

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 690

BIBLIOGRAPHICAL REFERENCES

ESSENTIAL AND SUPPLEMENTARY ELEMENTS

1st EDITION

March 1968

COPYRIGHT RESERVED

The copyright of ISO Recommendations and ISO Standards belongs to ISO Member Bodies. Reproduction of these documents, in any country, may be authorized therefore only by the national standards organization of that country, being a member of ISO.

For each individual country the only valid standard is the national standard of that country.

Printed in Switzerland

Also issued in French and Russian. Copies to be obtained through the national standards organizations.

BRIEF HISTORY

The ISO Recommendation R 690, *Bibliographical references – Essential and supplementary elements*, was drawn up by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Deutscher Normenausschuss (DNA).

Work on this question by the Technical Committee began in 1951 and led, in 1962, to the adoption of a Draft ISO Recommendation.

In June 1964, this Draft ISO Recommendation (No. 722) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Australia	Greece	Norway
Belgium	Hungary	Poland
Brazil	India	Portugal
Canada	Ireland	Romania
Chile	Israel	Spain
Colombia	Italy	Sweden
Czechoslovakia	Japan	United Kingdom
Denmark	Korea, Rep. of	U.S.S.R.
France	Netherlands	Yugoslavia
Germany	New Zealand	

No Member Body opposed the approval of the Draft.

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council which decided, in March 1968, to accept it as an ISO RECOMMENDATION.

BIBLIOGRAPHICAL REFERENCES

ESSENTIAL AND SUPPLEMENTARY ELEMENTS

1. SCOPE

A bibliographical reference is a set of data sufficiently precise and detailed to enable a publication or part of a publication to be identified.

In addition to the elements essential for identification (already published in ISO Recommendation R 77-1958, *Bibliographical references – Essential elements*), this ISO Recommendation includes, in clauses 3.1 to 3.3, supplementary items which may be added to indicate the character, scope, authority or availability of the work referred to.

Order of items is dealt with in section 4, while the remaining sections, 5 to 10, contain detailed recommendations on the individual elements and the presentation of a bibliographical reference.

The numbers listed in section 3 relate to the explanatory notes given in subsequent sections.

2. FORMS OF REFERENCE

A bibliographical reference may be any one of the following :

- (a) part of a bibliographical list, either descriptive or analytical;
- (b) the heading of an abstract or of a critical review;
- (c) a note appended to a text (either at the foot of a page or at the end of the text);
- (d) partly embodied in a text, partly in a note;
- (e) wholly embodied in a text.

3. REFERENCE DETAILS

Elements commonly included in a “full” reference are listed below in their preferred order (see section 4), with the essential elements in *italics*.

These elements should be taken, whenever possible, from the title page and, if reference is made to a contribution, from the heading to this and not from any index or other place in the publication (but see clauses 7.1.1 and 7.2.1). When it is thought useful, elements may be transliterated (see section 9).

3.1 Reference to a book or other separately issued publication

(a) Reference to the publication as a whole	(b) Reference to a particular page or portion*	Relevant notes in sections 5 to 9
<i>Name(s) of author(s), with forename(s)</i> Other secondary element(s)	<i>Name(s) of author(s), with forename(s)</i> Other secondary element(s)	5
<i>Title of the publication</i> Translation of the title	<i>Title of the publication</i> Translation of the title	5.1.2, 6 6.2
<i>Edition number, (or other specification of the edition)</i>	<i>Edition number, (or other specification of the edition)</i>	
	<i>Volume number (in multi-volume publications)</i>	
<i>Place(s) of publication</i>	<i>Place(s) of publication</i>	7.1.1
<i>Publisher(s)</i>	<i>Publisher(s)</i>	7.1.2 7.1.3
<i>Year(s) of publication</i>	<i>Year(s) of publication</i>	7.2.1
<i>Number of volumes (in multi-volume publications)</i>		
<i>Size (height at least)</i>		7.3
<i>Pagination (total number of pages)</i>		7.4

* References to passages in literary works, or to certain texts such as laws, may be made in terms of the formal divisions of the text, which may replace any or all of the items after the title in this column 3.1 (b).

