

## Text Publications and their Classification

UDC 339.9

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### Abstract.

Among the classification signs of textual documents, the purpose and reader profile occupy a special place, which are in harmony with the expressive character of the text. Different types of publications can be identified through them. Of these, official, scientific, scientific-mass, scientific-production, etc. it is possible to distinguish publication types. Official publications - publications containing normative and directive materials issued on behalf of state bodies, enterprises, or public organizations. Official publications include constitutions, laws, decrees, decisions, circulars, programs, statutes, instructions, methodical instructions, price lists, as well as standards and technical conditions, regulations and norms.

The functional purpose of official publications consists in the implementation and dissemination of norms, requirements and rules approved by relevant bodies in the field of public life, science, culture and production. Most of them, as a rule, have a mandatory nature, that is, they have legal force. Official publications of the state or society (Constitution of the Republic of Azerbaijan, presidential decrees, decisions of the Milli Majlis, etc.), individual territories (republic, province, settlement, village), specific field of activity (science, technology, production, culture, education and etc.), reflects information important for the management of individual institutions and organizations.

The reader address of official publications is determined depending on the sphere of influence and normative character. For example: the Constitution of the Republic of Azerbaijan applies to all citizens of the republic, and the charter applies only to the employees of a certain enterprise or expression. The standard applies to those persons and enterprises that are engaged in the production, processing and operation of a certain product based on that standard.

The main part of publications consists of text documents, the content of which is given by natural language signs, and the basis of which is phrases and words. Their content is partly known to the consumer and partly can be learned through a dictionary. It creates words from elementary components, that is, phonemes, and they form sentences and texts by connecting to each other in a certain grammatical and semantic structure. The meaning of the text is always expressed in verbal form, that is, in written form. Written text is the most accurate expression of speech. Therefore, the script we use is called phonetic script. Writing stylistics and technology have gone through a long evolutionary path. In the article, the concept of publication is comprehensively interpreted, scientific information about official publications, scientific publications, scientific-mass publications, production publications, educational publications, socio-political publications, question publications, information publications, advertising publications and literary-artistic publications is mentioned.

**Keywords:** publication, classification, typology, official publication, scientific-research publications

## Текстові публікації та їх класифікація

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### Анотація.

Серед класифікаційних ознак текстових документів особливе місце посідають цільове призначення та читачський профіль, які співзвучні виразному характеру тексту. За ними можна ідентифікувати різні типи публікацій. З них можна виділити види видання офіційні, наукові, науково-масові, науково-виробничі та ін. Офіційні видання – видання, що містять нормативні та директивні матеріали, що видаються від імені державних органів, підприємств, громадських організацій. До офіційних видань належать конституції, закони, постанови, рішення, циркуляри, програми, статuti, інструкції, методичні вказівки, прейскуранти, а також стандарти і технічні умови, положення і норми.

Функціональне призначення офіційних видань полягає у реалізації та поширенні затверджених відповідними органами норм, вимог і правил у сфері суспільного життя, науки, культури та виробництва. Більшість із них, як правило, мають обов'язковий характер, тобто мають юридичну силу. Офіційні видання держави чи суспільства (Конституція Азербайджанської Республіки, укази Президента, постанови Міллі Меджлісу тощо), окремих територій (республіки, краю, селища, села), конкретної сфери діяльності (наука, техніка, виробництво), культури, освіти та ін.), відображають інформацію, важливу для управління окремими установами та організаціями.

Читацька адреса офіційних видань визначається залежно від сфери впливу та нормативного характеру. Наприклад: Конституція Азербайджанської Республіки поширюється на всіх громадян республіки, а статут поширюється тільки на працівників певного підприємства. Стандарт поширюється на тих осіб і підприємства, які займаються виробництвом, переробкою та експлуатацією певної продукції на основі цього стандарту.

