# Excerpts from International Standard

# ISO 690-2

## Information and documentation -- Bibliographic references -- Part 2: Electronic documents or parts thereof

**Français**

Additional examples

ISO 690:1987
*[Bibliographic references - Content, form and structure]*

ISO/TC46/SC9 home page

How to order ISO standards
*[from "ISO Online" site]*

Search the ISO Catalogue
*[from "ISO Online" site]*

These **excerpts** from ISO 690, Part 2 show the basic specifications for data elements and their prescribed order in bibliographic references to electronic documents.

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The full text of this standard is available for purchase from ISO's member bodies.

This International Standard was prepared by ISO Technical Committee (TC) 46, Subcommittee (SC) 9 which develops International Standards for the identification and description of information resources.

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## 1. Scope

This part of ISO 690 specifies the elements to be included in bibliographic references to electronic documents. It sets out a prescribed order for the elements of the reference and establishes conventions for the transcription and presentation of information derived from the source electronic document.

This part of ISO 690 is intended for use by authors and editors in the compilation of references to electronic documents for inclusion in a bibliography, and in the formulation of citations within the text corresponding to the entries in that bibliography. It does not apply to full bibliographic descriptions as required by librarians, descriptive and analytic bibliographers, indexers, etc.

*[Note: Some text omitted here]*

## 3. Definitions

For the purposes of this International Standard the following definitions apply:

**3.1. author**: Person or corporate body responsible for the intellectual or artistic content of a document. [ISO 690:1987]
*[French term: auteur]*

**3.2. 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.
*[French term: babillard électronique]*

**3.3. computer program**: Schedule or plan that specifies actions expressed in a form suitable for execution by a computer. [ISO/TR 9544:1988]
*[French term: programme informatique]*

**3.4. contribution**: Independent unit forming part of a document. [adapted from ISO 690:1987]
*[French term: contribution]*

**3.5. database**: Collection of data objects stored together, in electronic form, according to one schema and made accessible by computer.
*[French term: base de données]*
NOTE - Some databases, or files within a database, may also constitute a monograph or serial publication. In cases where it can be readily determined that a specific electronic document is a monograph or serial, those terms should normally be preferred over the broader term "database".

**3.6. 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.
*[French term: forum de discussion]*

**3.7. document**: Recorded information which can be treated as a unit in a documentation process regardless of its physical form and characteristics. [ISO 5127/1:1983]
*[French term: document]*

**3.8. edition**: Whole set of copies of a document whose data corresponds in all respects to a single copy used as a master (see also: version).
*[French term: édition]*

**3.9. electronic document**: Document existing in an electronic form to be accessed by computer technology.
*[French term: document électronique]*

**3.10. electronic message system**: System that transmits messages in electronic form

over a communications network of computers.
*[French term: système de communication électronique]*

**3.11. file**: Organized collection of data, usually comprising related records.
*[French term: fichier]*

**3.12. host document**: Document containing contributions or separately identifiable component parts that are not physically or bibliographically independent. [ISO 690:1987]
*[French term: document hôte]*

**3.13. monograph**: Non-serial bibliographic item, i.e. an item either complete in one part or complete (or intended to be completed) in a finite number of separate parts. [ISO 690:1987]
*[French term: monographie]*

**3.14. publisher**: Person or organization responsible for the production and dissemination of a document. [ISO 5127/3a:1981]
*[French term: éditeur]*

**3.15. record**: Group of data usually treated as a unit; subset of a file.
*[French term: enregistrement]*

**3.16. serial**: Publication, in any medium, issued in successive parts, usually having numeric or chronological designations, and intended to be continued indefinitely. [Adapted from ISO 3297:1986]
*[French term: publication en série]*

**3.17. title**: Word or phrase, usually appearing on the document, by which it is convenient to refer to it, which may be used to identify it, and which often (though not invariably) distinguishes it from any other document. [ISO 690:1987]
*[French term: titre]*

**3.18. version**: Form of a document which has been modified without changing the identity of the document (see also: edition).
*[French term: version]*

# 4. Sources of information

The principal source of data contained in a reference is the item itself. The elements of the reference come from the electronic document itself or from accompanying documentation; in no case shall the reference require information that is not available from the source consulted.

The data recorded in the reference shall refer to the specific copy of the document that was seen or used. For example, the data in a bibliographic reference to a document on the Internet shall reflect the title, dates, location information, etc. for the particular version that was seen and the particular network location from which that version was accessed.

