INTERNATIONAL STANDARD

**ISO 690**

Fourth edition
2021-06

# Information and documentation — Guidelines for bibliographic references and citations to information resources

*Information et documentation — Principes directeurs pour la rédaction des références bibliographiques et des citations des ressources d'information*

This document is a preview generated by EVS

Reference number
ISO 690:2021(E)

© ISO 2021

This document is a preview generated by EVS

**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2021

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

 © ISO 2021 – All rights reserved

# Contents

Page

**Foreword** ... **viii**
**Introduction** ... **ix**
**1 Scope** ... **1**
**2 Normative references** ... **1**
**3 Terms and definitions** ... **1**
**4 Principles for creating references** ... **8**
4.1 Purpose ... 8
4.2 Principle 1: Ensure metadata accuracy ... 8
4.3 Principle 2: Prioritize identification and retrieval ... 9
4.4 Principle 3: Unify reference presentation ... 9
4.5 Principle 4: Determine appropriate specificity ... 9
**5 Guidelines for creating references** ... **9**
5.1 General ... 9
5.2 Facilitate location of the cited information resource ... 9
5.3 Reflect the content used accurately ... 10
5.4 Reference derivative works alongside the original ... 10
5.5 Faithfully reference the manifestation and item ... 10
5.6 Consider retrievability of unpublished information resources ... 11
5.7 Adopt a uniform presentation scheme ... 11
5.8 Accurately indicate specificity level ... 11
**6 Metadata** ... **11**
6.1 General ... 11
6.2 Data source ... 11
6.2.1 General ... 11
6.2.2 Cited information resource ... 12
6.2.3 External metadata sources ... 12
6.3 Verifying correctness and completeness ... 13
6.4 Handling conflicting data ... 13
**7 Data elements** ... **13**
7.1 General ... 13
7.1.1 Architecture of a citation ... 13
7.1.2 Common rules ... 14
7.1.3 Manifestation and item ... 23
7.2 Creator ... 25
7.2.1 General ... 25
7.2.2 Roles ... 25
7.2.3 Selection ... 26
7.2.4 Personal names ... 26
7.2.5 Organization or group names ... 30
7.2.6 Multiple creators ... 32
7.2.7 Pseudonyms ... 34
7.2.8 Anonymous works ... 34
7.3 Title ... 35
7.3.1 Preferred form ... 35
7.3.2 Alternative forms ... 35
7.3.3 Popular or original title ... 35
7.3.4 Long title ... 36
7.3.5 Additional title parts ... 36
7.3.6 Ambiguous or incorrect title ... 36
7.3.7 No title ... 36
7.3.8 Translated title ... 37
7.3.9 Titles of translated works ... 37

This document is a preview generated by EVS

© ISO 2021 – All rights reserved

7.3.10 Representation ... 37
7.4 Component parts ... 38
7.4.1 General ... 38
7.4.2 Representation ... 38
7.5 Formats and resource types ... 40
7.5.1 Formats ... 40
7.5.2 Resource types ... 41
7.5.3 Digital file formats ... 42
7.5.4 Migrated medium ... 43
7.6 Edition and version ... 43
7.6.1 Edition ... 43
7.6.2 Version ... 44
7.6.3 Differentiated and adaptive content ... 45
7.6.4 Publication stages ... 45
7.7 Date ... 45
7.7.1 General ... 45
7.7.2 Representation ... 46
7.7.3 Date of publication ... 48
7.7.4 Date of citation ... 48
7.7.5 Reissuance and surrogate dates ... 48
7.7.6 Incorrect dates ... 49
7.8 Production information ... 49
7.8.1 General ... 49
7.8.2 Roles ... 49
7.8.3 Place ... 51
7.9 Numeration and pagination ... 53
7.9.1 General ... 53
7.9.2 Part cited ... 54
7.9.3 Plain citations and references ... 54
7.10 Serials and series ... 54
7.10.1 General ... 54
7.10.2 Qualifiers for titles ... 55
7.10.3 Key title and the abbreviated key title ... 55
7.10.4 Earlier titles ... 56
7.10.5 Conference information ... 56
7.10.6 Series title and numbering ... 56
7.10.7 New series ... 56
7.11 Identifiers ... 57
7.11.1 General ... 57
7.11.2 International standard identifiers ... 58
7.11.3 Persistent identifiers ... 59
7.12 Availability and location ... 60
7.12.1 Physical location ... 60
7.12.2 Network location and access ... 63
7.12.3 Permanent links and URL shorteners ... 66
7.12.4 Access restrictions and extinct resources ... 67
7.13 Item and event attributes ... 68
7.13.1 General ... 68
7.13.2 Item attributes ... 68
7.13.3 Event attributes ... 69
7.14 Relationship ... 70
7.14.1 General ... 70
7.14.2 Translation ... 70
7.14.3 Commentary ... 71
7.14.4 Annotated editions ... 72
7.14.5 Arranger ... 72
7.14.6 Abridgement and adaptation ... 72
7.14.7 Reviews and critiques ... 73

