1 memoir  
. – 1 globe : col. ; 23 cm in diam. + 1 gazetteer  
. – 10 maps on 2 electronic disks ; 14 cm + 1 pamphlet  
. – 20 maps on 1 electronic optical disc ; 12 cm + 1 sound cassette

**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. . – 1 map on 4 sheets ; 25 x 38 cm each + 1 manual (10 p.) ; 30 cm  
. – 2 maps on 2 electronic disks ; 9 cm + 1 user manual (110 p.) ; 23 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 resource 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 resource 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 of a serial or integrating resource, 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. In the case of a separate part of a multi-part resource, the title proper of the series is the title proper of the multi-part resource described as a whole according to the provisions of area 1 of ISBD(M).

<b>Contents</b>	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 ( <i>optional</i> )
	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 sources**

The resource, container, accompanying material

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

**6.1.1** The chief title of a series or sub-series in the form in which it appears on the prescribed source(s) of information for the resource. The title proper of the series or sub-series corresponds to the title proper in the bibliographic description for the series or sub-series when it is described as a multi-part resource according to the provisions of area 1 of ISBD(M) or as a continuing resource according to the provisions of area 1 of ISBD(CR), as appropriate, except that typographical errors are not corrected.

- e.g.
- . – (Bartholomew world travel series)
  - . – (Plan Guide Blay)
  - . – (JRO-Panoramakarte)
  - . – (Guides et plans Edicart's)

**6.1.2** The title proper is given as it is found on 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. . – (Land resources of central Nigeria)  
*Note:* Main series: Land resource study

**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. . – (Historischer Atlas von Bayern. Tell Altbayern ; Heft 47)

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

e.g. . – (Carte géologique de la France à 1:50 000 ; IV-19)

## **6.2 Parallel title of series or sub-series**

**6.2.1** When the title proper of the series or sub-series appears on 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.

e.g. . – (International map of the world 1:1 000 000 = Carte internationale du monde au 1:1 000 000)

**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 on the prescribed source of information and is necessary for the identification of the series or sub-series or otherwise considered important to users of the catalogue.

e.g. . – (Old Ordnance Survey Maps : the Godfrey edition)

**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. . – (National atlas : separate sales ed.)

## **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 on the resource and are necessary for identification of the series or sub-series or otherwise considered important to users of the catalogue.

e.g. . – (Série internationale / Recta Foldex ; 302)  
. – (Tourist map / John Bartholomew)

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

e.g. . – (Miscellaneous report / Geological Survey of Canada = Rapport divers / Commission géologique du Canada)

**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. . – (Manuskripte des Geographischen Instituts der FU Berlin, ISSN 0170-6268)

**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.

## **6.6 Numbering within series or sub-series**

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

e.g. . – (Collection des plans anciens de Paris ; 1)  
. – (Plan net ; S75)  
. – (Carte de le Région Ile-de-France ; X-3)

**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. . – (Geological research reports. Map series ; no. 3)  
*Note:* Main series numbered 135

**6.6.3** When the parts of a multi-part resource 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. ; v. 11-15  
; v. 131, 145, 152

## 7 NOTE AREA

### Contents

The note area contains any descriptive information that has not been given in other areas of the description but that is considered to be important to users of bibliographic records. Notes qualify and amplify the formal description and can deal with any aspect of a resource. Notes may also give the bibliographic history of the resource and indicate relationships to other resources.

Notes, by their nature, cannot be enumerated exhaustively, but can be categorized in terms of the areas of the ISBD(CM). In addition to notes relating to these areas, there may be notes relating to the description of the resource that do not correspond to any specific ISBD area. Except where otherwise indicated, notes and their order of presentation are *optional*. For electronic resources, notes on system requirements and mode of access precede all other notes and are *mandatory*.

### 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 sources

Any source.

#### 7.0 Notes on system requirements and mode of access

Refer to the ISBD(ER)

#### 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 resource 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 resource contains several individual works, the translation notes may be included in the contents note.

e.g. . – Translation of: The atlas of the Crusades

7.1.1.2 Notes on the source of the title proper

When the source of the title proper is other than the prescribed source of information, the source is given in a note. The source of the title proper is *mandatory* for electronic resources.

e.g. . – Cover title  
. – Panel title

- . – Title from publisher's catalogue
- . – Title from P.L. Phillips' A list of maps of America, p. 502
- . – Title from title screen
- . – Title from container
- . – Title supplied by cataloguer
- . – Title from first display of information

