INTERNATIONAL STANDARD

ISO
690-2

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Information and documentation — Bibliographic references —

Part 2:
Electronic documents or parts thereof

Information et documentation — Références bibliographiques —

Partie 2: Documents électroniques, documents complets ou parties de documents

ISO 690-2:1997(E)

Contents

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.

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.

International Standard ISO 690-2 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Presentation, identification and description of documents*.

ISO 690 consists of the following parts, under the general title *Information and documentation — Bibliographic references*:

— ISO 690: *Documentation — Bibliographic references — Content, form and structure*

NOTE — ISO 690 will be revised as ISO 690-1.

— *Part 2: Electronic documents or parts thereof*

Annex A of this part of ISO 690 is for information only.

Introduction

An increasing number of publications and other documents are appearing in electronic form and are created, maintained, and disseminated on a computer system. An electronic document may be fixed and unchangeable, or it may take advantage of its computer environment to allow modifications in both form and content. An electronic document may or may not have a paper or other form of equivalent. In spite of the complexity of these documents, scholars, researchers, and others need to create references to these electronic resources in order to document their research. This part of ISO 690 provides guidance on the creation of those bibliographic references.

Although an electronic document may stylistically resemble a print publication (such as a monograph, a serial, or an article or chapter), the physical characteristics inherent in printed publications may not appear in the electronic form. For instance, the existence of volumes, issues, and pages is essential to print formats, but not to electronic ones. A growing amount of scholarly communication through large telecommunications networks seems to fall somewhere between published articles and personal correspondence. Features that allow a user to move at will from one point in an electronic document to another point, or even to another document, add a complication not found in the traditional linear nature of print formats.

Although a correspondence may be made between some print publications and some electronic documents, electronic documents have their own identity as computer programs, databases, files, or records which exist in a machine-readable format, such as online, on CD-ROM, on magnetic tape, on disk, or on another electronic storage medium. Bibliographic references to these electronic documents must reflect that identity, not one of paper surrogates.

New formats and technologies for electronic documents will continue to develop. As such developments evolve into widespread international usage, this part of ISO 690 will be amended, where necessary, to accommodate new forms and features of electronic documents.

Information and documentation — Bibliographic references —

Part 2:
Electronic documents or parts thereof

1 Scope

This part of ISO 690 specifies the elements to be included in bibliographic references to electronic documents. It sets out a prescribed order for the elements of the reference and establishes conventions for the transcription and presentation of information derived from the source electronic document.

This part of ISO 690 is intended for use by authors and editors in the compilation of references to electronic documents for inclusion in a bibliography, and in the formulation of citations within the text corresponding to the entries in that bibliography. It does not apply to full bibliographic descriptions as required by librarians, descriptive and analytic bibliographers, indexers, etc.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this part of ISO 690. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this part of ISO 690 are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 4:1984, *Documentation -- Rules for the abbreviation of title words and titles of publications.*

ISO 639:1988, *Code for the representation of names of languages.*

ISO 690:1987, *Documentation -- Bibliographic references -- Content, form and structure.*

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

ISO 8601:1988, *Date elements and interchange formats -- Information interchange -- Representation of dates and times.*

3 Definitions

For the purposes of this part of ISO 690, the following definitions apply.

3.1 author: Person or corporate body responsible for the intellectual or artistic content of a document. [ISO 690:1987]

(French term: auteur)

3.2 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.

(French term: babillard électronique)

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

(French term: programme informatique)

3.4 **contribution:** Independent unit forming part of a document. [Adapted from ISO 690:1987]

(French term: contribution)

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 be readily determined that a specific electronic document is a monograph or serial, those terms should normally be preferred over the broader term "database".

(French term: base de données)

3.6 **discussion list:** Discussion group on a given topic or topics that takes place over a computer network among subscribers to an electronic mailing list and in which the contributions from individual participants are sent automatically as electronic messages to the entire list of subscribers.

(French term: forum de discussion)

3.7 **document:** Recorded information which can be treated as a unit in a documentation process regardless of its physical form and characteristics. [Adapted from ISO 5127/1:1983]

(French term: document)

3.8 **edition:** Whole set of copies of a document whose data corresponds in all respects to a single copy used as a master (see also: **version**).

(French term: édition)

3.9 **electronic document:** Document existing in an electronic form to be accessed by computer technology.

