SLOVENSKI STANDARD
SIST ISO 690-2:2003

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Informatika in dokumentacija - Bibliografske navedbe - 2. del: Elektronski dokumenti ali njihovi deli

Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof

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Information et documentation -- Références bibliographiques -- Partie 2: Documents électroniques, documents complets ou parties de documents

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INTERNATIONAL STANDARD

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Part 2:
Electronic documents or parts thereof

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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International Standard ISO 690-2 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

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ISO 690 consists of the following parts, under the general title *Information and documentation — Bibliographic references*:

— ISO 690: *Documentation — Bibliographic references — Content, form and structure*

NOTE — ISO 690 will be revised as ISO 690-1.

— *Part 2: Electronic documents or parts thereof*

Annex A of this part of ISO 690 is for information only.

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Introduction

An increasing number of publications and other documents are appearing in electronic form and are created, maintained, and disseminated on a computer system. An electronic document may be fixed and unchangeable, or it may take advantage of its computer environment to allow modifications in both form and content. An electronic document may or may not have a paper or other form of equivalent. In spite of the complexity of these documents, scholars, researchers, and others need to create references to these electronic resources in order to document their research. This part of ISO 690 provides guidance on the creation of those bibliographic references.

Although an electronic document may stylistically resemble a print publication (such as a monograph, a serial, or an article or chapter), the physical characteristics inherent in printed publications may not appear in the electronic form. For instance, the existence of volumes, issues, and pages is essential to print formats, but not to electronic ones. A growing amount of scholarly communication through large telecommunications networks seems to fall somewhere between published articles and personal correspondence. Features that allow a user to move at will from one point in an electronic document to another point, or even to another document, add a complication not found in the traditional linear nature of print formats.

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Although a correspondence may be made between some print publications and some electronic documents, electronic documents have their own identity as computer programs, databases, files, or records which exist in a machine-readable format, such as online, on CD-ROM, on magnetic tape, on disk, or on another electronic storage medium. Bibliographic references to these electronic documents must reflect that identity, not one of paper surrogates.

New formats and technologies for electronic documents will continue to develop. As such developments evolve into widespread international usage, this part of ISO 690 will be amended, where necessary, to accommodate new forms and features of electronic documents.

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Information and documentation — Bibliographic references —

Part 2:
Electronic documents or parts thereof

1 Scope

This part of ISO 690 specifies the elements to be included in bibliographic references to electronic 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 electronic document.

This part of ISO 690 is intended for use by authors and editors in the compilation of references to electronic documents 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 analytic bibliographers, indexers, etc.

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2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 690. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 690 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

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ISO 4:1984, *Documentation -- Rules for the abbreviation of title words and titles of publications.*

ISO 639:1988, *Code for the representation of names of languages.*

ISO 690:1987, *Documentation -- Bibliographic references -- Content, form and structure.*

ISO 832:1994, *Information and documentation -- Bibliographic description and references -- Rules for the abbreviation of bibliographic terms.*

ISO 8601:1988, *Date elements and interchange formats -- Information interchange -- Representation of dates and times.*

3 Definitions

For the purposes of this part of ISO 690, the following definitions apply.

3.1 **author**: Person or corporate body responsible for the intellectual or artistic content of a document. [ISO 690:1987]

(French term: auteur)

3.2 **bulletin board**: Computer system in which information and messages concerning a given topic or topics are made available for viewing by remote users who access the system.

(French term: babillard électronique)

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3.3 computer program: Schedule or plan that specifies actions expressed in a form suitable for execution by a computer. [ISO/TR 9544:1988]

(French term: programme informatique)

3.4 contribution: Independent unit forming part of a document. [Adapted from ISO 690:1987]

(French term: contribution)

3.5 database: Collection of data objects stored together, in electronic form, according to one schema and made accessible by computer.

NOTE - Some databases, or files within a database, may also constitute a monograph or serial publication. In cases where it can be readily determined that a specific electronic document is a monograph or serial, those terms should normally be preferred over the broader term "database".

(French term: base de données)

3.6 discussion list: Discussion group on a given topic or topics that takes place over a computer network among subscribers to an electronic mailing list and in which the contributions from individual participants are sent automatically as electronic messages to the entire list of subscribers.

(French term: forum de discussion)

3.7 document: Recorded information which can be treated as a unit in a documentation process regardless of its physical form and characteristics. [Adapted from ISO 5127/1:1983]

(French term: document)

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3.8 edition: Whole set of copies of a document whose data corresponds in all respects to a single copy used as a master (see also: **version**).

(French term: édition)

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3.9 electronic document: Document existing in an electronic form to be accessed by computer technology.

(French term: document électronique)

3.10 electronic message system: System that transmits messages in electronic form over a communications network of computers.

(French term: système de communication électronique)

3.11 file: Organized collection of data, usually comprising related records.

(French term: fichier)

3.12 host document: Document containing contributions or separately identifiable component parts that are not physically or bibliographically independent. [ISO 690:1987]

(French term: document hôte)

3.13 monograph: Non-serial bibliographic item, i.e. an item either complete in one part or complete (or intended to be completed) in a finite number of separate parts. [ISO 690:1987]

(French term: monographie)

3.14 publisher: Person or organization responsible for the production and dissemination of a document. [ISO 5127/3a:1981]

(French term: éditeur)

3.15 record: Group of data usually treated as a unit; subset of a file.

(French term: enregistrement)

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3.16 **serial:** Publication, in any medium, issued in successive parts, usually having numeric or chronological designations, and intended to be continued indefinitely. [Adapted from ISO 3297:1986]

(French term: publication en série)

3.17 **title:** Word or phrase, usually appearing on the document, by which it is convenient to refer to it, which may be used to identify it, and which often (though not invariably) distinguishes it from any other document. [ISO 690:1987]

(French term: titre)

3.18 **version:** Form of a document which has been modified without changing the identity of the document (see also: **edition**).

(French term: version)

4 Sources of information

The principal source of data contained in a reference is the item itself. The elements of the reference come from the electronic document itself or from accompanying documentation; in no case shall the reference require information that is not available from the source consulted.

The data recorded in the reference shall refer to the specific copy of the document that was seen or used. For example, the data in a bibliographic reference to a document on the Internet shall reflect the title, dates, location information, etc. for the particular version that was seen and the particular network location from which that version was accessed.

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The preferred source of data within the item is the screen that displays the title or its equivalent (e.g., the initial screen display that follows sign-on or that carries the copyright notice). If the electronic document lacks such a screen, the necessary data may be taken from an alternative source, such as accompanying documentation or the container.

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5 Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references to electronic documents and to establish a standard order or sequence for the presentation of those elements. The outlines cover references to databases, computer programs, electronic monographs, serials, bulletin boards and other electronic message systems, and parts of or contributions thereto. The same general framework applies to all these documents but those that have characteristics which are peculiar to their form of publication are dealt with in separate sections.

Required and optional bibliographic elements are indicated as such in parentheses following the name of the element.

Elements are required only if they are applicable to the item being cited and the information is readily available from the document itself or its accompanying material. It is recommended that elements listed as optional should also be included in the reference if the information is readily available.

Specifications relating to each of the elements listed in these outlines are given in clause 7.

5.1 Electronic monographs, databases and computer programs

5.1.1 Entire document

Element:

Primary responsibility (*Required*)

Title (*Required*)