

Recommendations for

References to published materials

ICS 01.140.10; 01.140.20

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- Booksellers Association of Great Britain and Ireland
- British Film Institute
- British Library (Bibliographic Services Division)
- British Library (Lending Division)
- Commonwealth Agricultural Bureaux
- Construction Industry Research and Information Association
- Institute for Scientific Information
- Institute of Scientific and Technical Communicators
- Library Association
- Royal Geographical Society
- Royal Institute of British Architects
- Royal Society
- Standing Conference of National and University Libraries

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

- Bodleian Library
- British Broadcasting Corporation
- British Cartographic Society
- British Committee for Map Cataloguing Systems
- British Computer Society
- British Geological Survey
- British Library (Humanities and Social Sciences)
- British Library (Science Reference Library)
- Chartered Institute of Patent Agents
- Computing Services Association
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- International Association of Music Libraries, UK Branch
- Loughborough University of Technology
- Ministry of Defence
- National Library of Scotland
- National Library of Wales
- Ordnance Survey
- Patent Office
- Public Record Office

This British Standard, having been prepared under the direction of the Information and Documentation Standards Policy Committee, was published under the authority of the Board of BSI and comes into effect on 31 May 1989

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The following BSI references relate to the work on this standard:
Committee reference DOT/1
Draft for comment 85/63396 DC

ISBN 0 580 16203 6

Amendments issued since publication

Amd. No.	Date of issue	Comments
10180	November 1998	Indicated by a sideline in the margin

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Foreword

This revision of this British Standard has been prepared under the direction of the Information and Documentation Standards Policy Committee. It supersedes BS 1629:1976, which is withdrawn.

The first edition, published in 1950, offered guidance on the presentation of the details required to identify publications, based on a scheme prepared by the International Federation of the National Standardizing Associations (ISA), which was the forerunner of the International Organization for Standardization (ISO). The second edition, published in 1976, was based on the first edition of ISO 690.

Over the ensuing years attention has been paid, both in the UK and internationally, to the differing needs of users. At one extreme are the fully detailed bibliographic descriptions appropriate to large libraries, for which rules have been codified in the *Anglo-American cataloguing rules* [1] and in the *International Standard Bibliographic Descriptions* (ISBD) [2]. At the other extreme are the citations of one document by another, for which short descriptions, sufficient only to identify a source unambiguously and to indicate its nature, are adequate. This special need was met in the UK in 1978 by the publication of BS 5605, which introduced, for the first time, guidance on methods of indicating within a text where the bibliographic details of another publication may be found. Because BS 5605 was deliberately kept as concise as possible, it cannot provide for all special cases. BS 1629 provides amplifying details and caters also for the somewhat fuller descriptions that abstracting and indexing services use in reviews, bibliographies and accessions lists.

This revision takes into account developments made during the protracted discussions on the revision of ISO 690. Its scope has been extended to bring all types of publication within one standard, which now makes specific provision, not only for printed matter, but also for audio, graphic, video, computer and other non-print material. It supersedes BS 5195-1:1975 and BS 5195-2:1977 for maps and charts and BS 6098:1981 for published sound recordings, which are withdrawn. Unpublished documents remain the subject of a separate but compatible standard, BS 6371.

Appendix A sets out complete references for the more specific examples given in the text. Appendix B gives abbreviations that may be used in references.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 22, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

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

NOTE The titles of the publications referred to in this standard are listed on the inside back cover.

2 Definitions

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

2.1

call number

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

2.2

contribution

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

2.3

document

a combination of a medium and the information recorded on it

2.4

illustrations

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

2.5

landscape

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

2.6

map series

a number of related map sheets designed to form a single group, normally distinguishable by such common characteristics as a collective title, a sheet-numbering system and the same scale

NOTE Normally a map series is the work of one mapping agency.

2.7

map height

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

2.8

map series designation

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

2.9

monograph

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

2.10

neat line

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

2.11

originator

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

2.12

reference

a set of data describing a document or part of a document, sufficiently precise and detailed to identify it and to enable it to be located

a reference may be:

- a) part of a list of documents;
- b) the heading of an abstract or a critical review;
- c) a note appended to a text, either at the foot of the page or at the end of a text;
- d) a statement embodied in the text.

2.13

serial

a publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely

2.14

series

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

3 Methods of citation

3.1 Relation between citation in text and reference

Statements in a text should be linked to the bibliographic details of the documents that support those statements in one of the three ways described in 3.2, 3.3 and 3.4.

