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Documentation — Bibliographic references — Content, form and structure

Documentation — Références bibliographiques — Contenu, forme et structure

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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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 690 was prepared by Technical Committee ISO/TC 46, *Documentation*.

This second edition cancels and replaces the first edition (ISO 690 : 1975), of which it constitutes a technical revision and ISO 3388 : 1977 which it incorporates.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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Documentation — Bibliographic references — Content, form and structure

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.

2 References

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

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 832, *Documentation — Bibliographic references — Abbreviations of typical words.*

ISO 843/R, *Documentation — Transliteration of Greek characters into Latin characters.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 3166, *Codes for the representation of names of countries.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*

ISO 5123, *Documentation — Headers for microfiche of monographs and serials.*

ISO 5127, *Documentation and information — Vocabulary*

ISO 7098, *Documentation — Romanization of Chinese.*

World Intellectual Property Organization. *Patent information and documentation handbook.* Geneva : World Intellectual Property Organization, 1981-1983.

3 Definitions

For the purposes of this International Standard, the following definitions apply.

3.1 author : Person or corporate body responsible for the intellectual or artistic content of a document (see 7.1.1).

3.2 chapter : Numbered and/or titled division of a written document which is generally self-sufficient but stands in relation to the divisions that precede and/or follow it.

3.3 contribution : Independent text forming a part of a publication.

3.4 edition : Whole set of copies of a document produced from one composition or from a single copy used as a master.

NOTE — An edition may include several impressions in which small changes are made or several issues in which changes occur.

3.5 host document : Document containing contributions or separately identifiable component parts which are not physically or bibliographically independent.

3.6 key-title : The name given to a serial in the International Serials Data System (ISDS).

3.7 microfiche header : Inscription, readable without magnification, placed at the top of the microfiche to identify its contents.

3.8 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.

3.9 patent document : Specification published officially defining an invention and which is used in obtaining or substantiating patent rights.

NOTE — Such documents include inventor's certificates, utility models or certificates, applications therefor, etc.

3.10 publication : Document usually published in multiple copies, and offered for general distribution.

3.11 publisher : Person or organization responsible for the production and dissemination of a document.

3.12 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.

NOTE — Serials include periodicals, newspapers, annuals, series of reports and transactions of institutions, series of conference proceedings and series of monographs.

3.13 subtitle : Word or phrase completing the title proper of a document appearing on the title page or on its equivalent.

3.14 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.

4 Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references and to establish a standard order or sequence for the presentation of those elements. The outlines address separately references to monographs, serials, chapters, articles, etc., and patent documents, all of which follow the same general framework, but each of which has characteristics peculiar to the form of publication. In all six outlines the elements presented in roman type constitute the basic reference. It is essential that these elements be included whenever applicable to the item being identified. Elements presented in italics are optional and may be included or omitted in accordance with the general level of detail established for the reference list, or with the characteristics of the particular item being identified.

4.1 Monographs

Element :	Example :
Primary responsibility	LOMINADZE, DG.
Title	<i>Cyclotron waves in plasma.</i>
<i>Subordinate responsibility</i>	Translated by AN. Dellis; edited by SM. Hamberger.
Edition	1st ed.
Publication (<i>place, publisher</i>)	Oxford : Pergamon Press,
year	1981.

<i>Extent</i>	206 p.
<i>Series</i>	International series in natural philosophy.
<i>Notes</i>	Translation of : Ciklotronnye volny v plazme.
Standard number	ISBN 0-08-021680-3

Example :

LOMINADZE, DG. *Cyclotron waves in plasma*. Translated by AN. Dellis; edited by SM. Hamberger. 1st ed. Oxford : Pergamon Press, 1981. 206 p. International series in natural philosophy. Translation of : Ciklotronnye volny v plazme. ISBN 0-08-021680-3.

4.2 Serials

Element :	Example :
Title	<i>Communications equipment manufacturers.</i>
Responsibility	Manufacturing and Primary Industries Division, Statistics Canada.
Edition	Preliminary edition.
Issue designation (dates and/or numbers)	1970- .
Publication (<i>place, publisher</i>)	Ottawa : Statistics Canada,
year	1971- .
<i>Series</i>	Annual census of manufacturers.
<i>Notes</i>	Text in English and French.
Standard number	ISSN 0700-0758

Communications equipment manufacturers. Manufacturing and Primary Industries Division, Statistics Canada. Preliminary Edition. 1970- . Ottawa : Statistics Canada, 1971- . Annual census of manufacturers. Text in English and French. ISSN 0700-0758.

