REVISED WORKING DRAFT
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and for comments via the ISO690-L discussion list by March 1, 2006

Guidelines for bibliographic references and citations to information resources

Principes généraux pour les références bibliographiques et les citations de ressources d'information

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Recipients of this draft are invited to submit, with their comments, notification of any relevant patent rights of which they are aware and to provide supporting documentation.
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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.

In exceptional circumstances, when a technical committee has collected data of a different kind from that which is normally published as an International Standard (“state of the art”, for example), it may decide by a simple majority vote of its participating members to publish a Technical Report. A Technical Report is entirely informative in nature and does not have to be reviewed until the data it provides are considered to be no longer valid or useful.

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

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

[To be added at the CD stage, if required.]
Guidelines for bibliographic references and citations to information resources

1 Scope

This Technical Report makes recommendations for the preparation of references and citations in works that are not themselves primarily bibliographical. It applies to all the different kinds of published information resource which might be cited, including monographs, serials and contributions, patent documents, cartographic material, electronic publications (including computer software and data bases), music, recorded sound, prints, photographs, illustrations, audiovisuals and moving images.

Tables 1 and 2 indicate the relevant clause(s) of this Technical Report which explain the requirements for referencing or citing books (or other separately issued publications) and serials. Table 3 gives similar clauses for electronic bulletin boards, discussion lists and electronic messages.

2 Definitions

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

2.1 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

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

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

2.4 contribution
an item provided by a creator to form part of a host resource from several creators, e.g. an article in a periodical

2.5 creator
person, people or organization responsible for the intellectual content of a document or contribution
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, may 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 should normally be preferred over the broader term “database”.

2.7 electronic resource
information existing in an electronic form to be accessed by computer technology

2.8 electronic message system
system that transmits messages in electronic form over a communications network of computers

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

2.10 landscape
page or a book designed to be read with the longer edge towards the reader

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

2.12 map height
top-to-bottom measurement of a map when the map is in a reading position

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

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

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

NOTE A reference may be:
a) part of a list of resources;
b) the heading of an abstract or a critical review;
c) a note appended to a text, either at the foot of the page or at the end of a text;
d) a statement embodied in the text.
2.16 resource
combination of a medium and the information recorded on it

2.17 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

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

3 Methods of citation

3.1 Relation between citation in text and reference
Statements in a text should be linked to the bibliographic details of the resources which support those
statements in one of the three ways described in 3.2, 3.3 and 3.4.

3.2 Name and date system (Harvard system)

3.2.1 Citation in text
The creator’s name and the year of publication of the resource cited are given in the text. If the creator’s name
occurs naturally in the text, the year follows in parentheses, but if not, both name and year are in parentheses.
For citations of particular parts of a resource, (e.g. page numbers, etc.) may be given after the year within the
parentheses.

If two or more resource have the same creator and year, they are distinguished by lower-case letters (a, b, c,
etc.), following the year within the parentheses.

EXAMPLE The notion of an invisible college has been explored in the sciences (Crane 1972). Its absence among
historians is noted by Stieg (1981b, p.556). It may be, as Burchard (1965) points out, that they have no
assistants, or are reluctant to delegate (Smith 1980; Chapman 1981).

3.2.2 References
The references to the resources are set out in a list in the alphabetical order of the creators’ surnames, with
the year of publication and lower-case letter, if any, immediately following the creator’s name.

EXAMPLE

planning conference and information transfer experiments, 3 Sep. 1965.

Birmingham: University School of History.


... SMITH, C., 1980. Problems of information studies in history. In: S. STONE, ed. Humanities information research,

### 3.3 Numeric system

#### 3.3.1 Citation in text

Numerals in the text, in parentheses, brackets or superscript, refer to resources in the order in which they are first cited. Subsequent citations of a particular resource receive the same number as the first. If particular parts of a resource are cited, page numbers, etc. may be given after the numerals.

**EXAMPLE 1**  The notion of an invisible college has been explored in the sciences\(^{26}\). Its absence among historians is noted by Stieg\(^{13}\) p.556. It may be, as Burchard\(^{8}\) points out, that they have no assistants, or are reluctant to delegate\(^{27,28}\).

or

**EXAMPLE 2**  The notion of an invisible college has been explored in the sciences (26). Its absence among historians is noted by Stieg (13 p.556). It may be, as Burchard (8) points out, that they have no assistants, or are reluctant to delegate (27, 28).

#### 3.3.2 References

The references to the resources should be set out in their numerical order in a numbered list.

**EXAMPLE**

...  
...  
...  

### 3.4 Running notes

#### 3.4.1 Citation in text

Numerals in the text, in parentheses, brackets or superscript, refer to notes, numbered in the order they occur in the text. The notes may contain references to cited resources. Multiple citations of one resource should be given separate note numbers.

**EXAMPLE**  The notion of an invisible college has been explored in the sciences\(^{32}\). Its absence among historians is noted by Stieg\(^{37}\). It may be, as Burchard\(^{34}\) points out, that they have no assistants, or are reluctant to delegate\(^{35}\)."

One note number should be used for each statement or group of statements supported by a citation; the corresponding note may include more than one source (see note 35 in Example 1 at 3.4.2).
3.4.2 References

Notes should be set out in their numerical order.

A note that refers to a resource cited in an earlier note should either repeat the full reference or give the number of the earlier note, with any necessary page numbers, etc.

If names are abbreviated, the first note (note 1) should explain all such abbreviations or state where the explanations may be found.

EXAMPLE 1

1. The abbreviations used are:
   
   CRUS = Centre for Research on User Studies
   UGC = University Grants Committee
   
   ...
   
   
   ...
   
   
   ...
   
   
   33. STIEG, ref. 15, p. 556.
   
   34. BURCHARD, ref. 8.
   

Or

EXAMPLE 2

1. The abbreviations used are listed on page 357.

...

8. BURCHARD, J.E.

...

4 Elements of a reference

4.1 Order of elements

The basic order of elements in normal references should be:

a) creator, if any;

b) year — in name and date system (see 4.2);

c) title;

d) medium designation, if necessary;

e) production (publisher or equivalent);
f) date

g) numeration within the item;

h) location of the item, if rare.

Table 1 and Table 2 illustrate the application of this recommendation in particular circumstances related to serials and monographs. Table 3 illustrates the principle applicable to electronic messages, discussion lists, and bulletin boards.

