

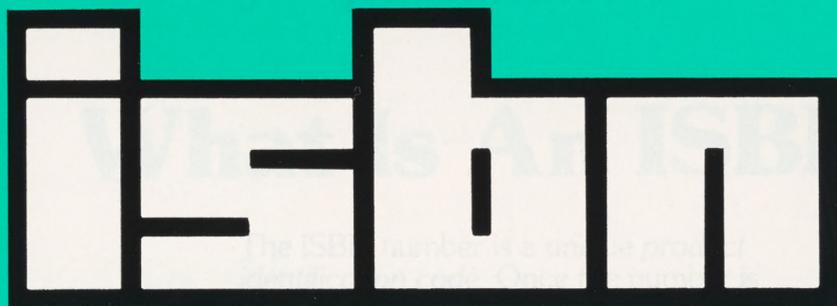
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WILD TREES PRESS

I. S. B. N.

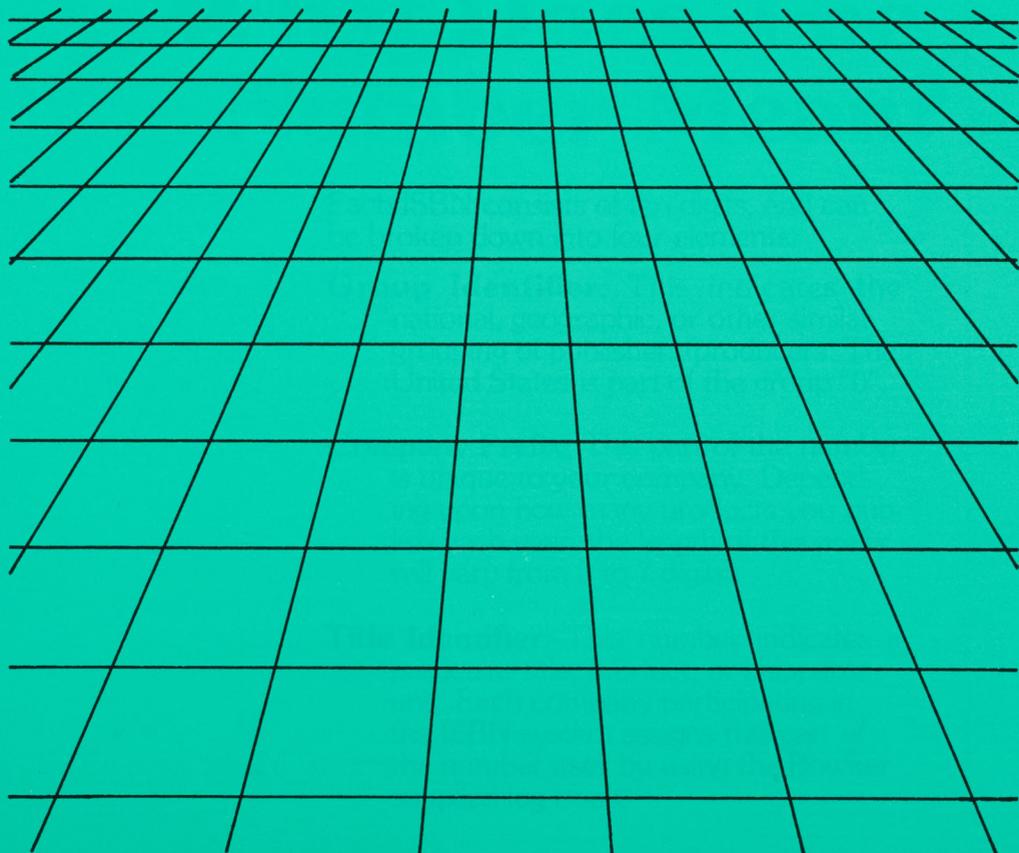
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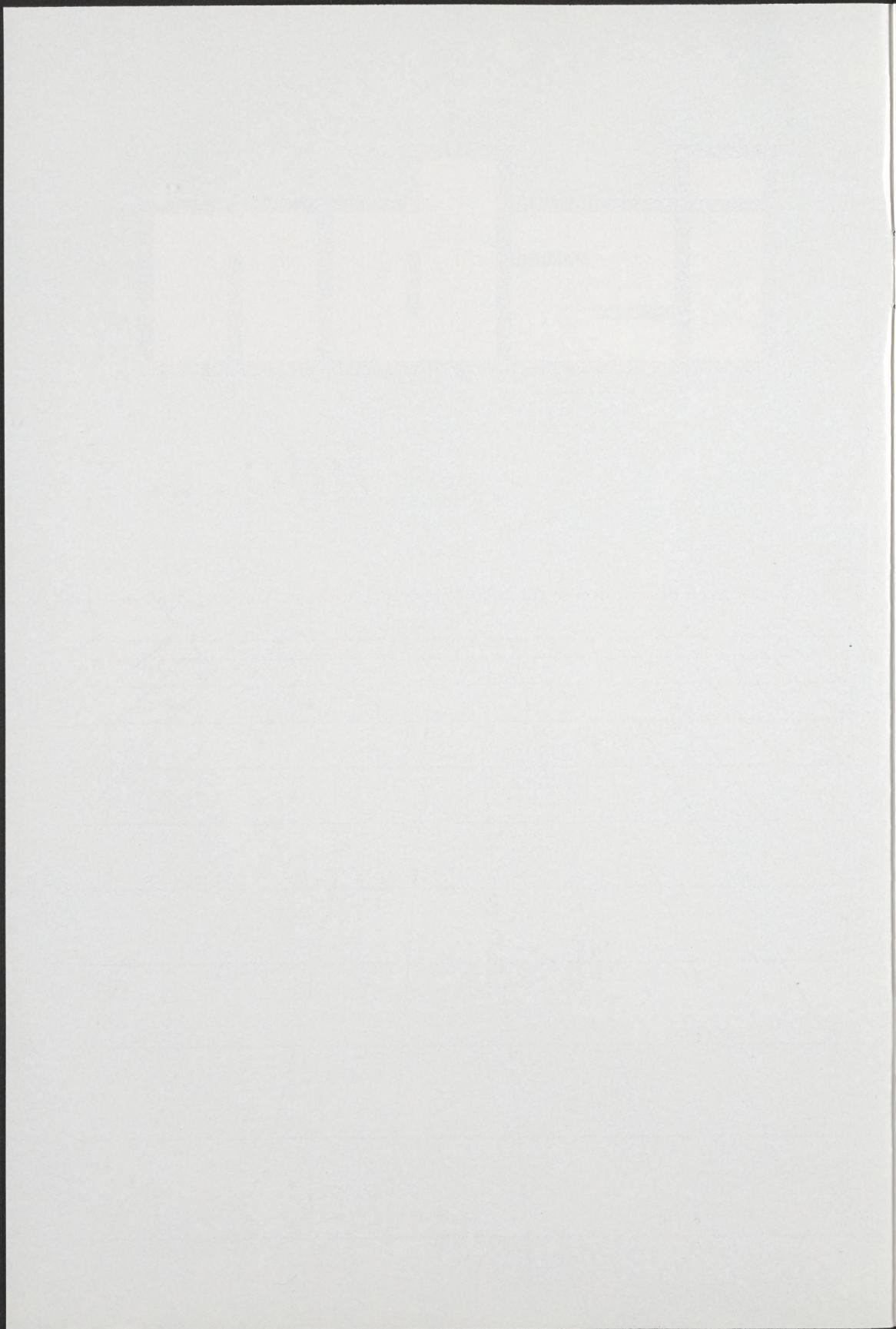
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info...

Including a description of the SAN (Standard Address Number) System





A brief explanation . . .

What Is An ISBN?

The ISBN number is a unique *product identification code*. Once the number is assigned to a product, it is never reused. This system enables the ISBN to be used by the producer as an inventory code, by the buyer as an order number, and for a variety of bibliographic purposes—catalog cards, online ordering systems, international product networking, etc.

What Does The Number Mean?

Each ISBN consists of ten digits, and can be broken down into four elements:

Group Identifier: This indicates the national, geographic, or other similar grouping of publishers/producers. The United States is part of the group “0”.

Company Prefix: This part of the number is unique to your company. Depending upon how many products you publish each year, the length of this prefix will vary from 2 to 7 digits.

Title Identifier: This number indicates a particular title, product, or shippable unit. Each company participating in the ISBN system assigns this part of the number itself by using the Bowker supplied log book.

Check Digit: This single digit following the Title Identifier number enables a computer to verify your number to prevent any transcription errors. The ISBN check digit is computed and supplied to you by Bowker in a log book.



Now That I Have My Prefix, What Do I Do Next?

Here are three easy steps to take full advantage of all the benefits the ISBN system offers its members:

1) **Assign ISBN numbers to each of your products**

Using the Bowker provided log book, fill in the titles of your products next to each number. If your publications are available in more than one format (e.g., books in hardcover, softcover) or different software versions (CP/M, Apple IIe, MS/DOS, etc.), assign a different number to each. Remember, a separate ISBN is assigned to each shippable unit (i.e., a unit that is available for order and return, wherein all components—documentation, disk, package, etc.—are treated together as one product and assigned one ISBN.)