4.3 Parts of or contributions to monographs

4.3.1 Parts of monographs

Element :	Example :
Primary responsibility	PARKER, TJ. and HASWELL, WD.
Title of host	<i>A text-book of zoology</i>
Edition	5th ed.
Numeration of part	Vol. 1.
<i>Subordinate responsibility</i>	revised by WD. Lang.
Publication (<i>place, publisher</i>)	London : Macmillan,
year	1930
Location within host	Section 12, Phylum Mollusca, p. 663-782.

Example :

PARKER, TJ. and HASWELL, WD. *A text-book of zoology*. 5th ed., vol 1. revised by WD. Lang. London : Macmillan, 1930. Section 12, Phylum Mollusca, p. 663-782.

4.3.2 Contributions to monographs

Element :	Example :
for contribution :	
Primary responsibility Title	WRIGLEY, EA. Parish registers and the historian. In
for host :	
Primary responsibility Title	STEEL, DJ. <i>National index of parish registers.</i>
Edition Publication (<i>place, publisher</i>) year Location within host	London : Society of Genealogists, 1968 vol. 1, p. 155-167.
Example :	
WRIGLEY, EA. Parish registers and the historian. In STEEL, DJ. <i>National index of parish registers</i> . London : Society of Genealogists, 1968, vol. 1, p. 155-167.	

4.4 Articles, etc., in serials

Element :	Example :
Primary responsibility Title	WEAVER, William The collectors : command performances.
<i>Subordinate responsibility</i>	Photography by Robert Emmett Bright <i>Architectural digest.</i>
Title of host document Edition Location within host :	
Year, issue designation, pagination of the part	December 1985, vol. 42, no. 12, p. 126-133
Example :	
WEAVER, William. The collectors : command performances. Photography by Robert Emmett Bright. <i>Architectural Digest</i> , December 1985, vol. 42, no. 12, p. 126-133.	

4.5 Patent documents

Element :	Example :
<i>Primary responsibility</i> (applicant) <i>Title of the invention</i>	Carl Zeiss Jena, VEB <i>Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes.</i>
<i>Subordinate responsibility</i>	Erfinder : W. FEIST, C. WAHNERT, E. FEISTAUER. Int. Cl. ³ G02 B 27/14.
Notes	
Document identifier :	
Country or issuing office	Schweiz
Kind of patent document	Patentschrift,
Number	608 626.

Date of publication of
cited document 1979-01-15

Example :

CARL ZEISS JENA, VEB. *Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes*. Erfinder : W. FEIST, C. WAHNERT, E. FEISTAUER. Int. Cl.³ : G02 B 27/14. *Schweiz Patentschrift*, 608 626. 1979-01-15.

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.

6.1 Transliteration or romanization

Data derived from the source shall be transliterated or romanized in accordance with the appropriate International Standard.

The transliterated form may either replace the form in the original script, or be added to it, enclosed in square brackets.

Examples :

- a) Medicinska akademija, or
- b) Медицинска академия [Medicinska akademija].

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.

Names of states, provinces, countries, etc., added to local place names in the publication element (see 7.6.2) or to the names of corporate bodies as qualifiers (see 7.1.3) may be abbreviated in accordance with accepted practice. Names of states, provinces or countries shall be abbreviated using the alpha-2 or alpha-3 codes from ISO 3166.

Titles of serials shall be abbreviated in accordance with ISO 4 provided that there is no ambiguity.

Other words and terms typically used in bibliographic references shall be abbreviated in accordance with ISO 832.

For patent documents the name of the country or issuing patenting authority may be abbreviated according to the WIPO ST. 3 code.¹⁾

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 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. 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 :

- a) CRANE, R[onald] S.
- b) EPPMA (Expanded Polystyrene Product Manufacturers' Association).
- c) 1966 [i.e. 1969].

- d) Trinity College (Cambridge).
- e) Trinity College (Dublin).

7 Specification of elements

7.1 Primary responsibility

7.1.1 Persons and corporate bodies

Primary responsibility in the case of textual works is normally that of the author (3.1). For other types of work, it may be that of artists, composers, etc. In the case of patent documents, it is considered to be the patent applicant or proprietor (patentee). Corporate bodies may be treated as having primary responsibility when the work reflects the collective thought or activity of the body (for example, reports of committees, proceedings of conferences, etc.) or when the work is essentially administrative in nature (policy manuals, directories, catalogues of corporate holdings, etc.).