(a)	Reference to the publication as a whole	(b)	Reference to a particular page or portion*	Relevant notes in sections 5 to 9
-----	---	-----	--	--

Mention of any

— illustrations, plates, etc.	7.5
— bibliography	7.5
— summary in another language	7.5

Title of collection or series, and the number of the publication in the series

Title of collection or series, and the number of the publication in the series

Price

Specific page, or first and last pages (or other clear identification, e.g. section number) of the portion referred to

EXAMPLES

ESDAILE, Arundell. A Student's Manual of Bibliography, 2nd. ed. London, Allen & Unwin and Library Association, 1932. 20 cm, 383 p., ill. (Library Assn., Series of Library Manuals No. 1), 12s 6d.	ESDAILE, Arundell. A Student's Manual of Bibliography, 2nd. ed. London, Allen & Unwin and Library Association, 1932. (Library Assn., Series of Library Manuals, No. 1) pp. 178-196.
--	---

Abridged

ESDAILE, Arundell. A Student's Manual of Bibliography, 2nd. ed. London, 1932.

Abridged

ESDAILE, Arundell. A Student's Manual of Bibliography, 2nd. ed. London, 1932, pp. 178-196.

SSSR KOMITET STANDARTOV ...
PRI SOVETE MINISTROV SSSR.
Ukazatel' gosudarstvennyh standartov. Moskva Standart GIZ, 1958, 520 str.

SSSR KOMITET STANDARTOV ...
PRI SOVETE MINISTROV SSSR.
Ukazatel' gosudarstvennyh standartov. Moskva, 1958, str. 347.

6.1.1

3.2 Reference to a periodical or other serial publication

(a) Reference to the periodical (or serial) as a whole	(b) Reference to a limited run or specific issue	Relevant notes in sections 5 to 9
<i>Title of the periodical or serial</i> Translation of the title.	<i>Title of the periodical or serial</i>	6
Frequency of publication (weekly, monthly, quarterly, irregular, etc.)*	Frequency of publication (weekly, monthly, quarterly, irregular, etc.)*	
<i>Place(s) of publication</i>	Place of publication	7.1.1
Publisher(s) i.e. sponsoring body (if not in the title) and/or publisher (if not the same)		7.1.2
		7.1.3
Number and date (year) of first volume and, if publication has ceased, of last volume or issue published	<i>Number(s) and date(s) of first and last volumes or issues of the run,</i>	7.2.2
	<i>or of the specific issue, referred to</i>	7.2.3
Size (height at least)		7.3
Mention of summaries in other languages (if a regular feature)	Mention of summaries in other languages	7.5

* If added by the bibliographer, the frequency should follow the indication of number and date.

(a) Reference to the periodical (or serial) as a whole	(b) Reference to a limited run or specific issue	Relevant notes in sections 5 to 9
--	--	-----------------------------------

Price (per year, volume or issue)

Price

Earlier title(s), if necessary

7.6.2

EXAMPLES

HOME ECONOMICS AND DOMESTIC SUBJECTS REVIEW,
London : Forbes Publications, Ltd.
1956 (1)--- Monthly 1s 6d per issue.

HOME ECONOMICS AND DOMESTIC SUBJECTS REVIEW,
London, vol. 4, No. 3, March 1958,
1s 6d.

Abridged
HOME ECONOMICS, London,
1956 (1)---

Abridged
HOME ECONOMICS, London,
1958, March.

BOLETIM DE NORMALIZAÇÃO.
Mensal. Lisboa : Inspeção-geral
dos produtos agrícolas e industriais.
Vol. 1---, 1952(Jan.) --- (1950-51
Gazeta de Normalização.)

BOLETIM DE NORMALIZAÇÃO.
Mensal. Lisboa : Inspeção-geral
dos produtos agrícolas e industriais,
Anos 1-2, 1952-53.

Abridged
BOLETIM DE NORMALIZAÇÃO,
Lisboa, 1952---

Abridged
BOLETIM DE NORMALIZAÇÃO,
Lisboa, Vol. 1-2, 1952-53.

Nordisk Astronomisk Tidsskrift
(Scandinavian Astronomical Journal)
København, Munksgaard,
Vol. 1-3, 1916-1919.
New Series, Vol. 1--- 1920---
Quarterly, Dan. Kr. 15 per annum.

