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Bibliographic references and source identifiers for terminology work

Références bibliographiques et indicatifs de source pour les travaux terminologiques

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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.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. 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.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 12615 was prepared by Technical Committee ISO/TC 37, *Terminology and other language resources*, Subcommittee SC 2, *Terminology and lexicography*.

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Introduction

The recording, storing and exchange of bibliographic data on sources requires a coherent methodology of bibliographic description and coding. A number of documentation standards deal with closely related matters, but none cover the specific requirements that are unique to terminology work and terminography. This International Standard employs the methodology for formulation of bibliographic references given in ISO 690 and ISO 690-2.

ISO 690 and ISO 690-2 are 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. An important part of the work of terminologists involves identifying the terminology content of documents for subsequent use, extracting and analysing such terminology content, and in identifying the bibliographic source that has been the basis of their decisions. The manner of representing bibliographic information described in ISO 690 and ISO 690-2 is convenient for this purpose. The most obvious application is in the assemblage of terminological data where the focus is the term or concept. In this context, the bibliographic source is just one of the categories of information to be included.

This International Standard provides explanatory material and additional specifications for use when referring to bibliographic sources in terminology work. The structure proposed for bibliographic references is then used to demonstrate an abridged system of coding that can be used to avoid unnecessary repetition of complete references.

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Bibliographic references and source identifiers for terminology work

1   Scope

This International Standard applies to the recording, storing and exchange of information on bibliographic sources for terminological work and terminography. It specifies the data elements to be included in bibliographic references for terminology work. These references can be used as data categories in computer applications in terminology or in presenting bibliographies and lists of references accompanying other textual matter, and citations in journal articles. This International Standard does not apply to bibliographic descriptions that record and identify documents and are used by librarians, bibliographers and indexers.

This International Standard also describes source identifiers for different types of bibliographical references and their use. It indicates how the data elements from the bibliographic reference can be reflected in a source identifier, and how its constituent parts can be assembled to provide a unique identifier.

This International Standard will facilitate the following:

— identifying, tracing and validating terminological data and other language resources;

— cross-referencing to documents containing terminological data;

— data flow management in networking and other cooperative work in terminology documentation and terminography;

— exchange of terminological data;

— preparation of technical documents;

— carrying out of individual projects of terminology and terminography.

This International Standard does not take into account needs for a simpler approach that could be fulfilled by ISO 15836.

2   Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 639-1:2002, *Codes for the representation of names of languages — Part 1: Alpha-2 code*

ISO 639-2:1998, *Codes for the representation of names of languages — Part 2: Alpha-3 code*

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

ISO 690-2:1997, *Information and documentation — Bibliographic references — Part 2: Electronic documents or parts thereof*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 2108:1992, *Information and documentation — International standard book numbering (ISBN)*

ISO 3166-1:1997, *Codes for the representation of names of countries and their subdivisions — Part 1: Country codes*

ISO 3166-2:1998, *Codes for the representation of names of countries and their subdivisions — Part 2: Country subdivision code*

ISO 3166-3:1999, *Codes for the representation of names of countries and their subdivisions — Part 3: Code for formerly used names of countries*

ISO 3297:1998, *Information and documentation — International standard serial number (ISSN)*

3 Terms, definitions and abbreviations

3.1 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087-1 and ISO 1087-2 and the following apply.

3.1.1
document
recorded information together with the medium on which it has been recorded

3.1.2
computer 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

NOTE   Adapted from ISO 690-2:1997.

3.1.3
computer program
schedule or plan that specifies actions expressed in a form suitable for execution by a computer

[ISO 690-2:1997]

3.1.4
contribution
independent unit forming part of a **document** (3.1.1)

[ISO 690-2:1997]

3.1.5
electronic 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

NOTE   Adapted from ISO 690-2:1997.

3.1.6
ephemeral material
documents (3.1.1) with a purpose that is temporary or that passes away with time

3.1.7
host document
document (3.1.1) containing contributions or separately identifiable component parts which are not physically or bibliographically independent

[ISO 690:1987]

3.1.8
monograph
a 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]

3.1.9
serial
a publication in print or in non-print form issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever the periodicity

[ISO 690:1987]

3.1.10
translation
derivative **document** (3.1.1) presenting, in another language, the equivalent of a text

3.1.11
bibliographic reference
description of a **document** (3.1.1), or of part of a **document** (3.1.1), sufficiently precise and detailed to identify it and enable it to be located

NOTE   When listed in a document which cites the work in question, the bibliographic references are usually headed "References".