4.2 Sources of data

The data for a reference should, if possible, be taken from the cited item itself.

An eye-legible source should be preferred to any other. If possible, the citer should view machine-readable, microform or audiovisual text to verify data and should note any differences in brackets. Suitable sources in order of preference are:

a) heading of a contribution or microform, caption to a cited illustration;

b) title page or equivalent, or map face;

c) verso of title page;

d) cover or label permanently associated with the item;

e) container;

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

g) subject matter of the item.

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

4.3 Data supplied from other sources

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

4.4 Transliteration

Any element not in the same Roman alphabet may be transliterated or romanized in accordance with the relevant International Standard.

4.5 Abbreviation

Generally accepted terms may be abbreviated in accordance with ISO 832 (see 15.4). Other abbreviations should be avoided except as provided in 3.4.2 for running notes, in 5.1.6 for illustrations, in 5.3.4 for patent documents and in 16.6 for series titles.

1) In the name and date system, the year should not normally be repeated unless a fuller date is necessary (e.g. for a serial).
4.6 Punctuation and typography

A consistent system of punctuation and typography should be used for all references included in a publication. 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.

5 Creator

5.1 Selection

5.1.1 General

The person (see 5.2) or organization (see 5.3) shown most prominently in the preferred source (see 4.2) 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 item to another. If there is no obvious creator, one should be selected from the following, 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 originator’s work, copyist; arranger; software programmer;

e) publisher; on-line information provider; production company;

f) distributor, on-line host.

For cited resources containing a number of contributions, 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).

EXAMPLE 1 AYMARD, Maurice, ed. Dutch Capitalism and World Capitalism. Studies in Modern Capitalism.

EXAMPLE 2 BRITTEN, Benjamin. Eight folk song arrangements for high voice and harp. Edited by Osian ELLIS.

EXAMPLE 3 KING’S SINGERS. Christmas with the King’s Singers: six arrangements for mixed voices.

5.1.2 Cartographic material

For cartographic material, the creator’s role may be indicated on the map by terms such as “by”, “cartographer”, “compiled”, “corrected”, “dedicated”, “edited”, “designed”, “drawn”, “copied”, “made”, “engraved”, “revised”, “updated”, etc.

EXAMPLE 1 Wording on map: Surveyed by Isaac Taylor
Originator cited: TAYLOR, Isaac

EXAMPLE 2 Wording on map: Lake District: tourist map Ordinance Survey
Originator cited: ORDNANCE SURVEY
Attributions may be given in the creator element or included in the additional information (see 15). The name of an individual who is known to be the major contributor to the creation of a map should be included, even if it is not prominently displayed.

5.1.3 Computer software

For computer software, the name of any other creator should be given in preference to that of the distributor, even if the latter is more prominently displayed.

EXAMPLE 1 BIBLIOGRAPHIC RETRIEVAL SERVICES.
EXAMPLE 2 BRS/SEARCH program. Mainframe version, Level 3.
EXAMPLE 3 Latham: BRS, 1983.

5.1.4 Music

In references to written or recorded music, the composer should normally be shown as the creator, even if a librettist is given equal prominence.

EXAMPLE PACINI, Giovanni. Il Corsaro. Libretto by Giacomo FERRETTI after Lord Byron.

5.1.5 Patents

For patent resources, the name of the inventor, if different from the proprietor or applicant, may be given, preceded by the word “inventor”.

EXAMPLE WINGET LTD. Detachable bulldozer attachment for dumper vehicles. Inventor: Reginald John ENGLAND.

5.1.6 Illustrations

Several individuals may be concerned in the production of illustrative material. If their names are recorded on the item, abbreviations may be used to indicate their roles, e.g. del., fecit, lith., mens., pinx., sculp.

EXAMPLE 1 VAN DE PASSE, Crispin, I. Queen Elizabeth in whole-length. Engraving. After Isaac OLIVER [1603].

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 4.4).

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

EXAMPLE 1 ACREDOLO, Curt
EXAMPLE 2 HALDANE, J.B.S.
EXAMPLE 3 HALE-WHITE, William, Sir,
EXAMPLE 4 MONTEVERDI, Claudio
EXAMPLE 5 OVERHAGE, C.F.J., and J.R. HARMAN
EXAMPLE 6 RAMON Y CAJAL, Santiago

Treatment of secondary elements should follow the practice of the nation to which the creator belongs as closely as possible.

EXAMPLE 7 FALLA, Manuel de  [Spanish]
EXAMPLE 8 LA FONTAINE, Jean de  [French]
EXAMPLE 9 LA FONTAINE, Jean de  [Italian]
EXAMPLE 10 DE LA MARE, Walter  [English]
EXAMPLE 11 KLEIST, Heinrich von  [German]

5.2.2 Variant forms

If a creator’s name appears in different forms in different resources cited in one work, e.g. Tchaikovsky, Chaikovski, the form used in the cited resource should be retained. Only one form of the name, in brackets if necessary, should appear as the first element.

5.2.3 Additions

Additions to names indicating rank, office or status (academic, professional, etc.) may be retained or supplied to distinguish creators with the same names.

EXAMPLE 1 CLARK, William, ARIBA
EXAMPLE 2 CLARK, William, MD, MRCP
EXAMPLE 3 BALFOUR, Robert, Col.
EXAMPLE 4 BALFOUR, Robert, [Rev.]

5.3 Organizations or groups

5.3.1 Form of name

If the creator is an organization or group of people, the form of name used in the reference should be that which appears most prominently in the preferred source, transliterated if necessary (see 4.4).

EXAMPLE 1 ACADEMIA SCIENTIARUM FENNICA
EXAMPLE 2 ACADEMIE FRANCAISE
EXAMPLE 3 AKADEMIYA NAUK SSSR
EXAMPLE 4 INSTITUT GEOGRAPHIQUE NATIONAL
EXAMPLE 5 MAGYAR SZABVANYUGYI
EXAMPLE 6 ROYAL SOCIETY

If the name appears as a group of initials, the full form, if known, may be added in brackets, unless the body is usually identified by the initials only, e.g. Unesco, NATO.
5.3.2 Ambiguous names

To distinguish between different bodies with the same name, the appropriate place name should be added.

