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МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ

Documentation — Bibliographic references — Content, form and structure

Documentation — Références bibliographiques — Contenu, forme et structure

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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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council. They are approved in accordance with ISO procedures requiring at least 75 % approval by the member bodies voting.

International Standard ISO 690 was prepared by Technical Committee ISO/TC 46, *Documentation*.

This second edition cancels and replaces the first edition (ISO 690 : 1975), of which it constitutes a technical revision and ISO 3388 : 1977 which it incorporates.

Users should note that all International Standards undergo revision from time to time and that any reference made herein to any other International Standard implies its latest edition, unless otherwise stated.

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Documentation — Bibliographic references — Content, form and structure

1 Scope and field of application

This International Standard specifies the elements to be included in bibliographic references to published monographs and serials, to chapters, articles, etc. in such publications and to patent 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 publication.

This International Standard is intended for use by authors and editors in the compilation of references 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 analytical bibliographers, indexers, etc.

This International Standard covers references to published material in both print and non-print form. It does not, however, apply to references to manuscripts or other unpublished material.

2 References

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

ISO 9, *Documentation — Transliteration of Slavic Cyrillic characters into Latin characters.*

ISO 233, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 832, *Documentation — Bibliographic references — Abbreviations of typical words.*

ISO 843/R, *Documentation — Transliteration of Greek characters into Latin characters.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 3166, *Codes for the representation of names of countries.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*

ISO 5123, *Documentation — Headers for microfiche of monographs and serials.*

ISO 5127, *Documentation and information — Vocabulary*

ISO 7098, *Documentation — Romanization of Chinese.*

World Intellectual Property Organization. *Patent information and documentation handbook.* Geneva : World Intellectual Property Organization, 1981-1983.

3 Definitions

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

3.1 author : Person or corporate body responsible for the intellectual or artistic content of a document (see 7.1.1).

3.2 chapter : Numbered and/or titled division of a written document which is generally self-sufficient but stands in relation to the divisions that precede and/or follow it.

3.3 contribution : Independent text forming a part of a publication.

3.4 edition : Whole set of copies of a document produced from one composition or from a single copy used as a master.

NOTE — An edition may include several impressions in which small changes are made or several issues in which changes occur.

3.5 host document : Document containing contributions or separately identifiable component parts which are not physically or bibliographically independent.

3.6 key-title : The name given to a serial in the International Serials Data System (ISDS).

3.7 microfiche header : Inscription, readable without magnification, placed at the top of the microfiche to identify its contents.

3.8 monograph : A 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.

3.9 patent document : Specification published officially defining an invention and which is used in obtaining or substantiating patent rights.

NOTE — Such documents include inventor's certificates, utility models or certificates, applications therefor, etc.

3.10 publication : Document usually published in multiple copies, and offered for general distribution.

3.11 publisher : Person or organization responsible for the production and dissemination of a document.

3.12 serial : A publication in print or in non-print form issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely whatever the periodicity.

NOTE — Serials include periodicals, newspapers, annuals, series of reports and transactions of institutions, series of conference proceedings and series of monographs.

3.13 subtitle : Word or phrase completing the title proper of a document appearing on the title page or on its equivalent.

3.14 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.

4 Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references and to establish a standard order or sequence for the presentation of those elements. The outlines address separately references to monographs, serials, chapters, articles, etc., and patent documents, all of which follow the same general framework, but each of which has characteristics peculiar to the form of publication. In all six outlines the elements presented in roman type constitute the basic reference. It is essential that these elements be included whenever applicable to the item being identified. Elements presented in italics are optional and may be included or omitted in accordance with the general level of detail established for the reference list, or with the characteristics of the particular item being identified.

4.1 Monographs

Element :	Example :
Primary responsibility	LOMINADZE, DG.
Title	<i>Cyclotron waves in plasma.</i>
<i>Subordinate responsibility</i>	Translated by AN. Dellis; edited by SM. Hamberger.
Edition	1st ed.
Publication (<i>place, publisher</i>)	Oxford : Pergamon Press,
year	1981.