3.1.12
record
set of data elements treated as a unit

3.1.13
title
word or phrase usually appearing on the **document** (3.1.1), 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** (3.1.1)

[ISO 690-2:1997]

3.1.14
author
person or corporate body responsible for the intellectual or artistic content of a **document** (3.1.1)

3.1.15
bibliography
systematic description and listing of **documents** (3.1.1), especially when reasonably comprehensive in its context

3.1.16
citation
bibliographic reference (3.1.11) linked systematically to a text which quotes or refers to the work that the reference identifies

3.2   Abbreviations

ISBN   International Standard Book Number

ISSN   International Standard Serial Number

SICI   Serial item and contribution identifier

XML   eXtensible Markup Language

4   Forms of publications

Terminologists make use of a variety of bibliographic source materials. Terminological data collections, such as dictionaries and glossaries, are of particular interest. Frequently, the terminologist is only interested in part of a particular publication (e.g. a hidden glossary or index). The reference needs to highlight the information that is relevant to terminology work, and give less detail on other matters.

The following are the forms of publication in which most terminological information is found:

— monographs (in full, or from a contribution thereto);

— serials (in full, or from a contribution thereto);

— standards, in particular terminology standards;

— laws and regulations;

— ephemeral non-electronic material;

— acoustic information (speech and sound recordings);

— computer programs;

— electronic sources, such as terminological and other databases, terminologies published in electronic form, serials published in electronic form, electronic message systems and individual electronic messages.

5   Use of bibliographic references and source identifiers in terminology work

5.1   General

The variety of applications means that, in practice, different methods and levels of detail are used to record bibliographic information on terminology sources. Whatever the form of the information and the manner of presentation of the bibliographic reference, the level of detail shall be appropriate to the use, the conventions shall be followed strictly, and the information shall be recorded as accurately as possible.

The level of detail shall be sufficient to clearly and unambiguously identify the bibliographic source which is being cited. For each publication source type, the sequence in which the constituent parts are presented shall always be the same.

5.2 Bibliographic references

Bibliographic references are most commonly used as follows:

— for recording the bibliographic source in a computer application in terminology;

— for a manual purpose analogous to the computer application above;

— for presenting lists of references (e.g. bibliographies in support of other textual matter, citations in journal articles).

5.3 Source references

Source identifiers are most commonly used for the following:

— the source identifier data category in computer applications in terminology;

— manual purposes analogous to the computer application above.

6 Bibliographic references

6.1 General

The basic content, form and structure of bibliographic references shall be in accordance with ISO 690 or ISO 690-2. These International Standards, the first dealing with documents in general and the second with electronic documents, identify the elements of bibliographic references for various document types and establish a standard order or sequence for the presentation of those elements. Examples of bibliographic references for all document types are given in Annex A. In the tabulations of bibliographic reference elements according to ISO 690 and ISO 690-2, optional bibliographic reference elements are shown in italics, and required bibliographic reference elements are shown in medium text. ISO 690 and ISO 690-2 do not include notes concerning bibliographic reference elements for some fields, although this may be needed for terminology work. A note has been added as an optional field in appropriate cases.

Other clauses of ISO 690 and ISO 690-2 specify general conventions for the data included in the bibliographic references. Where options are provided and it is possible to make a recommendation that is appropriate to terminology work, this is given in 6.3.

6.2 Document types

6.2.1 Standards

ISO 690 does not identify standards as a document type, and the standards bodies have established their own method of referring to standards publications which does not conform to the recommendations for monographs and serials. A standards identifier is employed which consists of the standard number (followed by the part) plus the date (e.g. ISO 2709:1996). A reference to a specific subdivision or other numbered element of the text follows the date, after a comma (e.g. BS 4884-3:1993, Figure 1). In standards publications, normative references are cited by identifier or title as appropriate, and informative references are cited by the identifier followed by the title.

For bibliographical references in terminology work, the elements shall be the following:

— standards identifier (required);

— title (optional).