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ISO/TC 46 / SC 9

Title

**Information and documentation –
Identification and description**

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English title

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

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

Reference language version: English French Russian

Introductory note

ISO Committee Draft 690 merges and updates the following two ISO standardsL

- ISO 690:1987, **Documentation -- Bibliographic references -- Content, form and structure**
- ISO 690-2:1997, **Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof**

CD 690 provides guidance for establishing bibliographic references and citations to works that are primarily in Latin scripts. It applies to information resources such as monograph and serial publications, contributions within publications, patents, maps and similar cartographic materials, music, sound recordings, prints, photographs and other graphic works, and audiovisual material, regardless of the format (e.g. analogue or digital) in which such resources are issued.

CD 690 is based on a proposal submitted by BSI and was prepared under the editorial direction of Mr. George Richardson of the U.K.

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ISO/CD 690

ISO TC 46/SC 9

Secretariat: SCC

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

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

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Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

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 third edition of ISO 690 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.

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

1 Scope

This International Standard makes recommendations for the preparation of references and citations in Latin scripts in works that are not themselves primarily bibliographical. It applies to all the different kinds of information resource which might be cited, including monographs, serials and contributions, patent resources, cartographic materials, electronic resources (including computer software and data bases), music, recorded sound, prints, photographs, graphic works, audiovisuals and moving images. It does not address machine-parsable or grey-literature citations.

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

Annex A and B indicate the relevant clause(s) of this International Standard which explain the requirements for referencing or citing print and electronic resources.

2 Terms and definitions

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

2.1

bibliography

a list of other resources relevant to the publication but not cited therein

2.2

call number

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

2.3

citation

indication within the publication of a relevant reference

2.4

computer program

schedule or plan that specifies actions expressed in a form suitable for execution by a computer. [ISO/TR 9544:1988]

2.5

contribution

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

2.6

creator

entity primarily responsible for making the intellectual content of the resource

2.7**database**

collection of data objects stored together, in electronic form, according to one schema and made accessible by computer

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

2.8**electronic resource**

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

EXAMPLES CDs, DVDs, online databases, websites, etc.

2.9**electronic message system**

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

2.10**graphic works**

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

2.11**landscape**

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

2.12**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.

2.13**map height**

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

2.14**map series designation**

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

2.15**monograph**

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

2.16**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 can 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.

2.17**resource**

combination of a medium and the information recorded on it

2.18**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

NOTE These can include newspapers, journals, etc.

2.19**series**

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

3 Basic principles for creating references

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

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

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

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

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

4 Elements of a reference**4.1 Source of data**

The data used in a reference should, if possible, be taken from the cited item itself. An eye-legible source should be preferred to any other. Where possible, the text of machine-readable, microform or audiovisual sources should be viewed to verify the elements of the reference and differences should be noted in brackets.

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

- a) heading of a contribution or microform, caption to a cited graphic work;
- b) title page or equivalent, such as title screen, home page, disc(k) label, map face;
- c) verso of title page, header, etc.;
- 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 places on the item, 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.

4.1.1 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.

4.2 Transliteration

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

4.3 Abbreviation

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

Other abbreviations should be avoided except as provided in A.4.2 for running notes, in 14.6.1 for graphic works, in 5.3.4 for patent resources and in 6.3.3 for series titles.

4.4 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.

4.5 Order of elements

The usual order of elements in a reference is:

- a) name(s) of creator(s), if available;
- b) title;
- c) standard number;
- d) edition;
- e) medium designation, if necessary;
- f) production information (place and publisher);
- g) date¹⁾;
- h) numeration within the item;
- i) availability, access or location information.

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).

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

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).

Annex B illustrates the application of this recommendation in particular circumstances related to serials and monographs, and the principle applicable to electronic messages.

5 Creator

5.1 Selection

The person (see 5.2) or organization (see 5.3) shown most prominently in the preferred source (see 4.1) as responsible for the content of the cited item, in its published form, should be given as creator. The creator's role varies from one 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*. In *Studies in Modern Capitalism*. New York: Cambridge University Press, 1982.

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

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

5.2 Personal names

5.2.1 General

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

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

EXAMPLE 1 BACH, C.P.E.

EXAMPLE 2 DÜRER, Albrecht

EXAMPLE 3 FOWLER, H.W.

EXAMPLE 4 GORDON, Dexter

EXAMPLE 5 RAMON Y CAJAL, Santiago

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

EXAMPLE 6 FALLA, Manuel de *[Spanish]*

EXAMPLE 7 LA FONTAINE, Jean de *[French]*

EXAMPLE 8 DE LA MARE, Walter *[English]*

EXAMPLE 9 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 4.2).

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.

5.4.3 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). (See also 5.6 and 14.5.1)

EXAMPLE 1 Encyclopaedia Britannica.

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

EXAMPLE 3 60 years of cool. Blue Note Records OBSBN01, 1999

5.4.4 Conferences

If no person or organization can be identified as the creator (see 5.1) 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 with an indication of the role, so placed in the reference that the relation between that role and the whole or part of the resource is clear.

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

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

EXAMPLE 3 FOWLER, H.W. *A Dictionary of Modern English Usage*. 2nd ed., revised by Sir Ernest GOWERS

EXAMPLE 4 *Macbeth*. Film. Directed by Orson WELLES

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.

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. Sound disk. New York: Savoy, 1976, SIL 2211, side B, track 5. Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy, MG 9003, 1947.

5.5 Pseudonyms

If a work has been issued under an assumed name, normally this name only should be given in the reference. The real name of the creator, if known, may be included in parentheses.