<i>Extent</i>	206 p.
<i>Series</i>	International series in natural philosophy.
<i>Notes</i>	Translation of : Ciklotronnye volny v plazme.
Standard number	ISBN 0-08-021680-3

Example :

LOMINADZE, DG. *Cyclotron waves in plasma*. Translated by AN. Dellis; edited by SM. Hamberger. 1st ed. Oxford : Pergamon Press, 1981. 206 p. International series in natural philosophy. Translation of : Ciklotronnye volny v plazme. ISBN 0-08-021680-3.

4.2 Serials

Element :	Example :
Title	<i>Communications equipment manufacturers.</i>
Responsibility	Manufacturing and Primary Industries Division, Statistics Canada.
Edition	Preliminary edition.
Issue designation (dates and/or numbers)	1970- .
Publication (<i>place, publisher</i>)	Ottawa : Statistics Canada,
year	1971- .
<i>Series</i>	Annual census of manufacturers.
<i>Notes</i>	Text in English and French.
Standard number	ISSN 0700-0758

Example :

Communications equipment manufacturers. Manufacturing and Primary Industries Division, Statistics Canada. Preliminary Edition. 1970- . Ottawa : Statistics Canada, 1971- . Annual census of manufacturers. Text in English and French. ISSN 0700-0758.

4.3 Parts of or contributions to monographs

4.3.1 Parts of monographs

Element :	Example :
Primary responsibility	PARKER, TJ. and HASWELL, WD.
Title of host	<i>A text-book of zoology</i>
Edition	5th ed.
Numeration of part	Vol. 1.
<i>Subordinate responsibility</i>	revised by WD. Lang.
Publication (<i>place, publisher</i>)	London : Macmillan,
year	1930
Location within host	Section 12, Phylum Mollusca, p. 663-782.

Example :

PARKER, TJ. and HASWELL, WD. *A text-book of zoology*. 5th ed., vol 1. revised by WD. Lang. London : Macmillan, 1930. Section 12, Phylum Mollusca, p. 663-782.

4.3.2 Contributions to monographs

Element :	Example :
for contribution : Primary responsibility Title	WRIGLEY, EA. Parish registers and the historian. In
for host : Primary responsibility Title	STEEL, DJ. <i>National index of parish registers.</i>
Edition Publication (<i>place, publisher</i>) year Location within host	London : Society of Genealogists, 1968 vol. 1, p. 155-167.
Example :	
	WRIGLEY, EA. Parish registers and the historian. In STEEL, DJ. <i>National index of parish registers.</i> London : Society of Genealogists, 1968, vol. 1, p. 155-167.

4.4 Articles, etc., in serials

Element :	Example :
Primary responsibility Title	WEAVER, William The collectors : command performances.
<i>Subordinate responsibility</i>	Photography by Robert Emmett Bright
Title of host document Edition Location within host : Year, issue designation, pagination of the part	<i>Architectural digest.</i> December 1985, vol. 42, no. 12, p. 126-133
Example :	
	WEAVER, William. The collectors : command performances. Photography by Robert Emmett Bright. <i>Architectural Digest</i> , December 1985, vol. 42, no. 12, p. 126-133.

4.5 Patent documents

Element :	Example :
<i>Primary responsibility</i> (applicant) <i>Title of the invention</i>	Carl Zeiss Jena, VEB <i>Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes.</i>
<i>Subordinate responsibility</i>	Erfinder : W. FEIST, C. WAHNERT, E. FEISTAUER.
Notes Document identifier : Country or issuing office Kind of patent document Number	Int. Cl. ³ G02 B 27/14. Schweiz Patentschrift, 608 626.

Date of publication of
cited document 1979-01-15

Example :

CARL ZEISS JENA, VEB. *Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes.* Erfinder : W. FEIST, C. WAHNERT, E. FEISTAUER. Int. Cl.³ : G02 B 27/14. *Schweiz Patentschrift*, 608 626. 1979-01-15.

5 Sources of information

The principal source for the data contained in a bibliographic reference is the item referred to.

