

AS/NZS ISO 690:2021
ISO 690:2021



Australian/New Zealand Standard™

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



AS/NZS ISO 690:2021

This Joint Australian/New Zealand Standard™ was prepared by Joint Technical Committee IT-019, Information and Documentation, Information Technology — Learning, Education, Training and Research. It was approved on behalf of the Council of Standards Australia on 24 September 2021 and by the New Zealand Standards Approval Board on 6 October 2021.

This Standard was published on 22 October 2021.

The following are represented on Committee IT-019:

Australian Computer Society
Australian Library and Information Association
Australian Research Data Commons
CSIRO
Charles Darwin University
Council of Australian University Librarians
Education Services Australia
Flinders University
Library & Archives NT
Lincoln University
Macquarie University
NSW Department of Education
National Library of New Zealand
Professional Scientists Australia
University of Otago
Victoria University of Wellington

This Standard was issued in draft form for comment as DR AS/NZS ISO 690:2021.

Keeping Standards up-to-date

Ensure you have the latest versions of our publications and keep up-to-date about Amendments, Rulings, Withdrawals, and new projects by visiting:

www.standards.org.au

www.standards.govt.nz

ISBN 978 1 76113 541 5

Australian/New Zealand Standard™

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

First published as AS/NZS ISO 690:2021.

COPYRIGHT

© ISO 2021 — All rights reserved

© Standards Australia Limited/the Crown in right of New Zealand, administered by the New Zealand Standards Executive 2021

All rights are reserved. No part of this work may be reproduced or copied in any form or by any means, electronic or mechanical, including photocopying, without the written permission of the publisher, unless otherwise permitted under the Copyright Act 1968 (Cth) or the Copyright Act 1994 (New Zealand).

Preface

This Standard was prepared by the Joint Standards Australia/Standards New Zealand Committee IT-019, Information and Documentation, Information Technology — Learning, Education, Training and Research.

The objective of this document is to describe 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 data sets, 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 is identical with, and has been reproduced from, ISO 690:2021, *Information and documentation — Guidelines for bibliographic references and citations to information resources*.

As this document has been reproduced from an International Standard, a full point substitutes for a comma when referring to a decimal marker.

Australian or Australian/New Zealand Standards that are identical adoptions of international normative references may be used interchangeably. Refer to the online catalogue for information on specific Standards.

The terms “normative” and “informative” are used in Standards to define the application of the appendices or annexes to which they apply. A “normative” appendix or annex is an integral part of a Standard, whereas an “informative” appendix or annex is only for information and guidance.

Contents

Preface	ii
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	12
6.1 General	12
6.2 Data source	12
6.2.1 General	12
6.2.2 Cited information resource	12
6.2.3 External metadata sources	13
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	15
7.1.3 Manifestation and item	26
7.2 Creator	28
7.2.1 General	28
7.2.2 Roles	28
7.2.3 Selection	29
7.2.4 Personal names	29
7.2.5 Organization or group names	34
7.2.6 Multiple creators	37
7.2.7 Pseudonyms	39
7.2.8 Anonymous works	40
7.3 Title	41
7.3.1 Preferred form	41
7.3.2 Alternative forms	41
7.3.3 Popular or original title	41
7.3.4 Long title	42
7.3.5 Additional title parts	42
7.3.6 Ambiguous or incorrect title	42
7.3.7 No title	43

7.3.8	Translated title.....	43
7.3.9	Titles of translated works.....	44
7.3.10	Representation.....	44
7.4	Component parts.....	44
7.4.1	General.....	44
7.4.2	Representation.....	45
7.5	Formats and resource types.....	47
7.5.1	Formats.....	47
7.5.2	Resource types.....	48
7.5.3	Digital file formats.....	49
7.5.4	Migrated medium.....	51
7.6	Edition and version.....	51
7.6.1	Edition.....	51
7.6.2	Version.....	52
7.6.3	Differentiated and adaptive content.....	53
7.6.4	Publication stages.....	54
7.7	Date.....	54
7.7.1	General.....	54
7.7.2	Representation.....	54
7.7.3	Date of publication.....	57
7.7.4	Date of citation.....	57
7.7.5	Reissuance and surrogate dates.....	58
7.7.6	Incorrect dates.....	58
7.8	Production information.....	59
7.8.1	General.....	59
7.8.2	Roles.....	59
7.8.3	Place.....	62
7.9	Numeration and pagination.....	64
7.9.1	General.....	64
7.9.2	Part cited.....	65
7.9.3	Plain citations and references.....	65
7.10	Serials and series.....	66
7.10.1	General.....	66
7.10.2	Qualifiers for titles.....	66
7.10.3	Key title and the abbreviated key title.....	67
7.10.4	Earlier titles.....	67
7.10.5	Conference information.....	68
7.10.6	Series title and numbering.....	68
7.10.7	New series.....	68
7.11	Identifiers.....	69
7.11.1	General.....	69
7.11.2	International standard identifiers.....	70
7.11.3	Persistent identifiers.....	71
7.12	Availability and location.....	72
7.12.1	Physical location.....	72
7.12.2	Network location and access.....	76
7.12.3	Permanent links and URL shorteners.....	80
7.12.4	Access restrictions and extinct resources.....	81
7.13	Item and event attributes.....	82
7.13.1	General.....	82
7.13.2	Item attributes.....	82
7.13.3	Event attributes.....	83
7.14	Relationship.....	84
7.14.1	General.....	84
7.14.2	Translation.....	85
7.14.3	Commentary.....	86
7.14.4	Annotated editions.....	87
7.14.5	Arranger.....	87