#### 7.1.1.3 Notes giving variant and transliterated titles

- e.g.
- . – Title in left margin: Ville de Aix-les-Bains, Savoie
  - . – Cover title: Schweinfurt Stadtplan  
(*Title proper on map is: Stadt Schweinfurt*)
  - . – Sheets for 1921-1924 have title: Official road map of metropolitan district; 1930-1941, Greater metropolitan district ; 1950-1963, Official road map New York and vicinity; 1964- New York City and vicinity  
(*Most recent sheets have title: New York City and vicinity*)
  - . – Title in top margin: Archipelague du Mexique ou sont les Isles de Cuba, Espagnole, lamaïque &c.
  - . – HTML title: CyberMedia
  - . – File name: DUB.1

#### 7.1.2 Notes on the nature, scope, purpose or language of the resource

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.
- . – Legend in English, French and German  
(*Title proper is in Dutch*)
  - . – Except for the title and 'La mer du Nord' the map is in English
  - . – Legend in 12 languages
  - . – French. Cover title in French, German and Italian. Legend in French, German, Italian, English and Dutch
  - . – Greek and English. Text in Greek, English and German. Place names in Greek and romanized Greek.
  - . – Coded vector-database with all topographic point-, line-, and area- information, as is represented on the present maps of 1:10,000 and 1:25,000; classification of several topographic features ('layers') such as roads, water, buildings, etc.; within each theme there is subcoding
  - . – By means of the programme one can create maps in an infinite number of scenarios by manipulating influx as well as concentration-factor (of substances); the programme offers the possibility of creating detailed and general maps in which are depicted how the effluents of rivers entering the North Sea and the substances dissolved therein will, on average, be distributed over the North Sea.

#### 7.1.3 Notes on parallel titles and other title information

&

7.1.4 Parallel titles and other title information appearing on the prescribed source of information may be given in a note when they are not recorded in area 1.

#### 7.1.5 Notes on the statements of responsibility

These may include statements of responsibility not taken from the resource, 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), notes on persons or corporate bodies connected with previous editions but not with the edition in hand.

- e.g.
- . – Attributed to Blaeu by C. Koeman in: *Atlantes Neerlandici*, vol....., p...
  - . – By ... from the declaration of copyright deposit
  - . – Prepared by State Highway Dept. 1925-1948; prepared by General Drafting Co. 1949-1955; prepared by Engineering Services 1965; prepared by National Survey 1961-1962; prepared by State Highway Dept. 1963-1969; prepared by Dept. of Transportation 1970-
  - . – "Ground control was supplied by U.S. Coast and Geodetic Survey"
  - . – "Plotted ... by G. Petrie and D.P. Nicol, University of Glasgow, 1965. Field reconnaissance, 1962, and geomorphological interpretation by R.J. Price as part of Project No. 1469 of the Institute of Polar Studies, the Ohio State University"

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

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

- e.g.
- . – Copied from ...
  - . – Based on ...
  - . – Facsimile reprint from a ms. original in the map collection, Library and Archives Canada
  - . – Reproduced from the map published by Nicolas Berrey in Paris 1663
  - . – Reproduction of: *Johannis Hevelii Uranographia totum coelum stellatum*. Gedani, 1690
  - . – Cited in David McNeely Stauffer's *American engravers upon copper and steel as appearing in the Pennsylvania magazine*, June, 1775
  - . – Copy of original in Archivo General de Indias, Sevilla
  - . – "Information from official map reproduced under Government Printer's Copyright No. 4219 on 9/10/69"

## 7.3 Notes on the mathematical and material-specific data area

### 7.3.1 General notes related to the mathematical data area

- e.g.
- . – "This map is constructed by using a special projection system that gives a perspective effect while the immediate lake area remains in scale"
  - . – Scale of original ca. 1:1 300  
(*For an enlargement of an aerial photograph*)
  - . – Oriented with north to the right
  - . – Prime meridians: Ferro and Paris
  - . – Scale departure graph: 'Statute miles Mercator projection'

**7.3.2** For photography and remote sensing imagery, the first note of the mathematical data area is the note pertaining to this type of resource.

- e.g. . – f6.016 inches, alt. (orig.) 8 000 ft  
(For an enlargement of an aerial photograph)  
. – f5.944 inches, alt. 12 000 ft  
. – MSS Bands 3 and 4  
(For remote sensing image)

**7.3.3** For celestial charts, the first note of the mathematical data area is the note on magnitude. The "limiting magnitude" is expressed followed by a number that may reach a maximum of 22. Its equivalent in another language and/or script is used as appropriate.