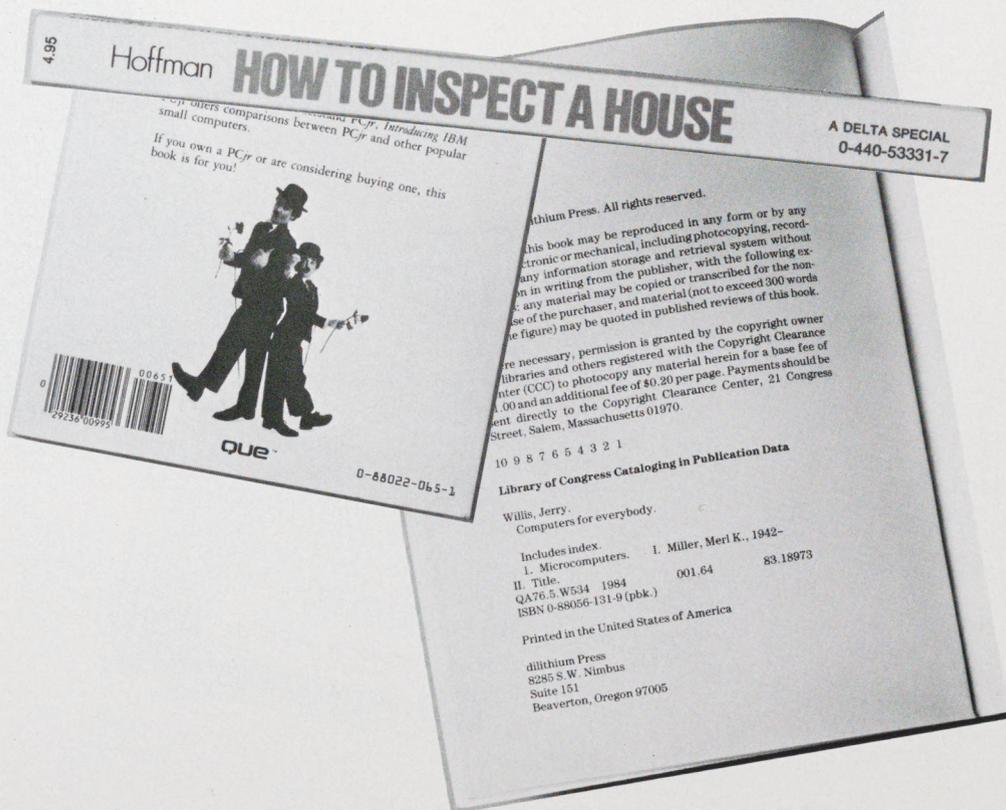
2) Print the ISBN number on your product

Each product should prominently display the ISBN on all components of the product. When printed, the ISBN should always look like this:

ISBN 0-19-287550-7

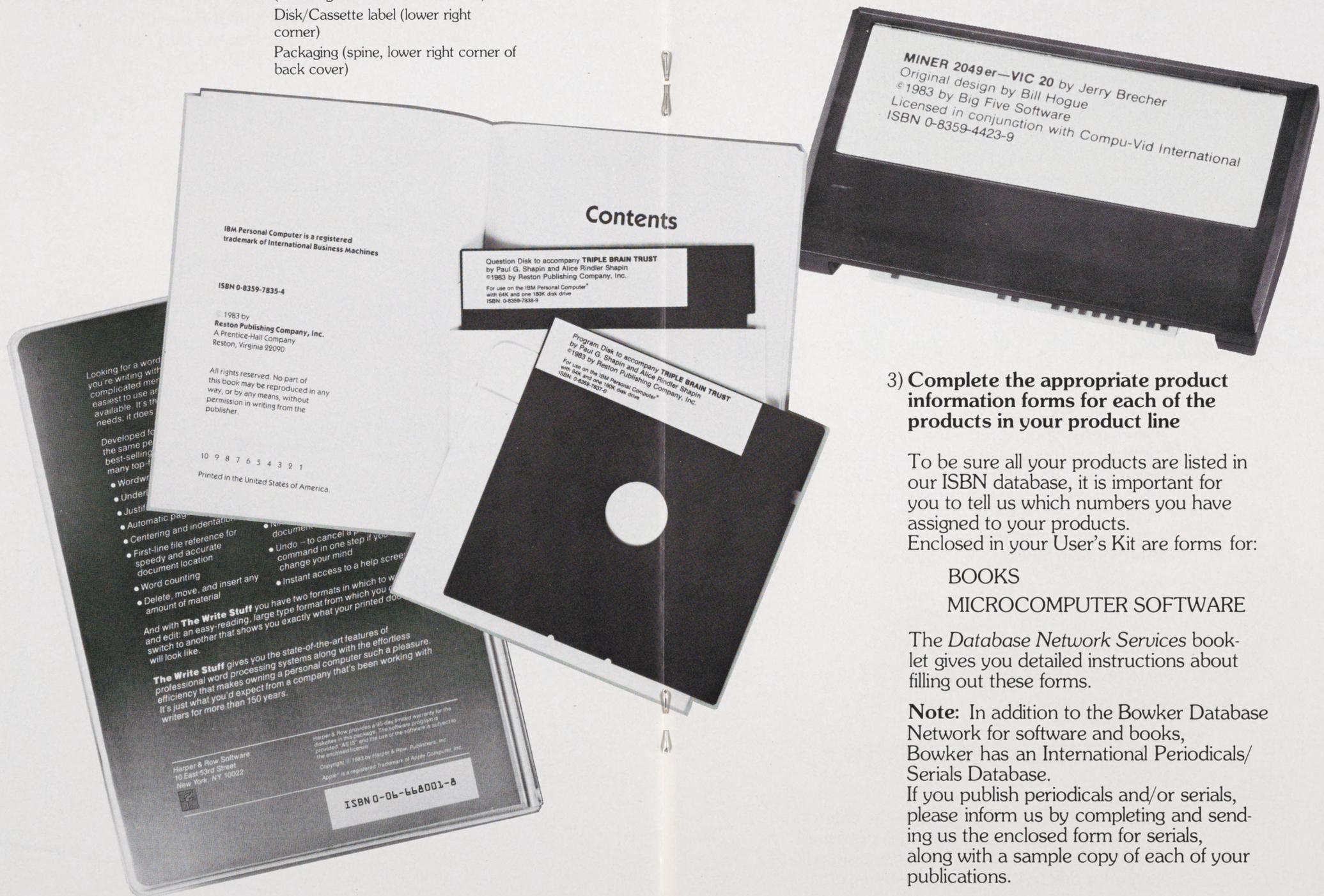
Here are the places where the ISBN number should appear:

- Books:**
- Copyright page (back of the title page).
 - Book dust jacket and right foot of back cover.
 - Paperbacks, right foot of back cover and on spine.



Software: Copyright page (opposite the title page) of manual documentation
 Instruction Manual/Documentation (lower right corner of back cover)
 Disk/Cassette label (lower right corner)
 Packaging (spine, lower right corner of back cover)

Other Media: Use one ISBN number on each component available separately for sale, as well as a different ISBN for the total package



3) Complete the appropriate product information forms for each of the products in your product line

To be sure all your products are listed in our ISBN database, it is important for you to tell us which numbers you have assigned to your products.

Enclosed in your User's Kit are forms for:

BOOKS

MICROCOMPUTER SOFTWARE

The *Database Network Services* booklet gives you detailed instructions about filling out these forms.

Note: In addition to the Bowker Database Network for software and books, Bowker has an International Periodicals/Serials Database.

If you publish periodicals and/or serials, please inform us by completing and sending us the enclosed form for serials, along with a sample copy of each of your publications.

Some added advice . . .

We wish to stress the importance, when using the ISBN system, of observing, exactly, the standard rules. Any deviation—e.g., omitting the Country Identifier and Publisher Prefix, or dropping the check digit—would make communication impossible among producers, publishers, vendors, distributors, and retailers. An ISBN can be used and validated only if all ten digits are properly displayed. Let's review some other important points to watch for:

An ISBN Is Never Reused

Once an ISBN is assigned to a title, it is never reassigned, even if the title is out-of-print or no longer available. In addition to being an order fulfillment tool, the ISBN also serves as a bibliographic element in cataloging. It is printed on millions of catalog cards and entered in national and international bibliographic databases.

Separate ISBNs For Different Editions/Bindings

A separate ISBN is assigned to the different formats in which a title or item is published: paper, cloth, microfiche, cassette, disk, software for different operating systems, etc.

Multi-Volume Works

An ISBN is assigned to the whole set of volumes of a multi-volume work, as well as to each individual volume in the set. When promoting the set as a whole, list only the ISBN for the entire set. If individual volumes are sold separately, include the ISBN for each individual volume and for the set.

Backlist

Once you have received your ISBN prefix and log book, number all backlist titles and publish these ISBNs in your catalogs. The ISBN should also be printed on the first available reprint of a backlist item.

Co-Publication

A publication or software product issued as a co-edition or joint imprint can be assigned an ISBN by each publisher/producer. However, if only one publisher/producer is in charge of distribution, only that company assigns the ISBN.

Publishers Acquiring Another Company With An Assigned ISBN Prefix

The originally assigned ISBN is used until the product is reprinted under the new publisher's imprint. In such cases, we ask that you promptly report any name and address changes, mergers, ceased publications, acquisitions, etc. This eliminates any confusion when buyers order your products.

Publishers Acquiring Complete Stock Of Another Company

Once again, products are identified by their original ISBN until reprinted under their new company.

ISBN Linkage

In the two previous instances, to ensure proper identification during a transition period, the first reprint of a title or item under its new imprint carries both the original ISBN *and* the new ISBN, on the verso of the title page. EXAMPLE:

ISBN 0-666-00123-5 (previously published by XY under ISBN 0-8420-0091-7)

Or

ISBN 0-666-00123-5 (previously ISBN 0-8420-0091-7)

Distributors

A distributor, even an exclusive distributor, uses the ISBN of the original publisher in all promotion materials. If a U.S. publisher does not have an ISBN Publisher Prefix, advise them to contact the ISBN Agency. When distributing titles from a foreign publisher in a country not yet using the ISBN system, simply contact the ISBN Agency to assign an ISBN to the title, until the country of origin comes into the system.