The preferred source of data within the item is the title leaf, or its equivalent [e.g. the label(s) on a sound recording, the title frame of a microform, etc.]. If the item lacks a title leaf or its equivalent, an alternative source such as a cover or container or a microfiche header, etc., may serve to provide the necessary data.

6 General conventions

The data included in the bibliographic reference shall normally be transcribed as given in the source. Stylistic details such as capitalization, punctuation, etc., 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

Data derived from the source shall be transliterated or romanized in accordance with the appropriate International Standard.

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

Examples :

- a) Medicinska akademija, or
- b) Медицинска академия [Medicinska akademija].

6.2 Abbreviation

Forenames that form part of an author's, editor's, publisher'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 7.6.2) or to the names of corporate bodies as qualifiers (see 7.1.3) may be abbreviated in accordance with accepted practice. Names of states, provinces or countries shall be abbreviated using the alpha-2 or alpha-3 codes from ISO 3166.

Titles of serials shall be abbreviated in accordance with ISO 4 provided that there is no ambiguity.

Other words and terms typically used in bibliographic references shall be abbreviated in accordance with ISO 832.

For patent documents the name of the country or issuing patenting authority may be abbreviated according to the WIPO ST. 3 code.¹⁾

With the exception of abbreviations that are in common use, the meaning of all abbreviations used in references or the sources from which they are derived 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 for all references included in a publication.

Each element of the reference shall be clearly separated from subsequent elements, e.g. 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 and typographic distinction has been used in the examples throughout this International Standard. The scheme is only intended to be illustrative, however, and does not form part of this International Standard.

6.5 Typeface

Variations in typeface or the use of underscoring may be used to emphasize the distinction between elements or to highlight elements governing the arrangement of the references.

6.6 Additions and corrections

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

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

Examples :

- a) CRANE, R[onald] S.
- b) EPPMA (Expanded Polystyrene Product Manufacturers' Association).
- c) 1966 [i.e. 1969].

- d) Trinity College (Cambridge).
- e) Trinity College (Dublin).

7 Specification of elements

7.1 Primary responsibility

7.1.1 Persons and corporate bodies

Primary responsibility in the case of textual works is normally that of the author (3.1). For other types of work, it may be that of artists, composers, etc. In the case of patent documents, it is considered to be the patent applicant or proprietor (patentee). Corporate bodies may be treated as having primary responsibility when the work reflects the collective thought or activity of the body (for example, reports of committees, proceedings of conferences, etc.) or when the work is essentially administrative in nature (policy manuals, directories, catalogues of corporate holdings, etc.).

Names of editors of items consisting of several works derived from various sources or contributions by 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 normally be added in parentheses following the name.

Notwithstanding the above, for all serials the first element shall be the "Title"; a name associated with the serial may be included in the element following the title.

7.1.2 Presentation of the 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 should be given after the surname.

Examples :

- a) HALDANE, JBS.
- b) MEYER-UHLENRIED, Karl-Heinrich
- c) DE LA MARE, Walter

7.1.3 Corporate bodies

The name of a corporate body appearing in this element (see 7.1.1) shall be recorded as given in the source. If the name of the body responsible 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 organization. A subordinate body should appear under its own name if it has specific functions of its own and the full

1) World Intellectual Property Organization. *Patent information and documentation handbook*. Geneva : WIPO, 1981-83.

significance of its name is independent of the parent body. For government departments, the name of the country may be given.

Examples :

- a) Academia scientiarum fennica
- b) Unesco
- c) Imperial Chemical Industries. Paint Division
- d) France. Ministère des transports

The name of the city 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 following the name of the corporate body if the identity of the body would otherwise be ambiguous or obscure.

Examples :

- a) Koninklijke bibliotheek (s'Gravenhage)
- b) Koninklijke bibliotheek (Brussels)
- c) National Research Council (Canada)
- d) National Research Council (US)
- e) Newman Club (Brooklyn College)
- f) Newman Club (University of Maryland)

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 included.

Example :

ADLER, JH., SCHLESINGER, ER., and WESTERBORG, E.
van

7.1.5 More than three names

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

Example :

HARKINS, William A., *et al.*

7.1.6 Primary responsibility unknown

If the person or body primarily responsible for the work is not given in the item and cannot be reliably determined from other

sources, 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.

