



INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 690

BIBLIOGRAPHICAL REFERENCES

ESSENTIAL AND SUPPLEMENTARY ELEMENTS

1st EDITION

March 1968

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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
Publisher(s)	Publisher(s)	7.1.2 7.1.3
<i>Year(s) of publication</i>	<i>Year(s) of publication</i>	7.2.1
Number of volumes (in multi-volume publications)		
Size (height at least)		7.3
Pagination (total number of pages)		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
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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.

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6.1.1