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**Book Science: Depth Classification.**

(Classification problems. 4). (Design series. 3).

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Works out a Scheme for the Classification of the subjects going with the (BC) "3 Book Science", using the methodology for the design of classification given in Paper A of this volume. The schedule given are confined to [1P]. Prefixes an alphabetical index to the schedule. Gives a table of (QI) relevant to "Author-Art", "Translator-Art", "Illustrator-Art", "Compiler-Craft" and "Editor-Craft". Gives a list of 82 examples classified according to the above scheme.

**ABBREVIATIONS USED**

(BC) = Basic Class

(BCN) = Basic Class Number

CC = Colon Classification

(CN) = Class Number

(I) Isolates

(MC) = Main Class

(MCN) = Main Class Number

[P] = Personality Facet

[1P] = First Round Personality Facet

[1P1] = First Round, First Level Personality Facet

(QI) = Quasi Isolate

**1 Introduction**

**11 BOOK SCIENCE**

In 1952, the *Social education literature for authors, artists, publishers, teachers, librarians, and governments* by S R Ranganathan was published by the Indian Adult Education Association. In

the then existing edition of CC he did not find any suitable (MC) to take this book. He therefore opened the (MC) 3 Book Science and included it in ed 4 of CC (1952).

#### 12 CO-EXTENSIVE CLASS NUMBER

Then came the problem of finding a co-extensive (CN) for the book within the (MC) 3 Book Science. It was then too premature to work out a detailed schedule for this (MC). Therefore, use was made of the stand-by Phase Device. The term 'Social Education' in the title showed the Biasing Phase to be T3 Adult Education. Accordingly, the (CN) of the book is 30bT3.

#### 13 A CROSS REFERENCE ENTRY

The title of the book shows that it is multifocal. For, it deals with the Authorial Art and the Illustrator's Art. The contents of the book show that it deals also with the Editorial Craft and the Translator's Art. To some extent, it covers also the Compiler's Craft. Each of these calls for a Cross Reference Entry—that is, a Subject Analytical. Obviously, each of these should be a canonical sub-class of the (MC) 3 Book Science. This problem has been engaging attention all these years.

#### 14 DENOTATION

The absence of these sub-classes in the schedule of CC, ed 6 (1960) denies the help of the Canon of Enumeration [1], in deciding what the term 'Book Science' denotes. However, the context of the (MC) Book Science coming between 2 Library Science and 4 Journalism gives a negative help. Book Science excludes from its purview Journalism—that is, the art of newspapers. It is now proposed to have the following schedule of (BC):

- 3 Book Science
- 31 Author-Art
- 33 Translator-Art
- 35 Illustrator-Art
- 36 Compiler-Craft
- 38 Editor-Craft

## 15 PERSONALITY FACET

The methodology, outlined in Paper A *Design of depth classification: Methodology* in the preceding issue of this quarterly, enables us to work out the first characteristics—that is, the (QI) available for the subdivisions in [IP] of each of the above (BC). An important idea contained in the methodology is the introduction of 'Purpose' as one of the early first characteristics in the facet formula in [IP] for subjects going with a (BC).

## 16 REPLACEMENT OF STAND-BY

This element in the methodology enables us to replace the provisional stand-by of the Phase Device to indicate that the book mentioned in Sec 11 covers only Books for Literate Adults as distinct from those for children and the adolescents on the one side and highly educated people on the other. In this case, the first characteristic 'Purpose' is better broken up into two first characteristics—viz Kind of Book and Standard of Book. From the schedule given in Sec 7 of this paper, it will be found that a co-extensive CC number of the book under consideration is 3,Zm.

## 17 TERMINOLOGY

In the term 'Book Science', the word 'Book' is used to denote not only the conventional book but also certain other kinds of record, now being commonly denoted by the term 'Document'. This term includes conventional Book, Code, Thesis, Technical Report, Article in a periodical, Standard, Patent, every kind of Reference Book, Bibliography, Periodical, and Serial. A fuller list of different possible kinds of documents will be found under "ZA By Kind of Work" towards the end of the Sec 7. Therefore, though the term 'Book' appears in the title of this paper, we shall use the term 'Document' in the body of the paper. We did not use the term 'Document' in the title itself, because this term has not yet come into general use to the level of reflex action. It will be convenient to define some more terms.

- 71 Knowledge unit.—An assumed term.
- 72 Thought.—Knowledge unit.
- 73 Expressed thought.—Thought expressed essentially in language, and perhaps also in pictures, or a combination of both.
- 74 Work.—Expressed thought.
- 75 Embodied thought.—Record of work, mainly on paper for the purpose of this article.
- 76 Document.—Embodied expressed thought.

The terms denoting different kinds of documents are numbered under "ZA By Kind of Work" in Sec 7 Schedule of this paper. Their connotation are generally obvious from the context. A precise definition of them will be found in CCC [?].

## 2 Area of Book Science

A document then implies creation of thought, expression of the thought, and recording of the thought in manuscript or in print. This is emphasised by the statement that a document is the abode of the trinity consisting of

- 1 Soul (the thought-content);
- 2 Subtle body (language and the record of it); and
- 3 Gross body (the physique of the book).

## 20 PRINTER

Embodying a work into its physical form as a document belongs to the printer's craft. Book Science does not include it.

## 21 AUTHOR

The creation of the thought-content and the expression of it in a language belong to the Author-Art. In this creative work, the Author has to have competence in the use of the language concerned and a good knowledge and insight into the subject concerned, in order to make the communication effective and faultless.

## 22 TRANSLATOR

The expression of the thought-content of the author's work into a language other than that of the author belongs to the Translator-Art. This involves no creative work in the level of thought, but it does involve as much creative work in the level of expression as that of the author himself. In this creative work, the translator is to have competence in the translated-into language, a good knowledge of the translated-from language, and capacity to follow and handle the thought-content of the original without fault.

## 23 ILLUSTRATOR

The creation of the pictures, figures, graphs, diagrams, and other forms of graphic art, capable of improving the communication of the thought-content of the document belongs to the Illustrator-Art. In this creative work, the Illustrator should have competence in the graphic arts and an insight into the thought-content of the document almost to the same degree as the author.

## 24 COMPILER

A compiler does not create thought as the author. Nor does his work involve some creative element at the level of expression as in the case of translator. He does not give a creative aid to effectiveness to communication as the illustrator. On the other hand, he culls out information or facts from different sources. In this work, he has to exercise judgement, he has to see that relevant pieces of information or facts or recorded expressions are collected to a fair degree of completeness. The compiler has also to arrange them in a helpful sequence. The helpfulness of the sequence will depend upon the kind of compiled work. It may best be alphabetical in a concordance or a directory. At the other extreme, it may best be in a classified sequence as in a subject bibliography. Between these two extremes, there are various other possibilities. This part of the Compiler-Craft involves judgement and may involve also an element of creative-

ness. It is called craft instead of art, because of the comparatively slight incidence of creative element.

## 25 EDITOR

The work of the editor is sometimes referred to as 'Presentation of Document'. Normally, his work begins when the work of the author or translator, and illustrator ends. He has to organise the recorded expressed thought into parts, chapters, sections, and sub-sections to facilitate the effectiveness of communication and of the later reference to the work documented for any piece of information or at any point. To make this even more effective the editor has to provide indexes, bibliographies, glossaries, and other aids. These are usually referred to as the End Matter of a document. To facilitate entry into the document, especially if it is a document of some size and not a mere article, the editor also provides a contents page and perhaps a conspectus or preface done either by himself or he persuades the authors to provide them. Again, to facilitate the identification of the document, he provides a title page containing the name of the author and the title of the document, if it is a book. If it is an article, they are given at its head. In the place of the conspectus, the editor may provide an abstract. All such matter provided by the editor before the text of the document is called Preliminary Matter or Prels. The editor has also to provide other aids in a document such as head lines in each page, inclusive numbers of sections in the head lines, and other aids for easy reference. To make the perusal of a document comfortable and efficient, the editor has also to determine the typography, the margin, the location of the illustrations, tables, and other auxiliaries and even the proportions of black and white in an open page. These details, the editor will fix in close collaboration with the printer. Most of the work detailed above requires judgement very much like that of a salesman. No doubt there is room for some play of creative element, but it is very slight when compared with the work of the author, translator, or illustrator. It is for this reason that the editor's work is called a craft instead of an art.