This document is a preview generated by EVS


© ISO 2021 – All rights reserved

7.14.8 Surrogate ... 74
7.14.9 Inclusion ... 75
7.14.10 Performance ... 76
7.14.11 Multiple relationships ... 76
7.15 Other elements ... 76
7.15.1 General ... 76
7.15.2 Subject ... 76
7.15.3 Dimensions and size ... 77
7.15.4 File size ... 78
7.15.5 Price ... 78
7.15.6 Registered trademark ... 78
7.15.7 Rights metadata ... 78
7.15.8 Provenance and authenticity ... 79
7.15.9 System requirements ... 80
7.15.10 Restoration ... 81
7.15.11 Other information ... 81

**8 Resource categories ... 81**
8.1 General ... 81
8.1.1 Purpose ... 81
8.1.2 Metadata elements to display ... 81
8.2 Monographs ... 81
8.2.1 Metadata elements ... 81
8.2.2 Simple monographs ... 82
8.2.3 Composed of multiple volumes ... 83
8.2.4 E-books ... 83
8.2.5 Audiobooks ... 83
8.2.6 Plays, librettos and scripts ... 83
8.2.7 Item ... 84
8.3 Monograph components ... 84
8.3.1 Metadata elements ... 84
8.3.2 Component parts of a monograph ... 86
8.4 Serials and their component parts ... 86
8.4.1 General ... 86
8.4.2 Metadata elements ... 86
8.4.3 Serials and their component parts ... 88
8.4.4 Newspaper articles ... 89
8.4.5 Monograph series and their component parts ... 90
8.5 Programs and applications ... 90
8.5.1 General ... 90
8.5.2 Metadata elements ... 90
8.5.3 Data elements and guidance specific to type ... 91
8.5.4 Operating systems ... 92
8.5.5 General programs ... 93
8.5.6 Games ... 93
8.6 Cartographic material ... 93
8.6.1 General ... 93
8.6.2 Metadata elements ... 93
8.6.3 Data elements and guidance specific to type ... 94
8.6.4 Separately issued cartographic resources ... 96
8.6.5 As a component part ... 97
8.6.6 Electronic cartographic resources ... 97
8.7 Events, performances, recordings and audio-visual materials ... 97
8.7.1 General ... 97
8.7.2 Metadata elements ... 98
8.7.3 Data elements and guidance specific to type ... 99
8.7.4 Motion pictures and videos ... 101
8.7.5 Broadcasts ... 102
8.7.6 Component parts ... 103

