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ANSI/NISO Z39.23-1997
(Revision of ANSI/NISO Z39.23-1990)

ISSN: 1041-5653

Standard Technical Report Number Format and Creation

Abstract: In order to improve access to technical reports and assist in bringing order and uniformity to that form of technical literature, this standard specifies the format for a Standard Technical Report Number (STRN). It describes how and where the number should be assigned and used, and calls for a central authority to coordinate and monitor such assignments. The STRN consists of two groups of characters: the first indicates the issuing organization and includes the optional subdivisions or series, and the second provides a sequential number. Provision has been made for the year of publication as a recommended part of the sequential number.

An American National Standard
Developed by the
National Information Standards Organization

Approved October 8, 1996 by the
American National Standards Institute

Bethesda, Maryland, U.S.A.

This is a preview of "ANSI/NISO Z39.23-199...". Click here to purchase the full version from the ANSI store.

Published by
NISO Press
4733 Bethesda Avenue
Suite 300
Bethesda, MD 20814

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Printed in the United States of America

ISSN: 1041-5653 National Information Standards series
ISBN: 1-880124-30-0

This paper meets the requirements of ANSI/NISO Z39.48-1992 (Permanence of Paper).

Library of Congress Cataloging-in-Publication Data
National Information Standards Organization (U.S.)
Standard technical report number format and creation : an American national standard / developed by the National Information Standards Organization; approved October 8, 1996 by the American National Standards Institute.
p. cm. -- (National information standards series, ISSN 1041-5653)
"ANSI/NISO Z39.23-1997."
"(Revision of ANSI/NISO Z39.23-1990)."
ISBN 1-880124-30-0 (alk. paper)
1. Standard Technical Report Numbers—Standards—United States.
I. American National Standards Institute. II. Title. III. Series.
T11.N354 1997 96-53246
025.3'436—dc21 CIP

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Foreword

(This foreword is not part of the American National Standard for Standard Technical Report Number Format and Creation, ANSI/NISO Z39.23-1997. It is included for information only.)

This standard, ANSI/NISO Z39.23-1997, is intended for use with both publicly distributed and in-house technical reports. Its numbering format is flexible so that it can meet the diversified needs of different groups in either computer or manual operations. The standard should be used in conjunction with ANSI/NISO Z39.18-1995, Scientific and Technical Reports—Elements, Organization, and Design.

ANSI/NISO Z39.23-1997 was originally developed in 1974. It was first revised in 1983 by Subcommittee 32 on Technical Report Numbering of American National Standards Committee Z39, which in 1983 became the National Information Standards Organization. The standard was further revised in 1990 to provide more latitude in constructing the report number by allowing for more characters, greater variability of separators, and coordination of volume and set numbers. This most recent revision expands the sequential group to 16 characters to accommodate a four-digit year identifier.

Suggestions for improving this standard are welcome. They should be sent to the National Information Standards Organization, 4733 Bethesda Avenue, Suite 300, Bethesda, MD 20814, 301-654-2512.

This standard was processed and approved for submittal to ANSI by the National Information Standards Organization. It was balloted by the NISO Voting Members March 23, 1996 - June 28, 1996. It will next be reviewed in 2002. NISO approval of this standard does not necessarily imply that all Voting Members voted for its approval. At the time it approved this standard, NISO had the following Voting Members:

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Standard Technical Report Number Format and Creation

1. Purpose, Scope, and Use

The purpose of this standard is to provide a uniform format for the creation of unique but compatible technical report numbers. The use of this standard will enable issuing organizations to assign their report numbers so that the numbers will be compatible in format with those assigned by others. Indexing services will be able to provide lists of technical reports by number without confusion. Similarly, libraries, information centers, and other technical report users will be able to identify, locate, and easily organize report literature according to a consistent and accepted pattern. The standard will also enable users to cite reports efficiently and accurately.

The Standard Technical Report Number (STRN) shall be used with all technical reports, including those produced in nonprint media. The report number shall appear in an upper corner on both the cover and title page and on the spine of a bound report if space permits so that a user will not have to remove the report from a shelf to read the number. A report number is composed of an alphanumeric report code (2-16 characters), a 2-character group separator, and a sequential group of 1-16 characters indicating the year, sequence of report issuance, and identifying characters for supplements, revisions, drafts, etc., as appropriate. The report number shall appear on all copies of each report.

2. Referenced Standards

This standard is intended for use in conjunction with the following American National Standards. When this standard is superseded by a revision approved by the American National Standards Institute, consult the revision.

ANSI/NISO Z39.18-1995, Scientific and Technical Reports — Elements, Organization, and Design.

ISO 10444:1994, Information and Documentation — International Standard Technical Report Number (ISRN).

ISO 3166:1993, Information and Documentation — Codes for the Representation of Names of Countries.

3. Definitions

Country Code. A code added to a **Standard Technical Report Number** to indicate country of publication. The code is optional and is not part of the Standard Technical Report Number (see 4.6).

Group Separator. A double hyphen (--) used to separate the **report code** from the **sequential group** in the Standard Technical Report Number.

ISRN. The identifying label used as a prefix to the Standard Technical Report Number. It is not part of the Standard Technical Report Number. The label stands for International Standard Report Number.

Local Suffix. An optional field that permits the issuing organization or corporate entity to add information. It is not a part of the Standard Technical Report Number.

Report Code. The first portion of the Standard Technical Report Number. It designates the issuing organization or corporate entity and, in some cases, a series or a special series issued cooperatively by two or more organizations.

Scientific and Technical Report (hereafter referred to as "report"). A document that conveys the results of basic or applied research and support decisions based on those results. A report includes the ancillary information necessary for interpreting, applying, and replicating the results or techniques of an investigation. The primary purposes of such a report are to disseminate the results of scientific and technical research and to recommend action.

A report has a unique, issuer-supplied report number and may have a contract or grant number and an accession or acquisition number. A report also exhibits some or all of the following characteristics:

1. Its readership may be limited, its distribution may be limited or restricted, and its contents may include classified, proprietary, or copyrighted information.
2. It may be written for an individual or organization as a contractual requirement to recount a total research story, including full discussions of unsuccessful approaches.
3. It is not usually published or made available through the commercial publishing trade; it is often available through a nonprofit governmental entity (for example, the National Technical Information Service or the Government Printing Office).[1]

[1] Z39.18-1995, Scientific and Technical Reports—Elements, Organization, and Design