If you have additional questions, contact the ISBN Agency, R.R. Bowker Company, 205 East 42nd Street, New York, New York, 10017. Phone: (212) 916-1800, 1811, 1812.

The SAN (Standard Address Number) System

R.R. Bowker also administers the Standard Address Number, or "SAN" System. As an ISBN uniquely identifies a software program, book, or other information product, *a SAN uniquely identifies all of the addresses of information companies.*

Libraries, publishers, software manufacturers and producers, bookstores, distributors, wholesalers, and other organizations use SANs for ordering, billing, sales tracking, and other vital functions. This numbering system assures a high degree of accuracy. SANs are also used by electronic ordering systems for the greatest speed and ease of ordering online. For more information on the SAN System, or to have your company or organization assigned a Standard Address Number, please contact: Emery Koltay, R.R. Bowker Company, 205 East 42nd Street, New York, New York 10017. Telephone: (212) 916-1800, 1811, 1812.

R.R. BOWKER
THE INFORMATION COMPANY

ISBN LOG BOOK

(p. 2)

1	0-931125-00-6	A Piece of Mine (Cooper) 10/84	0-931125-25-1	1
2	0-931125-01-4	Escape from Billy's Back-Door (hardcover)	0-931125-26-X	2
3	0-931125-02-2	Escape from Billy's Back-Door (paper)	0-931125-27-8	3
4	0-931125-03-0	Condon & Hummer, blind	0-931125-28-6	4
5	0-931125-04-9	Septima's Story; Ready From Within	0-931125-29-4	5
6	0-931125-05-7	As wonderful as All That? Army Condon	0-931125-30-8	6
7	0-931125-06-5	The Spirit Journey made Kestonogoro	0-931125-31-6	7
8	0-931125-07-3		0-931125-32-4	8
9	0-931125-08-1		0-931125-33-2	9
10	0-931125-09-X		0-931125-34-0	10
11	0-931125-10-3		0-931125-35-9	11
12	0-931125-11-1		0-931125-36-7	12
13	0-931125-12-X		0-931125-37-5	13
14	0-931125-13-8		0-931125-38-3	14
15	0-931125-14-6		0-931125-39-1	15
16	0-931125-15-4		0-931125-40-5	16
17	0-931125-16-2		0-931125-41-3	17
18	0-931125-17-0		0-931125-42-1	18
19	0-931125-18-9		0-931125-43-X	19
20	0-931125-19-7		0-931125-44-8	20
21	0-931125-20-0		0-931125-45-6	21
22	0-931125-21-9		0-931125-46-4	22
23	0-931125-22-7		0-931125-47-2	23
24	0-931125-23-5		0-931125-48-0	24
25	0-931125-24-3		0-931125-49-9	25
26				26
27				27
28				28
29				29
30				30
31				31
32				32
33				33
34				34
35				35
36				36
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43				43
44				44
45				45
46				46
47				47
48				48
49				49
50				50
51				51
52				52
53				53
54				54
55				55
56				56
57				57

1	0-931125-50-2		0-931125-75-8	1
2	0-931125-51-0		0-931125-76-6	2
3	0-931125-52-9		0-931125-77-4	3
4	0-931125-53-7		0-931125-78-2	4
5	0-931125-54-5		0-931125-79-0	5
6	0-931125-55-3		0-931125-80-4	6
7	0-931125-56-1		0-931125-81-2	7
8	0-931125-57-X		0-931125-82-0	8
9	0-931125-58-8		0-931125-83-9	9
10	0-931125-59-6		0-931125-84-7	10
11	0-931125-60-X		0-931125-85-5	11
12	0-931125-61-8		0-931125-86-3	12
13	0-931125-62-6		0-931125-87-1	13
14	0-931125-63-4		0-931125-88-X	14
15	0-931125-64-2		0-931125-89-8	15
16	0-931125-65-0		0-931125-90-1	16
17	0-931125-66-9		0-931125-91-X	17
18	0-931125-67-7		0-931125-92-8	18
19	0-931125-68-5		0-931125-93-6	19
20	0-931125-69-3		0-931125-94-4	20
21	0-931125-70-7		0-931125-95-2	21
22	0-931125-71-5		0-931125-96-0	22
23	0-931125-72-3		0-931125-97-9	23
24	0-931125-73-1		0-931125-98-7	24
25	0-931125-74-X		0-931125-99-5	25
26				26
27				27
28				28
29				29
30				30
31				31
32				32
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36				36
37				37
38				38
39				39
40				40
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42				42
43				43
44				44
45				45
46				46
47				47
48				48
49				49
50				50
51				51
52				52
53				53
54				54
55				55
56				56
57				57



INTERNATIONAL STANDARD BOOK NUMBERING AGENCY
Numbering Systems in Publishing and Library Practices
205 East Forty-second Street, New York 10017 212-916-1800, 1811, 1812
R.R. Bowker Company — A Xerox Information Company

August 10, 1984

Robert Allen
General Manager
Wild Trees Press
P.O. Box 378
Navarro, CA 95463

RE: YOUR ISBN PUBLISHER PREFIX 0-931125

Dear Mr. Allen:

Following your inquiry, we are sending:

- "Title Output" Information Request Form
- ISBN Implementation Instructions
- Log Book
- ISBN System Users' Manual
- OCR/A Printing Instructions
- ABI FORM - return to ABI DEPT. for free listing in BOOKS IN PRINT
at which time, you can also request additional forms.
- SOFTWARE INFORMATION FORM - Plus a **sample** of a completed form.
-

If this material needs further clarification, let us know.

Sincerely,

Emery Koltay
Director

EK:ah

mailed
8/15/84

FOR INTERNAL USE ONLY
PUB.
IMPR.

TITLE: **A Piece of Mine**

SERIES:

Original Title, if any: ---

Foreign Language: --- Translation , from what language:

PUBLISHER: **Wild Trees Press**
Address **P.O. Box 378**
Navarro, CA 95463

DISTRIBUTOR, if other than publisher:

AUTHOR(S): **Joan California Cooper**

EDITOR(S): ---

TRANSLATOR(S): ---

ILLUSTRATOR(S): ---

IMPRINT:

Appendix Bibliography Footnotes
Index Other:

Programmed Book

Reissue New Edition First U.S. Edition

INTRO. BY; PREFACE BY; etc.

Foreword by Alice Walker

ILLUSTRATIONS (KIND & NUMBER):

Import , If yes, are you exclusive distributor?

PAGES: **124**

Simultaneous cloth & paper publication Talking Book

AUDIENCE: Adult Layman (Also suitable for Young Adults?)

Adult Professional College Text

Elhi Text Grade: Juvenile Grade:

BRIEF DESCRIPTION OF BOOK

A collection of short stories.

Original Paperback

Revised Abridged 2nd Ed. Other:

PUBLICATION DATE: **October 15, 1984**

Reprint : If reprint, name of orig. publisher & orig. pub. date:

ENTER PRICE(S) BELOW: INT'L. STANDARD BOOK NUMBER
On short discount (20% or less)

HARDCOVER TRADE: --- ISBN ---

If juv., is binding guaranteed?

LIBRARY BINDING: --- ISBN ---

HARDCOVER TEXT: --- ISBN ---

PAPER TRADE --- **7.95** ISBN **0-931125-00-6** ---

PAPER TEXT: --- ISBN ---

TCHRS. ED.: --- ISBN ---

WKBK: --- ISBN ---

LAB MANUAL: --- ISBN ---

OTHER: SPECIFY --- ISBN ---

AUTHOR/EDITOR/ILLUS. BIOGRAPHICAL INFORMATION:

Joan California Cooper is a playwright who lives in Oakland, California. This is her first story collection.
ADVERTISING, PROMOTION & PUBLICITY PLANS:

Direct mail, bookstore readings

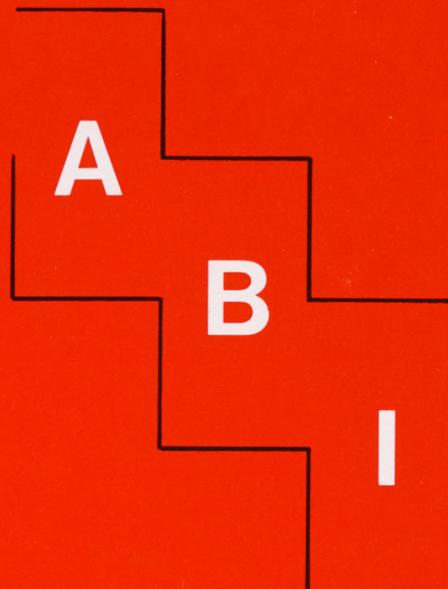
SUBJECT CATEGORY:
222, 089

ISBN NOTE: If you assign your own ISBNs, put full 10 digit number in spaces above. The system requires a separate ISBN for each edition.

LC #

Order # (optional):

Completed by: Robert L. Allen



ADVANCE BOOK INFORMATION

**Steps toward attaining the best of
Bowker's free bibliographic services.**

Table of Contents

About Our Data Base _____	3
About Our Publications _____	3
Additional Data Bases _____	4
How to Complete the Advance Book Information Form _____	5
Glossary of Terms _____	5
Sample of Completed Form _____	7
How to Update the Computer Checklist _____	8
What Is the Checklist? _____	8
Who Uses It? _____	8
What Does It Record? _____	8
How Are Entries Arranged? _____	8
If a Complete Entry Is Omitted _____	8
Guide to Style and Updating Procedure _____	8
Areas To Be Reviewed and Corrected _____	9
Sample Checklist _____	10
Subject Information _____	11
Subject Classification List _____	12
Series Information _____	16
ISBN Information _____	17
Calendar for Submitting and Updating Advance Book Information _____	18

About Our Data Base

The bibliographic data base was begun in 1948 primarily as a listing of titles included in Bowker's *Publishers' Trade List Annual (PTLA)*. The computerization of this data base during the late nineteen-sixties using the Bibliographic Information Publication System (BIPS) made it possible for Bowker to expand the amount of information included in the bibliographic entries and to increase the number of essential tools of the trade we produced.