(French term: document électronique)

3.10 **electronic message system:** System that transmits messages in electronic form over a communications network of computers.

(French term: système de communication électronique)

3.11 **file:** Organized collection of data, usually comprising related records.

(French term: fichier)

3.12 **host document:** Document containing contributions or separately identifiable component parts that are not physically or bibliographically independent. [ISO 690:1987]

(French term: document hôte)

3.13 **monograph:** Non-serial bibliographic item, i.e. an item either complete in one part or complete (or intended to be completed) in a finite number of separate parts. [ISO 690:1987]

(French term: monographie)

3.14 **publisher:** Person or organization responsible for the production and dissemination of a document. [ISO 5127/3a:1981]

(French term: éditeur)

3.15 **record:** Group of data usually treated as a unit; subset of a file.

(French term: enregistrement)

3.16   **serial:** Publication, in any medium, issued in successive parts, usually having numeric or chronological designations, and intended to be continued indefinitely. [Adapted from ISO 3297:1986]

(French term: publication en série)

3.17   **title:** Word or phrase, usually appearing on the document, by which it is convenient to refer to it, which may be used to identify it, and which often (though not invariably) distinguishes it from any other document. [ISO 690:1987]

(French term: titre)

3.18   **version:** Form of a document which has been modified without changing the identity of the document (see also: **edition**).

(French term: version)

4   Sources of information

The principal source of data contained in a reference is the item itself. The elements of the reference come from the electronic document itself or from accompanying documentation; in no case shall the reference require information that is not available from the source consulted.

The data recorded in the reference shall refer to the specific copy of the document that was seen or used. For example, the data in a bibliographic reference to a document on the Internet shall reflect the title, dates, location information, etc. for the particular version that was seen and the particular network location from which that version was accessed.

The preferred source of data within the item is the screen that displays the title or its equivalent (e.g., the initial screen display that follows sign-on or that carries the copyright notice). If the electronic document lacks such a screen, the necessary data may be taken from an alternative source, such as accompanying documentation or the container.

5   Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references to electronic documents and to establish a standard order or sequence for the presentation of those elements. The outlines cover references to databases, computer programs, electronic monographs, serials, bulletin boards and other electronic message systems, and parts of or contributions thereto. The same general framework applies to all these documents but those that have characteristics which are peculiar to their form of publication are dealt with in separate sections.

Required and optional bibliographic elements are indicated as such in parentheses following the name of the element.

Elements are required only if they are applicable to the item being cited and the information is readily available from the document itself or its accompanying material. It is recommended that elements listed as optional should also be included in the reference if the information is readily available.

Specifications relating to each of the elements listed in these outlines are given in clause 7.

5.1   Electronic monographs, databases and computer programs

5.1.1   Entire document

Element:

Primary responsibility (*Required*)

Title (*Required*)

Type of medium (*Required*)

Subordinate responsibility (*Optional*)

Edition (*Required*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

Date of update/revision (*Required*)

Date of citation (*Required for online documents; Optional for others*)

Series (*Optional*)

Notes (*Optional*)

Availability and access (*Required for online documents; Optional for others*)

Standard number (*Required*)

EXAMPLES

1   CARROLL, Lewis. *Alice's Adventures in Wonderland* [online]. Texinfo ed. 2.1. [Dortmund, Germany]: WindSpiel, November 1994 [cited 10 February 1995]. Available from World Wide Web: <http://www.germany.eu.net/books/carroll/alice.html>. Also available in PostScript and ASCII versions from Internet: <ftp://ftp.Germany.EU.net/pub/books/carroll/>.

2   *Meeting Agenda* [online]. Gif-sur-Yvette (France): Centre d'Etudes Nucléaires/Saclay, Service de Documentation, March 1991- [cited 30 September 1992]. Updated bimonthly. ASCII format. Available from QUESTEL.

3   *Kirk-Othmer Encyclopedia of Chemical Technology* [online]. 3rd ed. New York: John Wiley, 1984 [cited 3 January 1990]. Available from DIALOG Information Services, Palo Alto (Calif.).

4   AXWORTHY, Glenn. *Where in the World Is Carmen Sandiego?* [disk]. Version for IBM/Tandy. San Rafael (Calif.): Broderbund Software, 1985. 1 computer disk; 5 1/4 in. Accompanied by: 1986 World Almanac and Book of Facts. System requirements: IBM/Tandy compatibles; 128 kB RAM; MS DOS 2.0, 3.0 series; graphics adapter required. Designers: Gene Portwood and Lauren Elliott.