The preferred source of data within the item is the screen that displays the title or its equivalent (e.g., the initial screen display that follows sign-on or that carries the copyright notice). If the electronic document lacks such a screen, the necessary data may be taken from an alternative source, such as accompanying documentation or the container.

## 5. Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references to electronic documents and to establish a standard order or sequence for the presentation of those elements. The outlines cover references to databases, computer programs, electronic monographs, serials, bulletin boards and other electronic message systems, and parts of or contributions thereto. The same general framework applies to all these documents but those that have characteristics which are peculiar to their form of publication are dealt with in separate sections.

Required and optional bibliographic elements are indicated as such in parentheses following the name of the element.

**Elements are required only if they are applicable to the item being cited and the information is readily available from the document itself or its accompanying material. It is recommended that elements listed as optional should also be included in the reference if the information is readily available.**

Specifications relating to each of the elements listed in these outlines are given in clause 7.

## 5.1. Electronic monographs, databases and computer programs

### 5.1.1. Entire document

*Include the following data elements, when available, in the order shown below:*

- Primary responsibility *(Required)*
- Title *(Required)*

- Type of medium *(Required)*
- Subordinate responsibility *(Optional)*
- Edition *(Required)*
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
- Date of update/revision *(Required)*
- Date of citation *(Required for online documents; Optional for others)*
- Series *(Optional)*
- Notes *(Optional)*
- Availability and access *(Required for online documents; Optional for others)*
- Standard number *(Required)*

SELECTED EXAMPLES (see print version for additional examples)

```
CARROLL, Lewis. Alice's Adventures in Wonderland
[online]. Texinfo ed. 2.1. [Dortmund, Germany]:
WindSpiel, November 1994 [cited 10 February 1995].
Available from World Wide Web: <http://www.germany.eu.
net/books/carroll/alice.html>. Also available in
PostScript and ASCII versions from Internet: <ftp://
ftp.Germany.EU.net/pub/books/carroll/>.
```

```
Meeting Agenda [online]. Gif-sur-Yvette (France):
Centre d'Etudes Nucléaires, Saclay Service de
Documentation, March 1991- [cited 30 September 1992].
Updated bimonthly. ASCII format. Available from
QUESTEL.
```

```
Kirk-Othmer Encyclopedia of Chemical Technology
[online]. 3rd ed. New York: John Wiley, 1984 [cited 3
January 1990]. Available from: DIALOG Information
Services, Palo Alto (Calif.).
```

```
AXWORTHY, Glenn. Where in the World is Carmen Sandiego?
[disk]. Version for IBM/Tandy. San Rafael (Calif.):
Broderbund Software, 1985. 1 computer disk; 5 1/4 in.
Accompanied by: 1986 World Almanac and Book of Facts.
System requirements: IBM/Tandy compatibles; 128 kB
RAM; MS DOS 2.0, 3.0 series; graphics adapter required.
Designers: Gene Portwood and Lauren Elliott.
```

[Additional examples](#) are available in a supplement.

⇧

## 5.1.2. Parts of electronic monographs, databases or computer programs

In general, parts are dependent portions of a document which require the context supplied by the host document. If the item being referenced can be treated as an independent unit without loss of meaning, it should be referenced as a contribution (see clause 5.1.3).

*Include the following data elements, when available, in the order shown below:*

- Primary responsibility (of host document) *(Required)*
- Title (of host document) *(Required)*
- Type of medium *(Required)*
- Subordinate responsibility (of host document) *(Optional)*
- Edition *(Required)*
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
- Date of update/revision *(Required)*
- Date of citation *(Required for online documents; Optional for others)*
- Chapter or equivalent designation (of part) *(Required)*
- Title (of part) *(Required)*
- Numeration within host document *(Optional)*
- Location within host document *(Required)*
- Notes *(Optional)*
- Availability and access *(Required for online documents; Optional for others)*
- Standard number *(Required)*

SELECTED EXAMPLES (see print version for additional examples)

```
ICC British Company Financial Datasheets [online].
Hampton (Middlesex, U.K.): ICC Online, 1992, updated 3
March 1992 [cited 11 March 1992]. Robert Maxwell Group
PLC. Accession no. 01209277. Available from: DIALOG
Information Services, Palo Alto (Calif.).

CARROLL, Lewis. Alice's Adventures in Wonderland
[online]. Texinfo. ed. 2.2. [Dortmund, Germany]:
WindSpiel, November 1994 [cited 30 March 1995]. Chapter
VII. A Mad Tea-Party. Available from World Wide Web:
<http://www.germany.eu.net/books/
carroll/alice_10.html#SEC13>.
```

Additional examples are available in a supplement.