During the early nineteen-seventies the data base was greatly expanded to include information from additional publishers whose titles were not included in *PTLA*. Since that time the data base has been composed of and compiled from information received on an on-going basis directly from publishers. Prior to each publication from the data base, publishers review and correct their entries, providing current price, availability, and ordering information and update their list with recently published and forthcoming titles.

The data base includes scholarly, popular, adult, juvenile, reprint, and all other types of books covering all subjects provided they are published or exclusively distributed in the United States and are available to the trade or to the general public for single or multiple copy purchase. All editions and bindings are included: hardcover, paper-

bound, library binding, perfect binding, boards, spiral binding, text editions, teachers' editions, and workbooks.

Bibles as such are excluded, although commentaries, histories, and versions other than the standard English are extensively covered. Free books, books priced at less than 25 cents, unbound materials, pamphlets, periodicals, serials, government publications, puzzles, calendars, maps, microforms, audio-visual materials, and books available only to members of a particular organization, subscription-only titles or those sold only to schools are omitted. Titles with less than 49 pages are also excluded, with the exception of poetry and juvenile books. Spanish language books published outside of the United States are not included, but are covered in *Libros En Venta*.

Bibliographic entries contain the following information when available: author, co-author, editor, co-editor, translator, co-translator, title, original title, number of volumes, volume number, edition, whether or not reprinted, Library of Congress number, subject information, series information, language if other than English, whether or not illustrated, grade range, date of publication, type of binding if other than cloth over boards, ISBN, imprint, publisher, and distributor, if other than the publisher.

About Our Publications

The data base of the Department of Bibliography is used to produce a complete line of publications and online services that provides booksellers, librarians, schools, publishers and all other book users access to the most current and accurate bibliographic and ordering information. The following is an annotated listing of the current data base publications.

Books In Print

An annual publication listing all in-print and forthcoming titles from more than 15,200 publishers.

Subject Guide To Books In Print

A companion volume to *Books In Print*, this annual lists all in-print and forthcoming titles except fiction, literature, poetry, and drama by one author, under approximately 62,000 Library of Congress (LC) subject headings.

Books Out of Print

A companion publication to *Books in Print* listing titles declared out of print or out of stock by publishers since 1980. Indexes: Title/Author/Key to Publishers' & Distributors' Abbreviations

Books In Print Supplement

An annual publication which updates *Books In Print* and *Subject Guide To Books In Print* by listing all entries which have changes or additions to price, date of publication, ISBN, LC card number, or availability. Expands

Books In Print by listing backlist titles new to the data base and titles published since January or forthcoming through July. Expands *Subject Guide To Books In Print* by listing all new and forthcoming titles under LC subject headings.

Books In Series In The United States

A publication listing in-print and out-of-print titles in popular, scholarly, and professional series.

Forthcoming Books

A bi-monthly cumulative publication which lists books which have been published since July of a given calendar year, while listing and updating information about books which will be published in the coming five month period. This cumulation begins with every new issue starting in November, and ending the cycle the following September.

Subject Guide To Forthcoming Books

A bi-monthly companion to *Forthcoming Books* covering the coming five-month season. Each issue overlaps and updates its predecessor. Adult and juvenile titles are listed under LC subject headings, as well as under additional headings created for literature, drama and poetry by one author and for children's literature — categories not given LC subject headings. In addition to their listing in the subject section, all titles for the juvenile market are listed by author in a separate section.

Children's Books In Print

An annual publication listing all books written for children or on the subject of children's literature. Grade or reading levels, where available, are indicated.

Subject Guide To Children's Books In Print

A companion to *Children's Books In Print*, this annual lists fiction and non-fiction titles under appropriate LC subject headings.

Scientific And Technical Books And Serials In Print

A subject selection of entries on science and technology and a selection of the same subject areas from the Bowker Serials Bibliography Data Base.

Medical Books And Serials In Print

An annual subject selection of entries on medicine, psychiatry, dentistry, nursing, and allied areas of the health field and a selection of the same subject areas from the Bowker Serials Bibliography Data Base.

Business Books And Serials In Print

An annual subject selection of entries in the areas of economics, industry, finance, management, industrial psychology, vocational guidance, and other business-related topics and a selection of the same subject areas from the Bowker Serials Bibliography Data Base.

Large Type Books In Print

A publication listing all books which are produced in 14 point or larger type and intended for the visually handicapped. This volume is printed in 18 point type, covers over 60 publishers, and includes services provided to the visually handicapped.

Paperbound Books In Print

A semi-annual* publication listing all in-print and forthcoming paper trade and paper text editions. Entries are listed under approximately 450 subject headings.

*Semi-annual beginning 1978.

ADDITIONAL DATA BASES

TEXTBOOK DATA BASE

The Textbook Data Base was separated from the BIPS Data Base and expanded beyond the BIPS scope in 1973. Included are book and non-book materials for kindergarten through the first year of college as well as pedagogical materials available and related to the educational world but not marketed to nor always available to the trade. The data base includes all editions and bindings: hardcover, paperbound, boards, spiral binding, reprints, as well as kits, maps, audio-visual materials and other teaching aids. Bibliographic entries contain the same elements as on the BIPS Data Base.

PUBLICATIONS:

El-Hi Textbooks In Print

A publication listing in-print and forthcoming titles.

PUBLISHERS' AND DISTRIBUTORS' AUTHORITY DATA BASE

PUBLICATIONS:

Key to Publishers' and Distributors' Abbreviations

A key to abbreviations of publishers which provides the abbreviation, full name, ordering address, and ISBN prefix for all publishers whose bibliographic entries appear in the publication being indexed.

Directory of United States' Publishers

A listing of full name, editorial address, telephone number, and ISBN prefix for all active U.S. publishers currently on record in the files of the Department of Bibliography.

How to Complete the Advance Book Information Form

Please refer to these instructions when you submit advance book information.

1. Data must be completed 6 months before your books are scheduled for publication. If you cannot supply information on a book 6 months before publication date, please submit the data as soon as it becomes available. Items printed in red represent the minimum information for a title to appear in our publications. Complete as many other items as possible. Changes and additions may be made to these entries when you receive our Checklists.
2. All Advance Book Information should be submitted on the 4-part form. Please do not send material

GLOSSARY

TITLE: Give title in full as it appears on title page. Include subtitle. Also indicate number of volumes or volume number (3 Vols. or Vol. 3). This item, printed in RED, *must* be completed 6 months before pub date.

SERIES: Separate and successive publications on a given subject having a collective series title and uniform format. Give name of series and, if applicable, volume number within series. See "Series Information" section of this booklet for additional information.

ORIGINAL TITLE: If book you are now publishing was previously published and sold under a different title, give its former (original) title.

FOREIGN LANGUAGE: Give language of *your* edition, if other than English.

AUTHOR(S): Give name of author(s) in full. Surname only is not sufficient for listings and forecasts. This item, printed in RED, *must* be completed 6 months before pub date.

EDITOR(S): Person(s) who prepares, selects and organizes a work or collection of writings not his own. If title page of book *does not* give an author's name but does give an editor, fill in editor's name when you submit the information 6 months before pub date. Editor here *does not mean your firm's in-house editor* who has worked with author of book.

ILLUSTRATIONS: Note kind of illustrations and number of each type where possible.

AUDIENCE: Choose intended market for book. If you check more than one market, specify primary market. If book is designed for Young Adults but is *not* also suitable for the Adult Layman, consider book as intended for Juveniles—and check "Juvenile" and give grade level. Be sure to indicate grade level of Juvenile books and Elhi Texts. This item, printed in

written in on printouts or random pieces of paper or on your own in-house forms. When submitting information to us please return 2 copies of the 4-part form.

Please complete as many of the items as possible on the forms for each book 6 months before publication date. Items printed in red on the questionnaires must be completed for each book 6 months before publication date. These items represent the minimum information that must be submitted for a book to be listed in Forthcoming Books.

The following glossary of terms will provide all necessary instructions for accurate completion of the ABI form.

RED, *must* be completed 6 months before pub date for your books to be listed.

ORIGINAL PAPERBACK: Check if paperback book is a completely new work, never before published in any format (hardcover or paperback) in U.S. First U.S. editions and previously unpublished English language translations are originals.

REVISED: Check if book reflects changes in basic text of previous edition—if new chapter has been added or if material has been updated.

ABRIDGED: Check if book is shortened or condensed from previously published edition.

PUBLICATION DATE: Include month and year of publication. Seasonal spans are not sufficient, a month must be indicated even if tentative. If the date is really not clear then indicate "Date Not Set." This will be updated upon receipt of our checklist.

REPRINT: A book is a reprint if it is being re-published in a different format and/or by a different publisher but contains no textual changes. If book is reprint, check box and give name of original publisher and original pub date.

PRICES: Indicate price of book next to appropriate binding(s). If you are publishing a book in more than one edition, give price of each next to the appropriate edition (do not give prices of editions already published). Also include prices of supplementary materials—tchrs. ed. or manual, wkbk., lab manual, etc. If price has not been set for a book, write "**Price Not Set**" next to the appropriate edition(s). This item, printed in RED, *must* be completed 6 months before pub date.

