Excerpts from International Standard

ISO 690:1987

Information and documentation -- Bibliographic references - Content, form and structure

Français

ISO 690-2

[Bibliographic references to electronic documents]

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Contents of ISO 690:1987

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1. Scope and field of application

This International Standard specifies the elements to be included in bibliographic references to published monographs and serials, to chapters, articles, etc. in such publications and to patent documents. It sets out a prescribed order for the elements of the reference and establishes conventions for the transcription and presentation of information derived from the source publication.

This International Standard is intended for use by authors and editors in the compilation of references for inclusion in a bibliography, and in the formulation of citations within the text corresponding to the entries in that bibliography. It does not apply to full bibliographic descriptions as required by librarians, descriptive and analytical bibliographers, indexers, etc.

This International Standard covers references to published material in both print and non-print form. It does not, however, apply to references to manuscripts or other unpublished material.

[Note: Several clauses omitted here]

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5. Sources of information

The principal source for the data contained in a bibliographic reference is the item referred to.

The preferred source of data within the item is the title leaf, or its equivalent [e.g. the label(s) on a sound recording, the title frame of a microform, etc.] if the item lacks a title leaf or its equivalent, an alternative source such as a cover or container or a microfiche header, etc., may serve to provide the necessary data.

6. General conventions

The data included in the bibliographic reference shall normally be transcribed as given in the source. Stylistic details such as capitalization, punctuation, etc., however, are not necessarily reproduced in the transcription. The general conventions applying to these formal and stylistic details are outlined below.

[Note: Some text omitted here]

6.2. Abbreviation

Forenames that form part of an author's, editor's, publisher's name, etc. may be reduced to initials, provided that the identity of the person is not obscured by so doing.

[Note: Some text omitted here]

With the exception of abbreviations that are in common use, the meaning of all abbreviations used in references or the sources from which they are derived shall be given in a note or table.

6.3. Capitalization

Capitalization shall accord with the accepted practice for the language or script in which the information is given.

6.4. Punctuation

A consistent system of punctuation shall be used for all references included in a publication.

Each element of the reference shall be clearly separated from subsequent elements, e. g. by means of intervening punctuation (full stop, dash, etc.).

A consistent form of punctuation shall also be used to distinguish individual sub-elements within an element.

NOTE - In order to emphasize the importance of consistency, a uniform scheme of punctuation and typographic distinction has been used in the examples throughout this International Standard [i.e. ISO 690:1987]. The scheme is only intended to be illustrative, however, and does not form part of this International Standard.

6.5. Typeface

Variations in typeface or the use of underscoring may be used to emphasize the distinction between elements or to highlight elements governing the arrangement of the references.

6.6. Additions and corrections

Additional data may be given within the reference to correct obvious errors in the source; to translate or transliterate information; to provide more precise identification of persons and corporate bodies through the expansion of initials or acronyms; or to distinguish between similar place names through the addition of qualifying terms.

All such data except those given in the notes element shall be enclosed, normally in brackets following the element modified.

EXAMPLES:

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CRANE, R[onald] S.

EPPMA [Expanded Polystyrene Product Manufacturer's
Association].

1966 [i.e. 1969].

Trinity College (Cambridge).

Trinity College (Dublin).
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[Note: Several clauses omitted here]

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8. Lists of bibliographic references

8.l. Arrangement

Lists of bibliographic references are normally arranged either alphabetically by the first element or in numeric sequence corresponding to the order of citation in the

text.

8.2. Two or more items with the same first element

If a list of references arranged alphabetically contains two or more items with the same first element, and the items are listed consecutively, a dash may be substituted for the first element in the second and subsequent references.

EXAMPLE:

Graham, Sheila. *College of one*. New York : Viking, 1967.

———. *The real F. Scott Fitzgerald thirty-five years later*. New York : Grosset & Dunlap, 1976.

8.3. All items with the same first entry element

If all the items in a bibliographic list, or in a separate section of a list, are entered under the same element, the first element may be omitted altogether, provided the heading for the list or section indicates clearly the common element.

EXAMPLE:

The published writings of WH. Auden

Poems. London : Privately printed by Stephen Spender, 1928.

Poems. London : Faber & Faber, 1930.

The Orators: an English study. London : Faber & Faber, 1932.

8.4. Position of the "Primary responsibility" element

If a list of references is so arranged that the "primary responsibility" element is not necessary for alphabetization, e.g. in classified lists, the "primary responsibility" element may be recorded after the title.

9. Citations

9.l. Relationship between references and text citations

A citation is a brief form of reference inserted parenthetically within the running text or appended as a note at the foot of the page, at the end of a chapter, or at the end of the complete text. The citation serves to identify the publication from which quoted matter within the text, an idea paraphrased, etc. was taken, and to specify its precise location within the source publication.

If there is no separate list of bibliographic references appended at the end of the text, or if the list does not include references for all items cited in the text, it is essential that the first citation for each unlisted item contain a minimum of all the applicable elements designated as required for a basic reference *[see ISO 690-2, clause 5]*.

When used in conjunction with a list of bibliographic references, the citation shall contain sufficient data to ensure an unambiguous correspondence between the citation and the bibliographic reference for the item identified. This correspondence should be established by one of the three methods described below.

- Numeric references method;
- Running notes;
- First element and date method.

9.2. Numeric references method

Superscript or bracketed numerals, inserted in the text, refer to documents in the order in which they are first cited. Subsequent citations of a particular document receive the same number as the first. If particular parts of a document are cited, page numbers may be given after the numerals. The references are set out in their numerical order in a numbered list.

