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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

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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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

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. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.
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 Prepared by Technical Committee ISO/TC 46, Information and documentation,
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This fourth edition cancels and replaces the third edition of ISO 690:2010, which has been technically revised and updated.

Any feedback of questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

This document contains many URL-based links to Web resources. Persistence of such links cannot be guaranteed in the long term. If a resource has disappeared or if it seems that it may have changed significantly, readers are advised to retrieve the linked content from a Web archive.

Citing information resources used as sources is essential for science. Citation guidelines published by universities^a, and a web site dedicated to the prevention of plagiarism cover this topic well^b.

^a e.g. <https://pr.princeton.edu/pub/integrity/pages/cite/>, <https://integrity.mit.edu/handbook/citing-your-sources/avoiding-plagiarism-cite-your-source>

^b <https://www.plagiarism.org/>

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

1 Scope

This document provides guidelines for the preparation of bibliographic references. It also gives guidelines for the preparation of citations 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 within monographs and serials, patents, cartographic materials and diverse electronic resources (including research datasets, databases, programs and applications, web archives and social media, music, recorded sound, prints, photographs, graphic and audio-visual materials, archival sources and moving images).

This document does not specify a data model for machine-readable citations, although such specification may be added to a later edition of this document.

Guidelines for legal citations, such as for references to cases, statutes or treatises, are not addressed in this document, since such guidelines are country-specific³.

Making recommendations as regards what kind of information resources may or may not be cited, or describing the risks involved with e.g. citing social media, is not within the scope of this document⁴.

Providing the reasons for importance of citations in science is not within the scope of this document. A few examples of sources which should always be cited are given in Clause 5.

Annex A refers to the relevant clauses of this document which explain the requirements for referencing or citing printed and electronic documents. Annex B specifies practices for referencing archived Web information resources. <https://standards.iteh.ai/catalog/standards/sist/10311509-2adb-4be0-8ef9-bc4e046ca05c/iso-dis-690>

This document does not mandate a specific citation style and does not indicate any preference of a citation style over another. In this document, the numeric citation system (A.3) is used for displaying references.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements 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 4, *Information and documentation - Rules for the abbreviation of title words and titles of publications*

ISO 216, *Writing paper and certain classes of printed matter - Trimmed sizes - A and B series, and indication of machine direction*

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

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

³For example, the ALWD Guide to Legal Citation, and Bluebook, are commonly used in the USA depending on jurisdiction acceptance.

⁴Academic institutions or scientific publishers may not accept references for some information resources such as Wikipedia articles for research papers and other scientific documents.

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

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

ISO 5127:2017, *Information and documentation - Foundation and vocabulary*

ISO 8601-1, *Date and time - Representations for information interchange - Part 1: Basic rules*

ISO 8601-2, *Date and time - Representations for information interchange - Part 2: Extensions*

3 Terms and definitions

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

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at <http://www.iso.org/obp>

— IEC Electropedia: available at <http://www.electropedia.org>

3.1

application

software or a program that is specific to the solution of an application problem

[SOURCE: ISO/IEC 20944-1:2013]

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3.2

ARK

Archival resource key

persistent identifier (3.30) to identify objects of any type

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Note 1 to entry: The ARK identifier was implemented by the California Digital Library for custodians of archived digital objects. It emphasises the principle of stewardship of resources and their naming schemes over time.

[SOURCE: ARK home page]

3.3

asset

anything an individual or an organization owns which has value

Note 1 to entry: There are many types of assets, including: a) information; b) software, such as a program or application; c) physical, such as computer; d) services; e) people, and their qualifications, skills, and experience; and f) intangibles, such as reputation and image.

Note 2 to entry: See also ISO 10668:2010, Definition 2.1; ISO/IEC TR 21000-1:2004, Definition 2.2.