Основну частину публікацій складають текстові документи, зміст яких подається знаками природної мови, а основу складають фрази та слова. Їх зміст частково відомий споживачеві, а частково можна дізнатися зі словника. Він створює слова з елементарних компонентів, а вони утворюють речення і тексти, з'єднуючись один з одним у певну граматичну та семантичну структуру. Зміст тексту завжди виражається в словесній формі, тобто в письмовій формі. Письмовий текст є найточнішим вираженням мовлення. Тому письмо, яке ми використовуємо, називається фонетичним. Стилїстика і технологія письма пройшли довгий шлях еволюції. У статті комплексно трактується поняття видання, наукова інформація про офіційні видання, наукові видання, науково-масові видання, виробничі видання, навчальні видання, суспільно-політичні видання, інформаційні видання, рекламні видання та літературно-художні видання.

**Ключові слова:** видання, класифікація, типологія, офіційне видання, науково-дослідні видання

**Introduction.**

Official publications have a specific character due to their structure, character of expression, rubrication, location features of the main text. Textual documents consist of texts as a whole (constitution, law, decree, decision, technical passport, instructions, etc.) or text divided into columns (for example: specification, list, table, etc.). The title page of official documents is drawn up in a uniform manner. Here, by whom and when the document is accepted, approved and recommended. The title of the publication contains the name of the type of document (law, order, instruction, normative, methodical instruction, etc.). Official documents are issued as monographs or collections. In collections, as a rule, materials are grouped by thematic features. Some of them have prepositions, additions and auxiliary indicators. In a number of cases, laws that were previously issued as monographs are combined in terms of content or functionality and issued as a code, that is, a collection of laws (procedural code, civil code-code, etc.).

For official publications, a compact font (use of small fonts), a not too large area, and a detailed rubric are typical. In some cases, a two-column footer is used. Booklets printed on low quality paper with a soft cover are preferred. Most of them do not have illustrations. However, some editions are made on expensive paper, covered with cloth, and sometimes have a gold border. For example: in many cases, the constitution of the state is prepared in this form. Publications reflecting the results of theoretical or experimental research, historical documents and literary texts are called scientific publications. The main function of modern scientific publications is to provide scientific information to various spheres of society (science, production, education, culture, management). In addition, there is a certain group of scientific publications whose main social information function is to acquaint readers with works on past scientific principles of society. Scientific publications are mainly calculated for specialists working in the field of related science. But they can be used by other categories of readers.

Information given in scientific publications is related to the characteristics of scientific knowledge. They reflect the results or progress (stages) of theoretical or empirical research. The topic of scientific research is practically unlimited, it can cover any issue, i.e. theories, scientific laws, hypotheses, individual discoveries, the course of research, the description of a specific experiment, the genesis of science or scientific research direction, the discussion of controversial scientific issues, the criticism of any scientific idea and may reflect s. Research methodology, the history of the most important discoveries, new scientific phenomena, development laws of nature and society, etc. can be described.

**Main objective of the research.**

The importance of examining the history of the creation of primary document-information resources in

the field of text publications, the general characteristics of the flow of documents and information in this field, and the development trends; the need to study the nature of the information demand of publication experts; Study of traditional information resources and electronic resources in the field of information sciences text publications.

**Literature review.**

Fundamental scientific works in the field of librarianship and bibliography in the Republic have been published in foreign journals (Ismayilov, 2022; Ismayilov, & Khalafova, 2022a; Ismayilov, & Bayramova, 2022; Ismayilov, Mahammadli, & Khudiyeva, 2022; Ismayilov, & Sadigova, 2022; Ismayilov, & Ganbarova, 2022; Ismayilov, & Khudiyeva, 2022; Ismayilov, & Guliyev, 2022).

**Main part.**

According to the nature of the information, scientific publications are divided into two subtypes: scientific-research publications and source studies publications (historical and cultural monuments).

