

Australian/New Zealand Standard™

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**Information and documentation—  
Guidelines for the content,  
organization and presentation  
of indexes**

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This Joint Australian/New Zealand Standard was prepared by Joint Technical Committee IT/19, Computer Applications—Information and Documentation. It was approved on behalf of the Council of Standards Australia on 16 February 1999 and on behalf of the Council of Standards New Zealand on 1 April 1999. It was published on 5 May 1999.

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The following interests are represented on Committee IT/19:

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Australian Library and Information Association  
Australian Publishers Association  
Australian Z39 Implementors  
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# Australian/New Zealand Standard™

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## **Information and documentation— Guidelines for the content, organization and presentation of indexes**

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## PREFACE

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT/19, Computer Applications—Information and Documentation. It is identical with, and has been reproduced from, ISO 999:1996, *Information and documentation—Guidelines for the content, organization and presentation of indexes*.

The objective of this Standard is to provide the information industry with guidelines for the content, organization and presentation of indexes.

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## AUSTRALIAN/NEW ZEALAND STANDARD

### **Information and documentation -- Guidelines for the content, organization and presentation of indexes**

#### **1 Scope**

This International Standard offers guidelines for the content, organization and presentation of indexes.

This International Standard applies to indexes to books (including works of fiction), periodicals, reports, patent documents, and other written or printed documents, and also to non-print materials, such as electronic documents, films, sound recordings, video recordings, graphic materials, maps, and three-dimensional objects.

This International Standard is concerned with basic indexing principles and practice rather than with the detailed procedures of indexing that vary according to type of matter indexed and the users for whom the index is intended. Therefore the examples given, including punctuation, are illustrative and not prescriptive.

This International Standard covers the choice, form and arrangement of headings and subheadings used in index entries once the subjects to be indexed have been determined. (For the examination of documents and the selection of subjects for indexing, see ISO 5963. For the compilation of a monolingual thesaurus that may assist in the selection of index terms, see ISO 2788.)

Although this International Standard does not give any guidance on computerized index generation as such, it is relevant to the preparation of all types of index, regardless of whether they are produced manually or by computer-assisted methods, and whether compiled by one indexer or by a team of indexers. It does not cover the mechanized extraction of text words to generate indexes, e.g. KWIC (Keyword in Context), nor does it cover special systems of indexing such as PRECIS, chain indexing, citation indexing or the techniques of post-coordinate indexing, although its recommendations may be relevant to any of these systems.

It does not make recommendations for the compilation of catalogues for libraries or museums.

#### **2 Normative references**

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 2788:1986, *Documentation -- Guidelines for the establishment and development of monolingual thesauri*.

ISO 5127-1:1983, *Documentation and information -- Vocabulary -- Part 1: Basic concepts*.



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