SLOVENSKI STANDARD
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SIST ISO 690:1996
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Informatika in dokumentacija - Smernice za bibliografske navedbe in citiranje virov informacij

Information and documentation - Guidelines for bibliographic references and citations to information resources

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Information et documentation - Lignes directrices pour les références bibliographiques et les citations de ressources d'information

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Information and documentation — Guidelines for bibliographic references and citations to information resources

Information et documentation — Principes directeurs pour la rédaction des références bibliographiques et des citations des ressources d'information

ISO 690:2010(E)

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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 690 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

This third edition cancels and replaces the second edition of ISO 690:1987 and the first edition of ISO 690-2:1997 of which the entire texts have been amalgamated and technically revised.

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INTERNATIONAL STANDARD

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Information and documentation — Guidelines for bibliographic references and citations to information resources

1 Scope

This International Standard gives guidelines for the preparation of bibliographic references. It also gives guidelines for the preparation of citations in Latin scripts in works that are not themselves primarily bibliographical. It is applicable to bibliographic references and citations to all kinds of information resources, including but not limited to monographs, serials, contributions, patents, cartographic materials, electronic information resources (including computer software and databases), music, recorded sound, prints, photographs, graphic and audiovisual works, and moving images. It is not applicable to machine-parsable citations. It is also not applicable to legal citations, which have their own standards.

This International Standard does not prescribe a particular style of reference or citation. The examples used in this International Standard are not prescriptive as to style and punctuation.

Annexes A and B make reference to the relevant clause(s) of this International Standard which explain the requirements for referencing or citing printed and electronic information resources. Annex C gives examples of bibliographic references that comply with this International Standard.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1
call number
reference provided to enable the custodian to locate a resource within a repository

2.2
citation
indication within the text or other form of content of a relevant reference

2.3
computer program
schedule or plan that specifies actions expressed in a form suitable for execution by a computer

[ISO/TR 9544:1988]

2.4
contribution
item provided by a creator to form part of a host resource from several creators

EXAMPLE   An article in a serial.

2.5
creator
entity primarily responsible for making the resource

[ISO 15836:2009]

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2.6
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, can also constitute a monograph or serial publication. In cases where it can readily be determined that a specific electronic resource is a monograph or serial, those terms are preferred over the broader term "database".

2.7
graphic works
graphics such as photographs (including negatives and transparencies), engravings, prints, drawings, wall charts, etc.

2.8
key title
unique name for a continuing resource, established by the ISSN Network and inseparably linked with its ISSN

[ISO 3297:2007]

2.9
landscape
orientation of a page with the longer edge running horizontally when it is in reading position

2.10
map series
number of related map sheets designed to form a single group, normally distinguishable by such common characteristics as a collective title, a sheet-numbering system and the same scale

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NOTE   Normally a map series is the work of one mapping agency.

2.11
map height
vertical measurement of a map when the map is in reading position

2.12
map series designation
coded numeric or alphanumeric identification applied to a map sheet, a map series or an atlas by the publisher

2.13
monograph
publication in print or non-print form, complete in itself or intended to be completed in a finite number of parts

2.14
neat line
a line separating the body of a map from the map margin

2.15
reference
data describing a resource or part thereof, sufficiently precise and detailed to identify it and to enable it to be located

NOTE   A reference can be: part of a list of information resources; the heading of an abstract or a critical review; a note appended to a text, either at the foot of the page or at the end of a text; or a statement embodied in the text.

2.16
serial
publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever the periodicity

NOTE   Serials can include periodicals, journals, newspapers, annuals, etc.

2.17
series
group of monographs, serials or other publications sharing a common title, and possibly numbered

3   Basic principles for creating references

3.1   The information included in a reference should be sufficient to clearly identify the material being cited.

3.2   The creator of the reference should determine the appropriate level of specificity at which the reference is made (e.g. to an entire document or to a specific part of a document) based on the purposes of the citation and the use that was made of the material being cited.

3.3   The data included in a reference should, whenever possible, be taken from the information resource being cited.

3.4   The data recorded in the reference should reflect the specific copy or instance of the document that was used. For online documents that are subject to change, such data include the network location of the particular version that was used and the date on which the document was accessed.

3.5   A uniform style, format and punctuation scheme shall be used for all references in a document, regardless of the particular style guide being used.