- e.g. . – Limiting magnitude 3.5

**7.3.4** Notes on digital graphic representation of digital cartographic resources may include details of digital graphic representation method, e.g. indirect reference method (i.e. types of geographic features, addressing schemes, or other means through which locations are referenced) and topology level, geospatial reference data (coordinate system, geodetic datum) with additional information on its data quality, layer structure, format of delivery, geodesy etc.

- e.g. . – Location reference: 100-year floodplain boundary; 500-year floodplain boundary  
. – Geographic system: coordinates ; latitude resolution: 0.0004 ; longitude resolution: 0.0004 ; unit of measure: decimal degrees  
. – North American datum of 1927 : ellipsoid: Clarke 1866 (semi-major axis: 6378206.4 ; denominator of flattening ratio: 294.98)  
. – Format of delivery: SUF2, DGN (microstation format), DXF, DWG (AutoCad format); 9 inch magnetic reel tape, Exabite (8 mm cassette); small files on disk.  
. – Deliverable on 31-12-1992: Sheet 9W, 9O, 14W, 14O, 15W, 19W, 19O, 20W (excl. Texel); delivery per sheet or part thereof.  
. – Structure: All line-segments are noded and, when they have an identity of their own, fitted with their own coding; the polygons (objects) that are created are coded with a centroid.

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

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

- e.g. . – Limited edition of 500 numbered copies  
. – Produced as an advertisement for Bell Telephone Company  
. – Date of information "based on aerial photography flown in 1950 and 1951"  
. – Based on 1961 statistics  
. – Species from 1987 survey  
. – "Map based on uncontrolled aerial photography flown 1972. Map field checked 1973"

## **7.5 Notes on the physical description area**

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

- e.g. . – Watermark: C & I Honig  
 . – In envelope, with title on flap  
 . – Imperfect: Eastern portion and southwest corner wanting

## 7.6 Notes on the series area

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

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

## 7.7 Notes relating to the contents

**7.7.1** Note giving the title of the works contained in the resource with collective title (see 1.1.2.4)

- e.g. . – Contents: Les secteurs sanitaires ; Ensemble des médecins spécialistes libéraux par secteur sanitaire au 1.1.1979 ; Evolution de la densité des médecins libéraux par secteur sanitaire du 1.1.1976 au 1.1.1979

**7.7.2** Description of insets and illustrations

- e.g. . – Insets: three maps: Structural regions ; Topographical regions ; Erosional and depositional regions. Scale 1:170 000 000 approx. 10 x 24 cm each  
 . – North polar and South polar regions on polar proj. 8 cm diam. each, in left and right bottom corners  
 . – Illustrations: Decorative text cartouche in top left corner; peoples of the world and allegorical representations for Europe, Asia, Africa and America form the borders of the map  
 . – Includes descriptive index, text, colour illustrations describing types of buoys, ships, lighthouses, fishes, birds, seaweed, sea anemones, and coral, and 9 local maps  
 . – Insets at 1:50 000: Paris, Madrid, Bern, Amsterdam, London  
 . – Insets with indexes: Plant City, Brandon Area, Apollo Beach, Del Webb's Sun City Center  
 . – Includes insets of the Liverpool and Nottingham regions, 3 suggested tourist itineraries, distance chart, text, and advertisements

**7.7.3** Description of sections and similar representations

- e.g. . – Cross sections A-B; C-D; and E-F along bottom margin  
 . – Includes block diagram of area covered by map  
 . – Includes an index map to adjacent sheets

**7.7.4** Description of explanatory or related text on resource or accompanying it

- e.g. . – Includes text describing the geology of the area covered, in English and French  
 . – Includes an index of populated places and distance table  
 . – Has supplement: ...

**7.7.5** Notes on the scope of the resource or matter depicted on it

- e.g.
- . – "Not for navigation"
  - . – Shows dioceses
  - . – Shows names of owners of buildings and other real estate
  - . – Shows radial distances from City Hall
  - . – Also shows mineral deposits  
(*Map is named "Road map ..."*)
  - . – Shows southernmost extent of the midnight sun

**7.7.6** Notes describing material on verso of the resource

- e.g.
- . – On verso: New map of South Hadley, Mass. Scale 1:15 000
  - . – Maps of 18 "Interchange layouts in Mahoning County" and maps of Craig Beach, Sebring, Beloit, Canfield, Poland, New Middletown, Washingtonville, Lowellville, Stouthers, Campbell, and Youngstown, with street index, on verso
  - . – Text, indexes, colour illustrations, list of tourist facilities and radio stations, route mileage log, controlled access highway map, pictorial map, historic places map, and local route maps, on verso of some sheets
  - . – On verso: text in Latin. 2 p.