EXAMPLE 1 CARROLL, Lewis

EXAMPLE 2 MAUROIS, André

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

EXAMPLE 3 BLAKE, Nicholas [pseud. of Cecil Day LEWIS]

EXAMPLE 4 Æ [pseud. of RUSSELL, George William]

5.6 Anonymous works

For anonymous works cited by the name and date system (see A.2), "Anon" should be used instead of an creator's name. For anonymous works cited by the numeric system (see A.3) or running notes (see A.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 the language of the main target audience;
- 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 graphic works:
 - 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.

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

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 6.3.3).

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 *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 2 *Eric, or Little by Little: a tale of Roslyn School.*

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. If a title contains an obscure abbreviation, the full form, if known, may be supplied.

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.]

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 3 *National topographic map series. 1 : 100 000* [Queensland index map].

EXAMPLE 4 *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 graphic works, the subject matter and print process should be supplied.

EXAMPLE 4 PELHAM, Henry, del. [Quin Abbey, Co. Clare. General view.] Engraving.

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 Artamonvykh].

EXAMPLE 2 *Delo Artamonovykh* [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 11) 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.

EXAMPLE *British Journal of Physical Education*. 1970-.
1945–1954: *Journal of Physical Education*.
1955–1969: *Physical Education*.

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 shall be typographically distinguished from that of the host item. If the host item is a monograph, "In" should precede its title.

- EXAMPLE 1 Belle de Jour. In *Magill's Survey of cinema* (online) . Pasadena (Ca): Salem Press, 1985- [cited 1994-08-04]. Accession number 0050053. Available from: Dialog Information Services, Palo Alto (Ca)
- EXAMPLE 2 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 3 Clark, Carol. On the threshold of a brave new world. In *Blueprint of the body* [online]. CNN.com, 2000. [cited 24 August 2000; 10:25 EST]. In-depth specials. Available from: <http://www.cnn.com/SPECIALS/2000/genome/story/overview/>.
- EXAMPLE 4 DUNBAR, Brian. The 16 most frequently asked questions about NASA. *The NASA homepage* [online] . 29 March 1996. [cited 14 August 1996; 14:30 EST]. Available from: <http://www.nasa.gov/hqpao/Top10.html>.
- EXAMPLE 5 McCONNELL, W H. Constitutional history. In *The Canadian encyclopaedia* (CD-ROM). Macintosh version 1.1. Toronto: McClelland & Stewart, c1993. ISBN 0-7710-1932-7
- EXAMPLE 6 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 7 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.

EXAMPLES

- Braille
- cine film (35 mm sound)
- computer program CD (Word 2003)
- DVD
- Blu-ray disc (BD)
- film strip (35 mm)
- floppy disk (3.5 in. dd 2 MB)
- globe
- hologram
- map
- microfiche (× 48)
- microfilm reel (16 mm negative)
- parts
- photograph

- score
- slide (2 in.)
- sound disk (7 in. 45 rev/min stereo)
- video cassette (VHS PAL)
- video disk (Laservision professional)
- wall chart

8 Edition

8.1 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.

8.2 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 9.3.3), when that version was created or the information obtained.

EXAMPLE 1 PARALOG AB. 3RIP®. Version 4.0 (program), Stockholm: Paralog, 1981..

EXAMPLE 2 *Financial Times Commodity Reports*. Prestel®, page 248310, 83-06-09, consulted at 13:57.

EXAMPLE 3 Mac OS X Update 10.4.7 Intel [software].

For the use of “®” see 13.6.

9 Production

9.1 Place

9.1.1 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 may be given. For small places, a qualifier, e.g. country, county, should normally be given.

EXAMPLE 1 London

EXAMPLE 2 London (Ontario)

If the anglicized name is unknown, the predominant language of the reference/citation should be used.

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

For patent resources see 14.8.

9.1.2 Multiple places

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

9.2 Publisher or equivalent

9.2.1 General

The organization or person shown most prominently in the preferred source (see 4.1) 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.

9.2.2 Multiple publishers

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

9.2.3 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 2 Paramount Pictures 1928. London: distributed in the UK by Universal International Pictures (UK).

EXAMPLE 3 Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy MG 9003, 1947.

EXAMPLE 4 *Title page:* Jointly published by Harper & Row, New York, Evanston & London and John Weatherill Inc., Tokyo
Reference: New York, London: Harper and Row

EXAMPLE 5 *Title page:* New American Library, New York & Toronto
Reference: New York: New American Library & Toronto

EXAMPLE 6 *Title page:* New English Library Ltd., London
Reference: London: New English Library

9.3 Date

9.3.1 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 resources, 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 9.3.5), it should be preceded by “©”.

9.3.2 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].

9.3.3 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 4.1)

EXAMPLE 10 Feb. 1984

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

9.3.4 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]

9.3.5 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.

9.3.6 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 10), if any, should also be given.

EXAMPLE 1 1940-,

EXAMPLE 2 1978-, Jahrg. 5-

EXAMPLE 3 1936–1941, año 1–6,

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

10 Numeration and pagination

10.1 General

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

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

10.2 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 A.2, A.3 and A.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.

10.3 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

11 International standard numbers

If an item has an international standard number such as an ISBN, ISSN or ISMN (as described in ISO 2108, ISO 3297 and ISO 10957, respectively), it should be given in the reference (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

EXAMPLE 3 BERLIOZ, Hector. *Roméo et Juliette* (French libretto) Bärenreiter Verlag 4th Edition, 2005. ISMN M-006-49332-6

12 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 9.1.1), the name of the repository that holds the cited copy and its call number in the form used by the repository. (See also 14.1.6)

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.