7.14.6	Abridgement and adaptation.....	88
7.14.7	Reviews and critiques.....	88
7.14.8	Surrogate.....	89
7.14.9	Inclusion.....	91
7.14.10	Performance.....	91
7.14.11	Multiple relationships.....	92
7.15	Other elements.....	92
7.15.1	General.....	92
7.15.2	Subject.....	92
7.15.3	Dimensions and size.....	93
7.15.4	File size.....	94
7.15.5	Price.....	94
7.15.6	Registered trademark.....	95
7.15.7	Rights metadata.....	95
7.15.8	Provenance and authenticity.....	96
7.15.9	System requirements.....	97
7.15.10	Restoration.....	98
7.15.11	Other information.....	98
8	Resource categories.....	98
8.1	General.....	98
8.1.1	Purpose.....	98
8.1.2	Metadata elements to display.....	98
8.2	Monographs.....	99
8.2.1	Metadata elements.....	99
8.2.2	Simple monographs.....	99
8.2.3	Composed of multiple volumes.....	100
8.2.4	E-books.....	100
8.2.5	Audiobooks.....	100
8.2.6	Plays, librettos and scripts.....	101
8.2.7	Item.....	102
8.3	Monograph components.....	102
8.3.1	Metadata elements.....	102
8.3.2	Component parts of a monograph.....	104
8.4	Serials and their component parts.....	104
8.4.1	General.....	104
8.4.2	Metadata elements.....	105
8.4.3	Serials and their component parts.....	106
8.4.4	Newspaper articles.....	108
8.4.5	Monograph series and their component parts.....	109
8.5	Programs and applications.....	109
8.5.1	General.....	109
8.5.2	Metadata elements.....	109
8.5.3	Data elements and guidance specific to type.....	110
8.5.4	Operating systems.....	111
8.5.5	General programs.....	112
8.5.6	Games.....	112
8.6	Cartographic material.....	112
8.6.1	General.....	112
8.6.2	Metadata elements.....	112
8.6.3	Data elements and guidance specific to type.....	114
8.6.4	Separately issued cartographic resources.....	116
8.6.5	As a component part.....	117
8.6.6	Electronic cartographic resources.....	117
8.7	Events, performances, recordings and audio-visual materials.....	118
8.7.1	General.....	118
8.7.2	Metadata elements.....	118
8.7.3	Data elements and guidance specific to type.....	120
8.7.4	Motion pictures and videos.....	122

8.7.5	Broadcasts	124
8.7.6	Component parts	124
8.7.7	Performance, productions and events	125
8.7.8	Performance recordings	127
8.7.9	Performance-related artefacts	128
8.7.10	Exhibitions	128
8.8	Art, graphic material and collectables	129
8.8.1	General	129
8.8.2	Metadata elements	129
8.8.3	Data elements and guidance specific to type	130
8.8.4	Individual works	135
8.8.5	As a component part	137
8.8.6	Permanent structures and installations	138
8.8.7	Temporary or destroyed work	138
8.9	Music material	139
8.9.1	General	139
8.9.2	Metadata elements	139
8.9.3	Data elements and guidance specific to type	140
8.9.4	Performed and recorded music	141
8.9.5	Musical score	142
8.9.6	As a component part	143
8.10	Patents	144
8.10.1	General	144
8.10.2	Metadata elements	144
8.10.3	Data elements and guidance specific to type	145
8.10.4	Patent applications	146
8.10.5	Issued patents	146
8.11	Reports in series and similar information resources	146
8.11.1	General	146
8.11.2	Metadata elements	146
8.11.3	Data elements and guidance specific to type	147
8.11.4	Standards	147
8.12	Archival materials	152
8.12.1	General	152
8.12.2	Metadata elements	152
8.12.3	Data elements and guidance specific to type	153
8.12.4	Individual documents	153
8.12.5	Collections	154
8.12.6	Privately-owned documents and ephemera	154
8.13	Research datasets	155
8.13.1	General	155
8.13.2	Metadata elements	155
8.13.3	Data elements and guidance specific to type	156
8.14	Web sites and their component parts	159
8.14.1	General	159
8.14.2	Metadata elements	159
8.14.3	Data elements and guidance specific to type	160
8.14.4	Web site	161
8.14.5	Web archives	162
8.14.6	Web page	162
8.14.7	Component part of a Web page	163
8.15	Social media and services	163
8.15.1	General	163
8.15.2	Metadata elements	164
8.15.3	Data elements and guidance specific to type	164
8.15.4	Services	167
8.15.5	Stream of records	167
8.15.6	Individual records	168

	8.15.7 Posting of content belonging to an original creator	170
8.16	Unpublished information resources	170
	8.16.1 General	170
	8.16.2 Metadata elements	170
	8.16.3 Data elements and guidance specific to type	171
	8.16.4 Personal communications	171
	8.16.5 Group communications	171
	8.16.6 Dissertations and theses	171
	8.16.7 Manuscript	172
	8.16.8 Preprint	172
	8.16.9 Phone calls	172
	8.16.10 Presentation	173
Annex A	(informative) Citation systems	174
Annex B	(informative) Persistent references to Internet resources	181
Bibliography	187

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.

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 universities¹⁾, and a Web site dedicated to the prevention of plagiarism²⁾ 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.

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/>.

NOTES

Australian/New Zealand Standard

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

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-specific³⁾. 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 document⁴⁾.

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.