4   Elements of a reference

4.1   Sources of data

4.1.1   General

The data used in a reference should, if possible, be taken from the cited information resource itself. An eye-readable source of data should be preferred to any other. Where possible, the text of machine-readable, microform or audiovisual sources should be viewed to verify the elements of the reference. Data that are taken from a source other than the item itself should be recorded in brackets.

Suitable sources of data for the reference, in order of preference, are the following:

a)   title page or equivalent, such as title screen, home page, disc label, map face;

b)   verso of title page, header, etc.;

c)   cover or label permanently associated with the item, including captions on graphic works, microfiche headers, etc.;

d)   container;

e)   accompanying documentation, e.g. explanatory leaflet or manual.

If any element of data appears in different forms in different places on the item, the form appearing most prominently in the preferred source should be used unless that source is obviously incorrect, e.g. an incorrect label has been attached.

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4.1.2 Data supplied from other sources

Any information that does not appear in the cited information resource, but is supplied by the citer, should be enclosed in brackets.

4.2 Transliteration

Any element in a non-Roman alphabet may be transliterated or romanized in accordance with the appropriate International Standard.

4.3 Abbreviation

Generally accepted bibliographic terms should be abbreviated in accordance with the rules established in ISO 832.

Other abbreviations should be avoided, except as provided in 5.3.4 for patents, in 6.3.4 for series titles, in 15.7.1 for graphic works and in A.4.2 for running notes.

4.4 Punctuation and typography

A consistent system of punctuation and typography should be used throughout a list of references. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface.

NOTE   In order to emphasize the importance of consistency a uniform scheme of punctuation is used in the examples in this International Standard. The scheme is purely illustrative and does not form part of the recommendations.

4.5 Order of elements

The usual order of elements in a reference is as follows:

a)   name(s) of creator(s), if available;

b)   title;

c)   medium designation, if necessary;

d)   edition;

e)   production information (place and publisher);

f)   date [in the name and date system (see Annex A), the year should not normally be repeated in this location unless a fuller date is necessary (e.g. for a serial)];

g)   series title, if applicable;

h)   numeration within the item;

i)   standard identifier(s), if applicable;

j)   availability, access or location information;

k)   additional general information.

If the name and date system, commonly referred to as the Harvard system (see Annex A), is being applied, the year element is inserted after the creator.

EXAMPLE   CRANE, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.

Annex B illustrates the application of this recommendation in particular circumstances related to serials, monographs, contributions and special categories of information resource.

5 Creator

5.1 Selection

The persons (see 5.2) or organizations (see 5.3) shown most prominently in the preferred source (see 4.1) as responsible for the content of the cited item, in its published form, should be given as creator. The creator's role varies from one type of information resource to another. If there is no obvious creator, one should be selected from the following roles, listed in order of preference:

a) author, composer, librettist, mapping agency, surveyor, cartographer, copyist, system designer of software, patentee, patent applicant, artist, photographer, draughtsman, graphic designer;

b) conductor, performer of music, drama, etc., director of films, inventor;

c) compiler, editor, reviser;

d) translator, engraver, photographer of another creator's work, copyist, arranger, software programmer;

e) publisher, online information provider, production company;

f) distributor, online host.

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For cited information resources containing a number of contributors, a role with which a single creator is associated should be preferred to any role with which several creators are associated (see also 5.4.3).

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EXAMPLE 1   AYMARD, Maurice, ed. Dutch capitalism and world capitalism. In: *Studies in Modern Capitalism*. New York: Cambridge University Press, 1982, pp. 78-96.

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https://standards.iteh.ai/catalog/standards/sist/6ea90bea-8d81-e7d4-44de-a224-
eb47d1763c77/sist-iso-690-2010

EXAMPLE 2   BRITTEN, Benjamin. *Eight folk song arrangements for high voice and harp*. Osian ELLIS (Ed). London: Faber Music, 1980.

EXAMPLE 3   KING'S SINGERS. *Christmas with the King's Singers: six arrangements for mixed voices*. London: Chappell Music, 1981.

5.2 Personal names

5.2.1 General

Names of creators should normally be given in the form in which they appear in the preferred source (but see 5.2.2), transliterated if necessary (see 4.2).

Forenames or other secondary elements should be given after the surname, if at the beginning of the reference.

EXAMPLE 1   BACH, C.P.E.

EXAMPLE 2   DÜRER, Albrecht.

EXAMPLE 3   FOWLER, H.W.

EXAMPLE 4   GORDON, Dexter.

EXAMPLE 5   RAMON Y CAJAL, Santiago.