

Note

Publications (from *publicare* [L], to make public) are typically released in the form of ‘documents’ (*documentum* [L], lesson, proof, written instruction — from *docere* [L], to teach) and often make use of the technology available at the time. Hence, over the centuries, ‘documents’ are referred to under various names — for instance, giving emphasis to the medium (e.g. *pergamenum* [L], parchment) or the technique (e.g. *chirographon* [L] or χειρόγραφον [Gk], manuscript).

1 Sizing

Documents employ a variety of *media*, or means of storage and retrieval with the capability of transmission. The current mainstream media are *print* and *digital* — whether online or on a storage medium such as a USB drive, DVD, or CD. Physical limitations of the media (e.g. capacity) and the time required for their production often dictate the *sizing* of documents.

1.1 Small

Smaller documents are faster and cheaper to produce, so they are suitable for information that needs to be transmitted immediately. Such information usually also has a limited ‘shelf-life’.

DOCUMENT	CONTAINER	MEDIUM
Article	journal, proceedings, website	print or digital
Chapter	book (authored or edited)	print or digital
Folio, pamphlet	collection	print or digital
Entry, ‘piece’	blog	digital

1.2 Large

Large documents such as *volumes* (from *volvere* [L], to roll — e.g. a parchment or papyrus) or *tomes* (from τέμνειν [Gk], to cut — e.g. a roll) have long authoring and production times. Hence, they are more suitable for longer ‘shelf-life’ works such as ‘classics’.

DOCUMENT	OCCURRENCE	MEDIUM
Book, monograph, proceedings	occasional/ ‘one-off’	print or digital
Journal, periodical	open-ended/ indeterminate	print or digital
Website, blog, portal	open-ended/ indeterminate	digital

1.3 Extra-Large

Extra-large works, impracticable to be bound in a single volume, are usually offered in a series of volumes. These are reserved for works of reference such as encyclopaedias or collections of books under a common theme (e.g. spatial planning).

2 Sectioning

The sectioning of documents follows their ‘sizing’ category (§ 1). For instance, volumes such as books (§ 1.2) follow the order of **part**, **chapter**, **section**, **subsection**, **subsubsection**, etc., while articles (§ 1.1) start with **section**.

3 Metadata

Bibliographic metadata (Perdicoulis, 2015, Order ‘+1’) must be clearly indicated for each document, so that it can be identified as a source. This information is particularly important to researchers and librarians for referencing purposes (Perdicoulis, 2014c).

4 Rigour

Scholarly documents are expected to have a high level of rigour — often known as ‘scientific rigour’ (Perdicoulis, 2012) — which avoids ‘ailments’ such as omissions, fragmentation, and redundancy (Perdicoulis, 2014a,b).

5 Authoring

The document author(s) or editor(s) disclose their affiliation and contacts. Besides referencing and citing their sources of information (Perdicoulis, 2014c), authors are expected to acknowledge contributions such as supervision, financing, and help with translation, editing, or typing.

6 Editions

Post-publication editions may be necessary to correct errors or update crucial information (e.g. data or author contacts). Being time-consuming and expensive, print editions are understandably more rare than their digital counterparts.

Bibliography

- Perdicoulis, A. (2015) *Metadata*. Perdicoulis Publishing: Folio Division, Technical Collection.
 Perdicoulis, A. (2014c) *References*. Perdicoulis Publishing: Folio Division, Technical Collection.
 Perdicoulis, A. (2014b) *Ailments*. Perdicoulis Publishing: Folio Division, Technical Collection.
 Perdicoulis, A. (2014a) Information pairing. *oestros*, **15**.
 Perdicoulis, A. (2012) Scientific writing. *oestros*, **5**.