Scientific-research publications are calculated for scientific works, reflect theoretical and experimental information. Source studies publications consist of classic works, documents, archival materials, etc. It is distinguished by the precise preparation of the text and the presence of a perfect scientific-questioning apparatus. According to the purpose and nature of the information, scientific research publications are divided into a number of subtypes: monographs, abstracts, preprints, reports of scientific conference theses, conference materials, collections of scientific works, etc.

A monograph is a scientific publication in the form of a book, which reflects a certain problem of one or more authors, or complete or comprehensive research results of the subject. In the monograph, theoretical materials on a certain scientific problem are fully summarized by critical analysis, its scientific value is determined, and new concepts are formed. Dissertation abstract is a scientific publication in the form of a booklet, which reflects the results of the scientific research conducted by the author, and is submitted for his candidacy or doctoral dissertation defense. The rules for the preparation and publication of the dissertation abstract are determined by the higher attestation commission of the relevant country.

Preprint - is a separate issue of the work (article) intended for printing (publishing) for the purpose of familiarization and discussion (Ismayilov, & Ganbarova, (2022). Abstracts of scientific conference (symposium, convention) reports. It is a non-periodical scientific collection and is published for the purpose of getting acquainted with the brief content of the reports before a certain scientific event. It is mainly in the volume of abstract (1-2 pages).

Conference (convention, symposium) materials are a non-periodic collection reflecting the results of the conference (reports, recommendations, decisions). Depending on the direction, scientific, scientific-

experimental, etc. conference materials are distinguished.

Collection of scientific works - is a collection reflecting research materials of scientific departments, educational institutions and societies. It includes "Scientific works", "Reports" and collections of articles by various authors.

According to their construction, scientific publications are divided into small-volume (conference materials, dissertation abstract) and large-volume publications. The average volume of a monograph is 10-20 accounting-publishing sheets, selected works and multi-volume works are 30 or more printed sheets. Dissertation abstracts report abstracts are usually issued on cheap paper and have a soft cover. They are reproduced by operative polygraphy or EHM. In addition to what has been said, the design of scientific publications has common features. These are, first of all, the presence of a questioning apparatus that corresponds to the content and structure of the publication. The conference materials are accompanied by an alphabetical index of the surnames of the participants. The collection of articles includes a preface, names of authors and organizations. Materials in scientific collections are rubrics, headings, etc. is in the form Fonts and illustrations in scientific publications also have specific, precise rules and structure.

The carrier of scientific information is not only scientific publications, but also unpublished documents (dissertation, research report, deposited manuscripts), micro-publications, electronic publications, etc (Ismayilov, & Khudiyeva, 2022). Scientific mass publications are publications that reflect the theoretical and practical issues of science, technology and culture in simple language to non-specialist readers.

The purpose of scientific mass publications is to promote and spread scientific and other special fields of knowledge, including science, technology, production and their history. They express scientific and experimental information not in full volume, but in mass, understandable and simple language. According to readership, scientific-mass publications are divided into the following groups: 1) mass readers; 2) persons who are not specialists in a certain field; 3) specialists in joint fields of science; 4) persons who tend to use scientific results in their professional activities.

Scientific monographs, essays, thematic collections, series, selected works, reviews, and encyclopedias are the most common in the field of mass scientific publications.

Scientific-mass monograph - describes the achievements of science in scientific-mass language.

Scientific essay - describes a certain historical period of science, technology and production.

Thematic collections - a publication that describes any current problems or final results of science.

Multi-volume works - serve to solve a problem that requires a complete explanation, description, or a multi-faceted solution (Ismayilov, & Guliyev, 2022).

Scientific-mass review - provides a comprehensive,

collective description of the modern achievements of modern science, technology, culture, and production in a mass language, for the familiarization of specialists and non-specialists in the related field.

Scientific-mass encyclopedia - a systematic collection of lexical units (concepts and terms) of a certain field of knowledge gives an explanation in ironic language. Such publications introduce people who are not experts in the related field to concepts in a certain field of knowledge.

