

## Users' Guide

The ISMN Directory lists ISMNs and their corresponding publishers. Each entry in addition to the ISMN publisher ID, contains the company name and any additional name information, and full address(es). These are followed by telecommunication numbers, where appropriate.

### Company Names

Publishers are listed by the official company name. 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. Abbreviations, spacing in the combination of letters and punctuation have also been incorporated as they are used by the firm.

### Filing

Entries are made in mechanical word order. Diacritical marks have been disregarded. Articles and the most common word elements in firm names of publishers have also been disregarded during filing. Modified letters and umlauts file as follows:

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

### Articles

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

### Non-Specific Prefixes to Publishers' Names

As parts of company names, such as Verlag, Editions or Editora, occur with considerable frequency, their inclusion would make the use of the directory significantly more difficult, and so these terms – in the most important world languages, and belonging to the largest music-producing countries worldwide – have been disregarded during filing. However, if there is a grammatical connection between the prefix and the firm name by means of a preposition, a genitive, or an adjective qualifying the prefix, the entry will file alphabetically according to the given order of the words (e.g., Verlag für deutsche Musik, Editora Musical de Autores Asociados). In cases of doubt, names have been entered in the form used by the firm itself.

The following common word elements have been disregarded during filing:

Ediciones  
Edition  
Editions  
Editions Musicales  
Editora  
Editorial Musical  
Editrice  
Edizioni Musicali  
Forlaget  
Förlaget  
Imprenta  
Musikedition  
Musikförlaget  
Musikverlag  
Verlag

## Numbers

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 their phonetical value as words.

## 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:

Abbreviations of counties, regions and federal states, type of company and abbreviations in addresses have been entered as used by the company.

Common abbreviations are listed as below:

Av/Avda Avenue, Avenida  
Bldg Building  
Blvd Boulevard, Bulevar  
BP Boîte Postale  
Col Colonia  
Co Company  
CP Caixa Postal, Casetta Postale, Casella Postale  
Ct Court  
Dept Department, Département, Departamento  
Dr Drive  
Fax Telefax  
GPOB General Post Office Box  
Inc Incorporated  
Ltd/Ltda Limited/Limitada  
No Número, Numéro, Number  
Pl Place, Platz, Plaza  
POB Post Office Box  
Postf Postfach  
Rd Road

Sq	Square
St	Street
Str	Straße, Straat
T	Telephone
Tx	Telex
Ul	Ulica

### Cross-References

Our ISMN Directory contains cross-references in cases where the company name contains a significant term or element not used as filing criteria. Cross-references provide the full company name, thus directing the user to the main entry.