

READY RECKONER FOR USING SCIS SUBJECT HEADINGS

1. List of subdivisions

(See *Guidelines* Section 6.5.1)

Standard subdivisions

Accidents	Future	Political aspects
Anecdotes	Historiography	Public opinion
Audiovisual aids	History	Quizzes
Automation	History – [] century	Quotations
Bibliography	History – Sources	Recreational use
Cartoons and caricatures	Humour	Religious aspects
Catalogues	Identification	Remedial teaching
Classification	Indexes	Research
Collectors and collecting	Law and legislation	Reviews
Databases	Management	Rules
Dictionaries	Maps	Safety measures
Directories	Marketing	Security measures
Diseases	Mathematical aspects	Social aspects
Drama	Measurement	Societies
Economic aspects	Microbiology	Standards
Encyclopaedias	Models	Statistics
Environmental aspects	Moral and ethical aspects	Study and teaching
Equipment	Periodicals	Taxation
Examinations, questions, etc.	Philosophy	Terminology
Exhibitions	Pictorial works	Transport
Fiction	Poetry	Webquests
Finance	Policy	Yearbooks
Folklore	Political activity	

Restricted subdivisions

(See *Guidelines* Section 6.5.2 for usage instructions)

Accounting	Diseases	Physiological effects
Analysis	Diseases and pests	Portraits
Antiquities	Economic conditions	Problems, exercises, etc.
Autobiography	Economic forecasting	Programmed instruction
Biography	Economic policy	Programming
Care and health	Education	Psychology
Care and treatment	Employment	Recreation
Careers	Estimates	Rehabilitation
Children	Experiments	Sanitation
Civil rights	Gazetteers	Similes and metaphors
Civilisation	Guidebooks	Simulation methods
Collection and preservation	History and criticism	Social conditions
Collections (Literature)	Housing	Social policy
Computer-assisted instruction	Interviews	Statistical methods
Conservation and restoration	Maintenance and repair	Tables, etc.
Costs	Medical care	Testing
Criticism, interpretation, etc.	Mental health	Training
Curriculums	Nutrition	Women
Design and construction	Personal accounts	

2. List of genre headings

(See *Guidelines* Section 5.7)

Adventure stories	Family sagas	Science fiction
Alternative histories (Fiction)	Fantasy	Science fiction films
		Sports stories
Animal films	Gothic fiction	Spy films
Animal stories	Historical fiction	Steampunk fiction
Australian stories	Horror films	Stories in rhyme
Biographical films	Horror stories	Supernatural stories
Choose your own stories	Humorous stories	Utopian fiction
Comedy films	Love stories	Verse novels
Crime films	Mystery and suspense films	War films
Crime stories	Mystery and suspense stories	War stories
Diary stories	New Zealand stories	Westerns
Dystopian fiction	School stories	Wordless stories

3. Categories for devising proper and common name

headings (See *Guidelines* Sections 6.1 and 6.2)

Proper name heading categories

- Associations such as clubs or societies
- Brands of products and models of vehicles
- Buildings and sites
- Ceremonies, festivals, seasons, holidays, special days
- Computer software and languages
- Events, exhibitions, conferences, contests, battles, wars, strikes, disasters
- Families
- Geographical features such as mountains, rivers, deserts
- Government departments, armies, navies and other instrumentalities
- Institutions such as schools, colleges, hospitals and libraries
- Languages
- Literatures
- Musical groups such as pop groups and orchestras
- National, ethnic and religious groups and civilisations
- Parks, gardens, zoos, theatres and other public places
- Persons such as heads of government, rulers, members of royal families, scientists, actors, authors, musicians, artists and inventors
- Places, countries, regions, cities, planets and stars
- Private companies such as banks, retail organisations, media companies, transport companies
- Projects and programs
- Qualifications and certificates
- Religious sects and denominations
- Sacred scriptures
- Named ships, trains and aircraft
- Titles of resources such as books, films, ballets, television and radio programs
- Treaties and other official documents

Common name headings

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| • Animals, classes, orders, families, genera, species | • Hobbies | • Plants, trees, vegetables, fruits, wood, weeds, nuts |
| • Articles of clothing | • Industries | • Products such as animal, chemical and farm |
| • Chemicals, gases, liquids | • Instruments such as musical and scientific | • Sports, athletic and acrobatic activities |
| • Crimes | • Metals and alloys | • Tools and equipment for the home, office and industry |
| • Diseases, disorders | • Minerals, rocks, precious stones | • Types of hunting |
| • Drugs, antibiotics | • Organs and regions of the body | |
| • Fabrics | • Performing arts | |
| • Foods, spices | | |
| • Games | | |

4. Model headings and their categories

(See *Guidelines* Section 6.6)

Category	Model heading in <i>SCIS Subject Headings</i>
Animals	Animals
Cities	Melbourne (Vic.)
Countries	Australia New Zealand
Languages	English language Japanese language
Literary authors	Shakespeare, William
Literatures	English literature
Religious scriptures and parts of the Bible	Bible
States and territories of Australia	Victoria
Types of motor vehicles	Motor vehicles
Wars	World War, 1939-1945