5.1.2   Parts of electronic monographs, databases or computer programs

In general, parts are dependent portions of a document which require the context supplied by the host document. If the item being referenced can be treated as an independent unit without loss of meaning, it should be referenced as a contribution (see 5.1.3).

Element:

Primary responsibility (of host document) (*Required*)

Title (of host document) (*Required*)

Type of medium (*Required*)

Subordinate responsibility (of host document) (*Optional*)

Edition (*Required*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

Date of update/revision (*Required*)

Date of citation (*Required for online documents; Optional for others*)

Chapter or equivalent designation (of part) (*Required*)

Title (of part) (*Required*)

Numeration within host document (*Optional*)

Location within host document (*Required*)

Notes (*Optional*)

Availability and access (*Required for online documents; Optional for others*)

Standard number (*Required*)

EXAMPLES

1   *World Factbook* [CD-ROM]. [Washington, D.C.]: Central Intelligence Agency, 1990. Spain vital statistics. ID number: CI WOFACT 1206.

2   *ICC British Company Financial Datasheets* [online]. Hampton (Middlesex, U.K.): ICC Online, 1992, updated 3 March 1992 [cited 11 March 1992]. Robert Maxwell Group PLC. Accession no. 01209277. Available from DIALOG Information Services, Palo Alto (Calif.).

3   CARROLL, Lewis. *Alice's Adventures in Wonderland* [online]. Texinfo. ed. 2.2. [Dortmund, Germany]: WindSpiel, November 1994 [cited 30 March 1995]. Chapter VII. A Mad Tea-Party. Available from World Wide Web: <http//www.germany.eu.net/books/carroll/alice_10.html#SEC13>.

5.1.3   Contributions to electronic monographs, databases or computer programs

Element:

Primary responsibility (of contribution) (*Required*)

Title (of contribution) (*Required*)

Primary responsibility (of host document) (*Required*)

Title (of host document) (*Required*)

Type of medium (*Required*)

Subordinate responsibility of host document (*Optional*)

Edition (*Required*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

Date of update/revision (*Required*)

Date of citation (*Required for online documents; Optional for others*)

Numeration within host document (*Optional*)

Location within host document (*Required*)

Notes (*Optional*)

Availability and access (*Required for online documents; Optional for others*)

Standard number (*Required*)

EXAMPLES

1   ZHUKOVSKY, Vladimir; ITKIN, Vladimir; and CHERNENKO, Lev. Helicopters over the Crater. In *Current Digest of the Soviet Press* [online]. Columbus (Ohio): Current Digest of the Soviet Press, 11 June 1986 [cited 14 February 1991]. Accession no. 0008752. Available from DIALOG Information Services, Palo Alto (Calif.).

2   Belle de Jour. In *Magill's Survey of Cinema* [online]. Pasadena (Calif.): Salem Press, 1985- [cited 1994-08-04]. Accession no. 0050053. Available from DIALOG Information Services, Palo Alto (Calif.).

3   MCCONNELL, W.H. Constitutional History. In *The Canadian Encyclopedia* [CD-ROM]. Macintosh version 1.1. Toronto: McClelland & Stewart, c.1993. ISBN 0-7710-1932-7.

5.2   Electronic serials

5.2.1   Entire serial

Element:

Title (*Required*)

Type of medium (*Required*)

Edition (*Required*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

Date of citation (*Required for online documents; Optional for others*)

Series *(Optional)*

Notes (*Optional*)

Availability and access (*Required for online documents; Optional for others*)

Standard number (*Required*)

EXAMPLES

1   *Journal of Technology Education* [online]. Blacksburg (Va.): Virginia Polytechnic Institute and State University, 1989- [cited 15 March 1995]. Semi-annual. Available from Internet: <gopher://borg.lib.vt.edu:70/1/jte>. ISSN 1045-1064.

2   *Profile Canada* [CD-ROM]. Toronto: Micromedia, 1993- . The Canadian Connection. Accompanied by: user's guide. System requirements: IBM PC or compatible; MPC Standard CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS Extensions 2.1 or higher. Quarterly.