13 Additional general information

13.1 Introduction

Additional categories of information that may be included in some references are given in 13.2 to 13.7. When such information is included in a reference, it should comply with the guidelines recommended below.

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

13.3 Size

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”.

13.4 Price and availability

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

13.5 Languages

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

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

EXAMPLE 2 ANDRIĆ, Ivo. *Il est un pont sur la Drina : chronique de Vichégrad*. Translated from Serbo-Croatian into French by Luciani GEORGES.

13.6 Registered trade mark

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

13.7 Other information

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

14 Specific categories of resource

The specifications in clauses 4 through 13 apply to specific categories of resources in addition to the specifications below.

14.1 Electronic documents or parts and contributions thereof

14.1.1 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 programs;
- electronic serials;
- electronic discussion lists, blogs and electronic messages.

14.1.2 Type of medium

The type of medium should be given in the medium designation (see 4.5 (c) and 7). The following words or their equivalent should be used:

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

If desired, the type of resource may be specified.

EXAMPLE 1 online database

EXAMPLE 2 monograph on CD-ROM

EXAMPLE 3 serial online

EXAMPLE 4 computer program on disk

EXAMPLE 5 electronic mail

EXAMPLE 6 digital image

14.1.3 System requirements

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

- the type of computer on which the resource was designed to be read;

- the name of the operating system and its version;
- the amount of memory required;
- the software requirements;
- the kind of characteristics of any or recommended peripherals.

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.

EXAMPLE System requirements: PC Windows 98, 2000 or XP; 32 MB RAM, 800 x 600 resolution color display, Internet Explorer 5.0 or later, Flash 6 or later plug-in; sound card, speakers or headphones.

14.1.4 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 3.1

EXAMPLE 3 1.0 Rev A

14.1.5 Date of citation

This information should follow the date of the publication (see 4.5 (e) and 9.3).

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 2006]

EXAMPLE 2 [cited 2005-12-29]

EXAMPLE 3 [cited 17 May 2007, 16.15 EST]

14.1.6 Availability and access

Additional information for identifying and locating the original resource (see 4.5 g)) 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: <http://www.collectionscanada.ca/moodie-trail/index-e.html>

EXAMPLE 2 Available from Internet via anonymous FTP to: BORG.LIB.VT.EDU.

EXAMPLE 4 Available from MedlinePlus.

If the location information needs to be broken at the end of a line, the break should be made *after* a single or double slash, but made *before* other punctuation marks.

EXAMPLE 5 Available from: <http://www.lac-bac.gc.ca/iso/tc46sc9/standard/690-2e.htm>.

EXAMPLE 6 Available from: <http://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap10.mp3>.

For resources with long location information, the path to the resource may be provided.

EXAMPLE 7 Available from: http://www.culturekiosque.com/art/comment/damien_hirst.html.
Path: Homepage; Art; The Death of God: Damien Hirst.

14.1.7 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 PDF from: <http://www.ukoln.ac.uk/services/elib/papers/other/pinfield-elib/elibreport.pdf>.

14.2 Audiovisual material

14.2.1 Format

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

14.3 Cartographic material

14.3.1 General information

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

14.3.2 Creator

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.* Ordnance Survey
Originator cited: ORDNANCE SURVEY

Attributions may be given in the creator element or included in the additional information (see 13). 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.

14.3.3 Production

If both printer and publisher are shown on a map, only the publisher's name should be given.

14.3.4 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

14.3.5 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]".

14.3.6 Size

For maps, charts and plans, the size should be given, as the height followed by the width, in millimetres, 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.

14.3.7 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 Bands 5, 6, 7, Landsat 2

EXAMPLE 2 RBV, Landsat 3; 40 % cloud cover

EXAMPLE 3 Infra-red, Meteosat

14.4 Computer software

When citing computer software, the name(s) of the creator(s) should be given in preference to that of the distributor, even if the latter is more prominently displayed.

Version information should be included if available.

The date of publication should be the date on which the software was released for use. The date of citation should be the date on which the program was accessed in the context of the material being referenced.

14.5 Films, videos, broadcasts

14.5.1 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.

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

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

14.5.3 Date

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

14.5.4 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. 2006. 2200 h.

14.5.5 Contributions

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

EXAMPLE THATCHER, Margaret. Interview. In *Six O'clock News*. TV, BBC 1. 29 Jan. 1986. 1823 h.

14.6 Graphic works

14.6.1 Creator

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 DANIELL, William fecit. *Benj. West*, R.A. Lithograph, b&w. George DANCE, del. London: 1809.

EXAMPLE 2 *Flora dispensing her favours on the earth* [engraving]. R.A. COSWAY, pinx., T. WOOLNOTH sculp.

14.6.2 Location

If in a reference to a graphic work, its known location in a library or repository is essential to its identification, location (see clause 12) 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.

14.6.3 Part of another resource

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

EXAMPLE 1 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.

EXAMPLE 2 DÜRER, Albrecht. A hare. Watercolour, 1502. In E. SCHILLING, Albrecht Dürer Drawings and Watercolours. London: Zwemmer, 1949, frontispiece.

14.7 Music

14.7.1 Creator

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.

14.7.2 Size

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 200 mm in height, or as a study score if it exceeds 200 mm in height.

14.8 Patent resources

14.8.1 General information

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 B.3.1). The name of the proprietor or applicant creator (see 5.1) should precede the title of the patent resource (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 9.3.3).

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.

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.

14.8.2 Creator

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.

14.9 Report series, standards and similar publications

Many publications 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".

