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## **Information and documentation — References and citations to published materials**

*Information et documentation — Références et citations aux documents publiés*

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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.

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

This edition 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 if required.

# Information and documentation — References and citations to published materials

## 1 Scope

This International Standard makes recommendations for the preparation of bibliographical and other references to be given in works that are not themselves primarily bibliographical. It applies to all the different kinds of published work that might be cited, including monographs, serials and contributions, patent documents, cartographic material, computer software and data bases, music, recorded sound, prints, photographs, illustrations, audiovisuals and moving images.

## 2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 4:1984, *Information and documentation — Rules for the abbreviation of title words and titles of publications*.

ISO 216:—<sup>1)</sup>, *Writing paper and certain classes of printed material — Trimmed sizes — A and B series*.

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

ISO 832:1994, *Information and documentation — Bibliographic description and references — Rules for the abbreviation of bibliographic terms*.

ISO 2108:—<sup>2)</sup>, *Information and documentation — International standard book numbering (ISBN)*.

ISO 3297:1986, *Information and documentation — International standard serial numbering (ISSN)*.

ISO 8601:1988, *Specification for representation of dates and times in information interchange*.

## 3 Definitions

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

---

1) To be published (Revision ISO 216:1975)

2) To be published.

**3.1  
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

**3.2  
call number**

reference provided to enable the custodian to locate a document within a repository

**3.3  
computer programme**

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

[ISO/TR 9544:1988]

**3.4  
contribution**

an item provided by an originator to form part of a host document from several originators, e.g. an article in a periodical

**3.5  
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 document is a monograph or serial, those terms should normally be preferred over the broader term "database".

**3.6  
document**

combination of a medium and the information recorded on it

**3.7  
electronic document**

document consisting in an electronic form to be accessed by computer technology

**3.8  
electronic message system**

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

**3.9  
illustrations**

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

**3.10  
landscape**

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

**3.11  
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.

**3.12  
map height**

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

**3.13****map series designation**

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

**3.14****monograph**

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

**3.15****neat line**

line, usually a grid or graticule, that encloses the detail of a map

**3.16****originator**

person, people or organization responsible for the intellectual content of a document or contribution

**3.17****reference**

set of data describing a document or part of a document, 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 documents;
- 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.

**3.18****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

(ISO 10956)

**3.19****series**

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

**4 Methods of citation****4.1 Relation between citation in text and reference**

Statements in a text should be linked to the bibliographic details of the documents that support those statements in one of the three ways described in 4.2, 4.3 and 4.4.

**4.2 Name and date system (Harvard system)****4.2.1 Citation in text**

The originator's name and the year of publication of the document cited are given in the text. If the originator'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 document, the page numbers, etc. may be given after the year within the parentheses.

If two or more documents have the same originator 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).

#### 4.2.2 References.

The references to the documents are set out in a list in the alphabetical order of the originators' surnames, with the year of publication and lower-case letter, if any, immediately following the originator's name.

EXAMPLE ...  
BURCHARD, J.E., 1965. How humanists use a library. In: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments*, 3 Sep. 1965.  
...  
CHAPMAN, J., 1981. *Report to the British Library Research and Development Department S1/9/281*. Microfiche. Birmingham: University School of History.  
...  
CRANE, D., 1972. *Invisible Colleges*. Chicago: University of Chicago Press.  
...  
SMITH, C., 1980. Problems of information studies in history. In: S. STONE, ed. *Humanities information research*, Sheffield:  
CRUS, 1980, pp. 27–30.  
...  
STIEG, M.F., 1981b. The information needs of historians. *College and Research Libraries*, 42(6), pp 549–560.

### 4.3 Numeric system

#### 4.3.1 Citation in text

Numerals in the text, in parentheses, square brackets or superscript, refer to documents in the order in which they are first cited. Subsequent citations of a particular document receive the same number as the first. If particular parts of a document 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<sup>26</sup>. Its absence among historians is noted by Stieg<sup>13</sup>p.556. It may be, as Burchard<sup>8</sup> points out, that they have no assistants, or are reluctant to delegate<sup>27, 28</sup>.