[SOURCE: ISO 5127:2017, 3.1.1.43]

3.4

call number

reference provided to enable the custodian to locate a *document* (3.13) within a repository

3.5

citation

reference in one *information resource* (3.18) to another information resource or to part of it

[SOURCE: ISO 5127:2017, 3.5.8.16]

3.6 collection

any set of one or more *assets* (3.3), records, *datasets* (3.11) or *items* (3.19) in physical or digital form, assembled on the basis of some common characteristic, for some purpose, or as the result of some process

[SOURCE: ISO 5127:2017, 3.6.1.05]

3.7 component part

entity provided by a creator to form part of a host *document* (3.13) which may have several creators

Note 1 to entry: Component part can be an intellectual contribution such as an article, a photograph embedded in a webpage or a data item in a dataset.

EXAMPLE An article in a serial issue.

3.8 continuing resource

publication, in any medium, that is issued over time with no predetermined conclusion and made available to the public

[SOURCE: ISO 5127:2017, 3.4.1.05]

3.9 creator

any entity (corporate body, family or person) that created, accumulated and/or maintained *documents* (3.13) in the conduct of personal or corporate activity

[SOURCE: ISO 5127:2017, 3.7.1.06]

3.10 database

collection (3.6) of machine-readable information organized so that it can be easily accessed, managed and updated

Note 1 to entry: Some databases, or files within a database, can also constitute a monograph or serial. In cases where it can readily be determined that a specific electronic document is a monograph or serial, those terms are preferred over the broader term “database”.

[SOURCE: ISO 8459:2009]

3.11 dataset

logically meaningful *collection* (3.6) or grouping of similar or related data, usually assembled as a matter of record or for research

Note 1 to entry: A dataset is organized into some type of data structure. In a database, for example, a dataset might contain a collection of business data (names, salaries, contact information, sales figures, and so forth). The database itself can be considered a dataset, as can bodies of data within it related to a particular type of information, such as sales data for a particular corporate department (see <http://whatis.techtarget.com/definition/data-set>).

[SOURCE: ISO 2789:2013]

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3.12

Digital Object Identifier

DOI® name

standardized string for identifying a physical, digital, or abstract object and providing persistent *resolution* (3.38) to the object or information about it

Note 1 to entry: DOI is specified in ISO 26324.

[SOURCE: ISO 5127:2017, 3.2.5.17]

3.13

document

recorded information or material object which can be treated as a unit in a documentation process

Note 1 to entry: In this document, as in ISO 5127:2017, information resource is the generic term which covers other kinds of resources in addition to documents.

Note 2 to entry: Documents often are the *manifestations* (3.22) of *works* (3.49). They can differ extensively in form and characteristics.

Note 3 to entry: In some professional usage, documents are sometimes referred to as “medium”, “title” or “item”. In library practice, the terms “publication”, “resource” and “information resource” are also common.

[SOURCE: ISO 5127:2017, 3.1.1.38]

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3.14

graphic works

graphics such as photographs (including negatives and transparencies), engravings, prints, drawings, wall charts, illustrated maps, etc.

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3.15

Handle System

comprehensive system for assigning, managing, and resolving *persistent identifiers* (3.30), known as handles, for digital objects and other resources on the Internet

[SOURCE: RFC 3650]

3.16

home page

landing page

webpage (3.47) which serves as the entry point for an *information resource* (3.18) such as a research *dataset* (3.11) or *web site* (3.48)

3.17

identifier

data string or pointer that establishes the identity of a *document* (3.13), institution or person, alone or in combination with other elements

[SOURCE: ISO 5127:2017, 3.1.12.19]

3.18

information resource

work (3.49), *manifestation* (3.22) or *item* (3.19) in physical or digital form or any other *asset* (3.3) that contributes to human knowledge

Note 1 to entry: Information resource may refer to an asset, a record, a dataset, a document or a component part of a document.

3.19**item**

single exemplar of a *manifestation* (3.22)

[SOURCE: ISO 5127:2017, 3.2.1.10]

3.20**key title**

unique name established by the ISSN network for a continuing resource, and inseparably linked with its ISSN

Note 1 to entry: The key title can be the same as the title proper of the resource (refer to 3.1.7); or, in order to achieve uniqueness, it can be constructed by the addition of parenthetical identifying and/or qualifying elements such as name of issuing body, place of publication, edition statement, etc. Refer to the *ISSN Manual*.