EXAMPLE 1 Internet Engineering Task Force (IETF). RFC 3979: *Intellectual Property Rights in IETF Technology* [online]. Edited by S. Bradner. March 2005 [cited 18 June 2006]. Available from: <http://www.ietf.org/rfc/rfc3979.txt>.

EXAMPLE 2 National Information Standards Organization. ANSI/NISO Z39.53-2001: *Codes for the representation of languages for information interchange*. ISSN: 1041-5653. Bethesda, Maryland: NISO Press, 2001.

15 Presentation of references

15.1 General

Annex B sets out, for types of reference to printed and electronic resources 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.

15.2 Order of elements

Annex B shows the order of elements (see 4.5) 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.

15.2.1 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 resource 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

Annex A (informative)

Methods of citation

A.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 A.2, A.3 and A.4.

A.2 Name and date system (Harvard system)

A.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).

A.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

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 Sept. 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.

A.3 Numeric system

A.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 sciences²⁶. Its absence among historians is noted by Stieg¹³ p.556. It may be, as Burchard⁸ 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).

A.3.2 References

The references to the resources should be 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 Sept. 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.

A.4 Running notes

A.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 sciences³². Its absence among historians is noted by Stieg³³. It may be, as Burchard³⁴ points out, that they have no assistants, or are reluctant to delegate³⁵."

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 A.4.2).

A.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

...

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 Sept. 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.

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

EXAMPLE 2

1. The abbreviations used are listed on page 357.

...

8. BURCHARD, J.E.

Annex B (informative)

Outlines of references

B.1 References to books and similar monographic items

Table 1 shows the elements, in order, to be included in references to books and other separately issued monographic items in a range of formats (print, online, etc.).

Table 1 Reference to a book or other separately issued monographic item

Elements (in order)	Status	Relevant clauses
Name of creator(s) of the cited item	Required	5
[Year]	Required in name and date system only	A.2; 9.3.2
Title of the item	Required	6.1-6.2
[Medium designation]	Required if item is not an eye-legible print resource	7; 14.1.2
[Map series designation]	Required for maps only	14.3.4
[Scale — of maps, plans]	Required for maps, plans, etc. only	14.3.5
Subsidiary titles	Optional	6.1.5 - 6.1.7
Edition	Required if the item is not a first edition	8
Subsidiary creator	Optional	5.4.5
Place and publisher	Optional	9.1; 9.2
Date of publication	Required ¹	9.3
[Series title and number]	Required if the item is likely to be identified as part of a series	14.1
[Date of update/revision]	Required if available for online resources	14.1.4
Date of citation	Required for online documents	14.1.5
Standard number (ISBN, etc.)	Required if available	11
[Availability and access]	Required for online resources	14.1.6
[Location]	Required for print resources if only a few copies are known to exist	12
Other information may be added in whatever position is most appropriate	Optional	13; 14.1

1 In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.

NOTE: Elements shown between brackets are required only when applicable for a certain type or category of resource.

B.2 Contribution within a book or similar monographic item

Table 2 shows the elements, in order, to be included in references to contributions within books and similar monographic items in a range of formats (print, online, etc.).

Table 2 Reference to a contribution within a book or similar item

Elements (in order)	Status	Relevant clauses
Name of creator(s) of the contribution	Required	5
[Year — in name and date system]	Required in name and date system only	A.2; 9.3.2
Title of the contribution	Required	6.1-6.2; 6.4
Additional information for contribution	Optional	13
In	Optional separator	6.4
Name of creator(s) of the host item	Required	5
Title of the host item	Required	6.1-6.2; 6.4
[Medium designation]	Required if the item is not an eye-legible print resource	7; 14.1.2
[Map series designation]	Required for maps only	14.3.4
[Scale — of maps, plans]	Required for maps, plans, etc. only	14.3.5
Subsidiary titles	Optional	6.1.5 - 6.1.7
[Edition]	Required if the item is not a first edition	8
Subsidiary creator of the host item	Optional	5.4.5
Place and publisher	Optional	9.1; 9.2
Date of publication	Required ¹	9.3
Numeration of volume, etc., containing the contribution	Required	10
First and last page, etc. numbers of the contribution	Required	10.2
[Series title and number]	Required if the item is likely to be identified as part of a series	6.1, 16.6
[Date of update/revision]	Required if available	14.1.4
[Date of citation]	Required for online documents	14.1.5
Standard number (ISBN, etc.)	Required if available	11
Availability and access	Required for online resources	14.1.6
[Location]	Required for print resources if only a few copies are known to exist	12
Other information may be added in whatever position is most appropriate	Optional	13; 14.1

1 In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.

NOTE: Elements shown between brackets are required only when applicable.

B.3 Serials

Table 3 shows the elements, in order, to be included in references to journals, periodicals and other serial resources in a range of formats (print, online, etc.).

Table 3 Reference to an entire serial or entire issue of a serial

Elements (in order)	Status	Relevant clauses
Title of the serial	Required	6.1
[Medium designation]	Required if the item is not an eye-legible print resource	7; 14.1.2
Year — in name and date system	Required in name and date system only	A.2; 9.3.2
Subsidiary titles	Optional	6.1.5-6.1.7; 6.3.1-6.3.2
Edition [if any]	Optional	8
Place and publisher	Optional	9.1; 9.2
Date	Required ¹	9.3
Numeration	Required if not citing the entire serial in general	10
Standard number (ISSN)	Required	11
Availability and access	Required for online resources	14.1.6
[Location]	Required for print resources if only a few copies are known to exist	12
Other information may be added in whatever position is most appropriate	Optional	13; 14.1
1 In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.		
NOTE: Elements shown between brackets are required only when applicable.		