TRADE EDITION: Hardcover or paperback edition sold through bookstores to general public.

LIBRARY BINDING: Hardcover edition specially reinforced for library use.

TEXT EDITION: Hardcover or paperback edition intended for classroom use, usually carrying a lower list price and lower discount than a trade edition.

INTERNATIONAL STANDARD BOOK NUMBER (ISBN): The ISBN is an integral bibliographical part of every entry, and is a mandatory information field requested by the International Standard Bibliographical Description (ISBD). (See the "ISBN Information" section of this booklet for full information.)

LC#: Give Library of Congress catalog card number carried in *your* edition.

ORDER#: Only applicable to paperback bindings.

DISTRIBUTOR, if other than publisher: Indicate agency (publisher) marketing book if it is other than the company publishing it (e.g.: Serendipity is distributor for books published by Armchair Press). Book information should be submitted by *either* the publisher *or* the distributor, not both.

IMPRINT: A book published by your firm under a different name (e.g.: Laurel Editions is an imprint of Dell).

PROGRAMMED BOOK: Check if book has been compiled for self-teaching purposes.

SOFTWARE: Books in print will list software only when accompanying hard copy text. Independent software packages maybe submitted for inclusion in Bowker's database.

REISSUE: Check if book was previously published by your firm but off stock list for over a year and is being made available again. *Not* a new printing.

NEW EDITION: Check if basic text of book has remained unchanged but new supplementary material has been added for this publication (e.g.: new foreword).

FIRST U.S. EDITION: Check if book previously published abroad and never before available in U.S. is now being published in U.S. for the first time.

SIMULTANEOUS CLOTH & PAPER PUBLICATION: Check if you are publishing both a hardcover and paperback edition of a book at the same time.

TALKING BOOK: Check if spoken rendition of a book in recorded form.

BRIEF DESCRIPTION OF BOOK: A sentence or two describing your book is needed to help determine the specific subject for proper classification in subject bibliographies.

SUBJECT CATEGORY: Select appropriate subject number(s) from the list of categories in this booklet. These categories are used to determine the general subject of your book. (See the "Subject Information" section of this booklet for full information.)

SAMPLE OF COMPLETED FORM

TITLE: Children's Wonderland of Toys
SERIES: Games & Toys Around the World, no. 3

Original Title, if any: --

Foreign Language: -- Translation , from what language:

AUTHOR(S): John Doe

EDITOR(S): --

TRANSLATOR(S): --

ILLUSTRATOR(S): Mary Smith

INTRO. BY; PREFACE BY; etc.: --

ILLUSTRATIONS (KIND & NUMBER): 19 color drawings

PAGES: 120

AUDIENCE: Adult Layman , (Also suitable for Young Adults?)

Adult Professional College Text

Elhi Text Grade: Juvenile Grade: 3-5

Original Paperback

Revised Abridged 2nd Ed. Other:

PUBLICATION DATE:

Reprint : If reprint, name of orig. publisher & orig. pub. date:
1965, (Building Blox Lib)

ENTER PRICE(S) BELOW:

INT'L. STANDARD BOOK NUMBER

On short discount (20% or less)

HARDCOVER TRADE: - 6.95 - ISBN 0-1234-5678-X - -

If juv., is binding guaranteed?

LIBRARY BINDING: - - - - - ISBN - - - - -

HARDCOVER TEXT: - - - - - ISBN - - - - -

PAPER TRADE: - 4.95 - ISBN 0-1234-4987-6 - -

PAPER TEXT: - - - - - ISBN - - - - -

TCHRS. ED.: - - - - - ISBN - - - - -

WKBK: - - - - - ISBN - - - - -

LAB MANUAL: - - - - - ISBN - - - - -

OTHER: SPECIFY - 18.95 - ISBN 0-1234-4983-7 - -

Software Diskette and Book Pkg.

LC #: 78-12345

Order # (optional): 987A

FOR INTERNAL USE ONLY
PUB.
IMPR.

PUBLISHER: Kidsbooks

Address 100 Main Street
New York, NY 10000

DISTRIBUTOR, if other than publisher:

IMPRINT:

Appendix Bibliography Footnotes
Index Other:

Programmed Book

Reissue New Edition First U.S. Edition

Import . If yes, are you exclusive distributor?

Simultaneous cloth & paper publication Talking Book

BRIEF DESCRIPTION OF BOOK

A pictorial survey of toys popular with children in different parts of the world.

AUTHOR/EDITOR/ILLUS. BIOGRAPHICAL INFORMATION:

John Doe is currently a nursery school teacher in New York City.

ADVERTISING, PROMOTION & PUBLICITY PLANS:

direct mail and
Bowker bibliographies

SUBJECT CATEGORY: 167, 147

ISBN NOTE: If you assign your own ISBNs, put full 10 digit number in spaces above. The system requires a separate ISBN for each edition

Completed by: John Q. Public

How to Update the Computer Checklist

WHAT IS THE CHECKLIST?

The Forthcoming Checklist cumulation begins in September of each year. In that Checklist are listed all of your titles on our data base that have publication dates from the previous July through February of the next

year plus titles indicated as "Date Not Set." Each subsequent bi-monthly Checklist adds two months of publication dates to the scope of the Checklist. The final cumulation, mailed in July includes 18 months: from the base July through December.

<i>Checklist Mailed:</i>	<i>Dates Included On Checklist:</i>	<i>For Preparation of Which Forthcoming Books issue:</i>
Sept. 1983	July 1983-Feb. 1984	Nov. 1983
Nov. 1983	July 1983-Apr. 1984	Jan. 1984
Jan. 1984	July 1983-June 1984	Mar. 1984
Mar. 1984	July 1983-Aug. 1984	May 1984
May 1984	July 1983-Oct. 1984	July 1984
July 1984	July 1983-Dec. 1984	Sept. 1984

With each returned Checklist, we request completed ABI forms for titles to be published in the next six months.

WHO USES IT?

The information recorded on the Checklist must be continually updated so that our editors can accurately list your titles in the updated issues of Forthcoming Books. Booksellers, librarians, book wholesalers, college and university libraries, schools, students and the general public rely on these advance book forecasts and cumulative bibliographies as essential ordering tools.

Comprehensive Checklists of your backlist as well as forthcoming titles are sent to you biannually (in May and November) prior to the publication of our comprehensive bibliographies such as *Books In Print* and *Books In Print Supplement* which include backlist titles.

WHAT DOES IT RECORD?

All information you submit for each book is input and stored in our data base and published in the appropriate Bowker bibliographies. However, *only the basic data for each book is recorded* on the Checklist and must be updated: Title; Orig. Title (if pertinent); Language of book if other than English; *Illus. (if illustrated); Orig. (if original paperback); Prog. Bk. (if programmed book); Author; Publication Date; Price (including binding). In addition to updating this data, *if you were unable to supply a Standard Book Number or an LC# when you initially submitted information you may write the number directly on the Checklist.*

Note: Having initially submitted information on your titles via completed copies of the ABI form, you may then continually update that data directly on the Checklist. Please note that descriptions of illustrations, pagination, some audience codes, and items regarding appendix, bibliography, footnotes, index, etc. will not appear on the checklist.

HOW ARE ENTRIES ARRANGED?

When you initially submit book information, you are asked to indicate the audience (market) for each book. On the Checklist, books intended for the Adult Layman, the Adult Professional, or as College Texts are all listed together and arranged alphabetically by title under the cumulative heading Adult. Then, books intended for the Juvenile audience are arranged alphabetically by title under heading Juvenile. Note that in some instances your books are first sorted by imprint and then arranged by Audience level within each imprint.

IF A COMPLETE ENTRY IS OMITTED

If you have sent Bowker information on a book which *should but does not* appear on the Checklist under the appropriate month of publication, *do not write the information on the Checklist.* Please take a copy of the original ABI form that you have retained in your files. Make a notation on the copy to indicate that you previously submitted a report on the book but the information has not been recorded on the Checklist, and enclose the copy when you return the updated Checklist.

If you have *not* sent Bowker information on a book scheduled to be published within the requested span of information recorded on the Checklist, then submit the information at this time. *Please do not write the information on the Checklist.* Each new title submitted should be sent with 2 copies of the ABI form.

GUIDE TO STYLE AND UPDATING PROCEDURE

The name of your company is recorded at the top of the Checklist according to the code (symbol) Bowker has assigned it. Please do not change this code. If your company name has been changed, please note this information in a cover letter, and the code will be changed when necessary.

AREAS TO BE REVIEWED AND CORRECTED

Please review your Checklist carefully and be certain to note the following:

- * denotes forthcoming titles submitted in the most recent monthly request for ABI information. These titles are appearing for the first time on a Checklist. Please review them carefully.

These special character notations are designed to provide identification of both published and recently submitted titles for concise, complete publisher review.

Special Areas for Consideration

TITLE

Style: If the first word of a title is an English or foreign article (The, An, A, La, El, etc.) it will not print out on the Checklist but will appear in the author index of the book.

The following punctuation marks can not appear in the title: number sign, percent sign as such, underlinings, and slash.

All numbers are spelled out if they are within the first 35 characters of the title.

Update: Do not insert an article as the first word of a title.

If a number is spelled out, please do not change it to a numeral.

If there is a title change, please draw one thin line through the incorrect title and write the correct title directly above it. The information you delete must remain legible.

If a title must be deleted or postponed, please write the appropriate word next to the title and bracket the entire entry. *Do not cross out the entry.*

Sequence numbers to the left of each entry are only for Bowker use. If you delete an entry, please *do not* change the sequence numbers.