EXAMPLE 1 TRINITY COLLEGE (Cambridge)
TRINITY COLLEGE (Dublin)

5.3.3 Subordinate body

If the name of an organization implies subordination to a parent body of which it is an organ or administrative division, or if its full significance depends upon the inclusion of the name of the parent body, the latter should be given first in the reference.

EXAMPLE 1 IMPERIAL CHEMICAL INDUSTRIES. Paints Division.
EXAMPLE 2 MINISTRY OF PETROLEUM AND MINERAL RESOURCES. Air Survey Department.

A subordinate body should appear under its own name if it has specific functions of its own and the full significance of its name is independent of that of the parent body.

EXAMPLE 3 ACADEMIE FRANCAISE [not INSTITUT DE FRANCE. Académie française]
EXAMPLE 4 WORLD HEALTH ORGANIZATION [not UNITED NATIONS. World Health Organization]

5.3.4 Parent body

If the parent body is a state, a federation of states, or a provincial, local or municipal authority, a name in general use should be given in preference to a full or correct official name. Foreign names may be given in their English form.

EXAMPLE 1 FRANCE [for République française]
EXAMPLE 2 HULL [for Kingston-upon-Hull]
EXAMPLE 3 WESTMINSTER [for City of Westminster]
EXAMPLE 4 YUGOSLAVIA [for Federativna Narodna Republika Jugoslavije]

For patent resources, the country of origin or originating office may be abbreviated according to the World Intellectual Property Organization (WIPO) ST3 code [1].

EXAMPLE 5 GB [for United Kingdom]
EXAMPLE 6 SU [for Soviet Union]

5.4 Multiple creators

5.4.1 Two or three creators

If there are two or three creators of equal status, their names should be given.

EXAMPLE 1 MURET, Pierre, and Philippe SAGNAC
EXAMPLE 2 Bundesanstalt für Bodenforschung and UNESCO
5.4.2 More than three creators

For works with four or more creators, the name of the first should always be given, with or without the names of others. If names are omitted “and others” or “et al.” should be added.

EXAMPLE FITTING, Hans, et al.

5.4.3 Title first

For certain kinds of resource, e.g. encyclopaedias, dictionaries, or if an item is the co-operative output of many individuals, none of whom has a dominant role as creator (e.g. films, videos), the title should be used instead of an creator. For references to resources with several creators, it may be appropriate to give the title or series title first (but see 5.1.1). (See also 5.6 and 16.3.1)

EXAMPLE 1 Encyclopaedia Britannica.

EXAMPLE 2 The last command. Silent film. Directed by Josef VON STERNBERG.

5.4.4 Conferences

If no person or organization can be identified as the originator (see 5.1.1) of the proceedings of a single conference, the name of the conference should be treated as the first element.

EXAMPLE International Conference on Scientific information. Washington DC, 1958

The numbered proceedings of a series of conferences should be treated as a serial.

5.4.5 Subsidiary creator

To facilitate identification of a particular resource, or because of relevance to the purpose of the citation, the name of any editor, translator or other person who has collaborated in the production of that resource may be added after the title (see also 15.2).

EXAMPLE 1 BAARD, H.P. Frans Hals. Translated from the Dutch by George STUYCK.

EXAMPLE 2 BACH, C.Ph.E. Sonate G-moll für Violine und obligates Cembalo. Herausgegeben von Anne Marlene GURGEL.

5.4.6 Originators of multiple editions

If a new edition, abridgement or updated version of a resource is produced by a new creator, the name of the first creator should be used if it appears as a creator in the preferred source.

EXAMPLE 1 PARKER, T.J., and W.A. HASWELL. A text book of zoology. 6th ed. Vol. 1 revised by Otto LOWENSTEIN; vol. 2 revised by C. FORSTER-COOPER.


5.5 Pseudonyms

If a work has been issued under an assumed name, normally this name only should be given in the reference.

EXAMPLE 1 CARROLL, Lewis

EXAMPLE 2 ELIOT, George
EXAMPLE 3 EL GRECO

EXAMPLE 4 MAUROIS, André

If the creator’s real name is known, it may be supplied preceded by “pseud. of”.

EXAMPLE 5 BLAKE, Nicholas [pseud. of Cecil Day LEWIS]

5.6 Anonymous works

For anonymous works cited by the name and date system (see 4.2), “Anon” should be used instead of an creator’s name. For anonymous works cited by the numeric system (see 3.3) or running notes (see 3.4) the title may be treated as the first element. If the creator’s name is known, it may be supplied.

6 Title

6.1 Form of title

6.1.1 Preferred form

The wording and spelling of the title should be given in the form in which they appear in the preferred source (see 5.2).

6.1.2 Alternative forms

If alternative forms of title are given in the preferred source, the most prominent should be used. If several forms are given equal prominence, the form used should be one of the following, listed in order of preference:

a) a title in English;

b) a title in the language mainly used in the cited resource;

c) for cartographic material [in preference to a) or b)]:
   1) an overprinted title;
   2) a title in the title panel;
   3) a title within the grid or other border which encloses the detail of a map;
   4) a title elsewhere;

d) for illustrations:
   1) a title forming part of the original design;
   2) a handwritten title on the resource, or custodian’s description;
   3) a popular or traditional title, e.g. Mona Lisa;

e) other forms of title.

EXAMPLE Eric, or Little by Little: a tale of Roslyn School.
6.1.3 Other title

If the cited item is widely known by, or was originally issued under, a title different from that of the preferred source, the alternative may also be given, in brackets if necessary.

EXAMPLE 1 CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND). Children and their primary schools [Plowden Report].

EXAMPLE 2 Cutter's Way [Cutter and Bone]. Film.


6.1.4 Long title

A title that is inconveniently long may be shortened by the omission of some words, but initial words, other than the definite or indefinite article, should not be omitted, nor should the sense be altered. The omitted words, with the exception of omitted articles, should be replaced by three dots (for abbreviation of periodical titles, see 6.3.4).

EXAMPLE

On source: Map of the countries lying between Turkey and Birmah, comprising Asia Minor, Persia, India, Egypt and Arabia and including the Black, Caspian and Red Seas.

Reference: Map of the countries lying between Turkey and Birmah...

6.1.5 Subtitles

Subtitles should be included if they furnish essential information about the content of a resource (see also 6.1.6), otherwise they may be omitted.

EXAMPLE 1 Shetland Sanctuary: birds on the Isle of Noss. [*birds on the Isle of Noss* is a subtitle which should be retained].