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).

#### 4.3.2 References

The references to the documents are set out in their numerical order in a numbered list.

EXAMPLE ...

8. BURCHARD, J.E. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments*, 3 Sep. 1965.

...

13. STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981,42(6), pp 549–560.

...

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

27. SMITH, C. Problems of information studies in history. *In*: S. STONE, ed. *Humanities information research*. Sheffield: CRUS, 1980, pp. 27–30.

28. CHAPMAN, J. *Report to the British Library Research and Development Department S1/9/281*. Microfiche. Birmingham: University School of History, 1981.

## 4.4 Running notes

### 4.4.1 Citation in text

Numerals in the text, in parentheses, square brackets or superscript, refer to notes, numbered in the order they occur in the text. The notes may contain references to cited documents. Multiple citations of one document receive separate note numbers.

EXAMPLE The notion of an invisible college has been explored in the sciences<sup>32</sup>. Its absence among historians is noted by Stieg<sup>33</sup>. It may be, as Burchard<sup>34</sup> points out, that they have no assistants, or are reluctant to delegate<sup>35</sup>,

One note number is used for each statement or group of statements supported by a citation; the corresponding note may include more than one source (see note number 35 in example a) to 4.4.2).

### 4.4.2 References

The notes are set out in their numerical order.

A note that refers to a document cited in an earlier note either repeats the full reference or gives the number of the earlier note, with any necessary page numbers, etc.

If names are abbreviated, note number 1 explains all such abbreviations or states where explanations may be found.

EXAMPLE 1 1. The abbreviations used are:

CRUS = Centre for Research on User Studies UGC = University Grants Committee

...

8. BURCHARD, J.E. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments*, 3 Sep. 1965.

...

15. STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981,42(6), pp 549–560.

...

32. CRANE, D. *Invisible colleges*. Chicago: University of Chicago Press, 1972.

33. STIEG, ref. 15, p.556.

34. BURCHARD, ref. 8.

35. SMITH, C. Problems of information studies in history. In: S. STONE, ed. *Humanities information research*. Sheffield: CRUS, 1980, pp. 27–30. J. CHAPMAN. *Report to the British Library Research and Development Department S1/9/281*. Microfiche. Birmingham: University School of History, 1981.

Or

EXAMPLE 2 1. The abbreviations used are listed on page 357.

...

8. BURCHARD, J.E.

...

## 5 Elements of a reference

### 5.1 Order of elements

The basic order of elements in normal references should be:

- a) originator, if any;
- b) year — in name and date system (see 4.2);
- c) title;
- d) material designation, if necessary;
- e) production (publisher or equivalent);
- f) date<sup>1</sup>
- 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.

### 5.2 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 square 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.

### 5.3 Data supplied from other sources

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

### 5.4 Transliteration

Any element not in the same Roman alphabet may be transliterated or romanized in accordance with the relevant International Standard (see Annex C).

### 5.5 Abbreviation

Generally accepted terms may be abbreviated in accordance with ISO 832 (see 16.4 and Annex B). Other abbreviations should be avoided except as provided in 4.4.2 for running notes, in 6.1.6 for illustrations, in 6.3.4 for patent documents and in 17.6 for series titles.

### 5.6 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.

## 6 Originator

### 6.1 Selection

#### 6.1.1 General

The person (see 6.2) or organization (see 6.3) shown most prominently in the preferred source (see 5.2) as responsible for the content of the cited item, in its published form, should be given as originator. The originator's role varies from one item to another. If there is no obvious originator, 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 documents containing a number of contributions, a role with which a single originator is associated should be preferred to any role with which several originators are associated (see also 6.4.3).

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.