5.2.2   Articles and other contributions

Element:

Primary responsibility (of contribution) (*Required*)

Title (of contribution) (*Required*)

Title (of serial) (*Required*)

Type of medium (*Required*)

Edition (*Required*)

Issue designation (*Required*)

Date of update/revision (*Required*)

Date of citation (*Required for online documents; Optional for others*)

Location within host document (*Required*)

Notes (*Optional*)

Availability and access (*Required for online documents; Optional for others*)

Standard number (*Required*)

EXAMPLES

1   STONE, Nan. The Globalization of Europe. *Harvard Business Review* [online]. May-June 1989 [cited 3 September 1990]. Available from BRS Information Technologies, McLean (Va.).

2   PRICE-WILKIN, John. Using the World-Wide Web to Deliver Complex Electronic Documents: Implications for Libraries. *The Public-Access Computer Systems Review* [online]. 1994, vol. 5, no. 3 [cited 1994-07-28], pp. 5-21. Available from Internet: <gopher://info.lib.uh.edu:70/00/articles/ e-journals/uhlibrary/pacsreview/v5/n3/pricewil.5n3>. ISSN 1048-6542.

5.3   Electronic bulletin boards, discussion lists and electronic messages

5.3.1   Entire message system

Element:

Title (*Required*)

Type of medium (*Required*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

Date of citation (*Required*)

Notes (*Optional*)

Availability and access (*Required*)

EXAMPLES

1   *PACS-L (Public Access Computer Systems Forum)* [online]. Houston (Tex.): University of Houston Libraries, June 1989- [cited May 17, 1995]. Available from Internet: listserv@uhupvm1.uh.edu.

2   *Federal Depository Library Program Files (/GO Depository)* [online]. Washington, D.C.: Government Printing Office [cited 1995-02-15]. Available from Internet: <telnet://federal.bbs.gpo.gov>.

5.3.2   Electronic messages

Element:

Primary responsibility (of message) (*Required*)

Title (of message) (*Required*)

Title (of host message system) (*Required*)

Type of medium (*Required*)

Subordinate responsibility/Recipient(s) (*Optional*)

Place of publication (*Required*)

Publisher (*Required*)

Date of publication (*Required*)

> NOTE - For personal or unpublished communications, give the date the message was sent.

Date of citation (*Required*)

Numeration within host message system (*Optional*)

Location within host message system (*Required*)

Availability and access (*Required, except for personal or unpublished communications*)

Notes (*Optional*)

EXAMPLES

1   PARKER, Elliott. Re: Citing Electronic Journals. In *PACS-L (Public Access Computer Systems Forum)* [online]. Houston (Tex.): University of Houston Libraries, 24 November 1989; 13:29:35 CST [cited 1 January 1995; 16:15 EST]. Available from Internet: <telnet://brsuser@a.cni.org>.

2   PRITCHARD, Sarah. *Your Request for Information about ISO Standards.* [online]. Message to: Margaret MORRISON. 18 February 1995 [cited 3 March 1995]. Personal communication.

6   General conventions

The data included in the bibliographic reference shall normally be transcribed as given in the source document. Stylistic details such as capitalization and punctuation, however, are not necessarily reproduced in the transcription. The general conventions applying to these formal and stylistic details are outlined below.

6.1   Transliteration or romanization

The transliteration or romanization of any data derived from the source document shall be in accordance with the appropriate International Standard.

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

8

6.2   Abbreviation

Forenames that form part of an author's, editor's name, etc., may be reduced to initials, provided that the identity of the person is not obscured by so doing.

Names of states, provinces, countries, etc., added to local place names in the publication element (see 7.7.1) or to the names of corporate bodies as qualifiers (see 7.1.3) may be abbreviated in accordance with accepted practice.

Titles of serials may be abbreviated, provided that there is no ambiguity regarding the serial title in its abbreviated form. Abbreviations of titles of serials shall be in accordance with ISO 4.

Abbreviations of other words and terms typically used in bibliographic references shall be in accordance with the specifications of ISO 832.

With the exception of abbreviations that are in common use, the meaning of all abbreviations used in references or the sources from which they derive shall be given in a note or table.

6.3   Capitalization

Capitalization shall accord with accepted practice for the language or script in which the information is given.

6.4   Punctuation

A consistent system of punctuation shall be used.

Each element of a reference shall be clearly separated from subsequent elements by means of intervening punctuation (full stop, dash, etc.).

A consistent form of punctuation shall also be used to distinguish individual sub-elements within an element.