Scientific mass publications have a number of characteristics. In such publications, terms are used relatively little. For less prepared readers, such publications contain control questions and a list of recommended reading. For more advanced readers, a list of scientific works is provided.

Industrial publications - for use in industrial and other practical areas, reflect issues of applied nature and are intended for various qualified professionals. The purpose of industrial publications is to provide information to those who work in all fields of practical activity, including production (Ismayilov, & Mammadov, 2023).

Production publications have a precise readership. Each of them is calculated for a certain group of specialists. In this regard, readers differ in general and professional training level. They are divided into the following groups: 1) specialists with higher education; 2) mid-range specialists (technologists, nurses, etc.); 3) mass professional specialists (locksmiths, turners, etc.). In addition, there are production publications for specialists and amateurs, that is, non-specialists.

Industrial publications protect all areas of experimental activity, that is, information on the creation of material goods, the transformation of nature and society. They accumulate information on technique, technology, organization of production and other experimental activities. The subject of this type of publications is more concerned with the description of issues of an applied nature.

According to the degree of coverage of the material - production publications are divided into two types (Ismayilov, & Mammadov, 2023):

- 1) publications by specialty or profession as a whole;
- 2) publications according to separate directions or topics of professional activity.

According to the direction of the goal and the nature of the information - industrial publications are divided into the following types: scientific-production, industrial-experimental, normative industrial-experimental, industrial-experimental publications for amateurs.

Scientific-production publications - reflect the results of theoretical and experimental research, as well as specific recommendations for their application.

Among the various types of scientific publications, monographs, collections of articles, reports, practical conference materials occupy an important place.

Industrial (experimental) monographs - a publication that provides a complete and coherent explanation

of the subject, including the scientific justification of the material. Such monographs are characterized by a narrow topic, empirical orientation of conclusions and recommendations. By construction, industrial monographs are like scientific publications. They are characterized by a relatively large volume, the presence of illustrations of a special nature on the cover, that is, drawings, schemes, graphs, technical drawings, photographs.

Experimental-production publications - protect information on technique, technology, organization of production, as well as other areas of experimental activity.

They are aimed at increasing qualifications and improving professional activity. This issue is mainly implemented in three ways: 1) dissemination of best practice; 2) information about scientific achievements of practical importance; 3) description of effective labor methods. Such publications are usually issued with a large circulation.

Practical-production publications have a specific readership, for various professional specialists and in some cases for amateurs.

Experimental-production publications are divided into the following groups of publications according to the degree of coverage of materials (İsmayilov, & Khalafova, 2023):

- 1) production technologies;
- 2) organization and economy of production;
- 3) equipment;
- 4) labor protection and safety equipment;
- 5) exchange of best practices.

They refer to the technical passport of pilot-production publications, pilot tools and pilot management.

Passport is a scientific-practical publication that protects information about equipment, tools, facilities, and economic objects.

Practical means - a publication issued for the purpose of learning knowledge and skills for performing any work (operation, process). Such publications are close to textbooks and teaching aids, short and It consists of precise chapters and provides practical advice on any practical matter. Practice aids are the main type of publication for professionals.

Practical guidance - a publication that provides independent study of any profession and work to improve the qualifications of specialists. It differs from experimental materials by its completeness, detail and instructional character of description. Management is narrow in nature. There is no theoretical introduction here, the text consists of short paragraphs.

In addition to important elements (information about the publication), the inquiry apparatus of practical guidance consists of preface, title, auxiliary indicators (for example: subject, index of names). They are accompanied by tables, pictures, schemes, drawings. Scientific-production-practical publications - reflect norms, rules and requirements in various fields of production activity.

The purpose of scientific production-experimental publications is to help management and rational organization in various fields of experimental activity. The scope and validity period of such publications are not the same. One of them is legally valid for an enterprise (administration, organization) on the territory of the whole country, others for all enterprises of a certain field, and third for a certain enterprise (administration, firm). They indicate the period of validity. Each new edition is adapted to the current normative documents.