EXAMPLE 2 Etheldreda's Isle: a pictorial map of the Isle of Ely to commemorate the 1300th anniversary of the founding of Ely's conventual church.

EXAMPLE 3 Motor road map of south-east England: showing trunk and other classified roads.

6.1.6 Ambiguous or incorrect title

Elucidation of a title that is ambiguous or fails to indicate clearly the content of the resource may be supplied in brackets after the title.

EXAMPLE 1 Statistical digest of the war [1939–1945].

EXAMPLE 2 Two trio sonatas for two violins and basso continuo. [Op.5 no. 4, 5.]

EXAMPLE 3 Your street map of the city of Cambridge and surrounding area [actually Holmes Chapel, Cheshire].

For cartographic material, the special subject and area covered should be supplied if not given in the title. The supplied name of a geographical area should be the name in use at the date of production, rather than a modern equivalent.

EXAMPLE 4 National topographic map series. 1 : 100 000 [Queensland index map].

EXAMPLE 5 Gull's eye view [of Hugh Town, St Mary's, Scilly Isles].

If a title contains an obscure abbreviation, the full form, if known, may be supplied.
6.1.7 No title

If there is no clear title in the cited item, a title should be supplied, giving the following information:

a) the special subject matter;

b) the nature of the item, e.g. pamphlet, map, plan, drawing, index, engraving, photograph;

c) in addition, for a single cartographic item, e.g. atlas, single-sheet map, the area covered;

EXAMPLE 1 [Wildlife sanctuaries of Trinidad]

For a map series as a whole, the scale and series designation should also be supplied, if they are necessary to distinguish the series from others of the same area.

EXAMPLE 2 [Western Australia forestry series. 1 : 63 360.]

EXAMPLE 3 [Hong Kong. 1 : 1 000. Series HP1C.]

For illustrations, the subject matter and print process should be supplied.


6.2 Translation of title

The original title of a translated resource, or a translation of the title, may be supplied immediately after the original title.

EXAMPLE 1 The Artamonovs [Delo Artamonovykh].

EXAMPLE 2 Delo Artamonykh [The Artamonovs].

6.3 Titles of periodicals and other serials

6.3.1 Key title

The key title (see ISO 3297), if any, including the International Standard Serial Number (ISSN) (see 14) should be given.

EXAMPLE 1 Geological Magazine. ISSN 0016-7568.

EXAMPLE 2 Journal of Technological Education (online). ISSN 1045-1064

If no key title is available and the title of the periodical, or other serial issued by a society or similar organization, is insufficient in itself to identify the periodical, the organization’s name should be added.

EXAMPLE 3 Bulletin trimestriel. Institut archéologique du Luxembourg.

If no key title is available, a periodical should be distinguished from others with the same title by the addition of the place of publication.

EXAMPLE 4 Natura (Amsterdam).

Natura (Bucharest).

6.3.2 Earlier or later titles

Earlier or later titles of a periodical may be given, with the years when the title was in use.
6.3.3 Abbreviation

Titles of periodicals for which no key title is available may be abbreviated in accordance with ISO 4. If there is any risk of ambiguity, the title should be given in full.

6.4 Distinction between title of contribution and title of host item

If the cited item is a contribution, its title should be typographically distinguished from that of the host item. If the host item is a monograph, “In:” should precede its title.


EXAMPLE 8 EVANS, Bill. Sleeve note to Kind of Blue (CD sound disk)

7 Medium designation

If necessary, information about the nature of the item and its presentation should be given, with appropriate details of special equipment required to consult it.

EXAMPLES
  — Braille
  — cine film (35 mm sound)
  — computer program cassette (BBC BASIC)
  — film strip (35 mm)
  — floppy disk (3.5 in. dd 2 MB)
  — globe
  — hologram
  — map
  — microfiche (× 48)
8 Map series designation

For cartographic material, the map series designation, if any, should be given in the form in which it appears in the preferred source, preceded, if appropriate, by the term “series”.

EXAMPLE 1  A.D. Maps. A.M. no. 677/2
EXAMPLE 2  M726
EXAMPLE 3  Series 1106
EXAMPLE 4  Series TPC
EXAMPLE 5  GSGS 4219

9 Scale

For cartographic material, the scale should be given, normally as a ratio (calculated if necessary), e.g. “1:50 000”, or, if given otherwise on the map, it may be cited as it appears. “Scale not shown” or “scale indeterminable” may be used if necessary.

EXAMPLE 1  On the map: “1:63,360”  
Reference: “1:63 360”

EXAMPLE 2  On the map: “One-inch-to-one-mile”  
Reference: “1:63 360” or “One-inch-to-one-mile”

If the scale appears in graphic terms, e.g. a scale bar, it may be calculated as a ratio, e.g. “1 : 63 360” or given in the form on the map, e.g. “scale of miles, 10 [= 60 mm]”.

10 Edition

10.1 Different editions

The edition should be specified in the terms, including symbols, used in the preferred source.
EXAMPLE 1  3rd ed., revised
EXAMPLE 2  New enlarged edition

If different editions of a journal are published in different countries, e.g. Canada and the USA, the country of publication should be given after the title.

10.2 Updated versions

For items that are liable to be updated, altered or destroyed, in whole or in part, the reference should make clear which version is being cited by giving the number of the release, update or equivalent, and the year, with, if necessary, the month, day and time (see 12.3.3), when that version was created or the information obtained.

EXAMPLE 1  PARALOG AB. 3RIP®. Version 4.0 (program).
EXAMPLE 3  From a screen display:
EXAMPLE 4  Financial Times Commodity Reports. Prestel®
EXAMPLE 5  page 248310, 83-06-09, consulted at 13:57.

For the use of “®” see 15.8.

11 Production

11.1 Place

11.1.1 General

The place of production should be given as it appears most prominently in the preferred source. If the place is known but not mentioned, it may be supplied.

For larger places, anglicized forms of name-should be used. For small places, a qualifier, e.g. country, British county, Should normally be given.

EXAMPLE 1  London    Florence
EXAMPLE 2  London (Ontario)   Aylesbury (Bucks)

Names of countries, counties, etc. may be coded in accordance with ISO 3166-1.

For patent documents see 5.3.4.

11.1.2 Multiple places

If two or more places appear equally prominently in association with one publisher or equivalent, the first only should be given.