> NOTE - In order to emphasize the importance of consistency, a uniform scheme of punctuation has been used in the examples in this part of ISO 690. The scheme is only intended to be illustrative, however, and does not form part of this part of ISO 690.

6.5   Typeface

Underscoring or variations in typeface may be used to emphasize the distinction between elements or to highlight elements governing the arrangement of the reference.

6.6   Additions or corrections

Additional data may be given within a reference to correct obvious errors in the source document; to translate or transliterate information; to provide more precise identification of persons and corporate bodies through the expansion of initials or acronyms; to distinguish between similar place names through the addition of qualifying terms; or to express precisely dates and times associated with the document through the addition of date or time information.

All such data except those given in the notes element shall be enclosed, normally in square brackets, after the element modified.

7   Specification of elements

7.1   Primary responsibility

7.1.1   Persons and corporate bodies

Primary responsibility for an electronic document is normally that of the person(s) responsible for writing the document. Corporate bodies may also be treated as having primary responsibility when the work reflects the collective thought or activity of the body or when the work is primarily administrative in nature.

Names of editors of an electronic document consisting of several works derived from various sources or contributions of several authors may be treated in the "Primary responsibility" element, provided that the editor is

named prominently in the source. In such cases the abbreviation "ed." or its equivalent should be added after the name.

7.1.2 Presentation of names

Names included in the "Primary responsibility" element shall be recorded as given in the source, but inverted, if necessary, so that the portion of the name given first is the portion under which the name would normally be entered in a library catalogue, bibliography, directory, etc. Forenames or other secondary elements, if available, shall be given after the surname. Forenames may be reduced to initials (see 6.2).

7.1.3 Corporate bodies

The name of a corporate body appearing in this element shall be recorded as given in the source. If the name of the body implies subordination to a larger body, the name of that body shall be given, together with any intermediate levels essential to the identification of the responsible body. A subordinate body should appear under its own name if it has specific functions of its own and the full significance of the name is independent of the parent body. For government departments, the name of the country should be given if it is not made evident by the place of publication.

The name of the place in which the corporate body is located, the jurisdiction within which it operates, an institution with which it is associated, etc., should be added, usually in parentheses, as a qualifying term after the name of the corporate body, if this information is not already indicated by the place of publication and if the identity of the body would otherwise be ambiguous or obscure.

7.1.4 Two or three names

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

7.1.5 More than three names

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

7.1.6 Primary responsibility unknown

If the person or body primarily responsible for the work is not given in the item, this element shall be omitted, and the title shall be the first element of the reference. The term "Anonymous" shall not be used as a substitute for the name of an unknown author.

7.2 Title

7.2.1 Presentation

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

7.2.2 Translation

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

7.2.3 More than one title

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

7.2.4 Subtitle

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

7.2.5   Abridgement

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

7.2.6   Title unknown

When no title is found on an electronic document or on its accompanying documentation, the first few words from the document, followed by an ellipsis (". . ."), shall substitute for the title. In addition, a brief descriptive statement of the subject content of the document shall be recorded and enclosed in square brackets after the substitute title.

For electronic mail and contributions to public message systems such as electronic bulletin boards or discussion lists, the subject statement given on the document should be used in lieu of a title.

7.3   Type of medium

The type of electronic medium shall be given in square brackets after the title. The following words or their equivalent should be used:

> [online]
> [CD-ROM]
> [magnetic tape]
> [disk]

If desired, the type of publication (e.g. monograph, serial, database, computer program) may also be specified in the type of medium designator.

> EXAMPLES
>
> 1   [database online]
> 2   [database on magnetic tape]
> 3   [monograph on CD-ROM]
> 4   [serial online]
> 5   [computer program on disk]
> 6   [bulletin board online]
> 7   [electronic mail]

7.4   Subordinate responsibility

7.4.1   Persons or corporate bodies with subordinate responsibility

Persons or corporate bodies performing a subordinate function (editors, translators, illustrators, recipients of electronic mail; sponsoring bodies, etc.) are normally excluded from the "Primary responsibility" element. Their names and functions may be recorded, however, in a statement of subordinate responsibility following the title and type of medium. See also the Notes element in 7.11.

Statements of subordinate responsibility pertaining to a specific edition or series title should be given after the edition statement or series title to which they apply (e.g. "5th ed. Revised and expanded by A.M. Duff.").

7.4.2   Presentation

Names recorded as part of the statement of subordinate responsibility may be recorded in the order found in the source and should be presented as specified in 7.1.