Examples :

- a) Fungi pathogenic to man (monograph title)
- b) Estudios Franciscanos (serial title)
- c) J. Am. Ceram. Soc. (serial title)

7.2.2 Translation

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

Example :

Zarys dziejow bibliografii w Polsce [Outline of the history of bibliography in Poland].

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.

Examples :

- a) Shetland sanctuary : birds on the Isle of Noss
- b) Criticism : the major texts

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 Key-title

In references to serials, the key-title, when indicated as such on the source, may be substituted for the title.

Examples :

- a) Scientia (Milano)
- b) Contact (Toronto Nutrition Committee)

7.3 Subordinate responsibility (optional)

7.3.1 Persons or corporate bodies with subordinate responsibility

Persons or corporate bodies performing a subordinate function (editors, translators, illustrators, inventors who have assigned their interests in a patent, 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.

Example :

DRYDEN, John. *The works of John Dryden*. Edited by HT. Swedenberg.

7.3.2 Presentation

All the names recorded as part of the statement of subordinate responsibility may be recorded in the order found in the source.

7.4 Edition

7.4.1 Presentation

When an edition other than the first is being referenced, the number or other designation for the edition shall be recorded in the terms given in the source.

Examples :

- a) New enlarged edition
- b) Canadian edition

7.4.2 Abbreviations and numeric terms

Terms indicating numeric 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 numeric sequence shall be abbreviated in accordance with ISO 832.

Examples :

- a) 3rd ed.
- b) New enl. ed.
- c) 2., durchges. Aufl.
- d) 5e éd. rev. par l'auteur.

7.5 Issue designation (serials)

7.5.1 Presentation

For serials (3.12) the issue designation shall be as complete as possible.

Examples :

- a) Fall 1982, vol. 12, no. 1
- b) 1985-04-16
- c) March 1, 1949
- d) July/Aug. 1985

7.5.2 Designation of first issue only

If the reference is to the whole of a publication 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.

Example :

Jan./March 1974- , vol. 1, no. 1-

7.5.3 Designation of a complete or partial run

In a reference identifying either a complete or partial run of a serial, the chronological designation and/or numbering of the first and last issues shall be recorded.

Examples :

- a) 1956-1963, vol. 1-8
- b) Jan. 1976-April 1981, vol. 12, no. 1-vol. 16, no. 4

7.6 Publication data

Details pertaining to the place of publication and publisher are optional. The date of publication is mandatory.

7.6.1 Presentation

Details pertaining to the publication of an item shall be recorded in the order : place, publisher and year.

Examples :

- a) London : George Allen & Unwin, 1981.
- b) New York : Harcourt Brace Jovanovich, 1979.

7.6.2 Place of publication (optional)

The name of the city in which the item was published shall be recorded in the original language in the nominative case as it appears in the source. The name of the state, province, coun-

try, etc. should be added usually in parentheses (in abbreviated form if applicable) where it is necessary to differentiate the city from others of the same name or to identify a city that is not widely known.

Examples :

- a) Cambridge (Mass.)
- b) Menasha (Wis.)
- c) Newport (Gwent)

7.6.3 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 other places may be recorded as well, in the order in which they are given in the source.

Examples :

- a) London; New York; Toronto
- b) Toronto; Buffalo

7.6.4 Place of publication unknown

If no place of publication is given in the source, a phrase such as "place of publication unknown" or an equivalent abbreviation may be recorded in lieu of a place name.

7.6.5 Publisher (optional)

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 :

- a) Knopf
- b) Wiley (not John Wiley & Sons)
- c) John Brown
- d) Scarecrow Press

7.6.6 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 recorded as well, associating each with the appropriate place name.

Example :

London : T. Nelson; Edinburgh : TC. & EC. Jack

7.6.7 Publisher unknown

If no publisher's name is given in the source, a phrase such as "publisher unknown" or an equivalent abbreviation may be recorded in lieu of a name.

7.6.8 Date of publication

Generally, the year of publication shall be recorded as given in the source, transcribed in arabic numerals.

