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PART OF SINGLE-VOLUMED SIMPLE BOOK: STANDARDS FOR BIBLIOGRAPHICAL REFERENCE.
(Standards series. 2). (Bibliographical reference. 2).

S R RANGANATHAN and A NEELAMEGHAN, *Documentation Research and Training Centre, Bangalore 3.*

Prescribes rules for the rendering of a bibliographical reference when the Referred-to Document is part of a single-volumed simple book, such as two or more parts, a part with an author of its own, two or more sections in a part, sections in two or more parts, a section with an author of its own, and a section without an author of its own. In each case documents with a title and without a title are also considered.

ABBREVIATION USED: BR = Bibliographical Reference(s).

1 INTRODUCTION

In paper E in Volume 2 (1965) of this periodical, the first of a series of articles prescribing rules for the items of information to be included and their sequence in a BR, was published. It covered the rules for a BR when the Referred-to Document was a whole of a Single-Volumed Simple Book. This paper prescribes the items of information along with their sequence necessary for the purpose of the identification of the Referred-to Document, to be included in a BR, for each of such kinds of documents other than Kind 1 mentioned in Sec 06 of Paper E of Volume 2 (1965) of this periodical.

10 GENERAL NOTE

1 An item of information, the mention of which in the entry is optional, is shown in italics.

2 The first letter of a Title of a book, or of a part, or of a section should be in capital.

11 KINDS OF REFERRED-TO DOCUMENT WITH REFERENCE TO SINGLE-VOLUMED SIMPLE BOOK

For the sake of convenience of reference the kinds of Referred-to Document mentioned earlier are given below:

- 1 Whole book;
- 2 Two or more parts;
- 21 With a common title;
- 22 Without a common title;
- 3 A part with an author of its own;
- 31 With a title;
- 32 Without a title;
- 4 A part without an author of its own;
- 41 With a title;
- 42 Without a title;
- 5 Two or more sections in a part;
- 51 With a common title for the sections;
- 52 Without a common title for the sections;
- 6 Sections in two or more parts;
- 7 A section with an author of its own;
- 71 With a title;
- 72 Without a title;
- 8 A section without an author of its own;
- 81 With a title;
- 82 Without a title.

2 DOCUMENT OF KIND 2

21 WITH COMMON TITLE

If the Referred-to Document is of Kind 21 of Sec 11, then the BR should give successively the following blocks of information:

- 1 Heading of the Host Document;
- 2 Title common to the parts referred to;
- 3 Locus section (*See* Sec 211); and
- 4 *Annotation, or abstract* (*See* Note 1).

A full stop should follow each of the blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph.

Block 4 should be given as a separate paragraph.

211 LOCUS SECTION

The Locus Section should be enclosed within circular brackets. It should give successively the following blocks of information:

- 1 Heading of the Host Document (*See* Annotation 1);
- 2 Short title of the Host Document;
- 3 The term 'Ed' followed by the number of the edition of

the book if it is other than edition 1; or the name of the edition such as 'Centenary ed', 'Variorum ed', etc;

4 Year of publication;

5 *Series note* (See Sec 212)

6 Specification of the place of occurrence of the parts referred to in the Host Document in the form of 'P', or 'Sec', or 'Chap', or 'Part', or any other appropriate term followed by the number concerned.

A full stop should follow each of the above blocks.

Annotation.—1 To avoid the psychological irritation to the reader that may arise from the repetition of the name of the author of the Host Document in the Locus Section also, in the latter section the name of the author may be replaced by the term "Author's" or "Authors'" according as the authorship of the Host Document is single or multiple.

When the term "Author's" or "Authors'" is substituted in block 1, the full stop following that block is to be omitted.

212 SERIES NOTE

The Series Note is to be rendered as prescribed in Sec 13 of Paper E of V2 (1965) of this periodical.

Example:

Ranganathan (S R). Facet analysis. (Author's Elements of library classification. Ed 3. 1962. Chap G to K).

22 WITHOUT A TITLE

If the Referred-to Document is of the Kind 22 of Sec 11, then the BR should be rendered as prescribed in Sec 21 with the following modifications:

In block 2, an improvised title to suit the subjects dealt with in the parts is to be used. The improvised title is to be enclosed within square brackets.