### 6.1.2 Cartographic material

For cartographic material, the originator'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	Wording on map	Originator cited
	Surveyed by Isaac Taylor	TAYLOR, Isaac
	<i>Lake District: tourist map</i>	ORDNANCE SURVEY
	Ordnance Survey	

Attributions may be given in the originator element or included in the additional information (see 16). 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.

### 6.1.3 Computer software

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

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

### 6.1.4 Music

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

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

### 6.1.5 Patent documents

For patent documents, 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.

### 6.1.6 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].

EXAMPLE 2 London: British Museum, Department of Prints and Drawings. *In: A.M. HIND. Engraving in England in the sixteenth and seventeenth centuries. Part 1 — The Tudor Period*

## 6.2 Personal names

### 6.2.1 General

Names of originators should normally be given in the form in which they appear in the preferred source (but see 6.2.2), transliterated if necessary (see 5.4).

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 originator 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]

### 6.2.2 Variant forms

If an originator's name appears in different forms in different documents cited in one work, e.g. Tchaikovsky, Chaikovski, the form used in the cited document should be retained. Only one form of the name, in square brackets if necessary, should appear as the first element.

### 6.2.3 Additions

Additions to names indicating rank, office or status (academic, professional, etc.) may be retained or supplied to distinguish originators 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.]

## 6.3 Organizations or groups

### 6.3.1 Form of name

If the originator 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 5.4).

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 square brackets, unless the body is usually identified by the initials only, e.g. Unesco, NATO.

### 6.3.2 Ambiguous names

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

EXAMPLE TRINITY COLLEGE (Cambridge)

TRINITY COLLEGE (Dublin)

### 6.3.3 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

EXAMPLE 3 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 1 ACADEMIE FRANCAISE [not INSTITUT DEFRANCE. Académie française]

EXAMPLE 2 WORLD HEALTH ORGANIZATION [not UNITED NATIONS. World Health Organization]

### 6.3.4 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 documents, 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]

## 6.4 Multiple originators

### 6.4.1 Two or three originators

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

EXAMPLE 1 MURET, Pierre, and Philippe SAGNAC

EXAMPLE 2 Bundesanstalt für Bodenforschung and UNESCO

### 6.4.2 More than three originators

For works with four or more originators, 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.*

### 6.4.3 Title first

For certain kinds of work, e.g. encyclopaedias, dictionaries, or if an item is the co-operative output of many individuals, none of whom has a dominant role as originator, e.g. films, videos, the title should be used instead of an originator. For references to works with several originators, it may be appropriate to give the title or series title first (but see 6.1.1). (See also 6.6 and 17.3.1)

EXAMPLE 1 Encyclopaedia Britannica.

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

### 6.4.4 Conferences

If no person or organization can be identified as the originator (see 6.1.1) 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.

### 6.4.5 Subsidiary originator

To facilitate identification of a particular document, 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 document may be added after the title (see also 16.2).

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.

### 6.4.6 Originators of multiple editions

If a new edition, abridgement or updated version of a work is produced by a new originator, the name of the first originator should be used if it appears as an originator 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.

EXAMPLE 2 FITTING, Hans, *et al.* *Strasburger's text book of botany*.

EXAMPLE 3 GORDON, Dexter. *Settin' the pace*. In: *Long Tall Dexter, the Savoy Sessions*. Savoy, 1976, SIL 211. Originally released on Savoy, 1947, MG 9003.

### 6.5 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 EL GRECO

EXAMPLE 3 ELIOT, George

EXAMPLE 4 MAUROIS, André

If the originator's real name is known, it may be supplied preceded by "pseud. of".

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

### 6.6 Anonymous works

For anonymous works cited by the name and date system (see 4.2), "Anon" should be used instead of an originator's name. For anonymous works cited by the numeric system (see 4.3) or running notes (see 4.4) the title may be treated as the first element. If the originator's name is known, it may be supplied.

## 7 Title

### 7.1 Form

#### 7.1.1 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).

#### 7.1.2 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 document;
- 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 neat line 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 document, 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.