If you have submitted information on a book but the entire entry has been omitted from the Checklist, or if you have not reported on a book scheduled for publication within the span of the Checklist: please *do not write the information on the Checklist*. Submit either a copy of the ABI form in your files (if the report you previously submitted has been omitted) or fill out an ABI form now (if you have never sent information on the book). The procedure to follow "If a Complete Entry is Omitted" is explained above.

AUTHOR

Style: Names will appear on the Checklist in the following forms only:

First name, middle initial, last name:
John J. Jones

First initial, middle name, last name:

P. Henry Smith

One or two initials and last name:

J. Arthur; G. P. Grady

Titles such as Sir, Lord and Dr. will be omitted (unless a pseudonym such as Dr. Seuss).

Sister (Sr.) and Brother (Bro.) will be included.

Following a name, Jr., Sr., 2nd, 3rd, 4th will be included; but Chmn. and O.S.B. and other honorary titles will be omitted.

Only two authors will be listed for a book. If more than 2 authors are given, the style will be the name of the first author followed by et al. *Note:* This applies only to the Checklist listings. Please supply complete author information on the questionnaire.

If a book has an editor but not an author, the same rules will apply. The style will be Ed. by — — — —.

Update: Please observe these rules for style when updating.

PUBLICATION DATE

Style: The month and year of publication are recorded.

Update: If you submitted a title with a Date Not Set notation on the ABI form, indicate month and year on first possible Checklist.

If the pub date has been changed, indicate the new date—but *do not* delete date recorded on Checklist. Please be sure to give a month of publication—not a seasonal span. (If you approximate incorrectly, you will have the opportunity to correct the month on the next Checklist.)

PRICE

Style: Dollar and cent signs are not recorded.

The following are examples of how price information is recorded on the Checklist:

a hardcover trade edition is indicated by price only: 7.95

a hardcover text edition is indicated by Text Ed. followed by price: Text Ed. 5.95

a paperback trade edition is indicated by Pap. followed by the price: Pap. 0.95

a paperback text edition is indicated by Pap. Text Ed. followed by the price: Pap. Text Ed. 2.95.

If you did not know price of book when you submitted information on the ABI form, you should have written "Price Not Set" following the appropriate edition. When this is recorded on the Checklist, the type of binding will be followed by "Price Not Set": Text Ed. Price Not Set; etc.

If a book is on short discount (20% or less), the price will be followed by an 'x': text ed. 5.95x or Pap. Text Ed. 2.95x.

If the juvenile trade binding is guaranteed by the publisher to be satisfactory for normal library use, the price will be followed by 'g': 2.95g.

Prices of supplementary materials, such as workbook or lab manual, will also be listed.

Update: As soon as possible, please delete "Price Not Set" and give price.

If there is a change in price or type of edition, please make the correction.

SAMPLE OF COMPUTER CHECKLIST

(reduced from original size)

XPD - R, R; ROWKEY CO.	FR JULY CKLIST,	74/28/83	W H FREEMAN	ADULT	PAGE 0009
BE SURE TO HAVE ISBN ON EVERY PRICE AND EVERY BINDING					
09788712	309, Punishment, Gary C. Walters & Joan E. Grusec, LC 76-30920, (Psychology Ser.), (illus.), Aug, 1977, text ed, 14,00x (ISBN 0-7167-0366-1); pap, text ed, 5,95x (ISBN 0-7167-0365-3).				
09890725	337, 370, Readings in Sociobiology, T. H. Clutton-Brock & P. Harvey, May 1978, text ed, price not set (ISBN 0-7167-0191-X); pap, text ed, price not set (ISBN 0-7167-0190-1).	\$18.00			
09890737	352, Recombinant DNA: A Scientific Reader, Ed. by Scientific American Editors, Jun, 1978, text ed, price not set (ISBN 0-7167-0093-X); pap, text ed, price not set (ISBN 0-7167-0092-1).	\$12.00			
09788736	#Remote Sensing: Principles & Interpretation, Floyd F. Sabins, Mar, 1978, text ed, price not set (ISBN 0-7167-0023-9),	\$25.00			
09890749	143, 374, Rise of Civilizations: Early Farmers to Urban Society in the Ancient Near East, Charles L. Redman, Aug, 1978, text ed, price not set (ISBN 0-7167-0056-5); pap, text ed, price not set (ISBN 0-7167-0055-7).				
09788748	309, Roots of Caring, Sharing & Helping, Paul Mussen & Nancy Eisenberg-Berg, LC 77-22750, Oct, 1977, text ed, 12,00x (ISBN 0-7167-0045-X); pap, text ed, 4,95x (ISBN 0-7167-0044-1).				
09890750	309, Self-Perceptions: The Psychology of Personal Attributions, Chris L. Kleinke, May 1978, text ed, price not set (ISBN 0-7167-0063-8); pap, text ed, price not set (ISBN 0-7167-0062-X).	\$13.00			
09890762	Stars: Their Birth, Life & Death, Iosif S. Shklovskii, Tr. by Richard B. Rodman, (Astronomy Ser.), Feb, 1978, text ed, price not set (ISBN 0-7167-0024-7).	\$6.00			
0978875X	450, Steady-State Economics: The Economics of Biophysical Equilibrium & Moral Growth, Herman E. Daly, LC 77-8264, (illus.), Sep, 1977, text ed, 9,95x (ISBN 0-7167-0186-3); pap, text ed, price not set (ISBN 0-7167-0185-5).	\$17.50			
09890774	Stellar Atmospheres, 2nd ed, Dimitri Mihalas, (Astronomy & Astrophysics), Jan, 1978, text ed, 24,95x (ISBN 0-7167-0359-9).	\$3.50			
09788761	#Temperate-Zone Pomology, Melvin N. Westwood, Mar, 1978, text ed, price not set (ISBN 0-7167-0196-0).	\$25.00 (tent)			
02383664	#Water in Environmental Planning, Thomas Dunne & Luna R. Leopold, Aug, 1978, 25,00 (ISBN 0-7167-0079-4).				

Subject Information

Subject information from you is crucial to the preparation of several Bowker publications. Be sure to include the following for all titles:

- * Brief description of the book
- * Code from subject classification list
- * Original publication date for reprint or backlist titles

Titles submitted through the Advance Book Information system appear in both Bowker's subject and author/title bibliographies. Some subject bibliographies list publications under subject headings which can be as specific as POLYMERS AND POLYMERIZATION or AMERICAN POETRY-HISTORY AND CRITICISM-19th CENTURY, while others such as *Paperbound Books In Print* list publications only under general subject headings such as CHEMISTRY or POETRY.

Subject Guide To Books In Print, *Subject Guide To Forthcoming Books*, and specialized subject-based bibliographies such as *Medical Books And Serials In Print* use the subject headings given by the Library of Congress to each book to provide subject access to all non-fiction titles or literary collections. These subject headings are intended to be as specific as necessary to express the content of a given book. Fiction, poetry, and drama by one author are excluded. For *Subject Guide To Forthcoming Books*, additional non-LC headings were created for literature, poetry, and drama by one author, and a special section for juvenile books is also included.

Many times, subject information for titles is not received from the Library of Congress until months after we have received ABI information. Our subject editors will provisionally classify your publications with LC subject headings, using your brief description of each book. A sentence or two will usually suffice. In the case of reprint editions or backlist titles, original publication dates are *very important*, so that the original Library of Congress cataloging of these titles can be checked for proper subject classification.

The Subject Classification List given in this booklet provides the general subject categories used for the sub-

ject index to *Paperbound Books In Print*. A number from this list should be put in the "Subject Category" section of the ABI form. Our subject editors rely on this input from you to determine the general subject of your publications. They will follow your indication of the subject of the book, but may occasionally change the subject category you suggest in order to maintain consistency between books on the same subject from several publishers. Because these subjects are used only in *Paperbound Books In Print*, these 3-digit codes will appear only with paperbound titles on Checklists which you receive. At times these checklists are prepared before subject classification of your titles has been completed, so please wait for your second Checklist before indicating that titles have not been classified.

Some of our bibliographies list titles which are selected on the basis of a particular subject scope. These publications, which use the same Library of Congress subject headings found in *Subject Guide To Books In Print*, include *Medical Books And Serials In Print* and *Scientific And Technical Books And Serials In Print*. The inclusion of serials in these publications gives users access to materials in these special subject areas found in the data bases of Bowker's Serials Bibliography Department. If you publish serial titles, information (including a copy of the title page) about them can be sent to that department, c/o R. R. Bowker.

The publication *Subject Guide To Children's Books In Print* serves as a subject index to all titles, fiction or non-fiction, which are intended for the juvenile market or on the subject of juvenile literature. To indicate that your titles are for children, use the "Audience" section of the ABI form. This section includes a place to indicate the grade level.

Subject Classification List

The subject categories listed here are used only in PAPERBOUND BOOKS IN PRINT. For information on all subject-based bibliographies, see the "Subject Information" section of this booklet.