The readership of most normative production-practical publications is experts working in practice. But they can be addressed to a wider audience. For example: instructions for the operation of household appliances, safety equipment, etc.

Normative production - practical publications are divided into normative-management, normative-constructive and normative-methodical publications according to the purpose and nature of the information (İsmayilov, & Khudiyeva, 2023).

Publications for regulatory guidance are of a directive nature, prepared by ministries and departments for the purpose of applying advanced technology and new techniques in production. These include instructions, memories, regulations, norms, rules. These documents are important for implementation. The second group of publications for regulatory guidance includes technical instructions, designer documents, technical passport. These documents are close to standards and specifications. However, they do not have legal force and their effect is limited to a certain production process. The technical assignment is for the study of the product, plant or industrial complex and provides initial information for designing. Constructor's documents are publications that reflect the composition and structure of the product, its control, acceptance, operation and repair. Once approved by the official, they are considered guidance for action

Technical passport - describes the description of the plant scheme, principles of operation, parts and working principles of machines, devices, equipment developed by the enterprise in accordance with standards and technical conditions. Passport - a document that reflects the characteristics and main parameters of the product and guarantees its reliability. They are indirectly legal.

Normative production-practical documents include price lists (systematized prices of goods and services), normative-methodical documents, etc. is also included (İsmayilov, & Məmmədov, 2023). Publications designed for pupils and students of different ages and educational levels, described in a suitable form for education, and systematically reflecting scientific and applied information are called educational publications. The purpose of educational publications is to ensure the educational process, help in the assimilation of knowledge in a certain educational system, training of personnel and increasing their qualifications (İsmayilov, & Khalafova, 2023). According to readership, educational publications

are divided into three main groups: general education schools (primary and secondary education), secondary specialized schools, and universities. Apart from these, educational publications are prepared for kindergarten teachers, school, lyceum, technical school and college teachers, and parents. Within these groups, students are divided into subgroups according to the age level and the type of education (full-time, part-time) (Ismayilov, Mahammadli, & Gasimli, 2023).

The characteristic features of information in educational publications are that they have a wide thematic range in accordance with the nomenclature of the educational subject. The subject of the educational publication is information that is not entirely extensive, but reflects the main laws and results of the related science. The amount of material is determined by the curriculum. The general typological classification of educational publications has not yet been elaborated. The following subtypes of educational publications are distinguished according to their role in the educational process: 1) textbook; 2) textbook; 3) practicums; 4) program-methodical publications.

The textbook is a systematic interpretation of the sections and parts of the teaching subject in accordance with the approved related subject program. Strict and precise selection and explanation of the material for the textbook, precise structure, succession, thematic and methodical unity are characteristic. Textbooks have an educational, educational and developmental function at the same time. Here, additional components are provided that help consolidate the taught material in memory.

A textbook is a type of publication that partially replaces or complements a textbook and covers one or more sections of the educational program. The difference between a textbook and a textbook is that the theoretical foundations of a certain course are explained in the textbook in full accordance with the program of the relevant subject, and in the textbook, they are explained partially. Teaching materials also include textbooks, books for reading, tables, atlases, separate publications on a certain part of the course, and visual teaching aids. Muntakhabat is a teaching aid that reflects the literary, artistic, historical and other works or certain parts of them related to the subject of study. Interaction helps to develop analytical ability and acquire analytical skills.

Visual teaching aid - is a descriptive publication that contains materials for training, education and training. Praktikum is a teaching tool that consists of practical tasks and studies and helps to master theoretical knowledge. Practicum helps to acquire practical habits, to increase the ability to use knowledge to solve practical problems, to consolidate in memory the passed materials (for example: work, practical exercises, laboratory practicum, etc.).

Program-methodical publications include teaching program, teaching-methodical materials, methodical recommendations. The lesson program (subject program) is an educational publication that defines the content,

scope, as well as learning and teaching rules of any subject, or its part, section. The curriculum helps to manage the educational process, to make it orderly.