## 251 'EDITOR' AS HOMONYM

There is some confusion, however, in the use of the term 'Editor'. In one sense, the editor's craft is the one described in Sec 25. But the term 'Editor' is also used to denote a person revising, augmenting, or pruning the work of an author. This function of an editor is to be taken along with the author's art and not with that of the editor's craft.

## 26 CONCURRENT JURISDICTION

The above sections attempt to show the distinctive jurisdictions of the author, translator, illustrator, compiler, and editor, as help to understanding and to the designing of classification. But in actual practice, the various parties may have concurrent jurisdiction in the carrying out of the editorial craft. Usually, the editor works with the publisher. In our country there were few editors. The author himself had been obliged to attend to the Editor-Craft. Ranganathan has been doing it all these years, except in the case of one book—viz *Organisation of libraries*—published by the Oxford University Press. In recent years, the Asia Publishing House gives him a large hand in Editor-Craft. Rabindra Nath Tagore, the Bengali poet, was his own translator, from the original Bengali into English. William Blake, the English poet, was his own illustrator. He also engraved the text of some of his poems for printing. William Morris, another English poet, set up the Kelmscott Press to promote fine printing and thus practised a part of the Editor-Craft and of the printer-craft too.

## 27 CONCLUSION

We may conclude that the area of Book Science includes Author's Art, Translator's Art, Illustrator's Art, Compiler's Craft, and Editor's Craft.

## 3 Quasi Isolates

The Host Classes we are concerned with, in this paper are, the (MC) 3 Book Science and its canonical sub-classes enumerated

in Sec 14. Even here, the paper is restricted to the construction of the schedule of isolates in [IP], likely to arise in the subjects going with any of the above (BC). The (I) in [IP1] can be formed on the basis of several first characteristics. Therefore, as viewed from the Idea Plane, the array of Order 1, will consist of (Q1)—that is, the first characteristics themselves. We shall now think out the possible (Q1) for the different (BC). For this, we must blend the speculative method and the method based on literary warrant, as suggested in Sec 34 of Paper A of the preceding issue.

### 31 AUTHOR-ART

Let us first take the (BC) 31 Author-Art. Let us remember that we are primarily concerned with works expressed in a language. The language, in which the work is expressed, is certainly a characteristic, relevant to the classification of Author-Art. So also, is the subject developed in the work. Therefore, 'By language' and 'By subject' are possible (Q1). The classification of Author-Art will also need the characteristic 'Kind of Work'—such as text-book, treatise, or a reference book—and 'Standard of work'—such as the standards corresponding to children, neo-literates, students etc. Therefore, we should also take 'By kind of work', and 'By standard of work' as two other (Q1). The Author-Art will also depend upon, whether the work is an original one or one depending on some other original work—such as adaptation, abstract, concordance, and so on. Therefore, 'By dependent work' is also a relevant (Q1). The other possible characteristics relevant to the classification of Author-Art are 'Value', 'Quality of mental appeal', 'Literary form' and 'Linguistic Quality'. For the time being then, we shall have nine (Q1) for the array of Order 1 of [IP1] for the subjects going with the (BC) Author-Art.

### 32 TRANSLATOR-ART

Perhaps, all the above (Q1) except 'By quality of mental appeal' will be required also in the classification of subjects going with the Translator-Art.



### 33 ILLUSTRATOR-ART

If we include within the connotation of the term 'Language' not merely a natural language but also any symbolic or graphical language, the (QI) 'By Language' will occur also in subjects going with Illustrator-Art. So also with the (QI) 'By Subject', 'By kind of work', and 'By standard'. In addition, it may also require the (QI) 'By style', 'By quality of mental appeal', 'By reproduction process' and 'By size'.

### 34 COMPILER-CRAFT

The subjects going with the Compiler-Craft will certainly require the first five (QI) mentioned for Author-Art. Perhaps, it may also need the (QI) 'By mode of arrangement', and 'By linguistic quality'.

### 35 EDITOR-CRAFT

The subjects going with the 'Editor-Craft' will certainly require the first five (QI) mentioned for Author-Art. It may further require the (QI) 'By script' 'By edition' and 'By size'. The Editor-Craft will also require (I) forming 'Organs of remove 1' and 'Organs of remove 2' respectively. These (I) are enumerated in the beginning of the Sec 7 Schedule. They will belong to later levels of [IP] than those mentioned hitherto.

## 4 Sequence of Quasi Isolates

As stated in Sec 52 of Paper A in the preceding issue of this quarterly, generally speaking the Wall-Picture Principle is of help in determining the sequence of the (QI) in [IP1]. No doubt it requires a considerable experience and careful judgement based on it to apply this Principle. It should also be remembered that the (QI) of [IP1] will require super-imposition in the sequence fixed for them. The following is the facet formula for [IP] assumed in this paper as illustrated under Sec 41 and 45. Another assumption of the facet formula is that it will be applicable not

only to the Canonical classes but also to the (MC) 'Book Science' itself. It has been found expedient that a comma (,) should follow immediately after the (BCN) even if it is the (MCN) 3.

#### 41 AUTHOR-ART

(Author-Art) [By language]—[By subject]—[By kind of work]—[By standard]—[By dependent work]—[By value]—[By quality of mental appeal]—[By literary and other forms]—[By linguistic quality].

#### 45 EDITOR-CRAFT

(Editor-Craft) [By language]—[By subject]—[By kind of work]—[By standard]—[By dependent work]—[By script]—[By edition]—[By size], [Organ of remove 1], [Organ of remove 2].

### 5 Allocation to Sectors

The table on page 107 gives the allocation to the sectors considered to be helpful.

### 6 Index to Schedule

Abridgment C	Animated cartoon (ZZP1)
Abstract C1	Annexure zV
Abstr periodical ZW12	Appendix zU
Acknowledgement zH	Aquatone 9m26
Adaptation B	Arabic script 9M8
Administrative report ZW6	Article ZP
Adolescent Zg	Artificial book ZG34
Addresses ZH	Asia, Script of 38
Adult Zh	Atlas ZT1
Advanced standard Zb	Audio
Age group	Atlas ZT1
1 to 5 Zd	Audio
6 to 11 Ze	document ZYP
12 to 15 Zf	visual document ZYV
All rescensions 9K	Author statement zf3
Alphabetic	Authorial art 31
Index N5	Azograph 9f4
arrangement 9K	

(Continued on page 108)

Sector	31 Author-Art	33 Translator-Art	35 Illustrator-Art	36 Compiler-Craft	38 Editor-Craft
S-zz					Organ of remove 2
S-z1 to zA					Organ of remove 1
S-1	Linguistic quality	Linguistic quality	Size		Size
S-9a	Literary and other forms	Literary and other forms	Method of physical production of copy	Mode of arrangement	Edition
S-91	Quality of mental appeal		Quality	Linguistic quality	Script
S-9A	Value	Value	Style		Script
S-A	Dependent work	Dependent work	Dependent work	Dependent work	Dependent work
S-Za	Standard	Standard	Standard	Standard	Standard
S-ZA	Kind of work	Kind of work	Kind of work	Kind of work	Kind of work
S-(a) to (A)	Subject	Subject	Subject	Subject	Subject
S-(ZZ1) to (ZZA)	Language	Language	Language	Language	Language

*(Continued from page 106)*

- Back for whole book *za7*  
   of jacket *zh7*  
   of title leaf *zE2*  
 Bar (ZZD2)  
 Bengali script 9D7  
 Bibliog. reference *zs*  
 Bibliography ZV  
 Biographical document ZT2  
 Black and white *9r*  
 Blurb *zc*  
 Bottom margin *zx3*  
 Braille 9W1  
 Broadcast, Writing for ZH13  
 Broad classif. arrangement Ph1  
 Brochure ZF3  
 Burmese script 9F  
  
 Calendar ZTF  
 Call number *ze*  
   arrangement *9g*  
 Caricature (ZZP4)  
 Cartoon (ZZP)  
 Case records (ZTA)  
 Catalogue ZV2  
 Caucasian script 9P  
 Central Asia script 9G  
 Champion 9S  
 Chap. book ZE1  
 Chapter *zR2*  
 Chart (ZZH)  
 Children *Zc*  
 Chinese script 941  
 Choice of words 52  
 Chronol. arrangement *9d*  
 Circle graph (ZZDS)  
 Circular ZF2  
 Classif. arrangement *9g*  
 Code ZK  
 Code lang 9T2  
 Collaborator  
   entry *zh4*  
   statement *zf4*  
 College Zs1  
 Collotype 9m27  
 Colour *9s*  
  
