
**Bibliographic references and source
identifiers for terminology work**

*Références bibliographiques et indicatifs de source pour les travaux
terminologiques*



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ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

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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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

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.

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Introduction

The recording, storing and exchange of bibliographic data on sources requires a coherent methodology of bibliographic description and coding. A number of documentation standards deal with closely related matters, but none cover the specific requirements that are unique to terminology work and terminography. This International Standard employs the methodology for formulation of bibliographic references given in ISO 690 and ISO 690-2.

ISO 690 and ISO 690-2 are 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. An important part of the work of terminologists involves identifying the terminology content of documents for subsequent use, extracting and analysing such terminology content, and in identifying the bibliographic source that has been the basis of their decisions. The manner of representing bibliographic information described in ISO 690 and ISO 690-2 is convenient for this purpose. The most obvious application is in the assemblage of terminological data where the focus is the term or concept. In this context, the bibliographic source is just one of the categories of information to be included.

This International Standard provides explanatory material and additional specifications for use when referring to bibliographic sources in terminology work. The structure proposed for bibliographic references is then used to demonstrate an abridged system of coding that can be used to avoid unnecessary repetition of complete references.

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Bibliographic references and source identifiers for terminology work

1 Scope

This International Standard applies to the recording, storing and exchange of information on bibliographic sources for terminological work and terminography. It specifies the data elements to be included in bibliographic references for terminology work. These references can be used as data categories in computer applications in terminology or in presenting bibliographies and lists of references accompanying other textual matter, and citations in journal articles. This International Standard does not apply to bibliographic descriptions that record and identify documents and are used by librarians, bibliographers and indexers.

This International Standard also describes source identifiers for different types of bibliographical references and their use. It indicates how the data elements from the bibliographic reference can be reflected in a source identifier, and how its constituent parts can be assembled to provide a unique identifier.

This International Standard will facilitate the following:

- identifying, tracing and validating terminological data and other language resources;
- cross-referencing to documents containing terminological data;
- data flow management in networking and other cooperative work in terminology documentation and terminography;
- exchange of terminological data;
- preparation of technical documents;
- carrying out of individual projects of terminology and terminography.

This International Standard does not take into account needs for a simpler approach that could be fulfilled by ISO 15836.

2 Normative references

The following referenced documents are indispensable for the application 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 639-1:2002, *Codes for the representation of names of languages — Part 1: Alpha-2 code*

ISO 639-2:1998, *Codes for the representation of names of languages — Part 2: Alpha-3 code*

ISO 690:1987, *Documentation — Bibliographic references — Content, form and structure*

ISO 690-2:1997, *Information and documentation — Bibliographic references — Part 2: Electronic documents or parts thereof*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

ISO 2108:1992, *Information and documentation — International standard book numbering (ISBN)*

ISO 3166-1:1997, *Codes for the representation of names of countries and their subdivisions — Part 1: Country codes*

ISO 3166-2:1998, *Codes for the representation of names of countries and their subdivisions — Part 2: Country subdivision code*

ISO 3166-3:1999, *Codes for the representation of names of countries and their subdivisions — Part 3: Code for formerly used names of countries*

ISO 3297:1998, *Information and documentation — International standard serial number (ISSN)*

3 Terms, definitions and abbreviations

3.1 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087-1 and ISO 1087-2 and the following apply.

3.1.1 document

recorded information together with the medium on which it has been recorded

3.1.2 computer bulletin board

computer system in which information and messages concerning a given topic or topics are made available for viewing by remote users who access the system

NOTE Adapted from ISO 690-2:1997.

3.1.3 computer program

schedule or plan that specifies actions expressed in a form suitable for execution by a computer

[ISO 690-2:1997]

3.1.4 contribution

independent unit forming part of a **document** (3.1.1)

[ISO 690-2:1997]

3.1.5 electronic discussion list

discussion group on a given topic or topics that takes place over a computer network among subscribers to an electronic mailing list and in which the contributions from individual participants are sent automatically as electronic messages to the entire list of subscribers

NOTE Adapted from ISO 690-2:1997.

3.1.6 ephemeral material documents

(3.1.1) with a purpose that is temporary or that passes away with time