7.5   Edition

7.5.1   Presentation

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

EXAMPLES
1   5th ed.
2   Version for IBM/Tandy
3   Macintosh version 1.1

When more than one edition designation appears in the electronic document, such as both an edition and a version statement, both shall be recorded in the order listed on the source (e.g. "5th ed., version 3.5").

7.5.2 Abbreviations and numeric terms

Terms indicating ordinal sequence ("second", "third", etc.) shall be recorded as arabic numerals. The designation for a first edition may be recorded if the designation appears in the source.

Terms designating the edition and ordinal sequence shall be abbreviated in accordance with the specifications of ISO 832.

7.6 Issue designation for serials

7.6.1 Presentation

For electronic serials the issue designation shall be as complete as possible. It shall include the chronological designation (month, year, etc.) and numbering (volume number, issue number, etc.) given in the source.

7.6.2 Designation of the first issue only

If the reference is to the whole of an electronic serial that has not ceased, the chronological designation and/or numbering of the first issue only shall be recorded, followed by a hyphen and one space, e.g. "January 1995- , vol. 1, no. 1- ." If the beginning date is not found on the opening screen(s) of the electronic serial or in the accompanying documentation, the date of the earliest entry in the serial should be used, if known.

7.6.3 Designation of a complete or partial run

In a reference identifying either a complete or partial run of an electronic serial, the chronological designation and/or numbering of the first and last issues shall be recorded. If the beginning and ending dates are not found on the opening screen(s) of the electronic serial or in the accompanying documentation, the dates of the earliest and latest entries in the serial should be used, if known.

7.7 Place of publication

7.7.1 Presentation

The place in which the item was published shall be recorded in the original language as given on the source. The name of the state, province, country, etc., should be added usually in parentheses (in abbreviated form if applicable) where it is necessary to differentiate the place from others of the same name or to identify a place that is not widely known.

EXAMPLES
1   Paris
2   Gif-sur-Yvette (France)
3   Hampton (Middlesex, U.K.)
4   Pasadena (Calif.)

7.7.2 More than one place

If the source gives more than one place of publication, the place that is most prominent shall be recorded. If the place names are given equal prominence, the first shall be recorded. The names of the other places may be recorded as well, in the order in which they are given in the source.

7.7.3 Place of publication unknown

If no place of publication is found on the electronic document or on accompanying material but it can be reasonably inferred, the place name shall be given in square brackets.

If no place of publication can be ascertained, a phrase such as "place of publication unknown", "sine loco" or an equivalent abbreviation (e.g. "s.l.") should be recorded in lieu of a place name. For online documents that are accessed by means of a computer network, the place of publication element may be omitted if it cannot be determined from other information in the source. In these cases, however, the network location of the document shall be given (see 7.12.1).

7.8   Publisher

7.8.1   Presentation

The publisher's name may be given in a shortened or abbreviated form, provided that no ambiguity is introduced. Forenames or initials should be given only to avoid ambiguity. The phrases "and company", "and sons", "Inc.", etc., shall be omitted. The term "press" shall not be omitted.

> EXAMPLES
> 1   Broderbund Software
> 2   Virginia Polytechnic Institute and State University
> 3   John Wiley
> 4   Salem Press

7.8.2   More than one publisher

If the source gives the name of more than one publisher, the name that is most prominent shall be recorded. If the names are given equal prominence, the first shall be recorded. The names of other publishers may be given as well, associating each with the appropriate place name.

7.8.3   Publisher unknown

If no publisher's name is given in the source, a phrase such as "publisher unknown" or an equivalent abbreviation (e.g. "s.n.") should be recorded in lieu of a name. For online documents that are made available by means of a computer network, the publisher element may be omitted if it cannot be determined from other information in the source. In these cases, however, the network address from which the specific document was accessed shall be given (see 7.12.1).

7.9   Dates

7.9.1   Presentation

If it is deemed necessary because of the frequency of updates or revisions to an electronic document, the dates of publication, update, revision or citation may include the day, month, year, and time of day (e.g. 18 February 1997; 14:04:28 EST).

Years shall be transcribed in arabic numerals.

Dates that are transcribed completely in numeric form shall be in accordance with ISO 8601 (e.g. 1997-01-20).

7.9.2   Date of publication

In general, the date of publication shall be recorded as given in the source. Dates that are known but are not given in the document or its accompanying documentation should be supplied in square brackets.