 Column *zf*  
   size 7  
 Comic strip (ZZP5)  
 Commentary E  
 Composition 3  
 Composite book ZG3  
 Conciseness 33  
 Concordance M  
 Conspectus *zL*  
 Contents page *zG*  
 Contrast quality 954  
 Cover page *z3*  
 Cryptograph 9T  
 Cypher 9T1  
 Cyrillic script 9L2  
  
 Data tables ZTC  
 Debate ZH5  
 Dedication *zF*  
 Dependent work A  
 Design *zd*  
   Quality of 95  
 Device *zd*  
 Diagram (ZZJ6)  
 Dialogue ZH2  
 Dictionary ZT3  
 Diffusiveness 334  
 Digest C6  
 Directory ZTH  
 Disc ZYQ3  
   Magnetic ZYR3  
 Discussion ZH3  
 Do-it-yourself work ZD  
 Drama *9f*  
 Dramatization R  
 Drum, Magnetic ZYR6  
 Dry offset *9m25*  
  
 Early forms of script 92  
 East Asia script 9F  
 Edition *9a*  
   1 *9b*  
   statement *zf5*  
 Elegance 37  
 Elementary standard *Ze*  
 Elevation (ZZJ2)

- Emotional quality 93  
 End  
   matter zN  
   paper z4  
 Engraved recording ZYQ  
 Entry statement for  
   author zb4  
   collaborator zM4  
 Etymology 7  
 Evaluation E5  
 Expression 98  
  
 Facsimile ZYA  
 Feebleness 354  
 Festschrift ZJ  
 Fiche ZYK12  
 Figure of speech 57  
 Film  
   Magnetic ZYR1  
   Photocopy ZYK1  
   Slide ZYM6  
   Transparency ZYN1  
 Filming V  
 First cover page z31  
 Flap zb1  
 Florid 364  
 Fly leaf z6  
 Footnote zR6  
 Fore edge za3  
 Foreword zJ  
 Formula 9V5  
   arrangement 9r  
   book ZI7  
 Four  
   colour 9s4  
   column 74  
   More than 75  
  
 Fourth cover page z34  
 Frontispiece zD  
 Front of  
   title leaf zE1  
   whole book zb3  
 Full page 5  
  
 Gazetteer ZT8  
  
 Gag cartoon (ZZP6)  
 General book ZG  
 Glass  
   Slide ZYM6  
   Transparency ZYN6  
 Glossary ZT4  
 Geograph arrangement 9c  
 Gothic script 9J5  
 Grammar 2  
 Granth 9C  
 Graph (ZZD)  
   in document znD  
   Gravure 9m43  
 Greek script 9K  
 Gross experiential 95  
 Guide book ZT83  
 Gujarathi script 9D6  
 Gurumukhi script 9D3  
  
 Half  
   page 4  
   title page zC  
 Hand copying 9b  
 Harmony 953  
 Head za1  
 Hebrew script 9M2  
 Hectograph 9f2  
 Hindi script 9D2  
 Histogram (ZZD25)  
 Honours standard Zs3  
  
 Ideographic script 92  
 Idiom 55  
 Illiterate Zj  
 Illustration zn  
   as document (ZZB)  
 Illustrated edition 9n  
 Imitation G4  
 Inaugural address ZHI  
 Index N  
   in document zX  
 Indexing periodical ZW11  
 Inelegance 374  
 Information 9S  
 Insertion zY  
 Inspiration work 9M

- Instrum record of phenomenon ZX  
 Intaglio 9m4  
 Intellectual 92  
 Intermediate Zr2  
 Introduction zM  
 Iranian script 9N  
  
 Jacket z2  
     Back of zb  
 Japanese script 942  
  
 KWIC 9q  
 Kanarese script 9E3  
 Kashmiri script 9D4  
 Key work L6  
 Kind of work ZA  
  
 Language (ZZ1)  
 Later edition 9c  
 Latin script 9J  
 Lay out z1  
 Leaves, End zQ  
 Lectures ZH  
 Lettering zv  
 Letters as  
     literary form 9K  
     kind of work ZP24  
 Libretto T5  
 Line (ZZD1)  
 Linguistic quality 1  
 Literary form 9a  
 Literature Zm  
 Locus zf8  
 Lucidity 31  
  
 Magnetic recording ZYR  
 Malayalam script 9E2  
 Manuscript 9b  
 Map (ZZF)  
 Marathi script 9D5  
 Margin zx  
 Mathematical symbol 9V1  
 Meaning 4  
 Medium size 5  
 Mental appeal 91  
 Message 9F  
  
 Meta document ZX  
 Metrics 62  
 Microform ZYK  
 Miniature size 4  
 Minute classified  
     arrangement 9h1  
 Mirror 9P  
 Mode of arrangement 9a  
 Moon script 9W2  
 Moral 9K  
 Morphology 22  
 Multilith 9f6  
 Multivolumed 8  
 Music  
     score (ZZ5)  
     setting T  
 Nagari 9D  
 Name of  
     author arrangement 9n  
     subject arrangement 9h  
 Near print 9f  
 Neoliterate Zk  
 News magazine ZF8  
 News release ZF6  
 North Asia Script 0G  
 Notes zq  
 Novclisation S  
 Number arrangement 9r  
 Number script 9V2  
 Numerical arrangement 9b  
  
 Oblong shape 81  
 Obscurity 314  
 Occidental script 9H  
 Offset 9f5  
     Litho 9m23  
 Opaque ZYK2  
 Oration 9p  
 Orientation ZG5  
 Original work ZP1  
 Oriya script 9D91  
 Orthography 213  
 Overflow pages zE3  
 Oversize 6  
  
 Padded writing 364

- Page z5  
   Longer than one 6  
 Pamphlet 3  
 Para zR5  
 Parody G  
 Part zR1  
 Parts of speech Zs2  
 Pass course e Zs2  
 Patent ZS  
 Periodical SZW1  
   publication ZW  
 Persian script 9N4  
 Perspective graph (ZZD3)  
 Phonetics 211  
 Phonology 21  
 Photocopy ZY  
 Photo intaglio 9m45  
 Photo litho 9m24  
 Phys prod method 9a  
 Picture  
   graph (ZZD4)  
   book (ZZM5)  
 Plain 36  
 Plan  
   in text znj  
   Schematic (ZZJ)  
 Poetry 9c  
 Popular version H  
 Post graduate Zs5  
 Practice  
   teaching book L3  
   work ZL  
 Pre-professional Zr6  
 Pre-school Zd  
 Prescribed text book ZB2  
 Pre-university Zr  
 Programme ZTK  
 Prompt book U  
 Prosody 6  
 Prospectus ZTM  
 Price of book zg7  
 Preliminary pages zB  
   and end matter zA  
 Prestige 98  
 Price zK  
 Printing 9m  
   Proportion of letter press Z14  
   Public relation ZF  
   Punctuation 8  
   Publisher zg1  
  
 Quality  
   Linguistic 1  
   of mental appeal 91  
 Quarter page 2  
   to half page 3  
 Quotation zp  
  
 Raised type 9W  
 Reach-me-down work ZC  
 Recipe book ZT73  
 Recreative document ZE  
 Rectangular shape 82  
 Recto page zS1  
 Reference book ZT  
 Relief  
   map (ZZJ3)  
   printing 9m2  
 Repetition 952  
 Reporting work ZP2  
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 Review periodical ZW13  
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   Second cover page z32  
   Secondary school Zf  
 Section zRB  
   map (ZZJ1)  
 Selection F  
 Seminal Zw  
 Semitic script 9M