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## 5.1.3. Contributions to electronic monographs, databases or computer programs

*Include the following data elements, when available, in the order shown below:*

- Primary responsibility (of contribution) *(Required)*
- Title (of contribution) *(Required)*
- Primary responsibility (of host document) *(Required)*
- Title (of host document) *(Required)*
- Type of medium *(Required)*
- Edition (Required)
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
- Date of update/revision *(Required)*
- Date of citation *(Required for online documents; Optional for others)*
- Numeration within host document *(Optional)*
- Location within host document *(Required)*
- Notes *(Optional)*
- Availability and access *(Required for online documents; Optional for others)*
- Standard number *(Required)*

SELECTED EXAMPLES (see print version for additional examples)

```
Belle de Jour. In Magill's Survey of Cinema [online].
Pasadena (Calif.): Salem Press, 1985- [cited 1994-08-
04]. Accession no. 0050053. Available from: DIALOG
Information Services, Palo Alto (Calif.).

MCCONNELL, WH. Constitutional History. In The Canadian
Encyclopedia [CD-ROM]. Macintosh version 1.1. Toronto:
McClelland & Stewart, c1993. ISBN 0-7710-1932-7.
```

Additional examples are available in a supplement.

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## 5.2. Electronic serials

## 5.2.1. Entire serial

*Include the following data elements, when available, in the order shown below:*

- Title *(Required)*
- Type of medium *(Required)*
- Edition *(Required)*
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
- Date of citation *(Required for online documents; Optional for others)*
- Series *(Optional)*
- Notes *(Optional)*
- Availability and access *(Required for online documents; Optional for others)*

- Standard number *(Required)*

EXAMPLES

> *Journal of Technology Education* [online]. Blacksburg (Va.): Virginia Polytechnic Institute and State University, 1989- [cited 15 March 1995]. Semi-annual. Available from Internet: <gopher://borg.lib.vt.edu:70/1/jte>. ISSN 1045-1064.

> *Profile Canada* [CD-ROM]. Toronto: Micromedia, 1993- . The Canadian Connection. Accompanied by: user's guide. System requirements: IBM PC or compatible; MPC Standard CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS Extensions 2.1 or higher. Quarterly.

Additional examples are available in a supplement.

## 5.2.2. Articles and other contributions

*Include the following data elements, when available, in the order shown below:*

- Primary responsibility (of contribution) *(Required)*
- Title (of contribution ) *(Required)*
- Title (of serial) *(Required)*
- Type of medium *(Required)*
- Edition *(Required)*
- Issue designation *(Required)*
- Date of update/revision *(Required)*
- Date of citation *(Required for online documents; Optional for others)*
- Location within host document *(Required)*
- Notes *(Optional)*
- Availability and access *(Required for online documents; Optional for others)*
- Standard number *(Required)*

EXAMPLES

> STONE, Nan. The Globalization of Europe. *Harvard Business Review* [online]. May-June 1989 [cited 3 September 1990]. Available from: BRS Information Technologies, McLean (Va.).

> PRICE-WILKIN, John. Using the World-Wide Web to Deliver Complex Electronic Documents: Implications for Libraries. *The Public-Access Computer Systems Review* [online]. 1994, vol. 5, no. 3 [cited 1994-07-28], pp. 5-21. Available from Internet: <gopher://info.lib.uh.

```
edu:70/00/articles/
e-journals/uhlibrary/pacsreview/v5/n3/
pricewil.5n3>
```
. ISSN 1048-6542.

[Additional examples](#) are available in a supplement.

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## 5.3. Electronic bulletin boards, discussion lists and electronic messages

### 5.3.1. Entire message system

*Include the following data elements, when available, in the order shown below:*

- Title *(Required)*
- Type of medium *(Required)*
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
- Date of citation *(Required)*
- Notes *(Optional)*
- Availability and access *(Required)*

SELECTED EXAMPLES (see print version for additional examples)

```
PACS-L (Public Access Computer Systems Forum)
[online]. Houston (Tex.): University of Houston
Libraries, June 1989- [cited 17 May 1995]. Available
from Internet: <listserv@uhupvm1.uh.edu>.
```

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### 5.3.2. Electronic messages