7.9.2.1 Electronic documents spanning more than one date

If an electronic document spans more than one date and is complete, such as a database to which no records are being added or an online serial that is no longer being published, the beginning and ending dates should be given (e.g. "September 1975-August 1984"). If the beginning and ending dates are not found on the opening screen(s) of the document or in its documentation, the dates of the earliest and latest entries in the document should be used, if known.

If an electronic document spans more than one year and is not yet complete, such as a database that is still being updated or an active serial, the beginning date of the document shall be given followed by a hyphen and one space,

e.g. "June 1991- ". If the beginning date is not found on the opening screen(s) of the document or in its documentation, the date of the earliest entry in the document should be used, if known.

7.9.2.2 Date of publication unknown

If the date of publication cannot be determined from the source, the date of copyright shall be recorded in its place. If no date of copyright is available and there are no other reliable indications of the date of publication for the electronic document, the phrase "date unknown" or its equivalent shall be recorded in lieu of a date.

Optionally, for online documents that span more than one date (e.g. an entire database, electronic bulletin board or other electronic message system), the date of publication element may be omitted if it cannot be determined from the source. In such cases, a date of citation shall be supplied in square brackets (see 7.9.4).

7.9.3   Date of update/revision

Electronic documents may be frequently updated or revised between editions or versions. Even when a document is closed to the addition of new records, it may still be updated for error correction or other maintenance. Where applicable, the date of the update or revision being cited shall be given after the date of publication using the terms given in the source (e.g. "updated January 1997" or "rev. 1 March 1997").

7.9.4   Date of citation

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

> EXAMPLES
> 1   [cited 3 September 1997]
> 2   [cited 1997-07-28]
> 3   [cited 17 May 1997; 21:15 GMT]

7.10   Series

If an electronic document carries the name of a larger entity (e.g. a series) of which it is a unit, either numbered or unnumbered, the name of that larger entity and any related numeration should be recorded as they appear on the document.

7.11   Notes

7.11.1   Physical description

Information that describes the format of the document or the number and type of physical pieces associated with the electronic document should be given as a note.

> EXAMPLES
> 1   1 magnetic tape: 9 track, 6250 bpi, EBCDIC
> 2   ASCII format

7.11.2   Accompanying material

Information about any items accompanying the electronic document, such as user manuals or audiocassettes, may be recorded in a note. This information shall be preceded by the words "Accompanied by" or an equivalent phrase.

7.11.3   System requirements

Information concerning system requirements should be recorded in a note. System requirements include the specific make and model of computer on which the document is designed to run; the amount of memory required; the name of the operating system and its version; the software requirements; and the kind and characteristics of

any required 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 phrase precede this information.

EXAMPLE
System requirements: IBM PC or compatible; MPC Standard CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS Extensions 2.1 or higher.

7.11.4 Frequency of publication

If an electronic document, such as a database, is still being updated, the frequency with which it is updated should be given in a note, e.g. "Updated weekly"; "Reloaded annually"; "Continually updated"; "Quarterly".

7.11.5 Language

The language of screen displays, documentation, etc., of the electronic document may be recorded in a note (e.g. "Text in French and English"). If desired, a code may be used to indicate the language. Language codes shall be in accordance with ISO 639.

7.11.6 Other notes

If computer programmers or others associated with the production of the electronic document appear in the acknowledgments or in areas other than the opening screens or title page of the documentation, they may be recorded in a note which should be introduced by the words "Credits:", "Producers:", "Programmers:", or an equivalent term.

Other types of notes could include document size in terms of records or bytes; the document's capabilities to produce sound, moving image, colour display; any restrictions on access; etc.

EXAMPLES
1   Designers: Gene Portwood and Lauren Elliott
2   System operator: Tony Ford
3   Approximately 25,000 records

7.12   Availability and access

7.12.1 Online documents

Information for identifying and locating the source of the document cited shall be provided for online documents. This information should be identified by the words "Available from" or an equivalent phrase.

The location information for online documents within a computer network such as the Internet shall refer to the copy of the document that was actually seen and 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) shall be transcribed with the same punctuation, upper case and lower case letters as given in the source.