11.2 Publisher or equivalent

11.2.1 General

The organization or person shown most prominently in the preferred source (see 4.2) as responsible for the production of the cited item should be given as publisher.

The organizations or people responsible are likely to be variously described in different kinds of item. The order of preference should be:

a) publisher, production company;
b) distributor, issuing body;
c) printer, manufacturer;
d) sponsoring body.

Publishers’ names may be abbreviated by omitting details not essential for identification.

11.2.2 Multiple publishers

If the names of two or more organizations appear equally prominently in the same role, the first only should be given.

11.2.3 Cartographic material

If both printer and publisher are shown on a map, the printer’s name should be given as well as the publisher’s.

11.2.4 Sponsor, distributor, etc.

If appropriate, the name of a sponsoring body or distributor may be given as well as the publisher’s.

EXAMPLE 1 Chichester: Phillimore, for the Society of Genealogists


EXAMPLE 4 *Title page:* London, J.M. Dent and Sons Ltd.  
*Reference:* London: Dent

EXAMPLE 5 *Title page:* New York, E.P. Dutton & Co Inc.

EXAMPLE 6 *Title page:* Jointly published by Harper & Row, New York,  
*Reference:* New York, London:

EXAMPLE 7 *Title page:* Evanston & London and John Weatherill Inc., Tokyo  
*Reference:* Harper and Row

EXAMPLE 8 *Title page:* New American Library, New York & Toronto  
*Reference:* New York: New American Library & Toronto

EXAMPLE 9 *Title page:* New English Library Ltd., London  
*Reference:* London: New English Library
11.3 Date

11.3.1 General

The date of publication, manufacture, distribution, execution, transmission, etc. should be cited. Normally the year is sufficient, but for some kinds of item, such as newspapers, patent documents, television images, remotely-sensed images, the month and day, and sometimes the time, may be necessary.

For audiovisual materials cited from a transmission rather than a hard copy, the date and time of transmission and the transmitting organization should be given, if no other unique identifier of the particular edition is available.

If the copyright date is cited (see 11.3.5), it should be preceded by “©”.

11.3.2 Year

The year should be given in numerals as it appears in the preferred source. A date according to the Christian era should be supplied if the date is shown otherwise, e.g. Jewish calendar 5685 [1925].

11.3.3 Month, day, time

If a more precise date is required, it may be shown:

a) in numerals, in the order year, month, day and, if necessary, hour, minute, second (see ISO 8601)

EXAMPLE 1984-02-10 13.43:11

b) with the month spelt out, either in full or abbreviated, and with day, month, year and time given in the order used in the preferred sources (see 5.2)

EXAMPLE 10 Feb. 1984

c) if appropriate, as shown in the preferred source, e.g. the name of a season or a university term.

11.3.4 No date

If the year of publication is not given but can be ascertained, it should be supplied. If an exact date is not known, an approximate date, followed by a question mark or preceded by “ca.”, should be supplied. If no such approximation is possible, that should be stated.

EXAMPLE 1 [ca. 1750]

EXAMPLE 2 [16th century]

EXAMPLE 3 [no date]

11.3.5 Multiple dates

In a reference to a reprint, facsimile or other copy, the date of publication of that edition or, for a copy, the date of the original, should be given, with the date of reprinting or copying, e.g. “1796 copied 1810”.

If the date on the preferred source is different from that of publication, e.g. copyright date, both may be given.

11.3.6 Range of dates

In a reference to the whole or a limited run of any item issued in parts over a period of years, the years of publication of the first part issued, which is not necessarily numerically the first part, and the part last issued
should be given, or, if the run is in progress, the year of the first item, followed by a dash and space. The numeration (see 12), if any, should also be given.

EXAMPLE 1 1940-,
EXAMPLE 2 1978-, Jahrg. 5-
EXAMPLE 3 1936–1941, ano 1–6,

12 Numeration and pagination

12.1 General

The components of an resource (see 15.4) should be cited in the terms used in that resource, their order following the principle that the larger precedes the smaller.


12.2 Part cited

The reference should identify the part of the item that is cited. For a contribution, the number and designation of the smallest separately identified component should be given. See also 3.2, 3.3 and 3.4.

EXAMPLE 1 vol. 6, no. 3, pp. 25–45
EXAMPLE 2 vol. 2, plate XXV
EXAMPLE 3 fiche 4, frame B5

In music, if reference to a particular bar is required, the most exact form of reference available should be used. Bar numbers should not be cited unless they are printed on the score.

12.3 Omission of terms

The term “volume” and terms for smaller components of a serial publication may be omitted and the numbers distinguished typographically, with the volume number in bold type and the part number, if required, in parentheses.

EXAMPLE 6(3), 25–45

13 International standard numbers

If an item has an international standard number such as an ISBN or ISSN (as described in ISO 2108 and ISO 3297, respectively), it should be given (see also 6.3.1).

EXAMPLE 1 Geological Magazine. ISSN 0016-7568.
EXAMPLE 2 MANN, Thomas Mario the magician & other stories (translated from the German by H T Lowe-Porter) Vintage Classics (paperback edition) 2000, ISBN 0 7493 8662 2
14 Location

If only a limited number of copies of an item are known to exist, “At:” should be given before the town, with county or country if appropriate (see 12.1.1), the name of the repository that holds the cited copy and its call number in the form used by the repository.

EXAMPLE At: London: British Museum, Department of Prints and Drawings. Register number 1915-1-27-41.

15 Additional general information

15.1 Introduction

Additional categories of information that may be included in some references are given in 15.2 to 15.9. When such information is included in a reference, it should comply with the guidelines recommended below.

15.2 Subsidiary creator

The name of a subsidiary creator may be included, with an indication of the role, so placed in the reference that the relation between that role and the whole or part of the document is clear (see also 5.4.5).

EXAMPLE 1 FOWLER, H.W. A Dictionary of Modern English Usage. 2nd ed., revised by Sir Ernest GOWERS
EXAMPLE 2 Macbeth. Film. Directed by Orson WELLES

15.3 Classification

If classification symbols recorded in the resource are included, the classification scheme should be indicated.

EXAMPLE 1 UDC 001.811:025.171
EXAMPLE 2 Dewey 709.24
EXAMPLE 3 LC N6797.P/
EXAMPLE 4 Int. Cl. E02F 3/76. GB Cl. E1F 12 (a patent)

15.4 Components of an item

The number of each component of an item should be given in the terms and numerals used in that item. For abbreviations see 4.5.