ANTHROPOLOGY see Sociology

ARCHAEOLOGY see Sociology

ARTS, FINE

- 001 Architecture
- 002 Architecture-Study Aids
- 003 Art Appreciation
- 004 Art Criticism
- 005 Art History
- 006 Art-Study Aids
- 007 Collections
- 008 Drawing
- 009 Drawing-Prog. Learning
- 010 Fine Arts-Basic Techniques
- 011 Fine Arts-Miscellaneous
- 012 Graphic Arts
- 013 Painting
- 014 Professional Bks. for Tchrs.
- 015 Sculpture

ARTS, DECORATIVE & CRAFTS

- 016 Antiques
- 017 Crafts-Basic Techniques
- 018 Crafts-Miscellaneous
- 019 Metal Work
- 020 Pottery
- 021 Professional Bks. for Tchrs.
- 022 Woodwork

ASTROLOGY see Psychology

BEAUTY see Health & Physical Education

BIOGRAPHY

- 023 Autobiography
- 024 Autobiography, Biography & Letters-Study Aids
- 025 Biography
- 026 Letters

BUSINESS

- 027 Accounting & Bookkeeping
- 028 Accounting & Bookkeeping-Prog. Learning
- 029 Advertising & Public Relations
- 030 Business English
- 031 Business Eng.-Prog. Learning
- 032 Business Law
- 033 Business Mathematics
- 034 Business Training
- 035 Business Training-Prog. Learning
- 036 Business Training-Study Aids
- 417 General Business

452 Management (incl. Business Administration)

453 Management-Prog. Learning

454 Management-Study Aids

037 Marketing, Retailing & Salesmanship

038 Shorthand & Typing

039 Shorthand & Typing-Prog. Learning

CIVIL RIGHTS see Government & Political Science

COOKING see Home Economics

CRAFTS see Arts, Decorative & Crafts

CURRENT EVENTS see Government & Political Science

DANCE see Music & Dance

DRAMA

- 040 American
- 041 American-Study Aids
- 042 Anthologies
- 043 British & Irish
- 044 British & Irish-Study Aids
- 045 Continental Europe
- 046 Continental Eur.-Study Aids
- 047 Criticism
- 048 Criticism, Anthologies & History-Study Aids
- 049 General
- 050 Greek & Roman
- 414 Greek & Roman-Study Aids
- 051 History
- 052 Miscellaneous Theatrical Forms
- 420 Other World
- 053 Playwriting
- 054 Screen, Radio & TV
- 055 Stagecraft & Play Production
- 418 Stage & Screen-General

DRIVER EDUCATION see Health & Physical Education

ECONOMICS

- 056 Banking, Finance, Investment
- 450 Economics-General
- 057 Economics-History
- 058 Economics-Practice
- 059 Economics-Study Aids
- 060 Economics-Theory

061 Insurance

062 Professional Bks. for Tchrs.

063 Real Estate

EDUCATION & GUIDANCE

- 064 Administration
- 065 Adult Education
- 066 Audio Education
- 069 Education-General
- 070 Education-Prog. Learning
- 071 Education-Study Aids
- 072 Group Guidance & Orientation
- 073 Group Guidance & Orientation-Prog. Learning
- 074 Guidance-Prof. Bks. for Tchrs.
- 075 Library Guidance
- 076 Library Guidance-Prog. Learning
- 077 Nursery & Kindergarten Educ.
- 078 Nursery & Kgt. Educ.-Prog. Learning
- 079 Nursery & Kgt. Materials
- 080 Nursery & Kgt. Materials-Prog. Learning
- 081 Occupational & Educ. Information
- 082 Occupational & Educ. Information-Prog. Learning
- 083 Parental Education
- 084 Personality Development
- 067 Records & Tapes
- 068 Records & Tapes-Prog. Learning
- 085 Study Aids
- 086 Tests-Achievement
- 087 Tests-Aptitude, Interest & Personality
- 088 Tests-Intelligence
- 428 Visual Aids
- 429 Visual Aids-Prog. Learning
- 457 Basic Curriculum
- 461 Audio & Visual Material

FICTION (excluding Juveniles)

- 089 Fiction-General
- 090 Mysteries, Crime & Suspense
- 091 Science Fiction & Fantasy
- 092 Westerns

GAMES see Hobbies & Games

GARDENING see Nature

GEOGRAPHY

- 093 Adventure & Exploration
- 094 Adventure & Exploration-Study Aids

- 095 Geography
- 096 Geography-Prog. Learning
- 097 Geography-Study Aids
- 098 Maps & Atlases
- 099 Maps & Atlases-Prog. Learning
- 100 Professional Bks. for Tchrs.
- 101 Travel & Travel Guides
- 102 Travel & Travel Guides-Study Aids

GOVERNMENT & POLITICAL SCIENCE

- 103 Anglo-American Legal System
- 104 City & State Planning & Urban Development
- 451 Civil Rights
- 105 Current Events
- 106 Current World Affairs
- 107 Foreign Legal Systems
- 108 Gov't. & Pol. Sci.-History, Theory & Practice
- 109 Gov't & Pol. Sci.-Basic Educ. for Adults
- 110 Gov't. & Pol. Sci.-Professional Bks. for Tchrs.
- 111 Gov't & Pol. Sci.-Study Aids
- 112 International Law
- 113 International Relations
- 114 Labor & Industrial Relations
- 115 Law-General
- 116 Law-Study Aids
- 117 Military Science & Service
- 118 Public Affairs & Public Administration
- 119 Public Health
- 120 Social Service & Welfare
- 121 State & Local Law
- 433 Taxation
- 460 Government & Political Science-Programmed Learning
- 462 Minority Group Studies

HEALTH & PHYSICAL EDUCATION

- 434 Beauty
- 122 Driver Education
- 123 Driver Educ.-Prog. Learning
- 124 Health & Hygiene
- 125 Health, Hygiene, Phys. Educ. & Recreation-Prof. Bks. for Tchrs.
- 126 Mental Health
- 435 Physical & Occupational Therapy
- 127 Physical Education
- 128 Recreation

- 422 Recreation-Practical Guides
- 129 Safety
- 130 Sports
- 458 Health & Hygiene-Programmed Learning

HISTORY

- 432 Americana
- 131 Basic Educ. for Adults
- 132 General & Historiography
- 133 General History-Study Aids
- 134 African
- 135 American
- 136 American-Prog. Learning
- 137 Ancient (incl. Greece & Rome)
- 431 Australia & South Pacific
- 138 British Isles
- 139 Canadian
- 140 Continental European
- 141 Far Eastern
- 142 Latin & South America (incl. Mexico)
- 143 Near & Middle Eastern
- 144 Russian
- 145 State
- 416 World (incl. WW I & II)
- 146 Professional Bks. for Tchrs.

HOBBIES & GAMES

- 147 Games, Magic & Puzzles
- 148 Hobbies
- 149 Numismatics & Philately
- 150 Photography as a Hobby

HOME ECONOMICS

- 151 Basic Educ. for Adults
- 436 Beverages
- 152 Child Care
- 153 Clothing & Fabrics
- 154 Consumer Problems
- 155 Cooking & Dining
- 437 Etiquette
- 156 Family Relations
- 157 Food & Nutrition
- 158 Furniture & Home Furnishings
- 159 Home Economics-General
- 160 House & Home
- 421 House & Home-Practical Guides
- 161 Interior Decoration
- 162 Professional Bks. for Tchrs.
- 163 Sewing
- 459 Home Economics-Programmed Learning

HUMOR

- 164 Humor
- 165 Joke Bks. & Cartoons

JUVENILES

- 166 Fiction
- 167 Nonfiction

LANGUAGE ARTS-ENGLISH

- 172 Basic Educ. for Adults
- 173 Basic Educ. for Adults-Prog. Learning
- 174 Communications
- 175 Composition & Creative Writing
- 176 Composition & Creative Writing-Prog. Learning
- 177 English as a Second Language
- 178 English as a Second Language-Prog. Learning
- 179 Grammar & Vocabulary
- 180 Handwriting
- 181 Journalism
- 182 Language Arts-English-General
- 183 Lang. Arts-English & Reading-Professional Bks. for Tchrs.
- 184 Lang. Arts-Eng.-Prog. Learning
- 185 Lang. Arts-Eng.-Study Aids
- 186 Library Science
- 187 Library Science-Professional Books
- 188 Linguistics
- 189 Parliamentary Procedure
- 190 Parliamentary Procedure-Prog. Learning
- 191 Readers, Basal
- 192 Readers, Basal-Prog. Learning
- 193 Reading Skills
- 194 Reading Skills-Prog. Learning
- 195 Rhetoric
- 196 Speech
- 197 Speech-Professional Bks. for Tchrs.
- 198 Spelling
- 199 Spelling-Professional Bks. for Tchrs.
- 200 Spelling-Prog. Learning

LANGUAGE-FOREIGN

- 201 Classics & Other Bks. in Foreign Languages
- 202 Learning a Foreign Language
- 203 Learning a Foreign Language-Study Aids
- 204 Professional Bks. for Tchrs.
- 205 Modern Language Study

(continued)

- 206 Chinese
- 207 French
- 208 French-Prog. Learning
- 209 German
- 210 German-Prog. Learning
- 211 Greek
- 212 Hebrew
- 213 Italian
- 214 Japanese
- 215 Latin
- 216 Portuguese
- 217 Russian
- 218 Russian-Prog. Learning
- 219 Spanish
- 220 Spanish-Prog. Learning
- 221 Other Languages

LAW see Government & Political Science

LITERATURE (incl. Poetry)

- 222 Collections & Anthologies
- 223 Collections & Anthologies-Study Aids
- 224 History, Criticism & Surveys
- 225 Literature-Prog. Learning
- 226 Mythology & Folklore
- 227 Mythology & Folklore-Study Aids
- Novels & Novellas —**
- 228 American
- 229 American-Study Aids
- 230 British & Irish
- 231 British & Irish-Study Aids
- 232 Continental European
- 233 Continental Eur.-Study Aids
- 234 Near & Far East
- 235 Other World Literature
- 236 Other World Lit.-Study Aids
- 237 Poetry-General
- 238 Poetry-Anthologies
- 239 Poetry-Criticism
- 240 Poetry-Study Aids
- 241 Professional Bks. for Tchrs.
- 242 Short Stories & Essays (Orig. Works of One Author)
- 243 Short Stories & Essays-Study Aids