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 Sentence zR7  
 Sequel J  
 Serial ZW3  
 Serigraph 9m5  
 Short  
     communications ZP26  
     hand 9S  
 Side margin zx  
 Simple book ZG1  
 Single  
     colour 9s2  
     column 71  
     volume 2  
 Size 1  
 Slavonic 9L  
 Slide ZYM  
 Social group Zy  
 Sound  
     book ZYS  
     film ZYV3  
 South Indian script 9E  
 Spacing zW  
 Specification ZR  
 Speech 57  
     Figure of 57  
     Parts of 23  
 Special edition 9y  
 Spirit duplication 9f3  
 Spiritual 9C  
 Standard Za  
     as document ZQ  
 Statistics ZTB  
 Stencil 9f1  
 Style 51  
 Subject (a)  
     Name of 9h  
 Subsection zR4  
 Sub title zf2  
 Summary C4  
 Supplement K  
 Survey D  
 Symbol 9V  
 Symposium ZH7  
 Synopsis C2  
 Syntax 26
- Systematic index N1  
     in document zX1  
 Table zmC  
 Tail za2  
 Tamil 9E1  
 Tape  
     Engraved ZYQ81  
     Magnetic ZYR81  
     Photocopy ZYK81  
 Teaching book L  
 Technical report ZN  
 Television X  
 Text zR  
     book ZB  
     Prescribed ZB2  
 Thesaurus ZT5  
 Thesis ZM  
 Third cover page z33  
 Three  
     colour 9s3  
     column page 73  
 Tibetan script 9D95  
 Title zf1  
     arrangement 9m  
     leaf zE  
     page zf  
     Back of zh  
 Top management zx3  
 Trade information zg  
 Translation P  
 Treatise Zv  
 Trend report D3  
 Two  
     colours 9s2  
     column 72  
 Typed document 9d  
 Unity 957  
 University Zs  
 Urdu script 9N8  
 Utility 96  
 Value 9A  
 Variorum edition 9m  
 Versification Q



Verso rS2  
 Vigour 35  
 Visual book ZYT  
 Vocabulary 53  
 Vulgar 374

Words S2  
 Work ZA  
 Year  
 book ZTD  
 of publication z f 6

Whole book za

## 7 Schedule

for 31 AUTHOR-ART

- |     |   |    |   |
|-----|---|----|---|
| 1.  | By linguistic quality   |    |   |
|     | <i>Telescoping of array of order 2 into array of order 1 begins</i> |    | <i>Telescoping of array of order 2 into array of order 1 ends</i>   |
| 2   | Grammar   | 9a | By literary and other forms   |
| 21  | Phonology   |    | <i>Telescoping of array of order 2 into array of order 1 begins</i> |
| 211 | Phonetics   |    |   |
| 213 | Orthography   |    |   |
| 22  | Morphology  | 9c | Poetry  |
| 23  | Parts of speech   | 9f | Drama   |
| 26  | Syntax  | 9h | Fiction   |
| 3   | Composition   | 9k | Letters   |
| 31  | Lucidity  | 9p | Oration   |
| 314 | Obscurity   | 9r | Other forms of prose  |
| 33  | Conciseness   | 9s | Champu  |
| 334 | Diffusiveness   |    | <i>Telescoping of array of order 2 into array of order 1 ends</i>   |
| 35  | Vigour  |    |   |
| 354 | Feebleness  |    |   |
| 36  | Plain   |    |   |
| 364 | Florid, padded  |    |   |
| 37  | Elegance  | 91 | By Quality of mental appeal   |
| 374 | Inelegance, vulgar  |    | <i>Telescoping of array of order 2 into array of order 1 begins</i> |
| 4   | Meaning   |    |   |
| 5   | Rhetoric  |    |   |
| 51  | Style   | 92 | Intellectual  |
| 52  | Choice of words   | 93 | Emotional   |
| 53  | Vocabulary  | 94 | Sense   |
| 55  | Idiom   | 95 | Gross experiential  |
| 57  | Figure of speech  | 96 | Utility   |
| 6   | Prosody   | 98 | Prestige  |
| 62  | Metrics   |    | <i>Telescoping of array of order 2 into array of order 1 ends</i>   |
| 65  | Rhythmics   |    |   |
| 7   | Etymology   |    |   |
| 8   | Punctuation   |    |   |

9A	By value	S	Novelisation
	<i>Telescoping of array of</i>	T	Music setting
	<i>order 2 into array of</i>	T5	Libretto
	<i>order 1 begins</i>	U	Prompt book
9C	Spiritual	V	Filming
9F	Message	W	For broadcast
9K	Moral	X	For television
9M	Inspiration		<i>Telescoping of array of</i>
9P	Mirror		<i>order 2 into array of</i>
9S	Information		<i>order 1 ends</i>
	<i>Telescoping of array of</i>	Za	By standard (Audience)
	<i>order 2 into array of</i>		<i>Telescoping 1 of array of</i>
	<i>order 1 ends</i>		<i>order 2 into array of</i>
A	By dependent work		<i>order 1 begins</i>
	<i>Telescoping of array of</i>	Zc	Children
	<i>order 2 into array of</i>		<i>Telescoping 2 of array of</i>
	<i>order 1 begins</i>		<i>order 3 into array of</i>
B	Adaptation		<i>order 1 begins</i>
C	Abridgment		
C1	Abstract	Zd	Age group 1 to 5
C2	Synopsis		(Preschool)
C4	Summary	Ze	Age group 6 to 11
C6	Digest		(Elementary)
D	Survey	Zf	Age group 12 to 15
D1	Review		(Secondary)
D3	Trend report		<i>Telescoping 2 of array of</i>
E	Commentary		<i>order 3 into array of order 1</i>
E5	Evaluation		<i>ends</i>
F	Selection	Zg	Adolescent
G	Parody	Zh	Adult
G4	Imitation		<i>Telescoping 3 of array of</i>
H	Popular version		<i>order 3 into array of</i>
J	Sequel		<i>order 1 begins</i>
K	Supplement		
L	Teaching book	Zj	Illiterate
L3	Practice	Zk	Neoliterate
L6	Key	Zm	Literate
M	Concordance		<i>Telescoping 3 of array of</i>
N	Index		<i>order 3 into array of</i>
N1	Systematic		<i>order 1 ends</i>
N5	Alphabetic	Zr	Pre-university
P	Translation	Zr2	Intermediate
	<i>To be divided by language</i>	Zr6	Pre-professional
Q	Versification	Zs	University
R	Dramatization	Zs1	College

Zs2	Pass course	ZK	Code
Zs3	Honours course	ZL	Practice
Zs5	Postgraduate	ZM	Thesis
Zt	Advanced	ZN	Technical report
Zt5	Research	ZP	Article
Zv	Treatise	ZP1	Original
Zw	Seminal	ZP2	Reporting
Zy	For special group	ZP24	Letters
	<i>Divide as [P] in Y Sociology</i>	ZP26	Short communications
	In addition to the following isolate	ZQ	Standard
ZyX	Top management	ZR	Specification
	<i>Telescoping 1 of array of</i>	ZS	Patent
	<i>order 2 into array of</i>	ZT	Reference book
	<i>order 1 ends</i>	ZT1	Atlas
		ZT2	Biographical
ZA	By kind of work	ZT3	Dictionary
	<i>Telescoping 1 of array of</i>	ZT4	Glossary
	<i>order 2 into array of</i>	ZT5	Thesaurus
	<i>order 1 begins</i>	ZT6	Encyclopaedia
		ZT7	Formula
ZB	Text-book	ZT73	Recipe
ZB2	Prescribed	ZT8	Gazetteer
ZC	Reach-me-down	ZT83	Guidebook
ZD	Do-it-yourself	ZTA	Case records
ZE	Recreative	ZTB	Statistics
ZE1	Chap book	ZTC	Data tables
ZF	Public relation material	ZTD	Yearbook
ZF2	Circular	ZTF	Calendar
ZF3	Brochure	ZTH	Directory
ZF6	News release	ZTK	Programme
ZF8	News magazine	ZTM	Prospectus
ZG	General book	ZV	Bibliography
ZG1	Simple [ <i>Favoured</i> ]	ZV2	Catalogue
ZG3	Composite	ZW	Periodical publication
ZG34	Artificial	ZW1	Periodical
ZG5	Orientation	ZW11	Indexing
ZH	Lectures, Addresses	ZW12	Abstracting
ZH1	Inaugural	ZW13	Reviewing
ZH13	Broadcast	ZW3	Serial
ZH2	Dialogue	ZW6	Administrative report
ZH3	Discussion	ZX	Instrument record of phenomenon (Meta document)
ZH5	Debate	ZY	Photocopy
ZH7	Symposium	ZYA	Facsimile
ZH77	Festschrift		
ZJ	Letters		