EXAMPLE Vol. 6, no. 3, pp. 25–45

15.5 Size and format

15.5.1 General

If the size of a printed resource is included in a reference, it may, if appropriate, be given as:

a) the height only, in millimetres, e.g. “210 mm”;

b) the height followed by the width, e.g. “210 mm × 150 mm”;

c) if appropriate, the A-size designation, e.g. “A5” (see ISO 216) followed, when necessary, by “landscape”.
15.5.2 Audiovisual material

For audiovisual material, information given should be sufficient to identify the playback equipment required, e.g. “compact disk”, “16 mm film”.

15.5.3 Cartographic material

For maps, charts and plans, the size should be given, as the height followed by the width, in centimetres, measured between the neat lines. Other dimensions, such as sheet size, may be given if necessary, e.g. “250 mm × 350 mm”, “sheet 600 mm × 800 mm”.

For three-dimensional items, height, width and depth should be given, e.g. “model map 450 mm × 350 mm × 20 mm”.

For circular maps and globes, the diameter should be given, e.g. “Circular map: 500 mm diameter, on sheet 610 mm × 550 mm”, “Globe: 70 mm diameter”.

15.5.4 Printed music

For music, a score that is musically identical with a full score, but reduced in size, may be described as a “miniature score” or “pocket score” if it does not exceed 20 cm in height, or as a “study score” if it exceeds 20 cm in height.

15.6 Price and availability

Information about price and availability may be given, as quoted by the publisher.

15.7 Languages

Foreign languages used in the text or translations may be mentioned, if appropriate.

EXAMPLE BAARD, H.P. Frans Hals. Translated from the Dutch by George STUYCK.

15.8 Registered trade mark

A Registered trade mark may be denoted by “®”.

15.9 Other information

Other information relevant to the purposes of the particular reference may be included.

16 Other categories of resource

16.1 Cartographic material

16.1.1 General information

The projection, prime meridian, orientation and reference systems such as grids and navigational lattices may be given if considered important.

16.1.2 Spectral information/cloud cover

For remotely sensed images, the spectral characteristics of the sensor should be given, together with details of the satellite system, if not given elsewhere in the citation. Information about the amount of cloud cover should be given if appropriate.
EXAMPLE 1  Band 6, Landsat 3
EXAMPLE 2  Bands 5, 6, 7, Landsat 2
EXAMPLE 3  RBV, Landsat 3; 40 % cloud cover
EXAMPLE 4  Infra-red, Meteosat

16.2 Electronic documents or parts and contributions thereof

16.2.1 General

Some additional or expanded descriptions of the required elements for citing and referencing electronic documents are given in this clause, which covers the following:

— electronic monographs, databases and computer program
— electronic serials;
— electronic bulletin boards, discussion lists and electronic messages.

16.2.2 Type of medium

The type of medium should be given in the Medium designation (see 4.1 (d) and 7). The following words or their equivalent should be used:

— CD-ROM;
— magnetic tape;
— disk;
— online.

If desired, the type of resource (e.g. monograph, serial, database, computer program, electronic mail) may be specified.

EXAMPLE 1  database on magnetic tape
EXAMPLE 2  monograph on CD-ROM
EXAMPLE 3  serial online
EXAMPLE 4  computer program on disk
EXAMPLE 5  bulletin board online
EXAMPLE 6  electronic mail

16.2.3 System requirements

Additional information concerning system requirements beyond that given in the medium designation should be recorded in a note. System requirements include:

— the specific make and model of computer on which the resource was designed to be read;
— the amount of memory required;
— the name of the operating system and its version;
— the software requirements;
— the kind of characteristics of any or recommended peripherals.

EXAMPLE magnetic tape: 9 track, 6250 bpi, EBCDIC ASCII format

The wording supplied by the electronic resource or its documentation should be used. To reduce ambiguity, it is suggested that the words "system requirements" or an equivalent precede this information.

16.2.4 Edition

Because electronic resources are often updated or expanded, they often carry a statement of edition. Such words as "edition", "version", "level", or "update" are used. More traditional words such as "revised edition", "third update" or "training level" may also appear. The number and other designation for the edition should be recorded in the terms given in the source.

EXAMPLE 1 5th edition
EXAMPLE 2 Version for IBM/Tandy
EXAMPLE 3 Macintosh version 1.1

16.2.5 Date of citation

This information should follow the date of the publication (see 5.1 (f) and 12.3).

The date on which the electronic resource was actually seen should be given in brackets for resources which may be subject to changes (e.g. online resources) or when no other reliable data can be found in the source or the documentation. The date of the citation should be preceded by the word "cited" or an equivalent term.

EXAMPLE 1 [cited 3 September 1997]
EXAMPLE 2 [cited 1997-07-28]
EXAMPLE 3 [cited 17 May 1997, 16.15 BST]

16.2.6 Availability and access

Additional information for identifying and locating the original resource (see 4.1 (h)) cited should be provided for online resources. This information should be identified by the words "available from" or an equivalent phrase where appropriate.

The location information for online resources within a computer network such as the Internet should refer to the copy of the resource which was actually seen, and it should include the network address for its location as well as the method of access to the resource if that method is not apparent in the network address itself. The elements of location information (e.g. address of the host computer, directory name, file name) should be transcribed with the same punctuation, upper case and lower case letters as given in the source.

EXAMPLE 1 Available from Internet: listserv@uhupvm1.uh.edu by sending command GET PRICEWIL PRV5N3 F+MAIL
EXAMPLE 2 Available from Internet via anonymous FTP to: BORG.LIB.VT.EDU.
EXAMPLE 3 Available from DIALOG Information services, Palo Alto (Ca).
EXAMPLE 4 Available from TELESYSTEMES QUESTEL.
16.2.7 Other availability information

Information on any other locations or forms of the resource may also be given. This information should be clearly separated from information which refers to the location of the actual resource cited, and should be preceded by the words "also available" or an appropriate equivalent phrase.

EXAMPLE Also available in HTML version from URL: http://info.lib.uh.edu/pacsrev.html.

16.3 Films, videos, broadcasts

16.3.1 Title

Most films, videos and broadcasts are the co-operative output of many individuals, no one of whom has a dominant role as creator. They should be cited with the title as the first element in the reference.