B.3.1 Contribution within a serial

Table 4 shows the elements, in order, to be included in references to articles or other contributions within journals, periodicals and other serial resources in a range of formats (print, online, etc.).

Table 4 Reference to a contribution within a serial

Elements (in order)	Status	Relevant clauses
Name of creator(s) of the cited contribution	Required	5
Year — in name and date system	Required in name and date system only	A.2; 9.3.2
Title of contribution	Required	6.1; 6.4
Additional information for contribution	Optional	13
Title of the host serial	Required	6.3; 6.4
Standard number (ISSN)	Required	11
Medium designation	Required if the item is not an eye-legible print resource	7; 14.1.2
Subsidiary titles	Optional	6.1.5 - 6.1.7
Edition [if any]	Optional	8
Place and publisher	Optional	9.1; 9.2
Date	Required ¹	9.3
Numeration of volume, etc., containing the contribution	Required	10
First and last page, etc. numbers of the contribution	Required	10

Availability and access	Required for online resources	14.1.6
[Location]	Required for print resources if only a few copies are known to exist	12
Other information may be added in whatever position is most appropriate	Optional	13; 14.1
1 In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.		
NOTE: Elements shown between brackets are required only when applicable.		

B.4 Electronic messages, discussion lists, bulletin boards, etc.

Table 5 shows the elements, in order, to be included in references to e-mail messages, and submissions to electronic discussion lists, bulletin boards, etc.

Table 5 References to electronic messages and similar items

Elements (in order)	Status	Relevant clauses
Name of creator(s) of the message	Required when referencing a specific message	5
Year — in name and date system	Required in the name and date system only	A.2; 9.3.2
Title of message	Required; normally the subject line is used as the title of the message	6.1
[Title of the host message system]	Required, if applicable.	6.1
Medium designation	Required	7; 14.1.2
Date message was sent	Required, including year, month and day	9.3.3
Time message was sent	Optional	9.3.3
[Availability and access]	Required, if applicable	14.1.6
Other information may be added in whatever position is most appropriate	Optional	13; 14.1
NOTE: Elements shown between brackets are required only when applicable.		

Annex C (informative)

Examples of references

C.1 Printed books and similar monographic publications

EXAMPLES

- 1 ANDRIĆ, Ivo. *Il est un pont sur la Drina : chronique de Vichégrad*. Translated from Serbo-Croatian into French by Luciani GEORGES. Paris: Plon, © 1961.
- 2 BAARD, H.P. *Frans Hals*. Translated from the Dutch by George STUYCK. London: Thames and Hudson, 1981.
- 3 CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND). *Children and their primary schools* [Plowden Report]. London: HMSO, 1967.
- 4 CRANE, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.
- 5 FARRAR, Frederic William. *Eric, or Little by Little: a tale of Roslyn School*. London: Hamilton, 1971.
- 6 FITTING, Hans, et al. *Strasburger's text book of botany*. London: Hamilton, 1971.
- 7 FOWLER, H.W. *A Dictionary of Modern English Usage*. 2nd ed., revised by Sir Ernest GOWERS. Oxford: Clarendon Press, 1968.
- 8 GORKI, Maxim. *The Artamonovs* [Delo Artamonovykh]. Translated from the Russian by Alec BROWN. London: Folio Society, 1955.
- 9 GREAT BRITAIN. Central Statistical Office. *Statistical digest of the war [1939–1945]*. London: HMSO; Longmans, 1951.
- 10 GREAT BRITAIN. *Data Protection Act 1984 Schedule 1 c35, Part 1, clause 7*. London: HMSO.
- 11 HAMILTON, Alastair, VOOLSTRA, Sjouke, and VISSER, Piet, eds. *From martyr to muppy (Mennonite urban professionals): a historical introduction to cultural assimilation processes of a religious minority in the Netherlands, the Mennonites*. [Amsterdam, Netherlands]: Amsterdam University Press, 1994.
- 12 International Conference on Scientific Information. Washington DC, 1958.
- 13 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 MURET, Pierre, and SAGNAC, Philippe. *La prépondérance anglaise (1715-1763)*. Paris: F. Alcan, 1937
- 15 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. London: Macmillan, 1940.
- 16 PERRY, Richard. *Shetland sanctuary: birds on the isle of Noss*. London: Faber, 1948.

C.2 Contributions within printed monographic publications

EXAMPLES

- 1 AYMARD, Maurice, ed. Dutch Capitalism and World Capitalism. In *Studies in Modern Capitalism*. New York: Cambridge University Press, 1982.
- 2 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. Cambridge, Mass.: MIT Press.
- 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.
- 4 SMITH, C. Problems of information studies in history. In S. STONE, ed. *Humanities information research*. Sheffield: CRUS, 1980, pp. 27–30.

C.3 Printed journals and similar serial publications

EXAMPLE

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

C.4 Contributions within printed serial publications

EXAMPLES

- 1 AMAJOR, L.C. The Cenomanian hiatus in the Southern Benue Trough, Nigeria. *Geological Magazine*. ISSN 0016-7568. 1985, 122(1), pp 39–50.
- 2 ANDREWS, M., et al. Growth of *Chara Lispida* II. Shack adaptation. *Journal of Ecology*. ISSN 0022-0477. 1984, 72(3), pp 885–895.
- 3 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.
- 4 STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981, 42(6), pp 549–560.