3.3 Reference to a contribution or an article

<i>(a)</i> Reference to a contribution in a book or other separately issued publication	<i>(b)</i> Reference to an article or contribution in a periodical or serial publication	Relevant notes in sections 5 to 9
--	---	--

Elements referring to the contribution itself*

<i>Name(s) of author(s)</i> , with fore- name(s)	<i>Name(s) of author(s)</i> with fore- name(s)	5
Other secondary element(s)	Other secondary element(s)	

<i>Title of contribution</i>	<i>Title of contribution</i>	6
Translation of title	Translation of title	6.2

Mention of any	Mention of any	
— illustrations, plates, etc.	— illustrations, plates, etc.	7.5
— bibliography	— bibliography	
— summary in another language	— summary in another language	

Elements referring to the publication containing the contribution

<i>Title of main publication, preceded when necessary, by name(s) of author(s), editor(s) or compiler(s)</i>	<i>Title of periodical or serial public- ation</i>	5 & 6
--	--	-------

Translation of title	6.2
----------------------	-----

*Edition number or other specific-
cation of the edition*

Volume number (or equivalent)

<i>Place(s) of publication</i>	<i>Place(s) of publication</i>	7.1.1
--------------------------------	--------------------------------	-------

Publisher(s)	7.1.2 7.1.3
--------------	----------------

* See footnote to clause 3.1 (b) for reference to passages in literary works, etc.

(a) Reference to a contribution in a book or other separately issued publication	(b) Reference to an article or contribution in a periodical or serial publication	Relevant notes in sections 5 to 9
<i>Year(s) of publication</i>		7.2.1
	<i>Volume number (or year)*</i>	7.2.3
	<i>Issue number*</i>	
	<i>Date of the issue**</i>	
Title of collection or series and the number of the publication in the series		
<i>Specific page or first and last pages (or other clear identification, e.g. section number) of the portion referred to</i>	<i>Specific page or first and last pages of article or portion referred to</i>	

EXAMPLES

CHAMRATH, G.C. Die Rechte der Schallplatte und des Tonbandes. (Résumé en fr.) *In* : Congrès int. des Bibliothèques et des Centres de Docum. (Bruxelles, sept. 1955). Vol. II B. La Haye, Nijhoff, 1955. pp. 15-24.

BUKOWSKI, St., Zasady systemu wymiarowego w budownictwie przemysłowym (Koordynacja modularna). *Normalizacja*, 27 (2), luty 1959 : 54-56.

RAMSBOTTOM, John. Fungi pathogenic to man. *In* : Medical Research Council - A system of bacteriology in relation to medicine, vol. 8. London, H.M. Stationery Office, 1931, pp. 11-70.

GODFREY, G. Bernard. Joints in tubular structures. *Struct. Engng*, 37 (4) Ap. '59 : 126-135.

Abridged

RAMSBOTTOM, John. Fungi pathogenic to man. *In* : Med. Res. Council - A system of bacteriology in relation to medicine, vol. 8, London, 1931, 11-70.

* See footnote to clause 3.1 (b) for reference to passages in literary work, etc.

** See clause 4.1 for permissible variation of the order of these items.

4. ORDER OF ITEMS

- 4.1 The elements constituting the reference are given in the order shown in the lists in section 3, except for clause 3.3 (b), in respect of which a different order of the three items is possible (see clause 7.2.3).
- 4.2 When a reference embodied in a text forms part of a sentence, no order can be prescribed, but it is desirable that the order adopted in the lists in section 3 should be followed as closely as possible.

Example “. . . on peut se reporter aux Causeries du lundi de Charles A. Sainte-Beuve, dont la troisième édition, tome 1, a paru à Paris en 1857 . . .”

5. AUTHORS

5.1 Individual authors*

- 5.1.1 When there are two authors, the names of both are given.

Examples MURET, Pierre et SAGNAC Philippe
ROMANO, Enrico & PAGLIUCA Giorgio

When there are more than two authors, the names of all the authors may be given, or the name of the first author only followed by *et alii* or *et al.*

Example HARKINS, William G., *et alii*
(for Harkins, Thompson, Tenkins & Stevenson)

- 5.1.2 When a book (as distinct from a contribution or an article) has more than *three* authors, the title may be the first element in the reference; the names of the authors, or the name of the first author followed by *et alii* or *et al.*, should then be given after the title.

Example Studies of typhus fever. By W. H. Topping, I. A. Bengtsen, R. G. Henderson, C. C. Shepard, M. J. Shear.