**7.7.7** Notes describing depiction of relief

- e.g.
- . – Relief shown by contours, shading and gradient tints
  - . – Relief and depths shown by contours
  - . – Relief shown pictorially and by shading. Depths shown by soundings and contours
  - . – "Ekvidistance 50 m"
  - . – Soundings in fathoms

**7.7.8** Miscellaneous notes unrelated to areas 1-6

- e.g.
- . – "This map must be read in conjunction with the text of the official plan"
  - . – Stamped on verso: West Bend Chamber of Commerce
  - . – Pressure sensitive label "New" above title
  - . – Dedicated to Louis XIV, King of France
  - . – Extract from: Petermann's geographische Mitteilungen, 1879, Table 23
  - . – Extract from: Le Temps, Dec. 1890 supplement

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

### Introductory note

The area may be repeated when a resource 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 unit and also a standard number (or alternative) for the whole group of which it is a part.

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

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

Each standard number (or alternative) recorded may be followed by any qualification needed to identify it further and/or by its terms of availability and/or price, that 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 on the resource that relate to its bibliographic history (e.g. ISBNs for earlier editions) are not given in area 8. When considered important to users of the catalogue, they may be given in area 7.

<b>Contents</b>	8.1	Standard number (or alternative)
	8.2	Key title associated with ISSN
	8.3	Terms of availability and/or price ( <i>optional</i> )

### 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 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
- . – Standard number (qualification)
- . – Standard number or identifier

## Prescribed sources

Any source.

### 8.1 Standard number (or alternative)

**8.1.1** The international Standard number (ISBN, ISSN) or other unique, persistent identifier assigned to a resource from an internationally recognized system is given when known (e.g. URN, DOI).

**8.1.2** The standard number or identifier is transcribed in accordance with the relevant standard.<sup>8</sup>

**8.1.3** When a standard number or identifier is incorrect as it appears on the resource, 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 3-598-10478-2. – ISBN 3-597-10478-2 (invalid)

**8.1.4** When a resource has more than one standard number or identifier because it is issued in more than one physical carrier or by more than one publisher, producer, distributor, etc., each standard number or identifier is recorded followed by the qualification and terms of availability or by the name of the publisher, producer, distributor, etc., relating to the number. Successive statements are preceded by a point, space, dash, space (. – ).

### 8.2 Key title

See information on Key title in the ISBD(CR).

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

**8.3.1** A statement of the terms on which the resource is available may be given. In the case of a resource offered for sale, the price of the resource is given in numerals with the official standard symbol for the currency.

e.g. : £2.05  
: 90F

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

e.g. (available from Information Canada \$1.25)  
(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.

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<sup>8</sup> International Standard ISO 2108-1978(E) *Documentation – International Standard Book Numbering (ISBN)*

## Appendices

### APPENDIX A: MULTI-LEVEL DESCRIPTION

Multi-level description is one of a number of choices for the bibliographic description 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 1.1.2.5);

D certain descriptions showing *component part* analysis (see the IFLA *Guidelines for the application of the ISBDs to the description of component parts*)<sup>9</sup>.

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 resource. The second and subsequent levels contain information relating to the individual part. The process is carried out for as many levels as are required to describe fully the resource 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 resources. Some elements may be recorded at more than one level. When the title of a part is preceded by a number or part designation, the two statements are separated by a comma, space (, ).

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

A. The description of physically separate units of a multi-part resource.

B. The description of physically separate resources supplementary to, or accompanying, another resource (see 5.4.1 and 7.7).

e.g. International map of the world 1:1 000 000 = Carte internationale du monde au 1:1 000 000. – Scale 1:1 000 000. – Batavia : Topografische Dienst, 1913- . – 1 map : col.

NA 50, Oost Borneo. – Batavia : Topografische Dienst, 1935. – 46 x 68 cm

NJ 38, Tabriz. – [London] : War Office, 1931. – 47 x 65 cm

NJ 44, Ho-tien. – [Washington] : Army Map Service, 1962. – 46 x 56 cm

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<sup>9</sup> *Guidelines for the application of the ISBDs to the description of component parts*. London: IFLA Universal Bibliographic Control and International MARC Programme, 1988. Available online at [http://www.ifla.org/VII/s13/Component\\_Parts\\_final.pdf](http://www.ifla.org/VII/s13/Component_Parts_final.pdf)

When all parts of a multi-part resource have been published and described, the first and last dates are given at the first level (see 4.4.8 and punctuation pattern E of area 4). The dates of each part are given at a second or subsequent level.

When the multi-part resource is in the course of publication, the date of the first part published, regardless of the numeric designation of the part, is given at the first level (see 4.4.8 and punctuation pattern E of area 4). The dates of each part are given at a second or subsequent level.