C.5 Electronic books and online monographic publications

EXAMPLES

- 1 BAUM, L. Frank. *The Wonderful Land of Oz* [online]. Etext no. 17426. Read by Roy TRUMBULL. Project Gutenberg, 2005 [cited 2 April 2006]. MP3 format, 4.08MB. Available from: <http://www.gutenberg.org/files/17426/17426-mp3/17426-mp3-chap10.mp3>.
- 2 Internet Engineering Task Force (IETF). RFC 3979: *Intellectual Property Rights in IETF Technology* [online]. Edited by S. Bradner. March 2005 [cited 18 June 2006]. Available from: <http://www.ietf.org/rfc/rfc3979.txt>.
- 3 KAFKA, FRANZ. *The Trial* [online]. Translated by David WYLLIE. Project Gutenberg, 2005. Updated 2006-03-08 15:35:09. [Cited 5 June 2006]. Plain text format, 462 KB. Available from: <http://www.gutenberg.org/dirs/etext05/ktria11.txt>.

C.6 Contribution within an online monographic publication

EXAMPLE

NATIONAL RESEARCH COUNCIL [U.S.], Committee on the Training Needs of Health Professionals to Respond to Family Violence. Current Educational Activities in the Health Professions. In *Confronting Chronic Neglect: The Education and Training of Health Professionals on Family Violence* [online]. Washington, DC: National Academy Press, 2002, pp. 35-44. [cited 23 June 2006]. Available from: http://darwin.nap.edu/openbook.php?record_id=10127&page=35.

C.7 Electronic journals and similar online serial publications

EXAMPLES

- 1 *Acta Zoologica* [online]. ISSN 0001-7272. Oxford, U.K.: Blackwell Publishing Ltd. January 2006, vol. 87, issue 1 [cited 6 July 2006]. Academic Search Premier. EBSCOhost Research Databases. Available from: <http://search.epnet.com>.
- 2 *AJET: Australasian Journal of Educational Technology* [online]. ISSN 0814-673X. Australia: ASCILITE. Winter 2000, vol. 16, no.2 [cited 23 Oct. 2003]. Available from: <http://www.ascilite.org.au/ajet/ajet16/ajet16.html>.

C.8 Contributions within an online serial publication

EXAMPLES

- 1 ANDERSON, Donald E. Retire or refire: goals for the Final Lap from Philippians. In *Dissertation Abstracts International* [database online]. [cited 1 Oct. 1999]. DAI-A 51/04, 1990, p 1258. Extracted in Microsoft Word format. Abstract of D.Min. diss., Talbot School of Theology, Biola University, 1990. Available from Bell and Howell Information and Learning via e-mail to: umi@ppp.nasionet.net.
- 2 MYERS, Michael P, YANG, Jay and STAMPE, Per. Visualization and functional analysis of a maxi-K channel (mSlo) fused to green fluorescent protein (GFP). *EJB: Electronic Journal of Biotechnology* [online]. ISSN 0717-3458. Valparaiso (Chile): Universidad Catolica de Valparaiso. 15 December 1999, vol. 2, no. 3 [cited 28 June 2006]. Available from: <http://www.ejbiotechnology.info/content/vol2/issue3/full/3/3.pdf>.
- 3 STRINGER, John A., *et al.* Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes [doi:10.1016/j.jmr.2004.11.015]. *Journal of Magnetic Resonance* [online]. Elsevier. March 2005, vol. 173(1), pp 40-48 [cited 18 Jul 2006]. Available from: <http://www.sciencedirect.com>

C.9 Web sites and contributions within web sites

EXAMPLES

A reference to an entire web site:

- 1 Words Without Borders: The online magazine for international literature. PEN American Center, ©2005 [cited 12 July 2006]. Available from: <http://www.wordswithoutborders.org>.

References to specific contributions or parts of a web site:

- 2 CLARK, Carol. On the threshold of a brave new world. In *Blueprint of the body* [online]. CNN.com, 2000. [cited 24 August 2000; 10:25 EST]. In-depth specials. Available from: <http://www.cnn.com/SPECIALS/2000/genome/storey/overview/>.
- 3 FREEMAN, John. Book reviews pushed to the margins [online]. *theblogbooks*. Guardian Unlimited. 25 April 2007; 12:27 BST [cited 26 April 2007]. Available from: http://blogs.guardian.co.uk/books/2007/04/last_week_the_london_book.html.

- 4 McLEAN, Renwick. Canary Islands species threatened by soft borders. *International Herald Tribune* [online]. Paris, France. 21 June 2006 [cited 7 July 2006]. Available from: <http://www.iht.com/articles/2006/06/20/news/ecology.php>.
- 5 PAX, Salam. Friday, February 21, 2003. Where Is Raed? [online]. Blogger. 21 Feb. 2003, 19:17 [cited 10 July 2006]. Available from: http://dear_raed.blogspot.com. Path: Homepage; archive; 02/01/2003-02/28/2003.
- 6 SEPÚLVEDA, LUZ. The Death of God: Damien Hirst. *Culturekiosque* [online]. New York, Paris: Euromedia Group Ltd. 4 May 2006 [cited 7 July 2006]. Available from: http://www.culturekiosque.com/art/comment/damien_hirst.html. Path: Homepage; Art; The Death of God: Damien Hirst.
- 7 US ISBN AGENCY. *The digital world and the ongoing development of ISBN* [online]. New Providence, NJ: RR Bowker, n.d. [cited 16 August 2002]. Available from: <http://www.isbn.org/standards/home/isbn/digitalworld.asp>
- 8 "Internet forum". *Wikipedia: The Free Encyclopedia*. 7 July 2006, 11:32 [cited 10 July 2006, 12:28]. Available from: http://en.wikipedia.org/wiki/Web_forum.

C.10 Electronic messages

EXAMPLES

A reference to an entire message system:

- 1 *Planet Science* [message board]. BBC Science & Nature message boards [cited 13 May 2006]. Available from: <http://www.bbc.co.uk/dna/mbsn/F2801717>.

