Publications (from pal persuade [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’.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>CONTAINER</th>
<th>MEDIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Article</td>
<td>journal, proceedings, website</td>
<td>print or digital</td>
</tr>
<tr>
<td>Chapter</td>
<td>book (authored or edited)</td>
<td>print or digital</td>
</tr>
<tr>
<td>Entry, piece</td>
<td>blog</td>
<td>digital</td>
</tr>
</tbody>
</table>

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’.

<table>
<thead>
<tr>
<th>DOCUMENT</th>
<th>OCCURRENCE</th>
<th>MEDIUM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book, monograph, proceedings</td>
<td>occasional/ one-off</td>
<td>print or digital</td>
</tr>
<tr>
<td>Journal, periodical</td>
<td>open-ended/ indeterminate</td>
<td>print or digital</td>
</tr>
<tr>
<td>Website, blog, portal</td>
<td>open-ended/ indeterminate</td>
<td>digital</td>
</tr>
</tbody>
</table>

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 encyclopedias 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 (Perdico´ ulis, 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 (Perdico´ ulis, 2014c).

4 Rigour

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

5 Authoring

The document author(s) or editor(s) disclose their affiliation and contacts. Besides referencing and citing their sources of information (Perdico´ ulis, 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 (Perdico´ ulis, 2014c).

Bibliography