ZYK	Microform	(ZZA)	Illustrative and Pictorial
ZYK1	Film		
ZYK12	Fiche		<i>Telescoping 1 of array of order 2 into array of</i>
ZYK2	Opaque		<i>order 1 begins</i>
ZYK81	Tape		
ZYM	Slide	(ZZB)	Illustration
ZYM1	Film		
ZYM6	Glass		<i>Telescoping 2 of array of order 3 into array of</i>
ZYN	Transparency		<i>order 1 begins</i>
ZYN1	Film		
ZYN6	Glass	(ZZD)	Graph
ZYP	Audio document	(ZZD1)	Line
	<i>Telescoping 2 of array of order 3 into array of order 2 begins</i>	(ZZD2)	Bar
		(ZZD25)	Histogram
		(ZZD3)	Perspective
ZYQ	Engraved recording	(ZZD4)	Picture
ZYQ3	Disc	(ZZD5)	Circle
ZYQ81	Tape	(ZZD6)	Schematic
ZYR	Magnetic recording		
ZYR1	Film		<i>Telescoping 2 of array of order 3 into array of order 1 ends</i>
ZYR3	Disc		
ZYR6	Drum		
ZYR81	Tape	(ZZF)	Map
	<i>Telescoping 2 of array of order 3 into array of order 2 ends</i>	(ZZH)	Chart
		(ZZJ)	Plan
		(ZZJ1)	Section
ZYS	Sound book	(ZZJ2)	Elevation
ZYT	Visual	(ZZJ3)	Relief
ZYV	Audiovisual	(ZZJ6)	Diagram
ZYV3	Sound film	(ZZM)	Picture
(a) to (A)	By subject	(ZZM5)	Picture book
	<i>To be got by (SD)</i>	(ZZP)	Cartoon
	<i>Illustrative</i>	(ZZP1)	Animated
(2)	Library science	(ZZP4)	Caricature
(B)	Mathematics	(ZZP5)	Comic strip
(Z2)	Indian Law	(ZZP6)	Gag cartoon
(ZZ1)	By language and other forms	(ZZPS)	Music score
	<i>of expression</i>		
	<i>To be divided as in Chap 5 of CC part 2</i>		<i>Telescoping 1 of array of order 3 into array of order 2 ends</i>

Schedule for	3	Quarter page to half page
33 TRANSLATOR-ART	4	Half page
By linguistic quality	5	Full page
<i>Isolates as for</i>	6	Larger than one page
'1 By linguistic quality'	7	Column size
in 31 Author-Art.	71	Single
9a By literary and other forms	72	Two-column
<i>Isolates as for</i>	73	Three-column
'9a By literary and other forms'	74	Four-column
in 31 Author-Art	75	More than four-column
	81	Oblong
	82	Rectangular
9A By value		<i>Telescoping of array of order 2 into array of order 1 ends</i>
<i>Isolates as for</i>		
'9A By value'		
in 31 Author-Art.		
A By dependent work	9a	By method of physical production of copy
<i>Isolates as for</i>		
'A By dependent work'		<i>Telescoping of array of order 2 into array of order 1 begins</i>
in 31 Author-Art.		
Za By standard		
<i>Isolates as for</i>		
'Za By standard'	9b	Manuscript, Hand copying
in 31 Author-Art.	9d	Typed
ZA By kind of work	9f	Near print
<i>Isolates as for</i>	9f1	Stencil
'ZA By kind of work'	9f2	Hectograph
in 31 Author-Art.	9f3	Spirit duplication
(a) By subject	9f4	Azograph
<i>Isolates as for</i>	9f5	Offset
'(a) By subject'	9f6	Multilith
in 31 Author-Art.	9m	Printing [ <i>Favoured</i> ]
(ZZ1) By language	9m1	Relief
<i>Isolates as for</i>	9m2	Planographic
'ZZ1 By language' in Author-Art.	9m23	Offset litho
	9m24	Photolitho
	9m25	Dry offset
Schedule for	9m26	Aquatone
35 ILLUSTRATOR-ART	9m27	Collotype
By size	9m4	Intaglio
1	9m43	Gravure
<i>Telescoping of array of order 2 into array of order 1 begins</i>	9m45	Photointaglio
	9m5	Serigraph
	9r	Black and white [ <i>Favoured</i> ]
2		Less than quarter page

9s	Colour	(ZZ1)	By language
9s1	Single		<i>Isolates as for</i>
9s2	Two-colour		'ZZ1 By language'
9s3	Three-colour		in 31 Author-Art
9s4	Four-colour	Schedule	<i>for</i>
9s5	More than four colours		36 COMPILER-CRAFT
	<i>Telescoping of array of order 2 into array of order 1 ends</i>	9a	By mode of arrangement
			<i>Telescoping 1 of array of order 2 into array of order 1 begins</i>
91	By quality		
	<i>Telescoping of array of order 2 into array of order 1 begins</i>	9b	Numerical
		9c	Geographical
		9d	Chronological
93	Representation	9f	Classified
95	Design		
952	Repetition		<i>Telescoping 2 of array of order 3 into array of order 1 begins</i>
953	Harmony		
954	Contrast		
956	Rhythm	9g	By call number
957	Unity	9h	By name of subject
96	Utility	9h1	Broad
98	Expression	9h2	Minute
	<i>Telescoping of array of order 2 into array of order 1 ends</i>		<i>Telescoping 2 of array of order 3 into array of order 1 ends</i>
9A	By style	9k	Alphabetical
	<i>Divide as in [P2], [P3] of NA Fine arts</i>		<i>Telescoping 3 of array of order 3 into array of order 1 begins</i>
A	By dependent work		
	<i>Isolates as for 'A By dependent work' in 31 Author-Art</i>	9m	By title
		9n	By name of author
Za	By standard	9p	By name of subject
	<i>Isolates as for 'Za By standard' in 31 Author-Art</i>	9q	Key-word-in-context
		9r	By formula
ZA	By kind of work		<i>Telescoping 1 of array of order 3 into array of order 1 ends</i>
	<i>Isolates as for 'ZA By kind of work' in 31 Author-Art</i>		<i>Telescoping 1 of array of order 2 into array of order 1 ends</i>
(a)	By subject		
	<i>Isolates as for '(a) By subject' in 31 Author-Art</i>	91	By linguistic quality
			<i>Isolates as for</i>

	'91 By linguistic quality'	zf3	Author statement
	in 31 Author-Art	zf4	Collaborator statement
<b>A</b>	By dependent work	zf5	Edition statement
	<i>Isolates as for</i>	zf6	Year of publication
	'A By dependent work'	zf7	Name of series
	in 31 Author-Art	zf8	Locus information
<b>Za</b>	By standard		<i>Telescoping 1 of array of</i>
	<i>Isolates as for</i>		<i>order 2 into array of</i>
	Za By standard'		<i>order 1 begins</i>
	in 31 Author-Art		
<b>ZA</b>	By kind of work	zg	Trade information
	<i>Isolates as for</i>	zg1	Publisher
	'ZA By kind of work'	zg3	Distributor
	in 31 Author-Art	zg4	Printer
		zg7	Price
<b>(a)</b>	By subject		<i>Telescoping 1 of array of</i>
	<i>Isolates as for</i>		<i>order 2 into array of</i>
	'(a) By subject'		<i>order 1 ends</i>
	in 31 Author-Art		
<b>(ZZ1)</b>	By language	zh	For back of title page
	<i>Isolates as for</i>	zh3	Entry statement for author
	'(ZZ1) By language'	zh4	Entry statement for collaborator
	in 31 Author-Art		
		zf	Heading
<b>Schedule for</b>		zk	Running title
<b>38 EDITOR-CRAFT</b>		zm	Number
	<i>Telescoping in facet</i>	zn	Illustration
	<i>Earlier level</i>	znC	Table
	Organ of remove 2		<i>Other isolates as in (ZZB)</i>
			<i>Illustrative</i>
<b>za</b>	For whole book	znD	Graph
<b>zal</b>	Head	znJ	Plan
<b>za2</b>	Tail	zp	Quotation
<b>za3</b>	Fore-edge	zq	Notes
<b>za7</b>	Back, Spine	zs	Bibliographical reference
<b>zb</b>	For jacket	zt	Column
<b>zb1</b>	Flap	zv	Lettering
<b>zb3</b>	Front	zw	Spacing
<b>zb7</b>	Back	zx	Margin
<b>zc</b>	Blurb	zx1	Top
<b>zd</b>	Design, device	zx3	Bottom
<b>ze</b>	Call number	zx6	Side
<b>zf</b>	For title page		<i>Telescoping in facet</i>
	and its overflow		<i>Earlier level</i>
			Organ of remove 1
<b>zf1</b>	Title		
<b>zf2</b>	Sub-title	z1	Layout