### 7.1.3 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 square 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.

EXAMPLE 3 GREAT BRITAIN. House of Commons. *Official Report. Parliamentary debates* [Hansard].

### 7.1.4 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 7.3.4).

EXAMPLE	Source	Reference
	<i>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.</i>	<i>Map of the countries lying between Turkey and Birmah...</i>

### 7.1.5 Subtitles

Subtitles should be included if they furnish essential information about the content of a document (see also 7.1.6), 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*.

### 7.1.6 Ambiguous or incorrect title

Elucidation of a title that is ambiguous or fails to indicate clearly the content of the publication may be supplied in square 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 1 *National topographic map series. 1 : 100 000* [Queensland index map].

EXAMPLE 2 *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.

### 7.1.7 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 [Wildlife sanctuaries of Trinidad]

and for a map series as a whole, the scale and series designation, if they are necessary to distinguish the series from others of the same area;

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

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

- d) for illustrations, the subject matter and print process.

EXAMPLE PELHAM, Henry, del. [Quin Abbey, Co. Clare. General view.] Engraving.

## 7.2 Translation of title

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

EXAMPLE *The Artamonovs* [Delo Artamonvykh].

*Delo Artamonovykh* [The Artamonovs].

## 7.3 Titles of periodicals and other serials

### 7.3.1 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 Ecology. ISSN 0022-0477.

### 7.3.2 Form of title

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 *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 *Natura* (Amsterdam).

*Natura* (Bucharest).

### 7.3.3 Earlier or later titles

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

EXAMPLE British Journal of Physical Education. 1970-

1945–1954: Journal of Physical Education.

1955–1969: Physical Education.

### 7.3.4 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.

## 7.4 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 1 BRY, I., and L. AFFLERBACH. In search of an organizing principle for behavioural science literature. *Community Mental Health Journal*. 1968, 4(1), pp 75–84.

EXAMPLE 2 RANGANATHAN, S.R. Colon classification and its approach to documentation. *In*: Jesse H. SHERA and Margaret E. EGAN, eds. *Bibliographic organization*. Chicago: University of Chicago Press, 1951, pp. 94–105.

EXAMPLE 3 MICHAEL, D. The effect of local deformations on the elastic interaction of cross walls coupled by beams. *In*: E.A. COULL and B. STAFFORD-SMITH. *Tall buildings*. Oxford: Pergamon Press, 1967.

EXAMPLE 4 HARRIS, R.I. The nature of the wind. *In*: *Proc. Conference on the modern design of wind sensitive structures*. London: Construction Industry Research and Information Association, 1971, Paper 3.

EXAMPLE 5 EVANS, Bill. Sleeve note to *Kind of Blue*

## 8 Material 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 (5¼ in. 80 tr dd ds CP/M 86®)
- globe
- hologram
- map
- microfiche (x 48)
- microfilm reel (16 mm negative)
- overhead projector transparency
- parts
- photograph
- score
- slide (2 in.)
- sound disk (7 in. 45 rev/min stereo)
- TV news bulletin
- video cassette (VHS PAL)
- video disk (Laservision professional)
- videotext
- wall chart

For the use of ® see 16.8.

## 9 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

## 10 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	Reference
EXAMPLE 2	"1:63,360"	"1:63 360"
EXAMPLE 3	"One-inch-to-one-mile"	"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]".

## 11 Edition

### 11.1 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.

### 11.2 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 2	Stockholm: Paralog, 1981.
EXAMPLE 3	From a screen display:
EXAMPLE 4	<i>Financial Times Commodity Reports</i> . Prestel®
EXAMPLE 5	page 248310, 83-06-09, consulted at 13.57.

For the use of "®" see 16.8.

## 12 Production

### 12.1 Place

#### 12.1.1 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 6.3.4.

### 12.1.2 Multiple places

If two or more places appear equally prominently in association with one publisher or equivalent, the first only should be given. If a place in the United Kingdom is mentioned, but is neither first nor most prominent, it may be mentioned as well (see 12.2.4 for examples).