A teaching-methodical resource is a publication that reflects the teaching or educational methodology of a certain subject or its section. These types of resources help to develop independent working habits. the description of works covering methodological issues for the entire course, its sections or parts, or practical tasks is typical for teaching-methodical publications.

Methodical recommendations (instructions) - is a publication that describes the rules for the implementation of certain tasks, exercises, experimental lessons, etc.

According to the nature of the information, structure and construction of educational publications, lecture course, lecture text, lecture synopsis, problem book, etc. types are distinguished.

A lecture course is a publication that gives a complete explanation of the subjects of the educational subject in accordance with the relevant program. Lecture text is an educational publication that includes materials (lectures) on certain sections of the subject. Lecture synopsis is an educational publication that briefly covers the content of a subject or certain sections of it. The design of educational publications depends on what type of educational institution and what type it belongs to. Different sizes of fonts (kegel) are used for textbooks and practicums for secondary schools. For example: books for I-IV classes can be 16-14 kegl, and for students of higher grades up to 10 kegl. Textbooks for elementary students have pages or sections that can be selected with different font and color schemes. Illustrations in textbooks for younger students make up 20% of the publication on average, and 12-15% for older students. Multicolored illustrations prevail here. In high school textbooks with more than forty pages, in many cases the text is given in two columns per page. Textbooks are printed on hard paper, covered with fabric.

Works published on socio-political topics are called socio-political publications. In mass-political publications of a propaganda and educational nature, information is described in an understandable form for large groups of readers. Publications of books written on socio-political topics are often issued with thick covers. In such books, illustrations are on average 2% of the text. In most cases, photographs are used. In addition, a large number of newspapers are classified as mass-political publications due to their content. Query publications are publications adapted for quick search, which briefly reflect information of a scientific, research, or applied nature.

Question publications are used in all fields of activity, from scientific work to organization of leisure time. In them, information is highly generalized, factual information is widely used, and universal and field information are included. Question publications differ from other publications in the structure of the main text. Such publications consist of short answers to the

intended issues, information that is exhausted in terms of meaning and composition. Question articles in book-type publications are grouped in a certain order, so that they can be easily found during a search, since they are for selective reading and not in their entirety. In most cases, alphabetical or systematic grouping of articles is preferred. The text is structured not only according to articles, but also according to sections, rubrics, sub-sections. Question publications also have a specific language. Here, the language is distinguished by its laconic, schematic and high level of compactness. In many cases, information is presented in tables, formulas, graphs, etc. is indicated by Abbreviations of terms, expressions, various names are given. It is less common in other types of publications.

In addition to dictionaries, other types of reference publications also provide illustrations. Here the illustrations are loaded with meaning and sometimes replace several pages of text.

Query publications are fully searchable. It includes: complex indicators, i.e. names, subject indicators, attribution system - "see", "see also", separation of words with italics, isnad articles, i.e. quotations and commentaries.

Polygraphic differentiation of important information for search orientation also plays an important role. For example: font differentiation, word bold and letter spacing, protrusions, flashes, page in variable format, bibliochrome, color code, solid title, footer, etc. Two-column writing is typical for query publications.

Research publications with a large volume of information consist of several volumes. Such publications can be in several formats, from the smallest (60x84x32) to the largest (84x108x8). They are printed in thick volumes (covers), on strong but thin paper.

According to their functional purpose and the nature of the information, inquiry publications are divided into three subtypes: encyclopedic publications, dictionaries, inquiries (cpravochniki).

Encyclopedic publications include encyclopedias and encyclopedic dictionaries.

Encyclopedias are publications that consist of a collection of relatively large articles on various issues. Encyclopedic dictionaries mainly consist of concise, informative articles. There are no references to other articles in encyclopedias. In both types of publications, articles are listed in alphabetical order.