z13	Proportion of letter press to illustration	zS1 zS2	Recto Verso
z14	Position	zU	Appendix
z2	Jacket	zV	Annexure
z3	Cover page	zX	Index
z31	First	zX1	Systematic
z32	Second	zX5	Alphabetical
z33	Third	zY	Insert
z34	Fourth		<i>Telescoping point</i>
z4	End paper		<i>Earlier level</i>
z6	Fly leaf	1	By size
zA	Preliminary pages and end matter		<i>Telescoping 1 of array of order 2 into array of order 1 begins</i>
	<i>Telescoping of array of order 2 into array of order 1 begins</i>	2	Single volume
zB	Preliminary pages		<i>Telescoping 2 of array of order 3 into array of order 1 begins</i>
zC	Half-title page		
zD	Frontispiece		
zE	Title-leaf	3	Pamphlet (less than 2 cm thick)
zE1	Front		
zE2	Back	4	Miniature (less than 3 cm height)
zE3	Overflow		
zF	Dedication	5	Medium [ <i>Favoured</i> ]
zG	Contents	6	Oversize (over 30 cm height)
zH	Acknowledgement		
zJ	Foreword		<i>Telescoping 2 of array of order 3 into array of order 1 ends</i>
zK	Preface		
zL	Conspectus		
zM	Introduction	8	Multi-volumed
	<i>Telescoping of array of order 2 into array of order 1 ends</i>		<i>Telescoping 1 of array of order 2 into array of order 1 ends</i>
zN	End matter	9a	By edition
zQ	Leaves separating parts		
zR	Text		<i>Telescoping of array of order 2 into array of order 1 begins</i>
zR1	Part		
zR2	Chapter		
zR3	Section	9b	Edition 1
zR4	Subsection	9c	Later
zR5	Para	9d	Revised
zR6	Footnote	9k	All rescensions
zR7	Sentence	9m	Variorum
zS	Page	9n	Illustrated



9x	With commentary		<i>Telescoping 4 of array of order 2 into array of order 1 begins</i>
9y	Special		
	<i>Telescoping of array of order 2 into array of order 1 ends</i>	9J	Latin
		9J3	Roman
9I	By script	9J5	Gothic
	<i>Telescoping 1 of array of order 2 into array of order 1 begins</i>	9K	Greek
		9L	Slavonic
		9L2	Cyrillic
		9M	Semitic
92	Early forms	9M2	Hebrew
93	Ideographic	9M8	Arabic
94	East Asia	9N	Iranian
94I	Chinese	9N4	Persian
94Z	Japanese	9N8	Urdu
9A	Letter characters	9P	Caucasian
	<i>Telescoping 2 of array of order 2 into array of order 1 begins</i>		<i>Telescoping 4 of array of order 2 into array of order 1 ends</i>
9B	India		<i>Telescoping 2 of array of order 2 into array of order 1 ends</i>
	<i>Telescoping 3 of array of order 2 into array of order 1 begins</i>	9S	Shorthand
		9T	Cryptograph
9C	Grantha	9T1	Cypher
9D	Nagari	9T2	Code
9D2	Hindi	9V	Symbol
9D3	Gurmukhi	9V1	Mathematical
9D4	Kashmiri	9V2	Number
9D5	Marathi	9V5	Formula
9D6	Gujarathi	9W	Raised type
9D7	Bengali	9W1	Braille
9D9I	Oriya	9W2	Moon
9D9S	Tibetan		
9E	South India		<i>Telescoping 1 of array of order 2 into array of order 1 ends</i>
9E1	Tamil		
9E2	Malayalam		
9E3	Kanarese	A	By dependent work
9E5	Telugu		<i>Isolates as for 'A By dependent work' in 3I Author-Art</i>
	<i>Telescoping 3 of array of order 2 into array of order 1 ends</i>	Za	By standard
			<i>Isolates as for 'Za By standard' in 3I Author-Art</i>
9G	Central and Northern Asia		
9H	Occidental		

- |            |   |       |   |
|------------|---|-------|---|
| <b>ZA</b>  | By kind of work<br><i>Isolates as for</i><br>'ZA By kind of work'<br>in 31 Author-Art | (ZZ1) | '(a) By subject'<br>in 31 Author-Art<br>By language<br><i>Isolates as for</i><br>'(ZZ1) By language'<br>in Author-Art |
| <b>(a)</b> | By subject<br><i>Isolates as for</i>  |       |   |

**8 Examples**

- |          |               |   |
|----------|---------------|---|
|          | 3             | Book science  |
|          | 3,Za          | By standard   |
|          | 3,Zm          | Literate  |
| <b>1</b> | <b>N52</b>    | <b>RANGANATHAN (S R).</b> Social education literature for authors, artists, publishers, teachers, librarians, and governments. 1952. (Indian Adult Education Association, English series. 5). |
|          | 3,ZA          | Book science, By kind of document   |
|          | 3,ZM          | Thesis  |
| <b>2</b> | <b>N55</b>    | <b>TURABIAN (K L).</b> Manual for writers of term papers, theses, and dissertations. Rev ed. 1955.  |
|          | 3,ZP          | Article   |
| <b>3</b> | <b>N42</b>    | <b>BRENNECKE (E) (Jr) and CLARK (JL).</b> Magazine article. 1942.   |
|          | 3,(a)         | Book science, By subject  |
|          | 3,(2)         | Library science   |
|          | 3,(2)-ZH7     | Symposium paper   |
|          | 3,(2)-ZH7y5   | Standard  |
|          | 3,(2)-ZH7y5DR | DRTC  |
| <b>4</b> | <b>N63</b>    | <b>DOCUMENTATION RESEARCH AND TRAINING CENTRE (Bangalore).</b> Standards for the preparation of a paper.<br>[The standard relates to papers submitted to the DRTC annual seminar.]            |
|          | 3,(a)         | Book science, By subject  |
|          | 3,(2: 8)      | Library administration  |
|          | 3,(2: 8)-ZL   | Manual  |
| <b>5</b> | <b>N52</b>    | <b>BOOTS (R).</b> Preparation of a staff manual. (Sp lib. 43; 1952; 265-7).   |
|          | 3,(a)         | Book science, By subject  |
|          | 3,(A)         | Natural science   |
|          | 3(A)-ZN       | Technical report  |

- 6 N54 WEIL (B H), *Ed.* Technical report, its preparation, processing, and use in industry and government. 1954.
- 3,(a) Book science, By subject  
3,(H) Geology  
3,(H)-1 Linguistic quality
- 7 N55 TOWNLEY (K A). Clarity in geological writing. (*Science*. 121; 1955; 531-7).
- 3,(a) Book science, By subject  
3,(L) Medicine
- 8 N48 FISHER (M). Medical writing. The technic and the art. Ed. 2. 1948.
- 31 Author-Art  
31,1 Linguistic quality
- 9 N58 SMITH (J F). Linguistics, language and terminology. (*Singer (TER)*, *Ed.* Information and communication practice in industry. 1958. Chap 3.)
- 31,A Author-Art, By dependent work  
31,C Abridgment  
31,C1 Abstract  
31,C1y5 Standard  
31,C1y5I INDIAN
- 10 N56 INDIAN STANDARDS INSTITUTION. Canons for making abstracts. (IS: 795-1956).
- 31,Za Author-Art, By standard  
31,Zk Neo-literate
- 11 PN52 RANGANATHAN (S R). Literature for neo-literates, being report of the Third National Seminar of the Indian Adult Education Association, held at Jamia Millia, Okla, 20 to 26 December 1952. 1952.
- 31,Zm Literate  
31,Zm-91 Quality of mental appeal
- 12 N52 ——. *A*'ppeal analysis. (Author's Social education literature. 1952. Chap 2 on Social education literature. Sec. 22).
- 31,ZA Author-Art, By kind of document  
31,ZE Recreative  
31,ZE-Za By standard  
31,ZE-Zk Neo-literate