The statement of extent is given at the first level when all parts of a multi-part resource have been published and described. In all other cases, it is given at a second or subsequent level.

*Example*

<i>Element</i>	<i>First level</i>	<i>Second level</i>
1.1 Title proper	Carte topographique, 1:25 000	18-43, Auch, Est
1.4 Other title information	: [de la France]	
1.5 Statement of responsibility	/ Institut géographique national	
2.1 Edition statement		. – Ed. 2
3.1 Scale statement	. – Scale 1:25 000	
3.2 Projection statement	; proj. conique de Lambert	
3.3 Statement of co-ordinates		. – E 0°32'16"– E 0°43'4"/N 43°44'28 "– N 43°33' 40"
4.1 Place of publication	. – Paris	
4.2 Name of publisher	: I.G.N.	
4.4 Date of publication	, 1978-	. – 1979
5.1 Specific material designation and extent	. – 2024 maps	. – 1 map
5.2 Other physical details	: col.	
5.3 Dimensions	; folded to 23 x 12 cm	; 92 x 77 cm

7 Notes

New series at 1:25 000 from  
1:50 000 series: "Série bleue"

This analysis would result in the following description:

Carte topographique, 1:25 000 : [de la France] / Institut géographique national. – Scale 1:25 000 ;  
proj. conique conforme de Lambert. – Paris : I.G.N., 1978- . – 2024 maps : col. ; folded to 23 x 12  
cm. – New series at 1:25 000 from 1:50 000 series: "Série bleue"

18-43, Auch, Est. – Ed. 2. – E 0°32'16"–E 0°43'4"/N 43°44'28"–N 43°33'40". – 1979. – 1 map  
; 92 x 77 cm

## 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 Punctuation). 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. Carte générale du Liban

= خريطة لبنان

/ dressée, dessinée et imprimée par le Service géographique des F.F.L.

מפת ארץ ישראל / בעריכה נחום בן חורים

= Map of Eretz Israel (Palestine) / edited by Nahua Ben-Horim

= سمینجوج مليسيا [فتا]

= Semenanjung Malaysia

; Scale 1:1 140 480

جيتكن 3-ق. ق. ن. م. — سكيل

اونجوران بنتوقينر سيروغ رتقاي ملاي. — كوالا لعفور:  
جباتن قمتان نكارا، 1975

Peta dunia Islam [petal = Map of the Muslim world

= فتا دنيا اسلام

/ Bahagian Ugama, Jabatan Perdana Menteri. — Scale 1:24 000 000. — Kuala Lumpur :  
Jabatan Perdana Menteri, 1976

## APPENDIX C: SPECIFIC MATERIAL DESIGNATIONS

The following list of specific material designations is suggested as a basis for constructing lists in English-language countries.

Definitions of the terms are not included.

	atlas
	diagram
	globe
	map
model	
	profile
	remote-sensing image
	section
	view

## APPENDIX D: FRENCH EXAMPLES

1. S.D.A.U. Clermont-Fd : [schéma directeur d'aménagement et d'urbanisme de Clermont-Ferrand] : esquisse 2000 / Ministère de l'Aménagement du territoire, de l'équipement, du logement et du tourisme, Direction départementale de l'équipement. – Echelle 1:50 000 (E 2°55'–E 3°21'/N 45°55'–N 45°35'). – [Paris] : Ministère de l'Aménagement du territoire, de l'équipement, du logement et du tourisme, 1974. – 1 carte : en coul. ; 100 x 73 cm, sur feuille 102 x 96 cm, pliée 30 x 21 cm.

Fond topographique I.G.N. [Institut géographique national]

2. [Plan d'Aix-en-Provence, Bouches-du-Rhône]. – Echelle 1:10 000 (E 5°26'/N 43°32'). – Marseille : J.L. Argaud, 1974. – 1 carte : en coul. ; 39 x 53 cm, sur feuille 40 x 54 cm, plié 20 x 12 cm + notice (32 p.) ; 20 x 12 cm.

Au v°: Environs d'Aix, [1:47 000 env.]

3. Carte tectonique internationale de l'Afrique / Association des services géologiques africains ; Organisation des Nations Unies pour l'éducation, la science et la culture = International tectonic map of Africa / Association of African Geological Surveys ; United Nations Educational, Scientific and Cultural Organization. – Echelle 1:5 000 000. – Paris : ASGA : Unesco, 1968. – 1 carte en 9 feuilles : en coul. ; sur feuille 67 x 93 cm et 67 x 97 cm + 1 notice (54 p.) ; 27 x 21 cm.