3.2 Name and date system (Harvard system)

3.2.1 Citation in text. The originator's name and the year of publication of the document cited are given in the text. If the originator's name occurs naturally in the text, the year follows in parentheses, but if not, both name and year are in parentheses. For citations of particular parts of a document, the page numbers, etc. may be given after the year within the parentheses.

If two or more documents have the same originator and year, they are distinguished by lower-case letters (a, b, c, etc.), following the year within the parentheses.

Example

"The notion of an invisible college has been explored in the sciences (Crane 1972). Its absence among historians is noted by Stieg (1981b, p.556). It may be, as Burchard (1965) points out, that they have no assistants, or are reluctant to delegate (Smith 1980; Chapman 1981) ...".

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

Example

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

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

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

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

...

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

3.3 Numeric system

3.3.1 Citation in text. Numerals in the text, in parentheses, square brackets or superscript, refer to documents in the order in which they are first cited. Subsequent citations of a particular document receive the same number as the first. If particular parts of a document are cited, page numbers, etc. may be given after the numerals.

Examples

a) "The notion of an invisible college has been explored in the sciences²⁶. Its absence among historians is noted by Stieg¹³p.556. It may be, as Burchard⁸ points out, that they have no assistants, or are reluctant to delegate^{27, 28}..."

or

b) "The notion of an invisible college has been explored in the sciences (26). Its absence among historians is noted by Stieg (13 p.556). It may be, as Burchard (8) points out, that they have no assistants, or are reluctant to delegate (27, 28)..."

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

Example

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

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

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

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

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

3.4 Running notes

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

Example

“The notion of an invisible college has been explored in the sciences³². Its absence among historians is noted by Stieg³³. It may be, as Burchard³⁴ points out, that they have no assistants, or are reluctant to delegate³⁵,...”

One note number is used for each statement or group of statements supported by a citation; the corresponding note may include more than one source (see note number 35 in example a) to **3.4.2**).

3.4.2 References. The notes are set out in their numerical order.

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

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

Examples

- a) 1. The abbreviations used are:
CRUS = Centre for Research on User Studies
UGC = University Grants Committee
...
8. BURCHARD, J.E. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments*, 3 Sep. 1965.
...
15. STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981,42(6), 549–560.
...
32. CRANE, D. *Invisible colleges*. Chicago: University of Chicago Press, 1972.
33. STIEG, ref. 15, p.556.
34. BURCHARD, ref. 8.

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

or

b) 1. The abbreviations used are listed on page 357.

...

8. BURCHARD, J.E.

...

4 Elements of a reference

4.1 Order of elements

The basic order of elements in normal references should be:

- a) originator, if any;
- b) year — in name and date system (see **3.2**);
- c) title;
- d) material designation, if necessary;
- e) production (publisher or equivalent);
- f) date¹⁾;
- g) numeration within the item;
- h) location of the item, if rare.

Table 1 and Table 2 illustrate the application of this recommendation in particular circumstances.

4.2 Sources of data

The data for a reference should, if possible, be taken from the cited item itself.

An eye-legible source should be preferred to any other; if possible, the citer should view machine-readable, microform or audiovisual text to verify data and should note any differences in square brackets. Suitable sources in order of preference are:

- a) heading of a contribution or microform, caption to a cited illustration;
- b) title page or equivalent, or map face;
- c) verso of title page;
- d) cover or label permanently associated with the item;
- e) container;
- f) accompanying documentation, e.g. explanatory leaflet or manual;
- g) subject matter of the item.

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

If any element of data appears in different forms in different sources, the form appearing most prominently in the preferred source should be used unless that source is obviously incorrect, e.g. a wrong label has been attached.

4.3 Data supplied from other sources

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

4.4 Transliteration

Any element not in the same Roman alphabet may be transliterated or romanized in accordance with the relevant British Standard or International Standard (see page 21).

4.5 Abbreviation

Generally accepted terms may be abbreviated in accordance with ISO 832 (see 15.4 and Appendix B). Other abbreviations should be avoided except as provided in 3.4.2 for running notes, in 5.1.6 for illustrations, in 5.3.4 for patent documents and in 16.6 for series titles.

4.6 Punctuation and typography

A consistent system of punctuation and typography should be used for all references included in a publication. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface.

NOTE In order to emphasize the importance of consistency, a uniform scheme of punctuation is used in the examples in this British Standard. The scheme is purely illustrative and does not form part of the recommendations.