## 12.2 Publisher or equivalent

### 12.2.1 General

The organization or person shown most prominently in the preferred source (see 5.2) as responsible for the production of the cited item should be given as publisher.

EXAMPLE DIALOG INFORMATION SERVICES. *Enhancements to the DIALOG Search System: DIALOG version 2 (user manual update)*. Palo Alto [California]: DIALOG, 1985 Nov. Technical Memo 5.

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.

### 12.2.2 Multiple publishers

If the names of two or more organizations appear equally prominently in the same role, the first only should be given. If the name of a United Kingdom publisher is mentioned, but is neither the most prominent nor the first, it may be given in addition after the United Kingdom place name.

### 12.2.3 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.

### 12.2.4 Sponsor, distributor, etc.

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

EXAMPLES Chichester: Phillimore, for the Society of Genealogists Paramount Pictures 1928. London: distributed in the UK by Universal International Pictures (UK).

Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy

MG 9003, 1947.

<b>Title page</b>	<b>Reference</b>
London, J.M. Dent and Sons Ltd.	London: Dent
New York, E.P. Dutton & Co Inc.	
Jointly published by Harper & Row, New York,	New York, London:
Evanston & London and John Weatherill Inc., Tokyo	Harper and Row
New American Library, New York & Toronto	New York: New American Library & Toronto
New English Library Ltd., London	London: New English Library

## 12.3 Date

### 12.3.1 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 12.3.5), it should be preceded by “©”.

### 12.3.2 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].

### 12.3.3 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), e.g. '1984-02-10 13.43;
- 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), e.g. “10 Feb. 1984”;
- c) if appropriate, as shown in the preferred source, e.g. the name of a season or university term.

### 12.3.4 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]

### 12.3.5 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.

### 12.3.6 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 13), if any, should also be given.

EXAMPLE 1 1940-,

EXAMPLE 2 1978-, Jahrg. 5-

EXAMPLE 3 1936–1941, ano 1–6,

EXAMPLE 4 1970–1973, vols 1–3. Discontinued

## 13 Numeration and pagination

### 13.1 General

The components of an item (see 16.4) should be cited in the terms used in that item, their order following the principle that the larger precedes the smaller.

EXAMPLE Data Protection Act 1984. Schedule 1, c 35 Part 1, clause 7.

### 13.2 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 4.2, 4.3 and 4.4.

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.

### 13.3 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

## 14 International standard numbers

If an item has an international standard number, as described in ISO 2108 and ISO 3297, e.g. an ISSN, it should be given (see also 7.3.1).

EXAMPLE 1 Geological Magazine. ISSN 0016-7568.

EXAMPLE 2 Journal of Ecology. ISSN 0022-0477.

## 15 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.

## 16 Additional general information

### 16.1 Introduction

In 16.2 to 16.9 a check-list is given of some additional kinds of information that may be provided in particular references. If any of these items is included, it should comply with these recommendations.

### 16.2 Subsidiary originator

The name of a subsidiary originator may be included, with an indication of his role, so placed in the reference that the relation between that role and the whole or part of the document is clear (see also 6.4.5).

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.

### 16.3 Classification

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

EXAMPLE 1 UDC 001.811:025.171

EXAMPLE 2 Dewey 709“.2”4

EXAMPLE 3 LC N6797.P/

EXAMPLE 4 Int. Cl. E02F 3/76. GB Cl. E1F 12 (a patent)

### 16.4 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 5.5 and Annex B.

EXAMPLE Vol. 6, no. 3, pp. 25–45

## 16.5 Size and format

### 16.5.1 General

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

- a) the height only, in centimetres, e.g. "21 cm";
- b) the height followed by the width, e.g. "21 cm x 15 cm";
- c) if appropriate, the A-size designation, e.g. "A5" (see ISO 216) followed, when necessary, by "landscape".