Contents: 1, Afrique nord-occidentale [ouest]. (W 25°–E 5°/N 40°–N 13°). 59 x 59 cm – 2, Afrique nord-occidentale [centre]. (E 5°–E 35°/N 40°–N 13°). 59 x 59 cm – 3, Afrique nord-orientale. (E 34°–E 65°/N 40°–N 13°). 59 x 65 cm – 4, Afrique occidentale. (W 20°–E 7°/N 14°–N 0°). 30 x 59 cm – 5, Afrique centrale. (E 6°–E 35°/N 14°–S 15°). 59 x 59 cm – 6, Afrique orientale. (E 34°–E 61°/N 14°–S 15°). 59 x 59 cm – 7, Légende. 59 x 59 cm – 8, Afrique australe. (E 5°–E 35°/S 13°–S 40°). 59 x 59 cm – 9, [Afrique sud-orientale ; Madagascar ; La Réunion ; Ile Maurice]. (E 34°–E 61°/S 13°–S 26°). 32 x 59 cm.

4. Internés, déportés, fusillés, victimes civiles de l'Allier / carte dressée par M. Naudin et M. Rougeron, correspondants départementaux du Comité d'histoire de la 2e guerre mondiale. – Echelle [env. 1:266 000] (E 2°15'–E 3°59'/N 44°37'–N 45°57'). – [Paris : Comité d'histoire de la 2e guerre mondiale], 1972. – 1 carte : en coul. ; 40 x 52 cm, sur feuille 44 x 57 cm.

La carte est inférieure à la surface délimitée par les points de coordonnées

5. Vallée de la Saône : carte des sols des zones témoins / I.N.R.A. ; cartes dressées par F. Bailey. – Echelle 1:25 000. – Dijon : I.N.R.A., 1973. – 1 carte : en coul. ; 43 x 68 cm, sur feuille 50 x 70 cm.

Zone d'Aisey et Richecourt, zone de Chaux-les-Port, zone de Gésincourt-Aboncourt, zone de Fedry et zone d'Apremont. – Coordonnées non déterminables. – Fond topographique I.G.N. [Institut géographique national]

6. Maroc touristique : carte routière au 1:1 000 000 / dressée par la Société des éditions Marcus. – Echelle 1:1 000 000 (W 12°55'–W 1°45'/N 35°47'–N 27°58'). – Paris : Marcus, 1974. – 1 carte : en coul. ; 74 x 125 cm, sur feuille 79 x 126 cm, pliée 20 x 13 cm.

"Tableau schématique des distances kilométriques entre les principales villes du Maroc par les routes les plus directes". – Carton: "Quelques circuits touristiques".

7. Saint-Georges-de-Didonne, 17110 : [Charente-Maritime]. – 2e éd. – Echelle [env. 1:12 000] (W 1°00'/N 45°36'). – Marly-le-Roi : L. Petit, 1974. – 1 plan : en coul. ; 27 x 42 cm, sur feuille 30 x 43 cm, plié 16 x 12 cm + 1 notice (56 p. ; 16 x 12 cm). – (Petit Plan Petit).

Au v°: Répertoire des rues, des terrains de camping, des colonies et maisons de vacances

8. Plan de Paris à vol d'oiseau / original dressé et dessiné par G. Peltier de 1920 à 1940. – Réfection en 1974 par André Charon. – Echelle [env. 1:7 000] (E 2°20'/N 48°52'). – Paris : Blondel La Rougery, 1974. – 1 carte en 2 feuilles : en coul. ; chaque feuille 128 x 87 cm, sur feuille. 132 x 91 cm.

9. Vraie description des Gaules, avec les confins d'Allemagne & Italie / Jean Jolivet. – Echelle [env. 1:2 000 000] (W 5°05'–E 12°29'/N 51°04'–N 41°54'). – Paris : Hier et demain, 1974. – 1 carte : en coul. ; 60 x 92 cm, sur feuille 70 x 100 cm + 1 texte (8 p. ; 33 x 25 cm).

Reprod. en fac-sim. de l'éd. de 1570 conservée à la Bibliothèque nationale, Département des Cartes et plans sous la cote [Rés. Ge C 4877], avec un texte de Edmond Pogon. – Dans un étui.

10. Saint-Malo, 35 : [Ille-et-Vilaine]. – 1ère éd. – Echelle [env. 1:11 000] (W 2°01'/N 48°39'). – Hennebont : MAJAC, 1972. – 1 carte : en coul. ; 72 x 44 cm, sur feuille 88 x 67 cm, plié 16 x 12 cm + 1 notice (32 p. ; 16 x 12 cm). – (Plan Guide MAJAC).

