
**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*



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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.

ISO 690 was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

This third edition cancels and replaces the second edition of ISO 690:1987 and the first edition of ISO 690-2:1997 of which the entire texts have been amalgamated and technically revised.

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

1 Scope

This International Standard gives guidelines for the preparation of bibliographic references. It also gives guidelines for the preparation of citations in Latin scripts in works that are not themselves primarily bibliographical. It is applicable to bibliographic references and citations to all kinds of information resources, including but not limited to monographs, serials, contributions, patents, cartographic materials, electronic information resources (including computer software and databases), music, recorded sound, prints, photographs, graphic and audiovisual works, and moving images. It is not applicable to machine-parsable citations. It is also not applicable to legal citations, which have their own standards.

This International Standard does not prescribe a particular style of reference or citation. The examples used in this International Standard are not prescriptive as to style and punctuation.

Annexes A and B make reference to the relevant clause(s) of this International Standard which explain the requirements for referencing or citing printed and electronic information resources. Annex C gives examples of bibliographic references that comply with this International Standard.

2 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

2.1

call number

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

2.2

citation

indication within the text or other form of content of a relevant reference

2.3

computer program

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

[ISO/TR 9544:1988]

2.4

contribution

item provided by a creator to form part of a host resource from several creators

EXAMPLE An article in a serial.

2.5

creator

entity primarily responsible for making the resource

[ISO 15836:2009]