### 16.5.2 Audiovisual material

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

### 16.5.3 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, e.g. sheet size, may be given if necessary, e.g. "25 cm x 35 cm", "sheet 60 cm x 80 cm". For three-dimensional items, height, width and depth should be given, e.g. "model map 45 cm x 35 cm x 2 cm". For circular maps and globes, the diameter should be given, e.g. "Circular map: 50 cm diameter, on sheet 61 cm x 55 cm", "Globe: 7 cm diameter".

### 16.5.4 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.

## 16.6 Price and availability

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

## 16.7 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.

## 16.8 Registered trade mark

A UK registered trade mark may be denoted by "®".

## 16.9 Other information

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

## 17 Special categories of document

### 17.1 Cartographic material

#### 17.1.1 General information

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

#### 17.1.2 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      Band 6, Landsat 3  
                   Bands 5, 6, 7, Landsat 2  
                   RBV, Landsat 3; 40 % cloud cover  
                   Infra-red, Meteosat

### 17.2 Electronic documents or parts and contributions thereto

#### 17.2.1 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 programmes;
- electronic serials;
- electronic bulletin boards, discussion lists and electronic messages.

#### 17.2.2 Type of medium

The type of medium should be given in the Material designation (see 5.1 (d) and 8). The following words or their equivalent should be used:

- CD-ROM;
- Magnetic tape;
- Disk;
- Online.

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

EXAMPLE 1    database on magnetic tape  
 EXAMPLE 2    monograph on CD-ROM  
 EXAMPLE 3    serial online

EXAMPLE 4 computer programme on disk

EXAMPLE 5 bulletin board online

EXAMPLE 6 electronic mail

### 17.2.3 System requirements

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

- the specific make and model of computer on which the document 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.

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

### 17.2.4 Edition

Because electronic documents 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 5<sup>th</sup> edition

EXAMPLE 2 Version for IBM/Tandy

EXAMPLE 3 Macintosh version 1.1

### 17.2.5 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 document was actually seen should be given in square brackets for documents which may be subject to changes (e.g. online documents) 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 1997-7-28]

EXAMPLE 3 [cited 17 May 1997, 16.15 BST]

### 17.2.6 Availability and access

Additional information for identifying and locating the source document (see 5.1 (h)) cited should be provided for online documents. This information should be identified by the words "available from" or an equivalent term.

The location information for online documents within a computer network such as the Internet should refer to the copy of the document which was actually seen, and it should include the method of access to the document (e.g. FTP) as well as the network address for its location. 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 Internet: <URL:gopher://info.lib.uh.edu:70/00/articles/e-journals/uhlibrary/pacsreview/v5/pricewil.5n3>.
- EXAMPLE 4 Available from DIALOG Information services, Palo Alto (Ca).
- EXAMPLE 5 Available from TELESYSTEMES QUESTEL.
- EXAMPLE 6 Available from World Wide Web: [URL:http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm](http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm).

### 17.2.7 Other availability information

Information on any other locations or forms of the document may also be given. This information should be clearly separated from information which refers to the location of the actual document 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](http://info.lib.uh.edu/pacsrev.html).

## 17.3 Films, videos, broadcasts

### 17.3.1 Title

Most films, videos and broadcasts are the co-operative output of many individuals, no one of whom has a dominant role as originator. 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.

### 17.3.2 Originator

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 6.1.1). If one individual is clearly responsible for the intellectual content of an item, he should be given as originator in the first element.

- EXAMPLE HENDERSON, David. 1985 *Reith Lectures*.  
BBC Radio 3 and 4. Nov. – Dec. 1985.

### 17.3.3 Date

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

- EXAMPLE GEC and Pulsar Productions of London. 1972.  
Transmitted by BBC 2. 17 Jan. 1986.

### 17.3.4 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.

EXAMPLE 2 *News at Ten*. ITV. 27 Jan. 1986. 2200 h.