The purpose of encyclopedias is to explain the essence of the issue, subject, object, etc. in a general way. They are single-volume and multi-volume. Depending on the scope of the included information, there are the following types of encyclopedias:

- 1) universal (general) encyclopedias (for example: Azerbaijani encyclopedia);
- 2) special (field) encyclopedias (For example: encyclopedia of economics, etc.);
- 3) regional (universal or field) encyclopedias (for example: encyclopedias of Asia, Latin America, etc.).

In terms of purpose and readership, most encyclopedias are intended for both specialists and the general public. They combine the characteristics of scientific and scientific-mass publications. There are also encyclopedias for leisure (a short encyclopedia for home economics, physical education and sports, etc.).

Encyclopedias are also distinguished by the volume of vocabulary and articles. In this regard, universal encyclopedias are divided into large, small and field encyclopedias.

Encyclopedic dictionary - is an encyclopedic publication with its materials grouped in alphabetical order. Encyclopedic dictionaries consist of one, and in some cases, several volumes, cover one or several areas of knowledge and practical activity, consist of short articles, and do not provide a bibliography at the end of the articles. For example: "Encyclopedic dictionary of a young chemist", "Книговедение. Encyclopedic dictionary" etc.

From the point of view of polygraphic design, even division of the text, two-column printing, small, even the smallest font size are typical for encyclopedic publications.

A dictionary is a publication that includes a collection of linguistic units (words, phrases, expressions, terms, names, signs) arranged in a certain order, reflecting their query information.

Dictionaries perform two important functions: 1) informative function - expressing knowledge in the shortest form through words; 2) normative function - by fixing knowledge and words, it helps to improve and unify the means of expression of the language, to determine language norms.

Internal classification of dictionaries can be based on different principles. They are generally and specifically divided into two groups. General dictionaries reflect all layers and parts of the lexical composition of the language, and special dictionaries reflect a certain part of its composition. According to the degree of coverage of the lexicon of the language, full, complete and short dictionaries are divided.

According to the language coverage, monolingual, bilingual and multilingual dictionaries are distinguished. Multilingual dictionaries reflect words with the same meaning in several languages in one context.

According to the nature of the information, there are terminological and linguistic dictionaries.

Terminological dictionaries usually cover one field of knowledge, in rare cases, terms related to several science fields, sub-fields, topics and their explanation. They cover the system of concepts and terms of sciences and perform the function of inquiry and search. The study of the language of science allows for expression, consolidation and unification. In connection with the application of automated information technologies, terminological dictionaries play an important role in the development of information search languages, despatcher systems, thesauruses, etc.

Bibliographic publications are information publications that reflect a collection of bibliographic writings arranged according to certain characteristics (topic, type of document, year of publication, etc.). Current bibliographic publications issued by information centers and large libraries mainly perform the signal information function, that is, they provide operational information about documents published in a certain current period. Since the signal-information functions of bibliographic publications refer to documents of all types and fields, they are often multi-field in terms of content and form. Referential publications are informational publications that include bibliographic articles and abstracts arranged in a certain structure. The main task of reference publications is to open the main content of the most relevant, useful and valuable current documents in all fields of activity and organize their search. Referential publications are referential information carriers. Referential information includes specific information, facts, results, etc. includes. They differ from bibliographic publications in that they provide more complete information about the related primary document. There is a special state standard for the general rules of drafting the report. The report can be classified in terms of various features and functions. For example:

- 1) according to the direction of the goal - general and special;
- 2) according to the characterization method - abstract and problem-oriented;
- 3) according to the level of reduction - compact and extensive;
- 4) according to the form of presentation - questionnaire (positional), tabular, telegraphic style, schematic;
- 5) according to description, interpretation method - abstract-extract, expressions partially changed, synthesized;
- 6) according to the method of preparation - manual (intellectual) and automated;
- 7) according to the amount of covered sources - monographic and overview (aggregate);
- 8) according to the author's composition - abstract and abstract.