5 Originator

5.1 Selection

5.1.1 General. The person (see 5.2) or organization (see 5.3) shown most prominently in the preferred source (see 4.2) as responsible for the content of the cited item, in its published form, should be given as originator. The originator's role varies from one item to another. If there is no obvious originator, one should be selected from the following, listed in order of preference:

- a) author; composer, librettist; mapping agency, surveyor, cartographer, copyist; system designer of software; patentee, patent applicant; artist, photographer, draughtsman, graphic designer;
- b) conductor, performer of music, drama, etc.; director of films; inventor;
- c) compiler, editor, reviser;
- d) translator; engraver, photographer of another originator's work, copyist; arranger; software programmer;

e) publisher; on-line information provider; production company;

f) distributor, on-line host.

For cited documents containing a number of contributions, a role with which a single originator is associated should be preferred to any role with which several originators are associated (see also 5.4.3).

Examples

AYMARD, Maurice, ed. *Dutch Capitalism and World Capitalism*. Studies in Modern Capitalism.

BRITTEN, Benjamin. *Eight folk song arrangements for high voice and harp*. Edited by Osian ELLIS.

KING'S SINGERS. *Christmas with the King's Singers: six arrangements for mixed voices*.

5.1.2 Cartographic material. For cartographic material, the originator's role may be indicated on the map by terms such as "by", "cartographer", "compiled", "corrected", "dedicated", "edited", "designed", "drawn", "copied", "made", "engraved", "revised", "updated", etc.

Examples

Wording on map	Originator cited
Surveyed by Isaac Taylor	TAYLOR, Isaac
<i>Lake District: tourist map.</i>	ORDNANCE SURVEY
Ordnance Survey	

Attributions may be given in the originator element or included in the additional information (see clause 15). The name of an individual who is known to be the major contributor to the creation of a map should be included, even if it is not prominently displayed.

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

Example

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

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

Example

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

5.1.5 Patent documents. For patent documents, the name of the inventor, if different from the proprietor or applicant, may be given, preceded by the word “inventor”.

Example

WINGET LTD. *Detachable bulldozer attachment for dumper vehicles.* Inventor: Reginald John ENGLAND.

5.1.6 Illustrations. Several individuals may be concerned in the production of illustrative material. If their names are recorded on the item, abbreviations may be used to indicate their roles, e.g. del., fecit, lith., mens., pinx., sculp.

Example

VAN DE PASSE, Crispin, *I. Queen Elizabeth in whole-length. Engraving.*
After Isaac OLIVER [1603].

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

5.2 Personal names

5.2.1 General. Names of originators should normally be given in the form in which they appear in the preferred source (but see 5.2.2), transliterated if necessary (see 4.4).

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

Examples

ACREDOLO, Curt
HALDANE, J.B.S.
HALE-WHITE, William, Sir,
MONTEVERDI, Claudio
OVERHAGE, C.F.J., and J.R. HARMAN
RAMON Y CAJAL, Santiago

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

Examples

DE LA MARE, Walter	[English]
DE SICA, Vittorio	[Italian]
FALLA, Manuel de	[Spanish]
KLEIST, Heinrich von	[German]
LA FONTAINE, Jean de	[French]

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

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

Examples

CLARK, William, ARIBA
CLARK, William, MD, MRCP
BALFOUR, Robert, Col.
BALFOUR, Robert, [Rev.]

5.3 Organizations or groups

5.3.1 Form of name. If the originator is an organization or group of people, the form of name used in the reference should be that which appears most prominently in the preferred source, transliterated if necessary (see 4.4).

Examples

ACADEMIA SCIENTIARUM FENNICA
ACADEMIE FRANCAISE
AKADEMIYA NAUK SSSR
INSTITUT GEOGRAPHIQUE NATIONAL
MAGYAR SZABVANYUGYI
ROYAL SOCIETY

If the name appears as a group of initials, the full form, if known, may be added in square brackets, unless the body is usually identified by the initials only, e.g. Unesco, NATO.

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

Example

TRINITY COLLEGE (Cambridge)
TRINITY COLLEGE (Dublin)

5.3.3 Subordinate body. If the name of an organization implies subordination to a parent body of which it is an organ or administrative division, or if its full significance depends upon the inclusion of the name of the parent body, the latter should be given first in the reference.

Examples

IMPERIAL CHEMICAL INDUSTRIES. Paints Division.
MINISTRY OF PETROLEUM AND MINERAL RESOURCES. Air Survey Department.

A subordinate body should appear under its own name if it has specific functions of its own and the full significance of its name is independent of that of the parent body.