MATHEMATICS

- 244 Algebra
- 245 Algebra-Prog.-Learning
- 246 Arithmetic
- 247 Arithmetic-Prog. Learning
- 248 Basic Educ. for Adults
- 249 Basic Educ. for Adults-Prog. Learning

- 250 Calculus
- 251 Geometry
- 252 Geometry-Prog. Learning
- 253 Integrated Mathematics
- 254 Integrated Mathematics-Prog. Learning
- 255 Mathematics-General
- 256 Math.-General-Prog. Learning
- 257 Mathematics-Study Aids
- 258 Modern Mathematics
- 259 Modern Math.-Prog. Learning
- 260 Professional Bks. for Tchrs.
- 261 Statistics
- 262 Statistics-Prog. Learning
- 263 Trigonometry
- 264 Trigonometry-Prog. Learning

MEDICAL SCIENCES

- 438 Cardiovascular System
(incl. Cardiology & Hematology)
- 265 Dentistry
- 266 Geriatrics
- 267 Gynecology & Obstetrics
- 440 Medical History & Administration
- 268 Medicine-General
- 269 Neurology
- 270 Nursing
- 271 Ophthalmology
- 272 Orthopedics
- 273 Pathology
- 274 Pediatrics
- 275 Pharmacy & Pharmacology (incl. Toxicology & Chemotherapy)
- 276 Psychiatry & Psychoanalysis
- 277 Radiology
- 439 Speech & Hearing
- 278 Surgery
- 279 Veterinary Medicine

MUSIC & DANCE

- 280 Dance
- 281 Dance-Professional Bks. for Tchrs.
- 282 Dance-Study Aids
- 283 Music-Basic Techniques
- 284 Music-General
- 285 Music-History, Reference & Criticism
- 286 Music-Instrumental
- 287 Music-Prof. Bks. for Tchrs.
- 288 Music-Prog. Learning
- 289 Music-Study Aids
- 290 Song Books

NATURE

- 291 Animals
- 423 Birds
- 292 Conservation
- 293 Flowers, Plants & Trees
- 294 Forests & Forestry
- 295 Gardening & Horticulture
- 425 Insects & Butterflies
- 296 Nature-General
- 297 Nature Study-Prog. Learning
- 298 Pets

OCCULT SCIENCES see Psychology

OCCUPATIONAL & EDUC. INFORMATION

see Education

PARAPSYCHOLOGY see Psychology

PETS see Nature

PHILOSOPHY

- 441 Aesthetics
- 299 Ethics & Logic
- 300 Philosophy
- 301 Philosophy-Prog. Learning
- 302 Philosophy-Surveys, Criticism & History
- 303 Philosophy-Study Aids
- 304 Professional Bks. for Tchrs.

PHYSICAL EDUCATION see Health & Phys. Educ.

POETRY see Literature

POLITICAL SCIENCE see Government & Political Science

PSYCHOLOGY

- 305 Astrology
- 306 Child Psychology & Development
- 307 Occult Sciences & Parapsychology
- 308 Professional Bks. for Tchrs.
- 309 Psychology
- 310 Psychology-Prog. Learning
- 419 Psychology-Sex Education
- 311 Psychology-Study Aids

RECREATION see Health & Physical Education

REFERENCE

- 312 Bibliographies
- 313 Calendars
- 314 Dictionaries & Encyclopedias
- 315 Dicts. & Encys.-Prog. Learning

- 316 Directories & Catalogs
- 317 Personal & Practical Guides
- 318 Professional Bks. for Tchrs.
- 319 Reference Books-Miscellaneous
- 320 Yearbooks & Annuals

RELIGION

- 321 Bibles & Prayer Books
- 322 Bibles & Prayer Bks.-Study Aids
- 323 Inspirational & Devotional Works
- 324 Religion-Education
- 415 Religion-General
- 325 Religion-Government & Institutions
- 326 Religion-History
- 327 Religion-Prof. Bks. for Tchrs.
- 328 Religion-Study Aids
- 329 Religion-Theology & Philosophy

SCIENCE

- 330 Anatomy & Morphology
- 331 Astronomy
- 332 Astronomy-Prog. Learning
- 333 Astronomy-Study Aids
- 334 Bacteriology
- 335 Basic Educ. for Adults
- 336 Biochemistry
- 337 Biology
- 338 Biology-Prog. Learning
- 339 Biology-Study Aids
- 430 Biophysics
- 340 Botany
- 341 Chemistry-Analytic
- 342 Chemistry-General
- 343 Chemistry-Inorganic
- 344 Chemistry-Organic
- 345 Chemistry-Physical & Theoretical
- 346 Chemistry-Prog. Learning
- 347 Chemistry-Study Aids
- 449 Evolution
- 349 General Science
- 350 General Science-Prog. Learning
- 351 General Science-Study Aids
- 352 Genetics
- 353 Geology
- 354 Geology-Prog. Learning
- 424 Geology-Study Aids
- 355 Meteorology
- 442 Microbiology
- 356 Nuclear Physics
- 357 Oceanography
- 443 Paleontology
- 358 Physics

- 359 Physics-Prog. Learning
- 360 Physics-Study Aids
- 361 Physiology
- 362 Physiology-Prog. Learning
- 363 Science-Prof. Bks. for Tchrs.
- 364 Zoology

SEX EDUCATION see Psychology

SHORTHAND & TYPING
see Business

SOCIOLOGY, ANTHROPOLOGY & ARCHAEOLOGY

- 365 Archaeology
- 366 Anthropology
- 367 Anthropology-Study Aids
- 368 Crime & Criminals
- 369 Professional Bks. for Tchrs.
- 370 Sociology-Customs (incl. Holidays)
- 371 Sociology-General
- 372 Sociology-Marriage & Family
- 373 Sociology-Rural
- 426 Sociology-Study Aids
- 374 Sociology-Urban

SPORTS see Health & Phys. Educ.

STAGE & SCREEN see Drama

TECHNOLOGY

- 375 Aeronautics
- 376 Astronautics (Space)
- 377 Automation
- 378 Automotive Engineering
- 456 Computers & Computer Technology
- 380 Cybernetics
- 381 Data Processing
- 427 Data Processing-Prog. Learning
- 382 Electronics
- 383 Engineering-Chemical
- 384 Engineering-Civil
- 385 Engineering-Electrical
- 386 Engineering-General
- 445 Engineering-Graphics & Design
- 446 Engineering-Materials & Mechanics
- 387 Engineering-Mechanical
- 455 Engineering-Nuclear
- 388 Industrial Chemistry
- 389 Manufacturing
- 390 Metallurgy
- 391 Phonographs & High Fidelity
- 392 Photography & Movie Making

- 393 Professional Bks. for Tchrs.
- 394 Radar
- 444 Radar & Electronics-Prog. Learning
- 395 Radio & Television
- 379 Radio & Television-Prog. Learning
- 396 Technology-General
- 397 Thermodynamics
- 398 Transportation

TRAVEL & TRAVEL GUIDES see Geography

VOCATIONAL EDUCATION & INDUSTRIAL ARTS

- 399 Agriculture
- 448 Animal Husbandry
- 400 Automotive Mechanics
- 401 Aviation Trades
- 402 Building Trades
- 403 Drafting & Mechanical Drawing
- 404 Electricity
- 405 Electricity-Prog. Learning
- 406 Miscellaneous
- 407 Miscellaneous-Prog. Learning
- 408 Printing, Publishing & Allied Trades
- 409 Professional Books for Tchrs.
- 410 Shopwork & Metal Trades
- 411 Shopwork & Metal Trades-Prog. Learning
- 412 Trade Mathematics
- 413 Woodworking

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By the 15th of every month you are asked to: report on your books 6 months before they are scheduled for publication and bi-monthly to update the Computer Checklist sent to you by Bowker. If you do not know your publishing schedule 6 months before publication date, submit information as soon as it is available. This detailed schedule indicates book information to be sub-

mitted every month and which Bowker publications will be using the information. Information must initially be submitted on ABI forms and then updated on the checklist. Checklist parameter dates indicated are for the year of 1983. With each January checklist mailing, you will receive an updated ABI calendar.

BY JANUARY 15	BY FEBRUARY 15	BY MARCH 15
<p>Report on your JULY books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (March issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1983 to June 1984 plus Date Not Set titles.</p>	<p>Report on your AUGUST books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (May issue)</i>.</p>	<p>Report on your SEPTEMBER books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (May issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1983 to August 1984 plus Date Not Set titles.</p>
BY JULY 15	BY AUGUST 15	BY SEPTEMBER 15
<p>Report on your JANUARY books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (September issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1983 to December 1984 plus Date Not Set titles.</p>	<p>Report on your FEBRUARY books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (November issue)</i>.</p>	<p>Report on your MARCH books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (November issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1984 to February 1985 plus Date Not Set titles.</p>

BY APRIL 15	BY MAY 15	BY JUNE 15
<p>Report on your OCTOBER books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (July issue)</i>.</p>	<p>Report on your NOVEMBER books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (July issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1983 to October 1984 plus Date Not Set titles.</p>	<p>Report on your DECEMBER books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (September issue)</i>.</p>
BY OCTOBER 15	BY NOVEMBER 15	BY DECEMBER 15
<p>Report on your APRIL books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (January issue)</i>.</p>	<p>Report on your MAY books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (January issue)</i>.</p> <p>Update Computer Checklist. This checklist will cover titles with date parameters of July 1984 to April 1985 plus Date Not Set titles.</p>	<p>Report on your JUNE books (6 months before publication date). The new data you submit will be included in: <i>Forthcoming Books (March issue)</i>.</p>

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