However, we must note that the classification of refereed publications is still controversial, that is, there is no unified classification structure. Most experts divide reference publications into the following types: reference journal, reference collection, express-information, information sheet. Referential magazines - is a periodical magazine that publishes abstracts of current documents on any field, subject, problem based on their content (quality) and relevance level selection. Referential journal is provided with subject, author and other auxiliary devices. Currently, the Russian Scientific and Technical Information Institute publishes reference journals with series on natural and technical sciences, and the Scientific Information Institute on Social Sciences publishes series on social and humanitarian sciences. One of them is the

reference journal "Informatika". Each refereed journal integrates abstracts, bibliography and survey apparatus in a coherent manner. In reference journals, subfields and topics of each science and technology field are grouped based on a special classification system. This classification is called the Rubricator of the State Scientific and Technical Information System. In refereed journals, relatively extensive abstracts of documents published in English, French and German languages are given. Sometimes they are so complete that it obviates the need to look at the relevant original source. Refereed journals include abstracts of the most relevant and content-valuable works published in the world within 1-1.5 months prior to the date of publication: If the abstract of a certain article, book, patent, etc., is given in a refereed journal, this indicates its relevance and importance from a secular point of view. shows that Therefore, on average, only 35-40% of the works published in the current period can fall into refereed journals. The rest are almost irrelevant. Therefore, refereed journals also reflect the quality level of science. In the USA, France, Germany and several other countries, reference journals in the fields of science and technology are published. Databases of reference journals have been created since the last period. They can be searched through the Internet. Also, reference magazines on individual series are released on compact disks. Referential collections are the most scientifically and empirically relevant, applicable, current, extensive abstracts of primary documents and published in the shortest time (1 week, 10 days). Chronologically, reference collections are non-periodical publications. Their main purpose is to provide complete reference information about the works that need to be disseminated promptly. Bulletins are non-periodical publications that provide abstract information on advanced manufacturing practices and applied scientific achievements. Query and search devices are provided for express information and information leaflets. Due to their construction, information leaflets are small in size (4-10 pages), and the cover is without illustration. However, the text may contain tables and formulas. They are issued by means of operational polygraphy.

### Conclusion.

During the general analysis of literary and artistic publications, we observed that the form of writing (poem, prose), genre (major genre-novel, drama, epic; medium genre-narrative, poem, essay, minor genre-story, poem), object of description and subject (spiritual-moral sphere, social problems, aesthetic field, etc.), determines the nature of the information given in literary and artistic works, affects their type and type distribution. From here it became clear that the publications of literary and artistic publications are divided into three subtypes: scientific, scientific-mass and mass. Scientific publication - it is distinguished by the most complete reflection of the creative heritage of the writer, the accuracy of the text and the perfect processing of the interrogation apparatus.

Publications of this type are calculated for research purposes. Here, the works are given in the form of a complete collection, or academically selected works, and include all the works of a certain writer, i.e. completed and unfinished works, part of the text, notes, letters, diaries, articles, etc. Covers. Scientific mass publication - due to its composition, it has less completeness than scientific works, it covers a small amount of works of the writer, the questioning apparatus is more massive, the introductory article consists of an overview of the writer's creativity. The scientific publication is intended for a wider readership and covers the most important works of the writer. Mass publication - covers the works of classic and modern writers that are interesting for the widest

readership. Mass publications are issued as separate works in the form of collections, almanacs, anthologies and selected works. An anthology is a publication consisting of the works of one or more writers. Almanac is a publication that reflects literary-artistic and scientific-mass works combined on a certain basis. Almanacs are designed for either older or younger readers. Anthology is a publication consisting of selected works of various authors. Selected works are one-volume or multi-volume publications that include the works of one or more writers selected for a certain purpose or certain parts of them. We are sure that the general issues mentioned above will have a positive effect on conducting fundamental research in this field in the future.

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