This document is a preview generated by EVS

© ISO 2021 – All rights reserved

8.7.7 Performance, productions and events ... 103
8.7.8 Performance recordings ... 105
8.7.9 Performance-related artefacts ... 105
8.7.10 Exhibitions ... 106
8.8 Art, graphic material and collectables ... 106
8.8.1 General ... 106
8.8.2 Metadata elements ... 106
8.8.3 Data elements and guidance specific to type ... 107
8.8.4 Individual works ... 111
8.8.5 As a component part ... 113
8.8.6 Permanent structures and installations ... 113
8.8.7 Temporary or destroyed work ... 114
8.9 Music material ... 114
8.9.1 General ... 114
8.9.2 Metadata elements ... 114
8.9.3 Data elements and guidance specific to type ... 115
8.9.4 Performed and recorded music ... 116
8.9.5 Musical score ... 117
8.9.6 As a component part ... 118
8.10 Patents ... 118
8.10.1 General ... 118
8.10.2 Metadata elements ... 118
8.10.3 Data elements and guidance specific to type ... 119
8.10.4 Patent applications ... 120
8.10.5 Issued patents ... 120
8.11 Reports in series and similar information resources ... 120
8.11.1 General ... 120
8.11.2 Metadata elements ... 120
8.11.3 Data elements and guidance specific to type ... 121
8.11.4 Standards ... 122
8.12 Archival materials ... 125
8.12.1 General ... 125
8.12.2 Metadata elements ... 126
8.12.3 Data elements and guidance specific to type ... 126
8.12.4 Individual documents ... 127
8.12.5 Collections ... 127
8.12.6 Privately-owned documents and ephemera ... 127
8.13 Research datasets ... 128
8.13.1 General ... 128
8.13.2 Metadata elements ... 128
8.13.3 Data elements and guidance specific to type ... 129
8.14 Web sites and their component parts ... 132
8.14.1 General ... 132
8.14.2 Metadata elements ... 132
8.14.3 Data elements and guidance specific to type ... 133
8.14.4 Web site ... 133
8.14.5 Web archives ... 134
8.14.6 Web page ... 134
8.14.7 Component part of a Web page ... 135
8.15 Social media and services ... 135
8.15.1 General ... 135
8.15.2 Metadata elements ... 135
8.15.3 Data elements and guidance specific to type ... 136
8.15.4 Services ... 138
8.15.5 Stream of records ... 138
8.15.6 Individual records ... 139
8.15.7 Posting of content belonging to an original creator ... 140
8.16 Unpublished information resources ... 140

This document is a preview generated by EVS


© ISO 2021 – All rights reserved

8.16.1 General ..... 140
8.16.2 Metadata elements ..... 140
8.16.3 Data elements and guidance specific to type ..... 141
8.16.4 Personal communications ..... 141
8.16.5 Group communications ..... 142
8.16.6 Dissertations and theses ..... 142
8.16.7 Manuscript ..... 142
8.16.8 Preprint ..... 142
8.16.9 Phone calls ..... 143
8.16.10 Presentation ..... 143
**Annex A** (informative) **Citation systems** ..... **144**
**Annex B** (informative) **Persistent references to Internet resources** ..... **151**
**Bibliography** ..... **157**

This document is a preview generated by EVS

© ISO 2021 – All rights reserved

# 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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted, This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

This fourth edition cancels and replaces the third edition (ISO 690:2010), which has been technically revised.

The main changes compared to the previous edition are as follows:

— guidelines for citing electronic resources have been substantially extended;

— guidelines for using persistent identifiers, permalinks and Web archives are included;

— the document has been restructured to improve its readability.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

This document is a preview generated by EVS


© ISO 2021 – All rights reserved

# Introduction

Citations enable the identification and location of information resources. More importantly, citations are used to link new and derivative knowledge to existing knowledge sources, and therefore play an important role in transmission and retainment of knowledge — a process which forms the basis for the advancement of culture and science in human civilization.

In an age of democratized computing and network resources, it is increasingly important to have a consistent mechanism for citing information resources — a set of guidelines for citations that cover the proliferation of new information resource types, to enable the referencing of information resources of the past, of the present and of the future. This new edition of ISO 690 aims to address that while formalizing traditional practices.