The full date shall be given for patent documents either as found in the source or in accordance with ISO 2014.

7.6.9 Publications spanning more than one year

If the publication of a multipart item spans more than a single year, the inclusive dates shall be recorded. If the publication is not yet complete, the first date shall be recorded followed by a hyphen and one space.

Examples :

- a) 1973-1975
- b) 1978-

7.6.10 Year of publication unknown

If the year of publication cannot be determined from the source, the date of copyright, the printing date, or an estimated date should be recorded in its place.

Examples :

- a) 1953 printing
- b) ca. 1957

7.7 Extent (optional)

7.7.1 Printed monographs

For printed monographs, the extent shall be recorded in terms of either the number of pages, leaves, columns, etc., or (for multipart monographs) the number of volumes.

Examples :

- a) ix, 206 p.
- b) 3 vol.

7.7.2 Non-print items

For non-print items, the extent shall be recorded in terms of the number of physical pieces, qualified if appropriate by a more precise indication of extent within the physical piece(s).

Examples :

- a) 2 microfiches (240 frames)
- b) 3 sound discs

7.8 Series (optional)

If a monograph or serial also carries the name of a larger entity of which it is a (possibly numbered) unit, the name of that larger entity, e.g. series, and the numeration may be recorded as they appear on the document.

Examples :

- a) Contribution de l'Institut botanique de l'Université de Montréal, n° 61
- b) Current topics in neurology

7.9 Other information (optional)

Supplementary information of the types indicated below may be given in a note .

- a) information identifying the source from which an item that may be difficult to locate can be acquired;

Example :

Available from NTIS : AD683428

- b) information identifying the original from which a reprint, reproduction, or facsimile publication was made;

Example :

Reprint of original published Boston : Estes and Lauriat, 1902.

- c) information pertaining to restrictions on the availability or use of the item;

Example :

Government use only

- d) information pertaining to the publication status of the item;

Examples :

- 1) Forthcoming
- 2) Patent application No 26032/71 filed 19 Apr. 1971. Complete specification published 24 Apr. 1974.
- e) classification scheme and codes;

Example :

Dewey : 001.64'25
Int. Cl.³ : C 22 B 3/00

- f) other information deemed to be of sufficient importance to be noted.

Example :

Limited edition. 100 copies

7.10 Standard number

The standard number (ISBN, ISSN, etc.) assigned to the item shall be recorded in the form prescribed by the applicable International Standard (see ISO 2108, ISO 3297, etc.). Optional in the case of parts, contributions, etc. in monographs and articles, etc. in serials.

Example :

ISBN 0-15-183242-0

7.11 Component part (chapter, article, etc.)

7.11.1 Parts of monographs (chapter, volume, appendix, etc.) or of serials

In a reference to a separately identified part of a monograph, which is not a separate contribution, the numeration, title and other details unique to the part follow the appropriate details for the work as a whole.

Examples :

- a) ROSCOE, John. *The Baganda*. 2nd ed. London : Frank Cass, 1976. chap. 8, Government, p. 232-270.
- b) PARKER, T.J. and HASWELL, WA. *A text book of zoology*. 6th ed. Vol. 2 [Chordata], revised by C. Forster-Cooper. London : Macmillan, 1940.
- c) *Journal of Documentation*, 1983-1984, vols. 39-40.

7.11.2 Contributions in monographs or serials

Details of the primary responsibility, title etc. relating to the contribution shall be followed by a normal reference to the host document as a whole, and be clearly distinguished from it by typography, punctuation or a word such as "In". The location of the contribution within the host shall be shown by its appropriate pagination, etc. at the end of the reference.

Examples :

- a) PRICE, Derek de Solla. A general theory of bibliometric and other cumulative advantage processes. In GRIFFITH, Belder C. *Key papers in information science*. New York : Knowledge Industry Publications, 1980, p. 177-191.
- b) DÜRER, Albrecht. A hare. Watercolour, 1502. In SCHILLING, E., *Albrecht Dürer drawings and watercolours*, London : Zwemmer, 1949, frontispiece.
- c) LARSON, Julian R. and TANNEHILL, Robert S. Problems in accessing scientific and technical serials. *Special Libraries*. July/Aug. 1977, vol. 68, no. 7/8, p. 241-251.