*Include the following data elements, when available, in the order shown below:*

- Primary responsibility (of message) *(Required)*
- Title (of message) *(Required)*
- Title (of host message system) *(Required)*
- Type of medium *(Required)*
- Subordinate responsibility/Recipient(s) *(Optional)*
- Place of publication *(Required)*
- Publisher *(Required)*
- Date of publication *(Required)*
  *NOTE - For personal or unpublished communications, give the date the message*

*was sent.*

- Date of citation *(Required)*
- Numeration within host message system *(Optional)*
- Location within host message system *(Required)*
- Notes *(Optional)* [see: Erratum]
- Availability and access *(Required, except for personal or unpublished communications)*

EXAMPLE

```
PARKER, Elliott. Re: Citing Electronic Journals. In
PACS-L (Public Access Computer Systems Forum)
[online]. Houston (Tex.): University of Houston
Libraries, 24 November 1989; 13:29:35 CST [cited 1
January 1995; 16:15 EST]. Available from Internet:
<telnet://brsuser@a.cni.org>.
```

Additional examples are available in a supplement.

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*[Note: Some text omitted here]*

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## 6. General conventions

The data included in the bibliographic reference shall normally be transcribed as given in the source document. Stylistic details such as capitalization and punctuation, however, are not necessarily reproduced in the transcription. The general conventions applying to these formal and stylistic details are outlined below.

*[Note: Some text omitted here]*

## 6.2. Abbreviation

Forenames that form part of an author's, editor's name, etc., may be reduced to initials, provided that the identity of the person is not obscured by so doing.

*[Note: Some text omitted here]*

With the exception of abbreviations that are in common use, the meaning of all abbreviations used in references or the sources from which they derive shall be given in a note or table.

## 6.3. Capitalization

Capitalization shall accord with accepted practice for the language or script in which the information is given.

## 6.4. Punctuation

A consistent system of punctuation shall be used.

Each element of a reference shall be clearly separated from subsequent elements by means of intervening punctuation (full stop, dash, etc.).

A consistent form of punctuation shall also be used to distinguish individual sub-elements within an element.

> NOTE - In order to emphasize the importance of consistency, a uniform scheme of punctuation has been used in the examples of this part of ISO 690 [i.e. ISO 690-2:1997]. The scheme is only intended to be illustrative, however, and does not form part of this part of ISO 690.

## 6.5. Typeface

Underscoring or variations in typeface may be used to emphasize the distinction between elements or to highlight elements governing the arrangement of the references.

## 6.6. Additions or corrections

Additional data may be given within a reference to correct obvious errors in the source document; to translate or transliterate information; to provide more precise identification of persons and corporate bodies through the expansion of initials or acronyms; to distinguish between similar place names through the addition of qualifying terms; or to express precisely dates and times associated with the document through the addition of date or time information.

All such data except those given in the notes element shall be enclosed, normally in square brackets, after the element modified.

*[Note: Several clauses omitted here]*

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# 7. Specification of elements

*[Note: Several clauses omitted here.]*

## 7.3. Type of medium

The type of electronic medium shall be given in square brackets after the title. The following words or their equivalent should be used:

[online]

[CD-ROM]

[magnetic tape]

[disk]

If desired, the type of publication (e.g. monograph, serial, database, computer program) may also be specified in the type of medium designator.

EXAMPLES:

[database online]

[database on magnetic tape]

[monograph on CD-ROM]

[serial online]

[computer program on disk]

[bulletin board online]

[electronic mail]

*[Note: Some text omitted here]*

## 7.6: Issue designation for serials

### 7.6.1. Presentation

For electronic serials the issue designation shall be as complete as possible. It shall include the chronological designation (month, year, etc.) and numbering (volume number, issue number, etc.) given in the source.

### 7.6.2. Designation of the first issue only

If the reference is to the whole of an electronic serial that has not ceased, the chronological designation and/or numbering of the first issue only shall be recorded,

followed by a hyphen and one space, e.g. "January 1995- , vol. 1, no. 1- ." If the beginning date is not found on the opening screen(s) of the electronic serial or in the accompanying documentation, the date of the earliest entry in the serial should be used, if known.

### 7.6.3. Designation of a complete or partial run

In a reference identifying either a complete or partial run of an electronic serial, the chronological designation and/or numbering of the first and last issues shall be recorded. If the beginning and ending dates are not found on the opening screen(s) of the electronic serial or in the accompanying documentation, the dates of the earliest and latest entries in the serial should be used, if known.