EXAMPLES
1   Available from Internet: listserv@uhupvm1.uh.edu by sending command GET PRICEWIL PRV5N3
         F=MAIL.
2   Available from Internet via anonymous FTP to: BORG.LIB.VT.EDU.
3   Available from Internet: <gopher://info.lib.uh.edu:70/00/articles/e-journals/
         uhlibrary/pacsreview/v5/n3/pricewil.5n3>.
4   Available from DIALOG Information Services, Palo Alto (Calif.).
5   Available from TELESYSTEMES QUESTEL.
6   Available from World Wide Web: <http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm>.

7.12.2 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 that 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 <http://info.lib.uh.edu/pacsrev.html>.

7.13 Standard number

The standard number, if any, assigned to the item being cited shall be recorded. The standard number shall be introduced by the appropriate identifier for the standard numbering system used (e.g. ISSN; ISBN).

> EXAMPLES
> 1   ISBN 2-7654-0537-9
> 2   ISSN 1045-1064

7.14   Component parts and contributions

7.14.1 Parts of electronic documents

In a reference to a part of an electronic document, which is not a separate contribution, the details unique to the part (e.g. chapter or part designation and title) and its numeration and location within the host document shall be placed after the bibliographic data for the work as a whole and preceding the notes, statement of availability and standard number, if applicable.

7.14.2 Contributions in electronic documents

In a reference to a separate contribution in an electronic document, the details relating to the contribution (e.g. its author and title) shall precede the details referring to the host document as a whole, and shall be clearly distinguished from it by typography, punctuation or a word such as "In". The numeration and location of the contribution within the host document shall be placed after the bibliographic data for the host document and preceding the notes, statement of availability and standard number, if applicable.

7.14.3 Numeration within host document or system

The record number or other numbers assigned to a part or contribution as its identifier within the host document or system should be recorded when such numeration will remain constant each time the part or contribution is retrieved from the host system. This number should be preceded by a descriptive phrase, such as "Record no.", "Item no.", "Accession no.", or an equivalent phrase appropriate to the document.

7.14.4 Location within host document

The location of the part or contribution within the host document shall be given if the format of the document includes pagination or an equivalent internal referencing system. This specification of location should be designated in this order of preference:

> 1)   page, screen, paragraph, or line number when these features are fixed features of the part or contribution or of the database (e.g. "pp. 5-21"; "lines 100-150");
> 2)   labelled part, section, table, scene, or other text-related designation;
> 3)   any host-specific designation.

If the document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in square brackets in terms such as the total number of lines, screens, etc. (e.g. "[35 lines]" or "[approx. 12 screens]").

8 Relationship between references and text citations

A citation is a brief form of reference inserted parenthetically within the running text or appended as a note at the foot of the page, at the end of a chapter, or at the end of the complete text. The citation serves to identify the publication from which matter within the text (quoted matter, a paraphrased idea, etc.) was taken, and to specify its precise location within the source document.

If there is no separate list of bibliographic references appended at the end of the text, or if the list does not include references for all the items cited in the text, it is essential that the first citation for each unlisted item contain a minimum of all the applicable elements designated as required for a basic reference under clause 5.

When used in conjunction with a list of bibliographic references, the citation shall contain sufficient data to ensure an unambiguous correspondence between the citation and the bibliographic reference for the item identified. This correspondence should be established in accordance with ISO 690.

Annex A
(informative)

Bibliography

[1] ISO 2108:1992, *Information and documentation -- International standard book numbering (ISBN).*

[2] ISO 3297:1986, *Documentation -- International standard serial numbering (ISSN).*

[3] ISO 5127/1:1983, *Documentation and information -- Vocabulary -- Part 1: Basic concepts.*

[4] ISO 5127/3a):1981, *Information and documentation -- Vocabulary -- Section 3a): Acquisition, identification, and analysis of documents and data.*

[5] ISO/TR 9544:1988, *Information processing -- Computer-assisted publishing -- Vocabulary.*

[6] BERNERS-LEE, T.; MASINTER, L.; MCCAHILL, M., ed. *Uniform Resource Locators (URL).* [Place of publication unknown]: Internet Engineering Task Force, December 1994 [cited 15 October 1996; 14:17 EST]. Request for Comments: 1738. [25 pp.] Available from Internet: <ftp://ds.internic.net/rfc/rfc1738.txt>. Also available from Internet: <ftp://nic.nordu.net/rfc/rfc1738.txt>.

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Descriptors: documentation, documents, electronic documents, bibliographies, bibliographical references, specifications.

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