

Table 1. Standard Subdivisions

The following notation is never used alone, but may be used as required with any regular schedule number, e.g., workbooks (—076 in this table) in arithmetic (513): 513.076. Standard subdivisions should not be used where redundant. (Full instructions on the use of standard subdivisions are found in the Introduction to the Dewey Decimal Classification, sections 8.3–8.12)

When adding to a number from the schedules, always insert a decimal point between the third and fourth digits of the complete number. Unless other instructions are given, the terminal zeros in a main class or division number should be dropped before adding a standard subdivisions, e.g., journals (—05 in this table) in mathematics (510 minus the final zero): 510.5

Standard subdivisions should be added only when the work in hand covers the whole, or approximately the whole, subject of the number in the schedules. Standard-subdivisions-are-added notes indicate which topics in a multiterm heading are considered to approximate the whole of the subject

Special care should be taken in adding standard subdivisions to built numbers, since the standard subdivision applies to the whole number and not just to part of the number

When standard subdivision notation from Table 1 is listed in Tables 2 through 6 and in the schedules, all of the notation's notes and subdivisions as given in this table are applicable unless other instructions are given. Other Table 1 notation that is not listed in the schedules may also be used. For example, the fact that 610.7 is listed, but not 610.8 or the subdivisions of 610.7, does not exclude the use of 610.8 or 610.71

Do not add one standard subdivision to another standard subdivision unless specifically instructed. Standard subdivisions may be added to special notation listed in the regular standard subdivision sequence, to subdivisions of —04 Special topics that are specifically listed in the schedules, and to displaced standard subdivisions wherever they appear. Numbers in the schedules that look as though they were built with notation from this table but are outside the regular sequence of standard subdivisions are not considered "standard" subdivisions. Hence notation from Table 1 may be added to such schedule numbers

Never use more than one zero in applying a standard subdivision unless instructed to do so. If more than one zero is needed, the number of zeros is always indicated in the schedules. If the 0 subdivisions of a number in a schedule are used for special purposes, use notation 001–009 for standard subdivisions; if the 00 subdivisions also are used for special purposes, use notation 0001–0009 for standard subdivisions

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Unless other instructions are given, observe the following table of preference, e.g., communication in education and research —07 (*not* —014):

Special topics	—04
Biography	—092
Auxiliary techniques and procedures; apparatus, equipment, materials	—028
Education, research, related topics (<i>except</i> —074, —075)	—07
Management	—068
Philosophy and theory	—01
The subject as a profession, occupation, hobby	—023
The subject for people in specific occupations	—024
Directories of persons and organizations	—025
Patents and identification marks	—027
Commercial miscellany	—029
Organizations	—0601–0609
Organizations (without subdivision)	—06
Groups of people	—08
Specific continents, countries, localities; extraterrestrial worlds	—093–099
Areas, regions, places in general	—091
Historical periods	—0901–0905
Archaeology	—09009
Museums, collections, exhibits	—074
Museum activities and services	—075
Illustrations, models, miniatures	—022
Tabulated and related materials	—021
Synopses and outlines	—0202
Humorous treatment	—0207
Audiovisual treatment	—0208
Dictionaries, encyclopedias, concordances	—03
Serial publications of history, geographic treatment, biography	—09005
History and geographic treatment (without subdivision)	—09
Serial publications	—05

The rule of application overrides the table of preference above. For example, teaching financial management in hospital administration is classed in 362.110681, not 362.11071. The rule of zero also overrides this table of preference when standard subdivisions are displaced to notation outside the regular sequence of standard subdivisions. For example, management of prisons in Great Britain is classed in 365.941068, not 365.068