7.12 Elements of references to patent documents

For patent documents, the reference may begin with the name of the patent applicant (coded 71)¹⁾ failing whom the patent proprietor (patentee) (coded 73), followed by the title of the invention (coded 54). Persons or corporate bodies performing other functions may be included in a statement of subordinate responsibility.

The reference shall include the document identifier which is made up of

- a) the name of the country or international organization unless clearly identified in the kind of patent document field [see b) below] in which case it may be omitted;
- b) the kind of patent document (coded 12);
- c) the number of the document which should consist of the two-character ISO country code (ISO 3166) or international organization code (WIPO Standard ST. 3), the document number (code 11), and the two-character kind of document code (WIPO Standard ST. 16), but, at a minimum, the document number (code 11) shall be used;
- d) the publication date (codes 41-47) according to ISO 2014.

Example :

Société minière et métallurgique de Peñarroya. Procédé pour la dissolution sélective du plomb. Beutier, D. (inventeur). Int. Cl.³ : C22B 3/00; C22B 19/02. Date de dépôt 1983-08-24. Demande de brevet européen. EP00102299A1. 1984-03-07.

8 Lists of bibliographic references

8.1 Arrangement

Lists of bibliographic references are normally arranged either alphabetically by the first element or in numeric sequence corresponding to the order of citation in the text.

8.2 Two or more items with the same first element

If a list of references arranged alphabetically contains two or more items with the same first element, and the items are listed consecutively, a dash may be substituted for the first element in the second and subsequent references.

Example :

Graham, Sheila. *College of one*. New York : Viking, 1967.
 —. *The real F. Scott Fitzgerald thirty-five years later*. New York : Grosset & Dunlap, 1976.

8.3 All items with the same first entry element

If all the items in a bibliographic list, or in a separate section of a list, are entered under the same element, the first element may be omitted altogether, provided the heading for the list or section indicates clearly the common element.

Example :

The published writings of WH. Auden

Poems. London : Privately printed by Stephen Spender, 1928.

Poems. London : Faber & Faber, 1930.

The Orators : an English study. London : Faber & Faber, 1932.

8.4 Position of the "Primary responsibility" element

If a list of references is so arranged that the "primary responsibility" element is not necessary for alphabetization, e.g. in classified lists, the "primary responsibility" element may be recorded after the title.

9 Citations

9.1 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 quoted matter within the text, an idea paraphrased, etc. was taken, and to specify its precise location within the source publication.

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 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 essential to a basic reference under clause 4.

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 by one of the three methods described below.

9.2 Numeric references method

Superscript or bracketed numerals, inserted in the text, refer to documents in the order in which they are first cited. Subsequent citations of a particular document receive the same number as the first. If particular parts of a document are cited, page numbers may be given after the numerals. The references are set out in their numerical order in a numbered list.

1) The codes refer to numbers on modern patent documents identifying the items of information (derived from INID codes. WIPO Standard ST.9).

Example :

Text and citations :

The notion of an invisible college has been explored in the sciences (24). Its absence among historians is noted by Stieg (13 p.556). It may be, as Burchard (8) points out . . .

References :

. . .

8. BURCHARD, JE. How humanists use a library. In *Intrex : report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965, p. 219.

. . .

13. STIEG, MF. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

. . .

24. CRANE, D. *Invisible colleges*. Chicago : Univ. of Chicago Press, 1972.

9.3 Running notes

Superscript or bracketed numerals, following citations in the text, refer to notes which are set out numerically by their order of appearance in the text. These notes may or may not contain citations. One note number is used for each statement or related group of statements in the text; the corresponding note may cite more than one document.

If a particular document is cited more than once, subsequent citations receive separate numbers. A note that refers to a document cited in an earlier note should either repeat the full citation or give the number of the earlier note, with any necessary page numbers, etc.

9.3.1 First citation

If the citations are presented as notes, the first citation to a given item (and preferably the first such citation in each chapter) should contain sufficient elements to ensure an accurate correspondence between the citation and the appropriate entry in the separate list of bibliographic references.