3 DOCUMENT OF KIND 3

31 WITH A TITLE

If the Referred-to Document is of the Kind 31 of Sec 11, then the BR should give successively the following blocks of information:

1 Heading of the part referred to;

2 Title of the part referred to;

3 Locus Section (See Sec 311);

4 *Annotation, or abstract* (See Note 1).

A full stop should follow each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given in a separate paragraph.

311 LOCUS SECTION

The Locus Section should be rendered as prescribed in Sec 211.

Example:

Lynn (Jeannette M). Code for the construction and maintenance of a classified catalog. (Shera (Jesse H) and Egan (Margaret E). Classified catalog. 1956. Chap 3).

32 WITHOUT A TITLE

If the Referred-to Document is of the Kind 32 of Sec 11, then the BR should be rendered as prescribed in Sec 31 with the following modifications:

In block 2, an improvised title to suit the subject dealt with in the part is to be used. This improvised title is to be enclosed within square brackets.

4 DOCUMENT OF KIND 4

41 WITH A TITLE

If the Referred-to Document is of the Kind 41 of Sec 11, then the BR should give successively the following blocks of information:

- 1 Heading of the Host Document;
 - 2 Title of the part referred to;
 - 3 Locus Section (*See* Sec 411);
 - 4 *Annotation*, or *abstract* (*See* Note 1).
- A full stop should follow each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given in a separate paragraph.

411 LOCUS SECTION

The Locus Section should be rendered as prescribed in Sec 211.

Example:

Ranganathan (S R). Canons of classification. (Author's Elements of library classification. Ed 3. 1962. Chap T).

42 WITHOUT A TITLE

If the Referred-to Document is of the Kind 42 of Sec 11, then the BR should be rendered as prescribed in Sec 22.

5 DOCUMENT OF KIND 5

51 WITH A COMMON TITLE

If the Referred-to Document is of the Kind 51 of Sec 11,

then the BR should give successively the following blocks of information:

- 1 Heading of the Host Document;
- 2 Title common to the sections referred to;
- 3 Locus Section (*See* Sec 511);
- 4 *Annotation*, or *abstract* (*See* Note 1).

A full stop should follow each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given in a separate paragraph.

511 LOCUS SECTION

The Locus Section should be enclosed within circular brackets. It should give successively the following blocks of information:

1 The term 'In' (*See* Note 1), specification of the place of occurrence of the section having the title common to the sections referred to in the form 'P', or 'Sec', or any other appropriate term followed by the number concerned, the term 'of the Chap', or 'of the Part' or any other appropriate specification followed by the number concerned, the term 'on', the title of the part containing the sections referred to, the term 'of the Author's' or 'of the Authors'' as the case may be, followed by the title of the Host Document;

2 The term 'Ed' followed by the edition of the Host Document if it is other than edition 1; or the name of the edition such as 'Centenary ed', 'Variorum ed', etc;

3 Year of publication.

A full stop should follow each of the above blocks.

Note.—1 The term 'In' should be underlined in writing and given in italics in printing.

Examples:

Ranganathan (S R). Principles of facet sequence. (*In* Sec 3 of the Chap N on Canons of cataloguing of the Author's Classified catalogue code. Ed 4. 1958).

512 If the author of the Referred-to Document is different from the author of the Host Document, then the BR should give successively the following blocks of information:

- 1 Heading of the Section referred to;
- 2 Title common to the sections referred to;
- 3 Locus Section (*See* Sec 5121);
- 4 *Annotation*, or *abstract* (*See* Note 1).

A full stop should follow each of the above paragraph. Block 4 should be given in a separate paragraph.

5121 Locus section

1 The term 'In' (*See* Note 1), specification of the place of occurrence of the section having the title common to the sections referred to in the form 'P', or 'Sec' or any other appropriate term followed by the number concerned, the term 'of the Chap', or 'of the Part' or any other appropriate specification followed by the number concerned, the term 'on', the title of the part containing the sections referred to, the term 'of', followed by the Heading of the Host Document;

2 Title of the Host Document;

3 The term 'Ed' followed by the number of the edition of the Host Document if it is other than edition 1; or the name of the edition such as 'Centenary ed', 'Variorum ed', etc.;

4 Year of publication.

A full stop should follow each of the above blocks.

Note.—1 The term 'In' should be under in writing and given in italics in printing.

Example:

Kuppuswamy Sastri (S). Homonym in Indology. (*In* Sec 0234 of Chap 02 on Canons of cataloguing of Ranganathan (S R). Classified catalogue code. Ed 4. 1958).