[SOURCE: ISO 3297:2020]

3.21**landscape**

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

3.22**manifestation**

physical embodiment of a *work* (3.49)

Note 1 to entry: In practice, it may be difficult to tell if e.g. a translation is an independent work, or an expression as specified in the Functional Requirements for Bibliographic Records model. Therefore, language and geographic editions might be treated as separate works or manifestations in discord with the FRBR model used in the Resource Description and Access (RDA) cataloguing rules. [ISO/DIS 690](https://standards.iteh.ai/catalog/standards/sist/10311509-2adb-4be0-8ef9-f1eef046ad5d/iso-dis-690)

[SOURCE: ISO 5127:2017, 3.2.1.08, modified — added reference to FRBR.]

3.23**map height**

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

3.24**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

Note 1 to entry: Normally a map series is the work of one mapping agency.

3.25**map series designation**

coded numeric or alphanumeric *identifier* (3.17) applied to a map sheet, a *map series* (3.24) or an atlas by the publisher

3.26**monographic resource**

monographic publication

monograph

publication (3.32) in print or non-print form, complete in itself or intended to be completed in a finite number of parts

3.27

neat line

line separating the body of a map from the map margin

3.28

paywall

method of restricting access to content only viewable with payment

3.29

permalink

permanent link

URL (3.43) that is intended to remain unchanged for a long time

3.30

persistent identifier

PID

unique *identifier* (3.17) that ensures permanent access to a digital object by providing access to it independently of its physical location or current ownership

[SOURCE: ISO 24622-1:2015]

3.31

persistent URL

Persistent Uniform Resource Locator

PURL

naming and *resolution* (3.38) service for general Internet resources

Note 1 to entry: A PURL looks just like a URL, except it points to a resolution service instead of the actual location of the digital resource. The resolution service then redirects the user to the appropriate URL.

[SOURCE: Persistent URL]

3.32

publication

message or *document* (3.13) offered for general distribution or sale and usually produced in multiple copies

Note 1 to entry: In this document, the term “publication” is used for the information resources to which the references will be added by authors.

[SOURCE: ISO 5127:2017, 3.1.8.27]

3.33

preprint

manuscript that has not yet passed a peer review process

3.34

preservation

all measures taken, including financial and strategic decisions, to maintain the integrity and to extend the life of *documents* (3.13) or *collections* (3.6)

[SOURCE: ISO 5127:2017, 3.2.1.39]

3.35

program

syntactic unit that conforms to the rules of a particular programming language and that is composed of declarations and statements or instructions needed to solve a certain function, task, or problem

[SOURCE: ISO/IEC 2382:2015]

3.36 reference

data describing an *information resource* (3.18) or part thereof, sufficiently precise and detailed to identify it and to enable it to be located and retrieved

Note 1 to entry: 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.

3.37 research data

data collected, observed, or created, for purposes of data analysis to produce original research information and results

[SOURCE: ISO 5127:2017, 3.1.10.10]

3.38 resolution

act of supplying services related to the identified *document* (3.13), institution or person

Note 1 to entry: Services supplied can include linking the identifier into one or more current locators for the identified document, delivering metadata about the identified document or institution in an appropriate format, or delivering a manifestation of the document without requiring further intermediaries.

Note 2 to entry: Resolution services are provided by special applications called resolvers. For instance, DOI and Handle use HANDLE.NET software. From network point of view PID resolution is an additional functional layer above network protocols such as HTTP. A URL resulting from PID resolution can be redirected to another URL via HTTP redirect.

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3.39 serial

publication (3.32) in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever its periodicity

Note 1 to entry: Serials can include periodicals, journals, newspapers, annuals, etc.