References to specific electronic messages:

- 2 FISHER, Fritz. Re: Shakespeare as required reading. In USERNET newsgroup: humanities.lit.authors.shakespeare [online]. 29 May 1996;0009:07:11 [cited 4 June 1996; 13:03 EST]. Message-ID: 35CA25F7.3A9C@linguistik.uni-erlangen.de. Available from Internet.
- 3 WOOPUD [sn. of Bert]. Problems with kernel 2.6.17-4. In *Ubuntu forums: Edgy Eft development* [online]. 9 July 2006 [cited 10 July 2006]. Available from: <http://www.ubuntuforums.org/>. Path: Ubuntu forums; Development discussion; Edgy Eft development.

C.11 Computer software

Details regarding specific elements included in references to computer software are given in clause 14.4.

EXAMPLES

- 1 APPLE COMPUTER, INC. Mac OS X Update 10.4.7 Intel [software]. 27 June 2006 [accessed 15 July 2006]. Available from: <http://www.apple.com>. Path: Homepage; Mac OS X; downloads; Apple.
- 2 MICROPRO INTERNATIONAL CORPORATION. WordStar® [program]. Version 3.30. Disk (5¼ in. CP/M 86®). San Rafael: Micropro, 1983.
- 3 MOZILLA FOUNDATION. Mozilla Firefox 1.5 [software]. [accessed 21 Jul 2006]. Available from: <http://www.firefox.web.com>.
- 4 PARALOG AB. 3RIP®. Version 4.0 (program). Stockholm: Paralog, 1981.

C.12 Films, videos, and broadcasts

Details regarding specific elements included in references to films, videos and broadcasts are given in clause 14.5.

EXAMPLES

References to an entire film, video or broadcast

- 1 *Cutter's Way [Cutter and Bone]*. Film. Director Ivan PASSER. USA: Gürian Entertainments & United Artists, 1981.
- 2 *Dave Allen at large*. BBC TV broadcast. 25 February 2006.
- 3 DIMBLEBY, David. *Any questions*, BBC Radio 4 Broadcast. March 2006.
- 4 HENDERSON, David. 1985 *Reith Lectures*. BBC Radio 3 and 4. Nov. – Dec. 1985.
- 5 *The last command*. Silent film. Directed by Josef VON STERNBERG. Paramount Pictures, 1928. London: distributed in the UK by Universal International Pictures (UK).
- 6 *Macbeth*. Film. Directed by Orson WELLES. USA: Republic Pictures, 1948. Location of 35 mm viewing copy: National Film Archive, London.

References to a specific section or part of a film, video or broadcast

- 7 Rogue Waves. Podcast. In *Engines of Our Ingenuity*, Episode 2111 [online]. Radio, NPR. KUHF-FM Houston. 12 Jul. 2006. Available from: <http://www.npr.org/rss/podcast.php?id=510030>.
- 8 THATCHER, Margaret. Interview. In *Six O'clock News*. TV, BBC 1. 29 Jan. 1986. 18:23 GMT.

C.13 Graphic works

Details regarding specific elements included in references to graphic works are given in clause 14.6.

EXAMPLES

References to separate graphic works:

- 1 CHAGALL, Marc. *Paris Through the Window* 1913 [digital image]. Solomon R. Guggenheim Museum. New York: Artists Rights Society (ARS); Paris: ADAGP, ©2005 [cited 9 Sept. 2006]. Available from: http://www.guggenheimcollection.org/site/artist_work_md_28_2.html. JPEG, 298 px. by 286 px., 38.88 KB.
- 2 DANIELL, William fecit. *Benj. West., R.A.* Lithograph, b&w. George DANCE, del. London: 1809.
- 3 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.
- 4 PELHAM, Henry, del. [*Quin Abbey, Co. Clare. General view.*] Engraving. Sparrow sculp., 1794
- 5 *Rembrandt's Etchings*. Amsterdam: van Gendt & Co. and London: A. Zwemmer Ltd, 1969, vol. I, Text, p. 154.
- 6 TOPICAL PRESS. [*Chamberlain returns from Munich.*] Photograph. London: BBC Hulton Picture Library, 1938, No. P36339.

References to graphic works issued as part of another resource:

- 7 DÜRER, Albrecht. A hare. Watercolour, 1502. In E. SCHILLING, Albrecht Dürer Drawings and Watercolours. London: Zwemmer, 1949, frontispiece.
- 8 REMBRANDT, Harmensz van Rijn. The artist's mother seated, in an oriental headdress: half-length. Etching. 1631. [B348] British Museum, Department of Prints and Drawings. Catalogued in: Christopher WHITE and Karel G. BOON.

- 9 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.
- 10 Flora dispensing her favours on the earth [engraving]. R.A. COSWAY, pinx., T. WOOLNOTH sculp. In Robert J. THORNTON, *New illustration of the sexual system of Carolus von Linnaeus*. London: 1799-1810, frontispiece. Use or reproduction copyright restrictions of image available from the Sterling Morton Library, The Morton Arboretum.

C.14 Maps

Details regarding specific elements included in references to maps are given in clause 14.3.

