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STANDARD

999

Second edition
1996-11-15

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

*Information et documentation — Principes directeurs pour l'élaboration, la
structure et la présentation des index*



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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

International Standard ISO 999 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

This second edition cancels and replaces the first edition (ISO 999:1975). It updates, clarifies and exemplifies the basic indexing methods recommended in the 1975 edition entitled *Index of a publication*. This edition expands the seven sections of the first edition to eight, provides more detailed guidance on the organization of indexes and includes examples. New sections are included on quality control, arrangement of entries in indexes and presentation of indexes.

Annex A of this International Standard is for information only.