*[Note: Some text omitted here]*

### 7.7.3. Place of publication unknown

If no place of publication is found on the electronic document or on accompanying material but it can be reasonably inferred, the place name shall be given in square brackets.

If no place of publication can be ascertained, a phrase such as "place of publication unknown", "sine loco" or an equivalent abbreviation (e.g. "s.l.") should be recorded in lieu of a place name. For online documents that are accessed by means of a computer network, the place of publication element may be omitted if it can not be determined from other information in the source. In these cases, however, the network location of the document shall be given (see clause 7.12.1).

*[Note: Some text omitted here]*

### 7.8.3. Publisher unknown

If no publisher's name is given in the source, a phrase such as "publisher unknown" or an equivalent abbreviation (e.g. "s.n.") should be recorded in lieu of a name. For online documents that are made available by means of a computer network, the publisher element may be omitted if it can not be determined from other information in the source. In these cases, however, the network address from which the specific document was accessed shall be given (see clause 7.12.1).

### 7.9. Dates

### 7.9.1. Presentation

If it is deemed necessary because of the frequency of updates or revisions to an electronic document, the dates of publication, update, revision or citation may include the day, month, year, and time of day (e.g. 18 February 1997; 14:04:28 EST).

Years shall be transcribed in arabic numerals.

Dates that are transcribed completely in numeric form shall be in accordance with ISO 8601 (e.g. 1997-01-20).

## 7.9.2. Electronic documents spanning more than one date

If an electronic document spans more than one date and is complete, such as a database to which no records are being added or an online serial that is no longer being published, the beginning and ending dates should be given (e.g. "September 1975-August 1984"). If the beginning and ending dates are not found on the opening screen(s) of the document or in its documentation, the dates of the earliest and latest entries in the document should be used, if known.

If an electronic document spans more than one year and is not yet complete, such as a database that is still being updated or an active serial, the beginning date of the document shall be given followed by a hyphen and one space, e.g. "June 1991- ". If the beginning date is not found on the opening screen(s) of the document or in its documentation, the date of the earliest entry in the document should be used, if known.

## 7.9.2.2. Date of publication unknown

If the date of publication cannot be determined from the source, the date of copyright shall be recorded in its place. If no date of copyright is available and there are no other reliable indications of the date of publication for the electronic document, the phrase "date unknown" or its equivalent shall be recorded in lieu of a date.

Optionally, for online documents that span more than one date (e.g. an entire database, electronic bulletin board or other electronic message system), the date of publication element may be omitted if it can not be determined from the source. In such cases, a date of citation shall be supplied in square brackets (see 7.9.4).

## 7.9.3. Date of update/revision

Electronic documents may be frequently updated or revised between editions or versions. Even when a document is closed to the addition of new records, it may still be updated for error correction or other maintenance. Where applicable, the date of the update or revision being cited shall be given after the date of publication using the terms given in the source (e.g. "updated January 1997" or "rev. 1 March 1997").

### 7.9.4. Date of citation

The date on which the electronic document was actually seen shall be given in square brackets for documents which may be subject to changes (e.g. online documents) or when no other reliable date can be found in the source or the documentation. The date of citation shall be preceded by the word "cited" or an equivalent term.

EXAMPLES:

```
[cited 3 September 1997]

[cited 1997-07-28]

[cited 17 May 1997; 21:15 GMT]
```

*[Note: Some text omitted here]*

## 7.11. Notes

### 7.11.1. Physical description

Information that describes the format of the document or the number and type of physical pieces associated with the electronic document should be given as a note.

EXAMPLES:

```
1 magnetic tape: 9 track, 6250 bpi, EBCDIC

ASCII format
```

### 7.11.2. Accompanying material

Information about any items accompanying the electronic document, such as user manuals or audiocassettes, may be recorded in a note. This information shall be preceded by the words "Accompanied by" or an equivalent phrase.

### 7.11.3. System requirements

Information concerning system requirements should be recorded in a note. System requirements include the specific make and model of computer on which the document is designed to run; the amount of memory required; the name of the operating system and its version; the software requirements; and the kind and characteristics of any required or recommended peripherals. The wording supplied by the electronic document or its documentation should be used. To reduce

ambiguity, it is suggested that the words "System requirements:" or an equivalent phrase precede this information.

EXAMPLE:

```
System requirements: IBM PC or compatible; MPC Standard
CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS
Extensions 2.1 or higher.
```

## 7.11.4. Frequency of publication

If an electronic document, such as a database, is still being updated, the frequency with which it is updated should be given in a note, e.g. "Updated weekly"; "Reloaded annually"; "Continually updated"; "Quarterly".