EXAMPLE 1 Macbeth. Film. Directed by Orson WELLES.
EXAMPLE 2 The Archers. BBC radio programme.

16.3.2 Creator

For the special purpose of the reference, or to distinguish items with the same title, names of individuals may be cited with their roles as director, producer, actor, etc. The director is preferred (see 5.1.1). If one individual is clearly responsible for the intellectual content of an item, he should be given as creator in the first element.


16.3.3 Date

For films the preferred date is the year of release in the country of production.


16.3.4 Programme within a series

For an individual programme within a series, the number and title of the episode should normally be given, as well as the series title, the transmitting organization and channel, the full date, i.e. year, month, day, and if necessary the time of transmission.

EXAMPLE 1 Yes, Prime Minister, Episode 1, The Ministerial Broadcast. TV, BBC 2. 16 Jan. 1986.

16.3.5 Contributions

Individual items within a programme should be cited as contributions (see 6.4).


16.4 Illustrations

16.4.1 Location

If in a reference to an illustration, its known location in a library or repository is essential to its identification, location (see clause 15) should be treated as an essential element.

16.4.2 Part of another resource

If an illustration has been removed, or reproduced, from a known book or other item, it should be cited as part of that resource.


16.5 Patent resources

The order of elements in a reference to a patent resource should be, with the exception of the date, as for a reference to a contribution within a serial (see Table 2). The name of the proprietor or applicant originator (see 5.1.1) should precede the title of the patent document (contribution); the country name or code (see 5.3.4) and the official designation of the series within which the patent resource is numbered (host resource) should follow. The patent serial number should suffice as numeration. It incorporates the date of publication, which should normally include day and month as well as year (see 12.3.3).

If it is not already clear in the reference, the fact that an item is a patent resource should be stated.

Other information such as the name of the inventor, any classification symbols and the date of application preceded by “Appl.”, may be given as additional information between the title and the official designation.


16.6 Report series

Many works issued in series by research bodies and similar organizations are commonly identified by series title and number. In references to such publications, the series title and number are essential elements, which may be abbreviated in a generally recognized form, e.g. “ISO 690”.

17 Presentation of references

17.1 General

Table 1, Table 2 and Table 3 set out, for types of reference to printed resources, electronic bulletin boards, discussion lists and electronic messages the required and optional elements and the order in which they should be presented.

Essential elements are printed in bold type, with those that are essential only in particular circumstances in brackets. Optional elements are shown inset in normal type.
17.2 Order of elements

The tables show the order of elements (see 4.1) that should be adopted in normal references, in lists of cited items, or as headings to abstracts or reviews.

For special circumstances, a modified order is equally acceptable if adopted for all references: thus, for lists of references in classified or subject order, it is often appropriate to place the English title first and the creator second. In accessions lists of maps, the area may be placed first. In lists of moving-image materials, the title is normally placed first.

17.2.1 Arrangement of alphabetical lists

The following principles should be observed in arranging an alphabetical list of references:

a) A creator's own writings go before any document he or she has cited;

b) A single-creator entry goes before a dual or multi-creator entry beginning with the same name;

c) Multiple entries by a single creator are arranged chronologically, with the earliest document first;

d) Multiple creator entries with the same first creator may be arranged chronologically after entries by the first creator alone or with one co-creator (to match citations in the resource which give the first creator's name, 'and others' or 'et al' after the date.);

e) Corporate creators (such as institutions) are alphabetized according to the first significant word of the name.
### Table 1 Reference to a book or other separately issued item

**NOTE:** Bold entries are required elements. Bracketed entries are required when applicable.

<table>
<thead>
<tr>
<th>To an item (whole or part)</th>
<th>Relevant clauses</th>
<th>To a contribution within such an item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name of creator</strong> of the cited item</td>
<td>5</td>
<td><strong>Name of creator</strong> of the cited contribution</td>
</tr>
<tr>
<td>[<strong>Year</strong> — in name and date system]</td>
<td>11.3.2, 3.2</td>
<td>[<strong>Year</strong> — in name and date system]</td>
</tr>
<tr>
<td>[<strong>Title of the item</strong>]</td>
<td>6.1</td>
<td><strong>Title of the contribution</strong></td>
</tr>
<tr>
<td><strong>Additional information for contribution</strong></td>
<td>6.4</td>
<td><strong>In:</strong></td>
</tr>
<tr>
<td><strong>Name of creator</strong> of the host item</td>
<td>5</td>
<td><strong>Title of the host item</strong></td>
</tr>
<tr>
<td>[<strong>Medium designation</strong> and consultation requirements, if not eye-legible print]</td>
<td>7</td>
<td>[<strong>Medium designation</strong> and consultation requirements, if not eye-legible print]</td>
</tr>
<tr>
<td>[<strong>Map series designation</strong>]</td>
<td>8</td>
<td>[<strong>Map series designation</strong>]</td>
</tr>
<tr>
<td>[<strong>Scale</strong> — of maps, plans]</td>
<td>9</td>
<td>[<strong>Scale</strong> — of maps, plans]</td>
</tr>
<tr>
<td>Subsidiary titles</td>
<td>6.1.5, 6.1.6, 6.1.7, 7.2</td>
<td>Subsidiary titles</td>
</tr>
<tr>
<td><strong>Edition</strong> [if not first]</td>
<td>10</td>
<td><strong>Edition</strong> [if not first]</td>
</tr>
<tr>
<td>Subsidiary creator</td>
<td>15.2</td>
<td>Subsidiary creator of the host item</td>
</tr>
<tr>
<td>Place and publisher</td>
<td>11.1, 11.2</td>
<td>Place and publisher</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>11.3, 3.3, 3.4</td>
<td><strong>Date</strong></td>
</tr>
<tr>
<td>[<strong>Numeration</strong> — if not citing the whole item]</td>
<td>12.1</td>
<td>Numeration of volume, etc., containing the contribution</td>
</tr>
<tr>
<td>[<strong>Series title and number</strong> — if normally so identified]</td>
<td>6.1, 16.6</td>
<td>First and last page, etc. numbers of the contribution</td>
</tr>
<tr>
<td><strong>ISBN</strong></td>
<td>13</td>
<td><strong>ISBN</strong></td>
</tr>
<tr>
<td>[<strong>Location</strong> — town, repository, call number — if only a few copies exist]</td>
<td>14</td>
<td>[<strong>Location</strong> — town, repository, call number — if only a few copies exist]</td>
</tr>
<tr>
<td>Other information may be added in whatever position is most appropriate</td>
<td>15</td>
<td>Other information may be added in whatever position is most appropriate</td>
</tr>
</tbody>
</table>

1 In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.
### Table 2 Reference to a serial

NOTE: Bold entries are required elements. Bracketed entries are required when applicable.