Names of editors of items consisting of several works derived from various sources or contributions by several authors may be treated in the "Primary responsibility" element, provided that the editor is named prominently in the source. In such cases the abbreviation "ed." or its equivalent should normally be added in parentheses following the name.

Notwithstanding the above, for all serials the first element shall be the "Title"; a name associated with the serial may be included in the element following the title.

7.1.2 Presentation of the names

Names included in the "Primary responsibility" element shall be recorded as given in the source, but inverted, if necessary, so that the portion of the name given first is the portion under which the name would normally be entered in a library catalogue, bibliography, directory, etc. Forenames or other secondary elements should be given after the surname.

Examples :

- a) HALDANE, JBS.
- b) MEYER-UHLENRIED, Karl-Heinrich
- c) DE LA MARE, Walter

7.1.3 Corporate bodies

The name of a corporate body appearing in this element (see 7.1.1) shall be recorded as given in the source. If the name of the body responsible implies subordination to a larger body, the name of that body shall be given, together with any intermediate levels essential to the identification of the responsible organization. A subordinate body should appear under its own name if it has specific functions of its own and the full

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1) World Intellectual Property Organization. *Patent information and documentation handbook*. Geneva : WIPO, 1981-83.

significance of its name is independent of the parent body. For government departments, the name of the country may be given.

Examples :

- a) Academia scientiarum fennica
- b) Unesco
- c) Imperial Chemical Industries. Paint Division
- d) France. Ministère des transports

The name of the city in which the corporate body is located, the jurisdiction within which it operates, an institution with which it is associated, etc. should be added, usually in parentheses, as a qualifying term following the name of the corporate body if the identity of the body would otherwise be ambiguous or obscure.

Examples :

- a) Koninklijke bibliotheek (s'Gravenhage)
- b) Koninklijke bibliotheek (Brussels)
- c) National Research Council (Canada)
- d) National Research Council (US)
- e) Newman Club (Brooklyn College)
- f) Newman Club (University of Maryland)

7.1.4 Two or three names

If there is more than one name, the name appearing most prominently shall be recorded first. If the names are given equal prominence, the name appearing first shall be recorded first. If no more than three persons or corporate bodies share principal responsibility for the work, the names of both or all three should be included.

Example :

ADLER, JH., SCHLESINGER, ER., and WESTERBORG, E.
van

7.1.5 More than three names

If there are more than three names, only the first, or the first two or three, need be recorded. The others may be omitted. If one or more names are omitted, the abbreviation "*et al.*" (*et alii*) or its equivalent shall be added following the last name recorded.

Example :

HARKINS, William A., *et al.*

7.1.6 Primary responsibility unknown

If the person or body primarily responsible for the work is not given in the item and cannot be reliably determined from other

sources, this element shall be omitted and the title shall be the first element of the reference. The term "Anonymous" shall not be used as a substitute for the name of an unknown author.

7.2 Title

7.2.1 Presentation

The title shall be recorded as given in the source, applying, as necessary, the conventions established for transliteration, abbreviation, capitalization, etc. given in clause 6.

Examples :

- a) Fungi pathogenic to man (monograph title)
- b) Estudios Franciscanos (serial title)
- c) J. Am. Ceram. Soc. (serial title)

7.2.2 Translation

A translation of the title may be added, enclosed in square brackets, following the title as given in the source.

Example :

Zarys dziejow bibliografii w Polsce [Outline of the history of bibliography in Poland].

7.2.3 More than one title

If more than one title appears in the source, or if the title appears in more than one language, the title or language form that is most prominent shall be recorded. If the titles are given equal prominence, the title appearing first shall be recorded.

7.2.4 Subtitle

A subtitle or other title-related data may be recorded if it is considered useful for purposes of clarification or identification.

Examples :

- a) Shetland sanctuary : birds on the Isle of Noss
- b) Criticism : the major texts

7.2.5 Abridgement

A long title or subtitle may be abridged, provided that there is no loss of essential data. The omission should not be made at the beginning of the title. All omissions shall be indicated by an ellipsis "...".

7.2.6 Key-title

In references to serials, the key-title, when indicated as such on the source, may be substituted for the title.