11. Europe politique / par P. Kaepelin, ... et E. Bruley, ... – Echelle 1:5 000 000 (W 9°27'–E 54°29' /N 70°59'–N 35°00'). – Paris : Hatier, [1962]. – 1 carte r°-v° : en coul. ; 90 x 113 cm, sur feuille 101 x 122 cm. – ([Collection des cartes murales de la librairie Hatier] ; 14-14 bis).

Au v°: Carte muette. – Carton: "L'Europe dans le monde". – 1962 d'après la déclaration du dépôt légal imprimeur

## MULTI-LEVEL DESCRIPTION

1. Carte aéronautique au 1:500 000 / O.A.C.I. – Echelle 1:500 000 ; proj. conique conforme de Lambert, parallèles d'échelle conservée 45° et 49°. – Paris : I.G.N., 1974- . – 1 carte en 7 feuilles : en coul. ; chaque feuille 82 x 108 cm, sur feuille 89 x 127 cm.

Légende en français et en anglais. – Dans la marge, tableau d'assemblage

4, Dijon. – 13e éd. – (E 1°30'–E 8°30' /N 49°00'–N 45°15'). – 1984.

5, Toulouse. – 13e éd. – (W 2°30'–E 4°00' /N 45°15'–N 42°15'). – 1984.

6, Marseille. – 13e éd. – (E 1°20'–E 7°50' /N 45°45'–N 42°15'). – 1984.

7, Ajaccio. – 13e éd. – (E 5°00'–E 11°30' /N 44°30'–N 41°00'). – 1984.

2. Carte internationale du monde = International map of the world. – Echelle 1:1 000 000. – [Lieux divers : éditeurs divers], 1913- . – 2122 cartes : en coul. ; formats divers.

Chaque coupure porte un titre parallèle dans la langue du pays d'édition.

NA 50, Oost Borneo. – (E 114°–E 120°/N 4°–N 0°). – Batavia : Topographical Service, 1935.  
– 49 x 69 cm, sur feuille 74 x 91 cm.

NJ 38, Tabriz. – (E 41°–E 48°/N 40°–N 36°). – [London] : War Office, 1931. – 46 x 64 cm,  
sur feuille 69 x 80 cm.

NQ 32/34, Kiruna – 2e éd. – (E 9°–E 25°/N 69°–N 64°). – Stockholm : Svenska  
Reproduktions AB, 1970. – 57 x 80 cm, sur feuille 74 x 82 cm.

## APPENDIX E: ENGLISH EXAMPLES

1. 3,000 plus : a wallchart of Scottish peaks over 3,000 feet / designed and drawn by G.D. Henderson. – [Scale 1:315 000 approx.] – Edinburgh : J. Bartholomew, cop. 1982. – 1 map : col. ; 95 x 70 cm.  
  
Based on information from Munro's tables 1981 published by the Scottish Mountaineering Trust. – Includes a list of the 3000 ft. tops in order of altitude, height in metres.
2. Middle East / J. Bartholomew & Son. – Scale 1:4 000 000 ; conic proj. – Edinburgh : Bartholomew, cop. 1985. – 1 map : col. ; 71 x 93 cm, folded in cover 26 x 14 cm. – (World travel map). – ISBN 0 7028 0337 5.
3. Dyfed : administration areas / Cartographic Services, Welsh Office. – [Scale 1:250 000 approx.]. – [Cardiff?] : Cartographic Services, Welsh Office, cop. 1983. – 1 map ; 46 x 51 cm.  
  
Shows County, District and Community boundaries as at 1st April 1983. – Districts granted Borough status under the Local Government Act are identified by (B) placed adjacent to the name. – Based on the Ordnance Survey map.
4. Routeplanner : [Great Britain] / Ordnance Survey. – [Ed.] Z. – Scale 1:625 000 (W 8°00'–E 1°20' / N 60°50'–N 49°55'). – Southampton : Ordnance Survey, cop. 1986. – 1 map : both sides, col., 159 x 99 cm, on sheet 84 x 106 cm.  
  
Includes insets of major urban areas, insets showing National Parks etc., selected motorway junctions and a road distances table.
5. Assessment of climatic factors in land capability for agriculture in Scotland / Macaulay Institute for Soil Research. – Scale 1:625 000. – Aberdeen : Macaulay Institute for Soil Research, cop. 1982. – 1 map : col. ; 72 x 87 cm folded in cover 23 x 14 cm.  
  