52 WITHOUT A COMMON TITLE

If the Referred-to Document is of the Kind 52 of Sec 11, then the BR should give successively the following blocks of information:

1 Heading of the part containing the sections referred to;

2 Title of the part;

3 Locus Section (*See* Sec 521);

4 *Annotation*, or *abstract* (*See* Note 1).

A full stop should follow each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given in a separate paragraph.

521 LOCUS SECTION

The Locus Section should be rendered as prescribed in

Example:

Foskett (D J). Mechanical indexing and retrieval. (Author's Classification and indexing in the social sciences. 1963. Chap 6).

6 DOCUMENT OF KIND 6

If the Referred-to Document is of the Kind 6 of Sec 11, then the BR should be rendered as prescribed in

1 Sec 31 if the parts have a common title and a common author of their own;

2 Sec 32 if the parts have no common title but have a common author of their own;

3 Sec 41 if the parts have a common title but no common author of their own; and

4 Sec 42 if the parts have no common title and no common author of their own.

Examples:

For category 1:

Lynn (Jeannette M). Code for the construction and maintenance of a classified catalog. (Shera (Jesse H) and Egan (Margaret E). Classified catalog. 1956. P 78 and P 83).

The references are to Hospitality in Classification Schedule, and to Multi-dimensional classification system.

For category 3:

Ranganathan (S R). Preliminaries. (Author's Classified catalogue code. Ed 4. 1958. Sec 026, 027, and 032).

The references are to the Canon of Permanence, the Canon of Currency, and the Principle of Local Variation.

For category 4:

Ranganathan (S R). Classified catalogue code. Ed 4. 1958. Sec 1323 and 8015.

The references are to Supplement to Author Statement and Prenatal Cataloguing.

7 DOCUMENT OF KIND 7

71 WITH A TITLE

If the Referred-to Document is of the Kind 71 of Sec 11, then the BR should give successively the following blocks of information:

- 1 Heading of the Section;
- 2 Title of the Section;
- 3 Locus Section (*See* Sec 711);
- 4 *Annotation*, or *abstract* (*See* Note 1).

A full stop should separate each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given in a separate paragraph.

711 LOCUS SECTION

The Locus Section should be rendered as prescribed in Sec 511.

Example:

See example given under Sec 511.

712 If the referred to section has its own author (different from that of the Host Document), then the BR should be rendered as prescribed in Sec 512).

Example:

Kuppuswamy Sastri (S). Authorial homonymy in Sanskrit literature. (*In* Sec 02341 of Chap 02 on Canons of cataloguing of Ranganathan (S R). Classified catalogue code. Ed 4. 1958).

72 WITHOUT A TITLE

If the Referred-to Document is of the Kind 72 of Sec 11, then the BR should be rendered as in Sec 71, with the following modifications:

In Block 2 an improvised title to suit the subject dealt with in the section referred to is to be used. This improvised title is to be enclosed within square brackets.

Example:

Lynn (Jeannette M). [ALA standards for author and title entry]. (*In* P 70 of Chap 3 of Construction and maintenance of a classified catalog of Shera (Jesse H) and Egan (Margaret E). Classified catalog. 1956).

8 DOCUMENT OF KIND 8**81 WITH A TITLE**

If the Referred-to Document is of the Kind 81 of Sec 11, then the BR should give successively the following blocks of information:

- 1 Heading of the Host Document;
- 2 Title of the Section referred to;
- 3 Locus Section (*See* Sec 811);
- 4 *Annotation, or abstract* (*See* Note 1).

A full stop should separate each of the above blocks.

Note.—1 Blocks 1 to 3 should be given in one paragraph. Block 4 should be given as a separate paragraph.

811 LOCUS SECTION

The locus section should be rendered as prescribed in Sec 511.

Example:

Ranganathan (S R). Cross reference index entry. (*In* Sec 02291 of Chap 02 on Canons of cataloguing of the Author's Classified catalogue code. Ed 4. 1958).

812 WITHOUT A TITLE

If the Referred-to Document is of the Kind 82 of Sec 11, then the BR should be rendered as in Sec 81, with the following modification:

In Block 2 an improvised title to suit the subject dealt with

in the section referred to should be used. This improvised title is to be enclosed within square brackets.

Example:

Foskett (D J). [Pronounceability of notation]. (*In* P 154 of Chap 9 on Notational symbols of the Author's Classification and indexing in the social sciences. 1963).