- 5.1.3 Names, with forenames or other secondary elements, are given in the form in which they appear in the publication referred to, transliterated when necessary (cf. section 9).

Except when the reference forms part of a phrase, the forename(s) or other secondary element(s) are transposed after the surname or other entry name.

Examples BLATT, Franz LA GUARDIA, Pietro
CEHOV, Anton NEHRU, Jawaharlal

In deciding which parts of a name to transpose, the practice of the nation to which the author belongs should be followed as closely as possible.

* For mention of editors, translators, illustrators, etc., see clause 7.6.1.

- 5.1.4 The editor (in this sense the word indicates a person who establishes a critical edition), the director, the compiler or the commentator of a collective publication (other than a periodical or serial publication) may be considered as the author, if his name appears prominently on the title page.

Example FURNAS, C.C., *ed.* Research in industry.

- 5.1.5 Titles indicating rank, office or status (academic, professional, etc.) may be retained in the reference to facilitate identification of the author.

Example CLARK, William, A.R.I.B.A. BALFOUR, Robert, Col.
CLARK, William, M.D. BALFOUR, Robert, Rev.
M.R.C.P.

- 5.1.6 *Pseudonyms.* When a work has been issued under an assumed name, normally this name only is given in the reference. When the author's real name is well known, it may be inserted in square brackets [] after the pseudonym. In a bibliographical list, a cross-reference should be made from the real name to the pseudonym.

Example BLAKE, Nicholas, *pseud.* [Cecil Day Lewis]
NOVALIS, *pseud.* [Friedrich Leopold von Hardenberg]
STENDHAL, *pseud.* [Henri Beyle]

5.2 Corporate authors

- 5.2.1 When it is clear that an organization or group of persons acting as a body accepts the main responsibility for a publication, this body is treated as the author.

Example ACADEMIE FRANCAISE. Dictionnaire de l'académie française.

- 5.2.2 The form of the name used in the reference is normally that which appears in the publication, transliterated when necessary.

Examples ACADEMIA SCIENTIARUM FENNICA
MAGYAR SZABVANYUGYI HIVATAL
S S S R [Transliteration of C C C P in Russian]
UNITED STATES. Department of Defence.

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

Example TRINITY COLLEGE (Cambridge)
TRINITY COLLEGE (Dublin)

- 5.2.3 When the corporate author is a State (or Federation of States), or a provincial, local or municipal authority, the relevant name in general use may be adopted rather than the full official name.

Examples FRANCE (for : République Française)
JUGOSLAVIJA (for : Federativna Narodna Republika Jugoslavije)

- 5.2.4 If the name of the body implies subordination to a more important parent body of which it is an organ or administrative division, or if its full significance depends on the inclusion of the name of the parent body, the latter is given first in the reference.

Examples CONSEIL INTERNATIONAL DU BÂTIMENT. Section "Documentation"
FRANCE. Ministère de la guerre. Direction centrale du matériel
SEINE-ET-OISE. Archives départementales
UNITED STATES. Interstate Commerce Commission

But if a body, although subordinate to some other, has specific functions of its own, and the full significance of its name is independent of that of the other body, it figures under its own name.

Examples ACADEMIE FRANÇAISE
WORLD HEALTH ORGANIZATION (WHO)

5.3 Anonymous publications (see also clause 5.1.6)

In references to anonymous publications, the title is normally the first element in the reference, but when the name of the author is well established, it may be inserted in square brackets[] at the head of the reference. In a bibliographical list, a cross-reference should then be made from the title to the name of the author.

Example [Hadert, H.] Fachbücher für den Farbenchemiker

6. TITLE

(see also clauses 7.6.2 and 7.6.3)

6.1 Form of title

- 6.1.1 The title is given as it appears in the publication referred to, transliterated where necessary.

Examples T.N.O. - Nieuws
РАДИОХИМИЯ (Radiohimija)

- 6.1.2 A title which is inconveniently long may be shortened, but initial words should never be omitted, nor should the sense be altered.

Example LISLE de LAUTURE (Hervé de). - Allergothérapie spécifique et thelassothérapie [à la lumière de travaux expérimentaux et de 600 observations] . Une application possible : l'Institut marin de la Baule-en Bretagne. [Travail du Laboratoire d'immunologie de la Faculté de médecine de Bordeaux et du Centre de recherches bioclimatiques de la Baule] .