- 13 N61 —. Books for neo-literates. (Author's Education for leisure 1961. Chap G on Literature. Sec G7).
- 31,ZA Author-Art, By kind of document  
 31,ZQ Standard  
 31,ZQy5 Standard  
 31,ZQy5I INDIAN
- 14 N63 INDIAN STANDARDS INSTITUTION. Guide for drafting Indian standards. Rev. (IS:4-1963).
- 31,(a) Author-Art, By subject  
 31,(A) Natural science  
 31,(A)-1 Linguistic quality
- 15 N59 KESLING (R V). Crimes in scientific writing. (Am doc. 10; 1959; 173-5).
- 31,(A) Author-Art, Natural science  
 31,(A),A By dependent work  
 31,(A),C1 Abstract
- 16 N63 WEIL (B H), OWEN (H) and ZAREMBER (I). Technical abstracting fundamentals. (J chem doc. 3; 1963; 86-9, 125-32, 132-6).
- 31,(A) Author-Art, Natural science  
 31,(A)-ZN Technical report  
 31,(A)-ZN-1 Linguistic quality
- 17 N50 MICHAELSON (H B). Semantics and syntax in technical reports. (Chem eng news. 28; 1950; 2416-8).
- 31,(A) Author-Art, Natural science  
 31,(A)-ZP Article
- 18 N56 TRELEASE (S F). Logical presentation of ideas. (Author's How to write scientific and technical papers. 1958. P44-6).
- 31,(A)-ZT Reference Work  
 31,(A)-ZT5 Thesaurus
- 19 N61 HOLM (B E) and RASMUSSEN (L E). Development of a technical thesaurus. (Am doc. 12; 1961; 184-90).
- 33 Translator-Art  
 33,Za By standard  
 33,Zm Literate
- 20 N52 RANGANATHAN (S R). Translation. (Author's Social education literature. 1952. Chap 3 on Author and artist. Sec 35).
- 33,(a) Translator-Art, By subject  
 33,(A) Natural science

- 21 N58 UNESCO. Scientific and technical translating and other aspects of the language problem. Ed 2. 1958.
- 35                   Illustrator-Art  
35,(A)               Natural science
- 22 N58 COOPER (F). Technical illustration. (Singer (TER), Ed. Information and communication practice in industry. 1958. Chap 12).
- 35,(A)-ZP         Article
- 23 N58 TRELEASE (S F). Illustrations. (Author's How to write scientific and technical papers. 1958. Chap 5).
- 35,(L)             Illustrator-Art, Medicine  
35,(L: 2)         Anatomy
- 24 N30 DRAWING, ANATOMICAL. (Encyclopaedia britannica. Ed 14. 1930 7; 628-30).
- 35,( ZA)           Illustrator-Art, Illustrations and pictures.  
35,(ZZA)-Za       By standard  
35,(ZZA)-Zm       Literate  
35,(ZZA)-Zm-91   By quality of mental appeal  
35,(ZZA)-Zm-94   Sense appeal
- 25 N52 RANGANATHAN (S R). Sense appeal. (Author's Social education literature. Chap 2 on Social education literature. Sec 223). [The document is mainly on the Sense Appeal in illustrations in writings for literate adults.]
- 35                   Illustrator-Art  
35,(ZZP)           Cartoon
- 26 N62 How to draw a cartoon. (World book encyclopedia. 1962. 3;194).
- 35,(ZZP5)         Comic strip
- 27 N62 How to draw a comic strip. (*ibid.* P195).
- 36                   Compiler-Craft  
36,(a)             By subject  
36,(A)             Natural science  
36,(A)-ZT3        Dictionary
- 28 N47 LEIDCKER (K F). How to write a technical dictionary. (Lib 72; 1947; 1906-7, 1133).
- 38                   Editor-Craft  
38,zt               Bibliographical reference  
38,zty5            Standard  
38,zty5I           INDIAN

- 29 N63 INDIAN STANDARDS INSTITUTION. Recommendations for bibliographical references. (IS: 2381-1963).
- 38,zA Editor-Craft, Prelim pages and end matter  
 38,zG Contents  
 38,zGy5 Standard  
 38,zGy5I INDIAN
- 30 N56 —. Practice for table of contents. (IS: 794-1956).
- 38,zX Editor-Craft, Index in document  
 38,zX5 Alphabetical index  
 38,zX5y5 Standard  
 38,zX5y5I INDIAN
- 31 N58 —. Rules for making alphabetical indexes. (IS: 1275-1958).
- 38,A Editor-Craft, By dependent work  
 38,M Concordance  
 38,M:(D65,8(B)) Computerising
- 32 N61 BESSINGER (J B). Computer technique for an old English concordance. (Am doc. 12; 1961; 227-9).  
 [In computerising the subject of the document is not of particular importance.]
- 38,N Editor-Craft, Index
- 33 N59 COLLISON (R L). Indexes and indexing. 1959.
- 38,ZF Editor-Craft. Public relation publication.  
 38,ZF8 News magazine
- 34 N58 LANE (J C). Editing organization—sponsored magazines and newsletters. (Weil (BH), *Ed.* Technical editing. 1958. Chap 4).
- 38,ZG Editorial-Craft, General book  
 38,ZG,zA Prelim pages and end matter
- 35 N63 BURBRIDGE (P G). Prelims and end-pages. 1963.
- 38,ZG,zB Prelim pages  
 38,ZG,zBy5 Standard  
 38,ZG,zBy5I INDIAN
- 36 N56 INDIAN STANDARDS INSTITUTION. General structure of preliminary pages of a book. (IS: 790-1956).
- 38,ZG,zC Half title page  
 38,ZG,zCy5 Standard  
 38,ZG,zCy5I INDIAN
- 37 N56 —. Half-title-leaf of a book. (IS: 791-1956).
- 38,ZG,zE Title leaf  
 38,ZG,zEy5 Standard  
 38,ZG,zEy5I INDIAN

- 38 N56 —. Title-leaf of a book. (IS: 792-1956).
- 38,ZG,zE1 Front of title leaf  
 38,ZG,zE1,zf3 Author statement  
 38,ZG,zE1,zf3y5 Standard  
 38,ZG,zE1,zf3y5I INDIAN
- 39 N56 —. Practice for author statement in the title-page of a book. (IS: 793-1956).
- 38,ZG Editor-Craft, General book  
 38,ZG,zX Index in document
- 40 N60 TEWARI (B C). Preparing index of a composite book; a case study. (An lib sc. 7; 1960; 24-30).
- [In arriving at certain principles for indexing a book, the particular document used as a guinea-pig is not of particular importance. Hence, neither the subject of the book studied nor that the study is a case study need be indicated in the class number].
- 38,ZP Editorial-Craft, Article  
 38,ZPy5 Standard  
 38,ZPy5I INDIAN
- 41 N64 INDIAN STANDARDS INSTITUTION. Instructions to authors for preparing the manuscript for learned periodicals. 1964. [*In preparation*].
- [The term 'Authors' in the title may mislead one to classify this document in Authorial-Art. The standard is mainly for the guidance of editors, and includes editorial instructions to authors.]
- 38,ZW Editor-Craft, Periodical publication  
 38,ZW1 Periodical  
 38,ZW1,z1 Lay-out  
 38,ZW1,z1y5 STANDARD  
 38,ZW1,z1y5I INDIAN
- 42 N63 —. Guide for lay-out of learned periodicals. (IS: 4-1963).
- 38,ZY Editor-Craft, Photocopy
- 38,ZYK Microform  
 38,ZYK1 Film  
 38,ZYK1,zf1 Title

- 43 N50 CARRUTHERS (R H). Titing microfilm editions. (Am doc. 1; 1950; 190-3).
- 38,(ma) Editor-Craft, Periodical, Bibliography  
 38,(ma21) Catalogue  
 38,(ma2107) Union catalogue  
 38,(ma2107),z1 Layout
- 44 N58 RANGANATHAN (S R). Layout of union catalogue. (Author's. Classified catalogue code. Ed. 4. Chap 82 on Union catalogue of periodical publications. Sec 829).
- 38,(2) Editor-Craft, Library science  
 38,(2: 55) Catalogue  
 38,(2: 55)-ZK Code  
 38,(2:55)-ZK,z1 LAYOUT  
 38,(2:55)-ZK,z1y5 Standard  
 38,(2:55)-ZK,z1y5I INDIAN
- 45 N58 INDIAN STANDARDS INSTITUTION. Practice for layout of catalogue code. (IS: 1358-1958).
- 38,(A) Editor-Craft, Natural science
- 46 N58 WEIL (B H), *Ed. Technical editing.* 1958.
- 38,(A),zn Illustrations in document
- 47 N54 CHRISTMAN (R C). Illustrations for scientific publications. (Science. 119: 1954; 534-6).
- 38,(A),znC Table in document
- 48 N58 CORTELYOU (E). Editing tabular data. (Weil (B H). *Ed. Technical editing.* 1958. Chap 16).
- 38,(A) Editor-Craft, Natural science, Dependent work  
 38,(A)-C1 Abstract
- 49 N58 SCHOENGOLD (M D), WEIL (B H) and MENTO (M A). Editing and publishing technical abstracts for internal use. (Weil (B H), *Ed. Technical editing.* Chap 6).
- 38,(A)-P Translation
- 50 N58 SMITH (J F) and SINGER (T E R). Editing translations. (Weil (B H), *Ed. Technical editing.* 1958. Chap 18).
- 38,(A) Editor-Craft, Natural science  
 38,(A)-ZF Public relation publication