This document describes a set of principles and practical guidelines for the creation of references and requirements for the citation of information resources. Information resources that can be cited are of diverse types, such as printed and electronic documents, from monographs to serials, cartographic to audiovisual resources, software to datasets, patents to reports and websites.

Specifically, this document provides a system for citing information resources that renders deterministic output. A citation generated by this system can be uniquely mapped back to the originally defined set of source elements. This system is intended to be applicable across all natural languages.

The citation system is built on a set of common metadata elements for information resources accompanied by a set of rendering rules. For information resource types that require additional details, for instance, audiovisual material, art and graphics as well as online resources, the system provides supplementary rules and data elements in order to handle those information resources in a tailored manner, according to established practices in these fields.

The citation system described in this document can be considered as a configurable framework for building citation styles. For example, the delimitations and context separator symbols and rules used in the citation rendering mechanism can be substituted with other methods or typographical features. It is possible to adopt partial guidance of this document and apply it to any citation style, such as to citation guidelines published by scientific periodicals or universities. This document uses an exemplar citation style, but does not indicate preference for one citation style over another.

While this document does not mandate a reference listing system, Annex A does provide definitions for a number of such systems. In this document, the numeric citation system (see A.3) is used for displaying references. Annex B specifies practices for referencing archived Web information resources.

This document does not discuss the importance of citation accuracy in detail. Citation guidelines published by universities[1)], and a Web site dedicated to the prevention of plagiarism[2)] cover this topic well. Providing the reasons for importance of citations in science is not within the scope of this document. A few examples of sources which should always be cited are given in Clause 5.

This document contains many URL-based links to Web resources. Persistence of such links cannot be guaranteed in the long term. If a resource has disappeared or if it seems that it might have changed significantly, readers are advised to retrieve the linked content from a Web archive.

This document is a preview generated by EVS

1) For example https://pr.princeton.edu/pub/integrity/pages/cite/, https://integrity.mit.edu/handbook/citing-your-sources/avoiding-plagiarism-cite-your-source.

2) https://www.plagiarism.org/.

© ISO 2021 – All rights reserved

This document is a preview generated by EVS

# Information and documentation — Guidelines for bibliographic references and citations to information resources

This document is a preview generated by EVS

## 1 Scope

This document describes a set of principles, guidelines, and requirements for the preparation of bibliographic references and citations in works that are not themselves primarily bibliographical. It is applicable to bibliographic references and citations for all kinds of information resources, including but not limited to monographs, serials, contributions within monographs and serials, patents, cartographic materials, artworks, performances and diverse electronic resources, such as research datasets, databases, programs and applications, Web archives and social media, music, recorded sound, prints, photographs, graphic and audio-visual materials, archival sources and moving images.

This document provides a system for citing information resources that renders deterministic output, such that a citation generated by this system can be uniquely mapped back to the originally defined set of source elements. This system is intended to be applicable across multiple languages. Citations generated by this system are machine-parseable. The citation system described in this document can be used as a configurable framework for building citation styles.

This document does not specify a data model for machine-readable citations, although such specification may be provided in a separate document or added to a later edition of ISO 690.

Guidelines for legal citations, such as references to cases, statutes or treatises, are not addressed in this document, since such guidelines are usually country-specific[3]. Recommendations with regards to what kind of information resources may or may not be cited, or describing the risks involved with, for example, citing social media, are not within the scope of this document[4].

## 2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 4, *Information and documentation — Rules for the abbreviation of title words and titles of publications*

ISO 5127, *Information and documentation — Foundation and vocabulary*

ISO 8601-1, *Date and time — Representations for information interchange — Part 1: Basic rules*

## 3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 5127 and the following apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

— ISO Online browsing platform: available at https://www.iso.org/obp

— IEC Electropedia: available at http://www.electropedia.org

3) For example, the ALWD Guide to Legal Citation, and Bluebook, are commonly used in the USA depending on jurisdiction acceptance.

4) Academic institutions or scientific publishers may not accept references for some information resources such as Wikipedia articles for research papers and other scientific documents.

© ISO 2021 – All rights reserved