<table>
<thead>
<tr>
<th>To a serial (whole or part)</th>
<th>Relevant clauses</th>
<th>To a contribution within a serial</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>5</td>
<td>Name of creator of the cited contribution</td>
</tr>
<tr>
<td></td>
<td>11.3.2, 3.2</td>
<td>[Year — in name and date system]</td>
</tr>
<tr>
<td></td>
<td>6.1</td>
<td>Title of the contribution</td>
</tr>
<tr>
<td></td>
<td>8</td>
<td>[Map series designation]</td>
</tr>
<tr>
<td></td>
<td>9</td>
<td>[Scale — of maps, plans]</td>
</tr>
<tr>
<td></td>
<td>15</td>
<td>Additional information for contribution</td>
</tr>
</tbody>
</table>

**Title of the serial**

**ISSN**

[Medium designation and consultation requirements if not eye-legible print]

[Year — in name and date system]

Subsidiary titles

Edition [if any]

Place and publisher

**Date**¹

[Numeration — if not citing the whole periodical]

[Location — town, repository, call number — if only a few copies exist]

Other information may be added in whatever position is most appropriate

| 6.3 | 1.3, 6.3.1 | 7 |
|     |           | 10.3.2, 2.2 |
| 6.1, 6.1.6, 6.1.7, 7.2 | | 10 |
| 11.1, 11.2 | | |
| 11.3, 3.3, 3.4 | | |
| 13.1 | | |
| 13.2 | | |
| 14 | | |
| 15 | | |

¹ In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.
Table 3 Reference to electronic bulletin boards, discussion lists and electronic messages

NOTE: Bold entries are required elements.

<table>
<thead>
<tr>
<th>To the entire message system</th>
<th>Relevant clauses</th>
<th>To an electronic message</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of publication</td>
<td>5, 3.2, 11.3.2</td>
<td>Creator of the cited contribution</td>
</tr>
<tr>
<td>Title</td>
<td>6</td>
<td>Date of publication</td>
</tr>
<tr>
<td>Type of medium</td>
<td>8</td>
<td>Title of message</td>
</tr>
<tr>
<td>Place of publication</td>
<td>11.1</td>
<td>Title of host message system</td>
</tr>
<tr>
<td>Publisher</td>
<td>11.2</td>
<td>Publisher</td>
</tr>
<tr>
<td>Date of citation</td>
<td>16.2.5</td>
<td>Date of citation</td>
</tr>
<tr>
<td>Availability</td>
<td>15.6</td>
<td>Numeration within host message system</td>
</tr>
<tr>
<td>Notes</td>
<td>15.6</td>
<td></td>
</tr>
</tbody>
</table>
Annex A  
(informative)

Examples

These examples illustrate the treatment of optional and additional items of information. For many purposes shorter references retaining essential items only (see clause 17) are acceptable.


EXAMPLE 12  *Bulletin trimestriel*. Institut archéologique du Luxembourg. ISSN 0020-2177. 1925-.


EXAMPLE 25  DRIVERS. Your street map of the city of Cambridge and surrounding area [actually Holmes Chapel, Cheshire]. [ca. 1973.]


EXAMPLE 30  Financial Times Commodity Reports. Prestel® page 248310, 83-06-09, consulted at 13.57.


EXAMPLE 43  Gull’s eye view [of Hugh Town, St Mary’s, Scilly Isles]. Not drawn to scale. Reading: Bowley [ca. 1960].


EXAMPLE 48  KING’S SINGERS. Christmas with the King’s Singers: six arrangements for mixed voices. London: Chappell Music, 1981.


EXAMPLE 60 Natura (Amsterdam). ISSN 0028-0631. 1906-.

EXAMPLE 61 Natura (Bucharest). ISSN 0028-0674. 1912-.


EXAMPLE 75 TAYLOR, Isaac. *The county of Dorset*. Reduced from the large map in six sheets and planned by a scale of two statute miles to one inch. London: Faden, 1796.


EXAMPLE 53  WYLD, James. Map of the countries lying between Turkey and Birmah ... 1 : 8 000 000. London: James Wyld, 1839. Yes, Prime Minister, Episode 1, The Ministerial Broadcast. TV, BBC 2. 16 Jan. 1986
Bibliography

[1] ISO 4, *Information and documentation — Rules for the abbreviation of title words and titles of publications*

[2] ISO 216, *Writing paper and certain classes of printed material -- Trimmed sizes - A and B series*

[3] ISO 3166, *Codes for the representation of names of countries and their subdivisions*


Reference management tools help you to organise your references and create bibliographies. Bibliographic management (also known as reference management) tools provide a way to collect and save details of the resources you have used in your work. They can then generate references, reference lists and bibliographies in a variety of referencing styles. Selecting a tool to manage your references.

There are a range of free and paid for tools available. Many are web-based and free although please note free versions may have limitations, such as the amount of storage space. There are websites allow you to instantly generate a single reference, often known as citation generators. Bibliographic citations must contain a series of elements that are set out by the ISO 690:2010 standard. Besides the rules set out by this standard, there are other more usual styles and guidelines depending on the subject area. We provide information about and access to the most relevant ones. The Government of Catalonia's bibliographical citation guide. It provides guidelines to address any questions that may arise in writing papers, reports or other documents. ISO 690:2010 standard for references. How to cite images. A selection of resources on how to cite the images we use in academic papers, articles, etc. We use a wide-ranging definition for image: photographs, paintings, drawings, pictures, diagrams, graphics, etc. Information and documentation — Guidelines for bibliographic references and citations to information resources. Academic institutions or scientific publishers may not accept references for some information resources such as Wikipedia articles for research papers and other scientific documents. Document History. ISO DIS 690. February 19, 2020. Information and documentation — Guidelines for bibliographic references and citations to information resources. 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 ISO 690. June 15, 2010.