### 17.3.5 Contributions

Individual items within a programme should be cited as contributions (see 7.4).

EXAMPLE THATCHER, Margaret. Interview. *In: Six O'clock News*.

TV, BBC 1. 29 Jan. 1986. 1823 h.

## 17.4 Illustrations

### 17.4.1 Location

If in a reference to an illustration, its known location in a library or repository is essential to its identification, location (see clause 16) should be treated as an essential element.

EXAMPLE GOSSE, Sylvia (1881–1968). *The Garden*, Rowlandson House. Etching and aquatint, 1912. *At: London:*

British Museum, Department of Prints and Drawings.

Register number 1915-27-41.

### 17.4.2 Part of another document

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

EXAMPLES SPY [pseud. of (Sir) Leslie WARD]. Convocation, caricature of the Very Revd Edward Bickersteth, Dean of Lichfield. *From: JEHU, Junior* [pseud. of Thomas Gibson BOWLES]. *In: Vanity Fair Album*, London: 1884, **vol.** 16, Men of the Day, no. 321. DÜRER, Albrecht. A hare. Watercolour, 1502. *In: E. SCHILLING, Albrecht Dürer Drawings and Watercolours*. London: Zwemmer, 1949, frontispiece.

## 17.5 Patent documents

The order of elements in a reference to a patent document 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 6.1.1) should precede the title of the patent document (contribution); the country name or code (see 6.3.4) and the official designation of the series within which the patent document is numbered (host document) 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 document 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.

EXAMPLE 1 PHILIP MORRIS INC. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

EXAMPLE 2 WINGET LTD. *Detachable bulldozer attachment for dumper vehicles*. Inventor: Reginald John ENGLAND. 8 Mar 1967. 4 pp. (incl. 1 fig.). Appl: 10 June 1963. Int. Cl: E02F 3/76. GB Cl: E1F 12. GB Patent Specification 1060631.

EXAMPLE 3 CARL ZEISS JENA, VEB. *Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes*. Switzerland, Patentschrift 608626. 1979-01-15.

## 17.6 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".

## 18 Presentation of references

### 18.1 General

Table 1 and Table 2 set out, for each of the main types of reference, essential 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 square brackets. Optional elements are shown inset in normal type.

### 18.2 Order of elements

The tables show the order of elements (see 5.1) 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 originator second. In accessions lists of maps, the area may be placed first. In lists of moving-image materials, the title is normally placed first.

#### 18.2.1 Arrangement of alphabetical lists

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

- a) An originator's own writings go before any document he or she has cited;
- b) A single-originator entry goes before a dual or multi-originator entry beginning with the same name;
- c) Multiple entries by a single originator are arranged chronologically, with the earliest document first;
- d) Multiple originator entries with the same first originator may be arranged chronologically after entries by the first originator alone or with one co-originator (to match citations in the document which give the first originator's name, 'and others' or 'et al' after the date.);
- e) Corporate originators (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

To an item (whole or part)	Relevant clauses	To a contribution within such an item
<b>Name of originator</b> of the cited item [ <b>Year</b> — in name and date system]	6 12.3.2, 4.2 7.1 16 7.4 6	<b>Name of originator</b> of the cited contribution [ <b>Year</b> — in name and date system] <b>Title of the contribution</b> Additional information for contribution <i>In:</i>
<b>Title of the item</b> [ <b>Material designation</b> and consultation requirements, if not eye-legible print] [ <b>Map series</b> designation] [ <b>Scale</b> — of maps, plans] Subsidiary titles	6 7.1 8 9 10 7.1.5, 7.1.6, 7.1.7, 8.2	<b>Name of originator</b> of the host item <b>Title of the host item</b> [ <b>Material designation</b> and consultation requirements, if not eye-legible print] [ <b>Map series</b> designation] [ <b>Scale</b> — of maps, plans] Subsidiary titles
<b>Edition</b> [if not first] Subsidiary originator Place and publisher	11 16.2 12.1, 12.2	<b>Edition</b> [if not first] Subsidiary originator of the host item Place and publisher
<b>Date</b> <sup>1</sup>	12.3, 4.3, 4.4	<b>Date</b> <sup>1</sup>
[ <b>Numeration</b> — if not citing the whole item]	13.1 13.2	<b>Numeration</b> of volume, etc., containing the contribution <b>First and last page, etc. numbers</b> of the contribution
[ <b>Series title and number</b> — if normally so identified] <b>ISBN</b>	7.1, 17.6 14	[ <b>Series title and number</b> — if normally so identified] <b>ISBN</b>
[ <b>Location</b> — town, repository, <b>call number</b> — if only a few copies exist] Other information may be added in whatever position is most appropriate	15 16	[ <b>Location</b> — town, repository, <b>call number</b> — if only a few copies exist] Other information may be added in whatever position is most appropriate
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