- 51 N55 BANNER (E H W). Technical publicity. Some notes on its editorial preparation. (Elec rec. 158; 1955; 633-4).  
38,(A)-ZF6 News release
- 52 N58 BODLER (G H). Editing technical news releases. (Weil (BH), Ed. Technical editing. 1958).  
38,(A)-ZG Book
- 53 N58 HAWLEY (G G). Publisher editing of technical books. (Weil (B H), Ed. Technical editing. 1958. Chap 12).  
38,(A)-ZH Lecture  
38,(A)-ZH7 Symposium
- 54 N68 WEIL (B H). Editing technical proceedings and compendia. (Weil (B H), Ed. Technical editing. 1958. P259-62).  
38,(A) Editor-Craft, Natural science  
38,(A)-ZN Technical report
- 55 N56 CONNOR (J M). Need for documentation to government specifications. (Sp lib. 47; 1956; 152-5).  
38,(A)-ZN,zn Illustration
- 56 N58 CORTEYOU (E) and JONES (B A). Editing illustrations for reports and papers. (Weil (B H), Ed. Technical editing. 1958. Chap 15).  
38,(A)-ZP Article
- 57 N58 FRENCH (B J). Internal editing of technical papers and articles. (Weil (B H), Ed. Technical editing. 1958. Chap 3).  
38,(A)-ZP,zn Illustration  
38,(A)-ZP,znD Graph
- 58 N58 TRELEASE (S F). Graphs. (Author's How to write scientific and technical papers. 1958. Chap 5 on Illustrations. P132-48).  
38,(A)-ZP,znC Table
- 59 N58 —. Tables. (Author's How to write scientific and technical papers. 1958. Chap 4).  
38,(A)-ZP,zH Acknowledgment
- 60 N58 —. Acknowledgments. (*Ibid.* P109).  
38,(A)-ZP Editor-Craft, Natural Science, Article  
38,(A)-ZP,zR Text  
38,(A)-ZP,zR,zM Heading

- 61 N58 —. Headings in the text. (*Ibid.* P111-3).  
38,(A)-ZP,-R,-p Quotation
- 62 N58 —. Abstracts and quotations. (*Ibid.* 106-9).  
38,(A)-ZP,zR,zs Bibliographical reference
- 63 N34 FULTON (J F). Principles of bibliographical citation; an informal discourse addressed to writers of scientific papers. (*Bul, Med Lib Assoc.* 22; 1934; 183-97).  
38,(A)-ZP,zR6 Footnote
- 64 N51 DRACHMAN (A G). Footnotes and bibliography. (*Libri* 1; 1951; 362-6).  
38,(A)-ZP,8 Punctuation
- 65 N58 TRELEASE (S F). Punctuation. (*Author's How to write scientific and technical papers.* 1958. P68-74).  
38,(A) Editor-Craft, Natural science  
38,(A)-ZR Specification
- 66 N58 WEIL (B H). Editing technical specifications. (Weil (B H), *Ed. Technical editing.* 1958. Chap 19 on Other aspects. P263-4).  
38,(A)-ZS Patent
- 67 N58 —. Editing from the patent standpoint. (*Ibid.* Chap 5).  
38,(A)-ZS-P Translation
- 68 N58 SMITH (J F) and Singer (T E R). Editing patent translation. (Weil (B H), *Ed. Technical editing.* Chap 18 on Editing translation. P252-3).  
38,(A) Editorial-Craft, Natural science  
38,(A)-ZT Reference work  
38,(A)-ZTC Data table
- 69 N58 CORTELYOU (E). Some fundamentals of designing tables of data. (Singer (T E R). *Information and communication practice in industry.* 1958. Chap 15).  
38,(A)-ZW Periodical publications  
38,(A)-ZW1 Periodical
- 70 N58 BLISS (A D). Editing of technical—society journals: the editor's viewpoint. (Weil (B H), *Ed. Technical editing.* 1958. Chap 8).

- 38,(A)-ZYM Slide
- 71 N58 COLLINS (D N) and Jones (B A). Editing slides and other graphic aids. (Weil (B H), *Ed.* Technical editing. 1958. Chap 14).
- 38,(D) Editor-Craft, Engineering  
38,(D)-ZN Technical report
- 72 N49 HORN (J). How to prepare engineering reports. (Machine design. 21; 1949; 108-12).
- 38,(E) Editor-Craft, Chemistry  
38,(E)-D Survey  
38,(E)-D3 Trend report
- 73 N61 STEPHENS (I R). Literature report. (American chemical society. Chemical literature (Division of-) and Chemical education (Division of-). Searching the chemical literature. 1961. P203-7. (Advances in chemistry series. 30).
- 38,(E) Editor-Craft, Chemistry  
38,(E)-ZP Article  
38,(E)-ZP-Zt Research  
38,(E)-ZP-Zt-D Survey  
38,(E)-ZP-Zt-D1 Review
- 74 N51 AMERICAN CHEMICAL SOCIETY. Suggestions to authors of review articles. (Chem rev. 48, 2; 1951 Apr; 1-5).
- 38,(F) Editor-Craft, Chemical technology  
38,(F)-ZL Manual
- 75 N58 WEIL (B H). Editing technical-process manuals and hand-books. (Weil (B H), *Ed.* Technical editing. P262-3.)
- 38,(I) Editor-Craft, Botany  
38,(I)-ZP Article
- 76 N54 PRICE (W C). Preparing manuscript for *Phytopathology*. (Phytopath. 44; 1954; 667-74).  
[The editorial instructions are generally valid for preparing articles for periodicals in botany.]
- 38,(M7) Editor-Craft, Textile
- 77 N54 NEWELL (W A). Editing, publishing, and abstracting of textile literature. (American chemical society. Chemical literature (Division of-). Literature resources for chemical process industries. 1954. P162-71.)
- 38,(X8(A)) Editor-Craft, Industry  
38,(X8(A))-ZF Public relation publication  
38,(X8(A))-ZF6 News release

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- 78 N58 STEPHENS (I R). News releases. (Singer (T E R), *Ed.* Information and communication practice in industry. 1958. Chap 13 on Technical writing. P234-5).

38,(X8(A))-ZF8 News magazine

- 79 N58 BLAND (W F). Editing the technical business magazine. (Weil (B H), *Ed.* Technical editing. 1958. Chap 10.)<sub>c</sub>

38,(XX) Editor-Craft, Management technique

38,(XX)-Zy For special group

38,(XX)-ZyX For management

38,(XX)-ZyX-C6 Digest

- 80 N61 JANE (J C). Digesting for a multi-company management audience (J chem doc. 1; 1961; 59-63).

38,(Z) Editor-Craft, Law

38,(Z)-N Index

- 81 N63 HEWITT (A R). Legal indexing. (Indexer. 3; 1963; 136-45).

38,(ZZD) Editor-Craft, Graph

- 82 N55 COHN (E M). Editing graphs for publication. (Am doc. 6; 1955; 77-8).

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- 1 Sec 14 RANGANATHAN (S R). Canon of enumeration. (Author's Prolegomena to library classification. Ed 2. 1957. Sec 173).

- 2 Sec 17 ——. Document. (Author's Classified catalogue code. Ed 4. 1958. Chap 13).

STATEMENT OF MAN-HOURS TAKEN (EXCLUDING SECRETARIAL WORK)

Work of	Man Hours
Authors	48
Editors	6
Discussion (4 Persons) for 9 hours	36
Total	90