At a minimum the first citation should contain the name(s) of the author(s) and the full title (exclusive of subtitles and other title-related data) as given in the bibliographic reference, plus the relevant page number(s) if applicable. The names of the authors given in the citation need not be recorded in inverted form.

If the author(s) and title alone are not adequate to differentiate between entries in the list of bibliographic references, the citation shall include as many additional elements (edition, year of publication, etc.) as are necessary.

Example :

Text :

The notion of an invisible college has been explored in the sciences.³² Its absence among historians is noted by Stieg.³³ It may be, as Burchard³⁴ points out . . .

Citations :

32. CRANE, D., *Invisible colleges*.

33. STEIG, MF., The information needs of historians, p. 556.

34. BURCHARD, JE., How humanists use a library, p. 219.

References :

. . .

BURCHARD, JE. How humanists use a library. In *Intrex : report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965, p. 219.

. . .

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

. . .

STIEG, MF. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

If, in subsequent citations, an abbreviation is introduced to identify frequently cited items, it should be clearly explained either within the first citation to the item or in a table of abbreviations.

Example :

First citation :

NATHANIEL, B. Shurtleff, ed., *Records of the governor and company of the Massachusetts Bay in New England (1628-86)*, Boston, publisher unknown, 1853-54, 5 vols., vol. 1, p. 126 (hereafter cited as Mass. Records).

9.3.2 Second and subsequent citations

The second and each subsequent citation to a given item may be shortened to include simply the surname(s) of the author(s) and a brief form of the title, plus the relevant page number(s), etc. or an abbreviated form introduced in a first citation or table of abbreviations.

Examples :

a) SUTTON, *The analysis of free verse form*, p. 246.

b) Mass. Records, p. 128.

Alternatively, if the citations are sequentially numbered according to their appearance in the text, the second and each subsequent citation to a given item may be shortened to include simply the surname(s) of the author(s) and the number of the reference of the first occurrence of the citation, plus the relevant page number(s), etc.

Example :

Text :

The notion of an invisible college has been explored in the sciences.³² Its absence among historians is noted by Stieg.³³ It may be, as Burchard³⁴ points out . . . Stieg³⁵ has further noted . . .

Citations :

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

33. STIEG, MF. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

34. BURCHARD, JE. How humanists use a library. In *Intrex : report of a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965.

35. STIEG, ref 33, p. 556.

9.4 First element and date method

The first element and year of publication of the document cited are given in the text. If the first element occurs naturally in the text, the year follows in parentheses, but if not, both first element and year are in parentheses. If necessary, page numbers may be given after the year within parentheses. If two or more documents have the same first element and year, they are distinguished by lower case letters (a, b, c, etc.), following the year within the parentheses.

The documents' references are set out in a list in the alphabetical order of the first elements, with the year of publication and lower-case letter, if any, immediately following the first element instead of later in the reference.

Example :

Text and citations :

The notion of an invisible college has been explored in the sciences (Crane, 1972). Its absence among historians is noted by Stieg (1981, p.556). It may be, as Burchard (1965, p. 219) points out . . .

References :

. . .

BURCHARD, JE. 1965. How humanists use a library. In *Intrex : report on a planning conference on information transfer experiments*, Sept. 3, 1965. Cambridge, Mass. : M.I.T. Press, 1965.

. . .

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

. . .

STIEG, MF. 1981. The information needs of historians. *College and Research Libraries*, Nov. 1981, vol. 42, no. 6, p. 549-560.

For items by more than two authors, the citation may be abbreviated, giving the surname of the first author only, followed by "et al.", provided that the abbreviated form does not result in an ambiguous correspondence between the citation and the list of bibliographic references.

If the list of bibliographic references contains more than one item by the same author(s) published in the same year, an alphabetic character (a, b, c, . . . etc.) shall be appended to the year of publication both in the citation and in the list of bibliographic references in order to ensure an accurate correspondence between the citation and the reference.

Example :

(Pasteur 1848a)

UDC 001.811

Descriptors : documentation, bibliographic references, specifications.

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