[SOURCE: ISO 5127:2017, 3.4.1.28.01]

3.40 series

monographic series

group of separate *information resources* (3.18) related to one another by the fact that each information resource bears, in addition to its own title proper, a collective title applying to the group as a whole

Note 1 to entry: The individual information resources may or may not be numbered.

[SOURCE: ISO 5127:2017, 3.4.1.27.02, modified — replaced “resources” with “information resources” in definition and in Note, added reference for definition of “information resource”, removed internal references to terms provided in original document]

3.41 social media

online technologies and practices that people use to share opinions, insights, experiences and perspectives with each other, transforming traditional one-to-many interactions into many-to-many interactions

[SOURCE: ISO 19731:2017]

3.42

URI

Uniform Resource Identifier

compact sequence of characters that identifies an abstract or physical resource

[SOURCE: ISO/IEC 12785-1:2009]

3.43

URL

Uniform Resource Locator

mechanism for identifying *documents* (3.13) on the Internet by specifying the address of the resource and the access protocol used

[SOURCE: ISO 28258:2013]

3.44

URN

Uniform Resource Name

persistent, location-independent resource *identifier* (3.17) used for recognition of, and access to, characteristics of the resource or the resource itself

[SOURCE: ISO 5127:2017, 3.1.9.22]

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3.45

Web archive

entire set of resources harvested from the Web over time, comprising one or more *collections* (3.6)

[SOURCE: ISO/TR 14873:2013]

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3.46

Web archiving

Web harvesting

Web scraping

process of browsing and copying Web resources using a crawler

Note 1 to entry: Web harvesting process begins from seed pages; a crawler retrieves these webpages, collects hyperlinks from them, and uses these new links to retrieve new set of pages. This process continues as long as new pages are found. Selective harvesting collects resources according to certain criteria.

[SOURCE: ISO/TR 14873:2013]

3.47

webpage

digital multimedia object as delivered from the Internet or a *Web archive* (3.45) on request to a client system

[SOURCE: ISO 5127:2017, 3.3.3.25, modified — removed internal references to source document and added Web archive reference]

3.48

web site

collection (3.6) of logically connected *webpages* (3.47) managed as a single entity and accessed through the same base *URL* (3.43)

[SOURCE: ISO 5127:2017, 3.3.3.24, modified — removed internal references to source document, added reference to “webpage” definition in current document]

3.49

work

distinct intellectual or artistic creation

Note 1 to entry: In practice, it can be difficult to tell if e.g. a translation is an independent work, or an expression as specified in the FRBR model. Therefore, language and geographic editions might be treated as separate works or manifestations in discord with the FRBR model used in the Resource Description and Access (RDA) cataloguing rules.

[SOURCE: ISO 5127:2017, 3.2.1.07]

4 Principles for creating references

4.1 Purpose

There are two major goals in the creation of references:

- a) Authors are obliged to give credit to other authors whose work they have utilized. This practice encourages the creation of original work and enables the reader to understand how the authors' work relate to other works.
- b) References also enables readers to check the sources used and validity of the conclusions made. They also aid the readers to find new relevant sources.

The principles described here are intended to help facilitate these goals.

They cover all information resources, and may be applied to any asset, record, dataset, document or item in physical or digital form that contributes to human knowledge.

NOTE Generally, quoting other information resources without citing them can be considered plagiarism, depending on the percentage of un-cited material copied.

4.2 Principle 1: Ensure metadata accuracy

The metadata in a reference should be accurate for crediting the creator of the cited information resource and for the reader to locate the cited information resource.

This principle facilitates achievement of the goal of 4.1 a).

EXAMPLE The practice of providing classical music references with opus numbers is a manifestation of this principle.

4.3 Principle 2: Prioritize identification and retrieval

A reference should prioritize identification and retrieval of the cited information resource, and the enablement of retrieval of a cited information resource.

This principle facilitates achievement of the goal of 4.1 b).

EXAMPLE The practice of providing an actionable persistent identifier in form of an URI facilitates accurate retrieval.