Cover title : Land capability for agriculture in Scotland, map of climatic guidelines. – At head of cover title : Soil Survey of Scotland.
6. B.N.O.C. U.K. continental shelf licence interests, 31st December 1981 / cartography by BNO Exploration Drawing Office. – Scale [ca. 1:2 000 000] ; Lambert conical orthomorphic proj. two standard parallels (W 15°–E 6°/N 64°–N 48°). – Glasgow : British National Oil Corporation, [1982?]. – 1 map : col. ; 93 x 54 cm.
7. Cotswold : [tourist map] / made and published by the Ordnance Survey. – [Ed.] A [bar, star]. ; reprinted with major changes and extended to include Chipping Norton. – Scale 1:63 360. – Southampton : Ordnance Survey, cop. 1985. – 1 map : col. ; 188 x 79 cm. – (One inch to one mile tourist map / Ordnance Survey).
8. Germany = Deutschland = Germania = Allemagne = Alemanía / Philip International. – Scale 1:1 000 000 (E 5°–E 14°/N 55°–N 47°). – London : George Philip, cop. 1976. – 1 map : col. ; 96 x 85 cm, folded to 25 x 13 cm. – (Road map = Carta automobilistica = Carte routière = Mapa de carreteras ; 3)

9. 1:10,000 Barbados, OSD 218 / 1 / prepared by the Overseas Survey Directorate, Ordnance Survey. – Ed. 1-OSD 1986. – Scale 1:10 000. – Southampton : Government of the United Kingdom (Ordnance Survey) for the Government of Barbados, 1986. – 1 map in 12 sheets : col. ; 90 x 90 cm each or smaller.
10. Pooley's planning chart : United Kingdom and Ireland : aerodromes, helipads, navigational aids, lower airspace radar service. – 1986 Pooley's flight guide [ ed.]. – Scale 1:1 000 000 ; Lamberts conformal conical proj. (W 11°–E 3°/N 60°–N 50°). – Elstree : Robert Pooley with the assistance of Decca Navigation, 1986. – 1 map : both sides, col ; 117 x 89 cm, on sheet 60 x 89 cm.
11. Hertfordshire from space. – Scale 1:100 000. – Borehamwood : Hunting Surveys and Consultants in association with Hertfordshire County Council, 1986. – 1 map : col. ; 58 x 66 cm.

A computer enhanced Landsat image of Hertfordshire prepared from the red, green and blue bands of the Thematic Mapper sensor on board Landsat 5.

12. Explore around the Thames : a practical guide to the non-tidal Thames / for all river users from B.C.M. Publications. – Pocket ed. – [Walton-on-Thames?] : B.C.M. Publications, cop. 1985. – 6 maps on 1 sheet : col ; 13 x 61 cm or smaller, on sheet 55 x 82 cm, folded in cover 19 x 15 cm. – (Navigation maps for road and river ; no. 1).

Includes 8 town plans. – Map showing the source of the Thames, text and illustrations on verso. – ISBN 0 950 7585 2 3.

13. Tectonic map of the Scotia Arc, BAS (Misc) 3 / British Antarctic Survey, University of Birmingham, Lamont-Doherty Geographical Observatory of Columbia University. – Ed 1. – Scale 1:3 000 000 ; oblique aspect azimuthal equidistant proj. (W 80°–W 60°/S 50°–S 70°). – Cambridge : British Antarctic Survey, 1985. – 1 map : col, ill ; 85 x 115 cm.

Includes geological sections, text and list of references.

## MULTI-LEVEL DESCRIPTION

1. 1:50 000 Landranger series, series M726 / Ordnance Survey. – Scale 1:50 000 ; Transverse Mercator proj. – Southampton : Ordnance Survey, 1974- . – 203 maps : col. ; on sheets 89 x 100 cm. – (Second series).
  - 120, Mansfield and the Dukeries. – Ed. 4-GSGS, [Ed.] A [bar, bar, star], reprinted with major changes and metric contours. – (W 1°24'–W 0°49'/53°24'–N 53°04'). – Cop. 1985.
  - 161, Abergavenny and the Black Mountains. – Ed. 4-GSGS, [Ed.] A. – (W 3°19'–W 2°45'/N 52°06'–N 51°45'). – Cop. 1984.
  - 166, Luton & Hertford. – Ed. 7-GSGS, [Ed.] A [bar star, bar star, bar star, bar star], reprinted with major changes. – (W 0°33'–W 0°01'/N 51°59'–N 51°38'). – Cop. 1984.
  - 170, Vale of Glamorgan & Rhondda. – Ed. 4-GSGS, [Ed.] A [bar star, bar star], reprinted with major changes. – (W 3°53'–W 3°19'/N 51°44'–N 51°23'). – Cop. 1984.

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