EXAMPLE:

In the text and citations:

```
The notion of an invisible college has been explored in
the sciences (24). Its absence among historians is
noted by Stieg (13 p.556). It may be, as Burchard (8)
points out . . .
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In the list of bibliographic references:

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...

8. BURCHARD, JE. How humanists use a library. In Intrex:
report of a planning conference on information transfer
experiments, Sept. 3, 1965. Cambridge, Mass. : M.I.T.
Press, 1965, p. 219.
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. . .

13. STIEG, MF. The information needs of historians.
College and Research Libraries, Nov. 1981, vol. 42, no.
6, p. 549-560.


. . .

24. CRANE, D. Invisible colleges. Chicago : Univ. of
Chicago Press, 1972.
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9.3. Running notes

Superscript or bracketed numerals, following citations in the text, refer to notes which are set out numerically by their order of appearance in the text. These notes may or may not contain citations. One note number is used for each statement or related group of statements in the text; the corresponding note may cite more than one document.

If a particular document is cited more than once, subsequent citations receive separate numbers. A note that refers to a document cited in an earlier note should either repeat the full citation or give the number of the earlier note, with any necessary page numbers, etc.

9.3.1. First citation

If the citations are presented as notes, the first citation to a given item (and preferably the first such citation in each chapter) should contain sufficient elements to ensure an accurate correspondence between the citation and the appropriate entry in the separate list of bibliographic references.

At a minimum the first citation should contain the name(s) of the author(s) and the full title (exclusive of subtitles and other title-related data) as given in the bibliographic reference, plus the relevant page number(s) if applicable. The names of the authors given in the citation need not be recorded in inverted form.

If the author(s) and title alone are not adequate to differentiate between entries in the list of bibliographic references, the citation shall include as many additional elements (edition, year of publication, etc.) as are necessary.

EXAMPLE:

In the text:

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The notion of an invisible college has been explored in
the sciences.32 Its absence among historians is noted by
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Stieg.[33] It may be, as Burchard[34] points out . . .

In the citations:

> 32. CRANE. D., *Invisible colleges*.

> 33. STIEG, MF., The information needs of historians, p. 556.

> 34. BURCHARD, JE., How humanists use a library, p. 219.

In the list of bibliographic references:

> . . .

> BURCHARD, JE. How humanists use a library. In *Intrex: report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965, p. 219.

> . . .

> CRANE, D. *Invisible colleges*. Chicago : Univ. of Chicago Press, 1972.

> ...

> STIEG, MF. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

If, in subsequent citations, an abbreviation is introduced to identify frequently cited items, it should be clearly explained either within the first citation to the item or in a table of abbreviations.

EXAMPLE:

In the first citation:

> NATHANIEL, B. Shurtleff, ed., *Records of the governor and company of the Massachusetts Bay in New England (1628-86)*. Boston, publisher unknown, 1853-54. 5 vols., vol. 1, p. 126 (hereafter cited as Mass. Records).

9.3.2. Second and subsequent citations

The second and each subsequent citation to a given item may be shortened to include simply the surname(s) of the author(s) and a brief form of the title, plus the relevant page number(s), etc. or an abbreviated form introduced in the first citation or table of abbreviations.

EXAMPLES:

SUTTON, *The analysis of free verse form*, p. 246.

Mass. Records, p. 128.

Alternatively, if the citations are sequentially numbered according to their appearance in the text, the second and each subsequent citation to a given item may be shortened to include simply the surname(s) of the author(s) and the number of the reference of the first occurrence of the citation, plus the relevant page number(s), etc.

EXAMPLE:

In the text:

The notion of an invisible college has been explored in the sciences.[32] Its absence among historians is noted by Stieg.[33] It may be, as Burchard[34] points out . . . . Stieg[35] has further noted . . .

In the citations:

32. CRANE, D. *Invisible colleges*. Chicago : Univ. of Chicago Press, 1972.

33. STIEG, MF. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

34. BURCHARD, JE. How humanists use a library. In *Intrex: report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965.

35. STIEG, ref 33, p. 556.

9.4. First element and date method

The first element and year of publication of the document cited are given in the text. If the first element occurs naturally in the text, the year follows in parentheses, but if

not, both the first element and year are given in parentheses. If necessary, page numbers may be given after the year within parentheses. If two or more documents have the same first element and year, they are distinguished by lower case letters (a, b, c, etc.), following the year within the parentheses.

The documents' references are set out in a list in the alphabetical order of the first elements, with the year of publication and lower-case letter, if any, immediately following the first element instead of later in the reference.

EXAMPLE:

In the text and citations:

> The notion of an invisible college has been explored in the sciences (Crane, 1972). Its absence among historians is noted by Stieg (1981, p. 556). It may be, as Burchard (1965, p. 219) points out . . .

In the list of bibliographic references:

> . . .
>
> BURCHARD, JE. 1965. How humanists use a library. In *Intrex: report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press.
>
> . . .
>
> CRANE, D. 1972. *Invisible colleges*. Chicago : Univ. of Chicago Press.
>
> . . .
>
> STIEG, MF. 1981. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

For items by more than two authors, the citation may be abbreviated, giving the surname of the first author only, followed by *"et al."*, provided that the abbreviated form does not result in an ambiguous correspondence between the citation and the list of bibliographic references.

If the list of bibliographic references contains more than one item by the same author (s) published in the same year, an alphabetic character (a, b, c, . . . etc.) shall be appended to the year of publication both in the citation and in the list of bibliographic references in order to ensure an accurate correspondence between the citation and the reference.

EXAMPLE:

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(Pasteur 1848a)
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Do you have comments or suggestions about ISO 690:1987?

ISO/TC 46/SC 9 welcomes comments and suggestions for future revisions of ISO 690. Although we may not reply to each message, suggestions will be kept on file for consideration during the next revision of this ISO standard.

Comments should be sent to:

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