EXAMPLES

References to separately issued maps:

- 1 BEGGS, B.J. [*Western Australia forestry series. 1 : 63 360.*] [Perth. W.A.] Western Australia Forestry Dept, 1963.
- 2 CROWN LANDS AND SURVEY OFFICE, HONG KONG. [*Hong Kong. 1 : 1 000. Series HP1C.*] Hong Kong: CLSO, 1973. With contours and spot heights.
- 3 DRIVERS. *Your street map of the city of Cambridge and surrounding area [actually Holmes Chapel, Cheshire].* [ca. 1973.]
- 4 *Etheldreda's Isle: a pictorial map of the Isle of Ely to commemorate the 1300th anniversary of the founding of Ely's conventual church.* No scale. March (Cambs): T.A. Bevis, 1973. 400 mm × 490 mm. British Library Map Library 1640(42).
- 5 *German nickel resources and principal plants.* A.D. Maps. A.M. no 677/2. [ca 1 : 14 000 000.] [? Aug 1941] With summary table. Originally classified as SECRET.
- 6 *Germania: cum privilegio.* [ca. 1 : 3 000 000.] [Antwerp: s.n., 1579]. 36 cm x 48 cm. University of Berne, the Ryhiner Map Collection Ryh 4301. [cited 10 June 2006]. Available from: <http://www.stub.unibe.ch/stub/ryhiner/>. Path: Homepage; World maps...; Germany.
- 7 *Gull's eye view [of Hugh Town, St Mary's, Scilly Isles].* Not drawn to scale. Reading: Bowley [ca. 1960].
- 8 MINISTRY OF DEFENCE [UK], Directorate of Military Survey. *Tactical pilotage chart: sheet E-2A.* Series TPC. 1 : 500 000. Edn 4-GSGS. London: D. Mil. Svy., 1985. (Printed by MCE RE, July 1985.) Revised 1984.
- 9 MINISTRY OF DEFENCE [UK], Directorate of Military Survey. *World 1 : 5 000 000: Europe 1 : 5 000 000:* Europe sheet 1. Series 1106. Edn 5-GSGS. London: D. Mil. Svy., 1982. (Printed by MCE RE, June 1982).
- 10 *Motor road map of south-east England: showing trunk and other classified roads.* 1 : 253 440. London: Edward Stanford [1967].
- 11 ORDNANCE SURVEY. *Lake District: tourist map.* 1 : 63 360 C6 —*/—/*, © 1981.
- 12 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.
- 13 WAR OFFICE [UK]. *USSR in Asia Maritime Provinces: sheet VI-8 Vladivostock.* GSGS 4219. 1 : 420 000. First edn. Photolithographed and printed by War Office, 1941. Copied from a Russian Map.
- 14 [*Wildlife sanctuaries of Trinidad.*] [1 : 320 000.] Printed by Survey's litho printer [1967]. Publisher's number 139/67 T101.
- 15 WYLD, James. *Map of the countries lying between Turkey and Birmah ...* 1 : 8 000 000. London: James Wyld, 1839.

A reference to a map issued as a contribution within another resource:

- 16 National topographic map series. 1 : 100 000 [Queensland index map]. In Australia. Division of National Mapping. *Statement of activities, 1 July 1984 — 30 June 1985*. ISSN 0811-9600. Annex A.1.

C.15 Sound recordings

EXAMPLES

A references to an entire sound recording:

- 1 EVANS, Bill. Sleeve note to *Kind of Blue*. Sound disk. Columbia, 1959, CBS (E) SBPG 62066. Reissued in 1997 as Columbia Legacy CD CK 64935.

A reference to a specific item within an aggregation (e.g. album) of sound recordings:

- 2 GORDON, Dexter. Settin' the pace. In *Long Tall Dexter, the Savoy Sessions*. Sound disk. New York: Savoy, 1976, SIL 2211, side B, track 5. Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy MG 9003, 1947.

C.16 Musical scores

Details regarding specific elements included in references to musical scores are given in clause 14.7.

EXAMPLES

- 1 BACH, C.Ph.E. *Sonate G-moll für Violine und obligates Cembalo*. Herausgegeben von Anne Marlene GURGEL. Leipzig: Peters, 1981.
- 2 BERLIOZ, Hector. *Roméo et Juliette* (French libretto) Bärenreiter Verlag 4th Edition, 2005. ISMN M-006-49332-6
- 3 BOMTEMPO, João Domingos (1775-1842). [Quinteto para piano e cordas]. [18--]. [online]. Biblioteca Nacional de Portugal, Biblioteca Nacional Digital, 2006-06-23, 10:32:53 [cited 19 July 2006]. Available from: <http://purl.pt/792>.
- 4 BRITTEN, Benjamin. *Eight folk song arrangements for high voice and harp*. Osian ELLIS (Ed). London: Faber Music, 1980.
- 5 HANDEL, Georg Freidrich. *Two trio sonatas for two violins and basso continuo*. [Op.5 no. 4, 5.] Edited by Siegfried Flesch. Kassel: Nagels Verlag; London: Bärenreiter, 1981.
- 6 KING'S SINGERS. *Christmas with the King's Singers: six arrangements for mixed voices*. London: Chappell Music, 1981.
- 7 MENDELSSOHN BARTHOLDY, Felix. *Six Christmas pieces op.72* [for piano]. Edited by Howard Ferguson. London: Associated Board of the Royal Schools of Music, 1983.
- 8 PACINI, Giovanni. *Il Corsaro*. Libretto by Giacomo FERRETTI after Lord Byron. A facsimile edition of the printed piano-vocal score with an introduction by Philip GOSSETT. New York, London: Garland Publishing, 1985.

C.17 Patents

Details regarding specific elements included in references to patents are given in clause 14.8.

EXAMPLES

- 1 CARL ZEISS JENA, VEB. Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes. Switzerland, Patentschrift 608626. 1979-01-15.
- 2 PHILIP MORRIS INC. Optical perforating apparatus and system. European patent application 0021165 A1. 1981-01-07.
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