

# User's Guide

The *Publishers' International ISBN Directory* consists of two parts:

- The *Geographical Section* in five volumes, where active publishers are arranged alphabetically according to country, and within each country according to name,
- the *Numerical ISBN Section*, which lists ISBN prefixes (consisting of prefix, registration group and registrant elements) and their corresponding publishers.

## The Geographical Section

Each entry contains the company name and any additional name information, full address(es) and the appropriate telecommunication details. The ISBN registration group number follows together with the publisher's ISBN registrant element. The SAN (Standard Address Number), which is assigned to most publishers in the USA, is also included.

## Company Names

Publishers are filed alphabetically by the official company name (e.g. "Benz, Susanne, Traumland Verlag", "Ezra, Jack, Freedom Press"). In cases where the company name cannot be clearly determined – due to unusual language features, regional or legal qualities – the name has been entered in the form used by the firm itself. For some countries where retrieval poses problems sorting has been adjusted. Abbreviations, spacing in the combination of letters and punctuation have also been incorporated as they are used by the firm.

## Filing

Entries are filed in mechanical word order. Diacritical marks have been disregarded. Modified letters and umlauts file as follows:

å, Å	= AA	ø, Ø	= OE
ä, Ä	= AE	ß	= ss
æ, Æ	= AE	þ, þ	= TH
ö, Ö	= OE	ł, Ł	= L
œ, Œ	= OE	ı	= i
ü, Ü	= UE	đ, Đ	= D
h, H	= H		

Definite articles at the beginning of a firm's name have been generally ignored.

Numbers at the beginning or in the middle of the name of a publisher, file before letters. They are arranged

according to their numerical value and not according to the phonetical value of the numbers written as words.

The filing of publisher names in some countries follows the legal requirements for an entry in the commercial/trade register. Therefore the data are listed as delivered by the respective national or regional ISBN registration agency.

## Abbreviations and Acronyms

Abbreviations and acronyms in company names, and also company names which begin with more than one capital letter, file mechanically. Thus, for example, the alphabetical value of U.S. is US, and not United States. Exceptions to this are:

Mt.	<i>files as</i> Mount
Ft.	<i>files as</i> Fort
Mc.	<i>files as</i> Mac

Due to the large variety of information sources it is impossible to standardize abbreviations and acronyms. Common abbreviations are listed as below:

Afill	Affiliate
Apdo	Apartado
Av, Ave	Avenue
Avda	Avenida
Bldg	Building
Blvd	Boulevard, Bulevar
BP	Boîte Postale
Col	Colonia
CP	Caixa Postal, Casetta Postale, Casella Postale
Cres	Crescent
Dept	Department, Département, Departamento
Div	Division
Dr	Drive
Edo	Estado
GPOB	General Post Office Box
Gt	Gatan
Hwy	Highway
Jl	Jalan
No	Número, Numéro, Number
Pkwy	Parkway
Pl	Place, Platz, Plaza
POB	Post Office Box
Postf	Postfach
Rd	Road
Sq	Square
St	Street
Str	Straße, Straat

Subs	Subsidiary
U1	Ulica

**The Numerical ISBN Section**

The entries in the Numerical ISBN Section of the publishers' directory contain the prefix, registration group and registrant elements of the ISBN, and the name and country of residence of the publisher.

The ISBN prefixes file in lexicographical order, e.g. 978-3-01, 978-3-02, 978-3-03700, 978-3-03701, 978-3-04.