*[Note: Some text omitted here]*

## 7.12. Availability and access

## 7.12.1. Online documents

Information for identifying and locating the source of the document cited shall be provided for online documents. This information should be identified by the words "Available from" or an equivalent phrase.

The location information for online documents within a computer network such as the Internet shall refer to the copy of the document that was actually seen and should include the method of access to the document (e.g. FTP) as well as the network address for its location. The elements of location information (e.g. address of the host computer, directory name, file name) shall be transcribed with the same punctuation, upper case and lower case letters as given in the source.

EXAMPLES:

```
Available from Internet: listserv@uhupvm1.uh.edu by
sending command GET PRICEWIL PRV5N3 F=MAIL.

Available from Internet via anonymous FTP to: BORG.LIB.
VT.EDU.

Available from Internet: <gopher://info.lib.uh.
edu:70/00/
articles/e-journals/uhlibrary/
pacsreview/v5/n3/pricewil.5n3>.

Available from DIALOG Information Services, Palo Alto
```

```
(Calif.)

Available from TELESYSTEMES QUESTEL.

Available from World Wide Web: <http://www.lac-bac.gc.
ca/
iso/tc46sc9/standard/690-2e.htm>.
```

## 7.12.2. Other availability information

Information on any other locations or forms of the document may also be given. This information should be clearly separated from information that refers to the location of the actual document cited and should be preceded by the words "Also available" or an appropriate equivalent phrase.

EXAMPLE:

```
Also available in HTML version from: <http://info.lib.
uh.edu/pacsrev.html>.
```

## 7.13. Standard number

The standard number, if any, assigned to the item being cited shall be recorded. The standard number shall be introduced by the appropriate identifier for the standard numbering system used (e.g. ISSN; ISBN).

EXAMPLES:

```
ISBN 2-7654-0537-9

ISSN 1045-1064
```

## 7.14. Component parts and contributions

## 7.14.1. Parts of electronic documents

In a reference to a part of an electronic document, which is not a separate contribution, the details unique to the part (e.g. chapter or part designation and title) and its numeration and location within the host document shall be placed after the bibliographic data for the work as a whole and preceding the notes, statement of availability and standard number, if applicable.

### 7.14.2. Contributions in electronic documents

In a reference to a separate contribution in an electronic document, the details relating to the contribution (e.g. its author and title) shall precede the details referring to the host document as a whole, and shall be clearly distinguished from it by typography, punctuation or a word such as "In". The numeration and location of the contribution within the host document shall be placed after the bibliographic data for the host and preceding the notes, statement of availability and standard number, if applicable.

### 7.14.3. Numeration within host document or system

The record number or other numbers assigned to a part or contribution as its identifier within the host document or system should be recorded when such numeration will remain constant each time the part or contribution is retrieved from the host. This number should be preceded by a descriptive phrase, such as "Record no.", "Item no.", "Accession no.", or an equivalent phrase appropriate to the document.

### 7.14.4. Location within host document

The location of the part or contribution within the host document shall be given if the format of the document includes pagination or an equivalent internal referencing system. This specification of location should be designated in this order of preference:

1) page, screen, paragraph, or line number when these features are fixed features of the part or contribution or of the database (e.g. "pp. 5-21"; "lines 100-150)";
2) labeled part, section, table, scene, or other text-related designation;
3) any host-specific designation.

If the document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in square brackets in terms such as the total number of lines, screens, etc. (e.g. "[35 lines]" or "[approx. 12 screens]").

*[Note: Some text omitted here]*

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## Annex A: Bibliography

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

2. ISO 3297:1986, Documentation -- International standard serial numbering

(ISSN).

3. ISO 5127/1:1983, *Documentation and information -- Vocabulary -- Part 1: Basic concepts*

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## Supplement: Additional examples

Additional examples of references to electronic documents, using the format recommended by this part of ISO 690, are available as a special supplement to this Web version of the International Standard.

## Supplement: Citation methods

Excerpts from ISO 690:1987 concerning general rules for transcription, lists of bibliographic references and citation methods are available in another section of this site.

**Do you have comments or suggestions about this ISO standard?**

ISO/TC 46/SC 9 welcomes comments, suggestions and examples for future revisions of this ISO standard. Although we may not reply to each message, suggestions will be kept on file for consideration during the next revision of this part of ISO 690.

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