To a serial (whole or part)	Relevant clauses	To a contribution within a serial
<p><b>Title of the serial</b></p> <p><b>ISSN</b></p> <p>[<b>Material designation</b> and consultation requirements if not eye-legible print]</p> <p>[<b>Year</b> — in name and date system]</p> <p>Subsidiary titles</p> <p>Edition [if any]</p> <p>Place and publisher</p> <p><b>Date</b><sup>1</sup></p> <p>[<b>Numeration</b> — if not citing the whole periodical]</p> <p>[<b>Location</b> — town, repository, <b>call number</b> — if only a few copies exist]</p> <p>Other information may be added in whatever position is most appropriate</p>	<p>6</p> <p>12.3.2, 4.2</p> <p>7.1</p> <p>9</p> <p>10</p> <p>16</p> <p>7.3</p> <p>2.3, 7.3.1</p> <p>8</p> <p>12.3.2, 4.2</p> <p>7.1.5, 7.1.6, 7.1.7, 8.2</p> <p>11</p> <p>12.1, 12.2</p> <p>12.3, 4.3, 4.4</p> <p>13.1</p> <p>13.2</p> <p>15</p> <p>16</p>	<p><b>Name of originator</b> of the cited contribution</p> <p>[<b>Year</b> — in name and date system]</p> <p><b>Title of the contribution</b></p> <p>[<b>Map series</b> designation]</p> <p>[<b>Scale</b> — of maps, plans]</p> <p>Additional information for contribution</p> <p><b>Title of the host serial</b></p> <p>ISSN</p> <p>[<b>Material designation</b> and consultation requirements if not eye-legible print]</p> <p>Subsidiary titles</p> <p>Edition [if any]</p> <p>Place and publisher</p> <p><b>Date</b><sup>1</sup></p> <p><b>Numeration</b> of volume, etc., containing the contribution</p> <p><b>First and last page, etc. numbers</b> of the contribution</p> <p>[<b>Location</b> — town, repository, <b>call number</b> — if only a few copies exist]</p> <p>Other information may be added in whatever position is most appropriate</p>
<p><sup>a</sup> In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.</p>		

## Annex A (informative) Examples of references

These examples illustrate the treatment of optional and additional items of information. For many purposes shorter references retaining essential items only (see clause 18) are acceptable.

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## Annex B (informative) Abbreviations in references

Terms for the components of an item may be abbreviated in references, provided the forms of abbreviation are consistent throughout a document or group of documents. The following forms are recommended for general use.

Term	Abbreviation
abstract	abs.
Abteilung	Abt.
album	album
Band	Bd.
bibliography	bibliogr.
cassette	cas.
diagram	diagr.
disk	dk.
fiche	fiche
figure	fig.
folio	fol.
frame	fr.
Heft	Hft.
index	ind.
Jahrgang	Jg.
number	no.
opus	op.
page	p.
pages	pp.
part	pt. or part (in music)
plate	pl.
record	rec.
series	ser.
summary	sum.
table	tab.
tape	tape
track	tr.
tome	t.
volume	vol.

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