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ISO/TC 46/SC 9 N 295
2000-09-19

To: Prof. Eugeniusz Ścibor
Convenor of ISO/TC 37/SC 1/WG 1

cc. P-members of ISO/TC 46/SC 9
C. Galinski, ISO/TC 37 Secretariat
S. Clivio, Technical Officer, ISO/CS

From: Jane Thacker
ISO/TC 46/SC 9 Secretariat

Subject: Response to ISO/TC 37 request concerning its project on "Bibliographic references for terminology work"

Dear Professor Ścibor,

I am writing in reply to your request for participation from ISO/TC 46/SC 9 in developing a TC 37 standard on bibliographic references for terminology work.

In 1991 TC 46/SC 9 received a similar request from TC 37 in relation to TC 37/SC 1/WG 1 Work Item 18 on "Documentation for terminology work and terminography". In response TC 46/SC 9 invested a considerable amount of time and effort on the TC 37 Working Draft that was distributed to your members as document TC 37/SC 1/WG 1 N 5 (dated 1991-07-16) titled "Coding of bibliographic references in terminology work and terminography". I refer in particular to our liaison statement TC 46/SC 9 N 138 (dated 1991-09-30) which included a proposed revision of the TC 37 working draft. Since you are probably not aware of those documents and they are not available in electronic form, I can send you copies if you will supply a postal address for TC 37/SC 1/WG 1.

In terms of TC 37 Working Draft 12615, it is not clear how this new project relates to that earlier work. We would also appreciate more information about the specific issues that prompted this request for participation from our committee. For example, does the Working Group's problem regarding "computerization of bibliographic references" refer to the encoding of bibliographic references in terminological applications or to the format and content of bibliographic references for electronic sources of terminological information? The content of Working Draft 12615 seems to imply the latter.

On that assumption, our immediate response to WD 12615.10 would be an objection to those

ISO International Organization for Standardization
TC 46 Information and documentation
SC 9 Presentation, identification and description of documents

ISO Organisation internationale de normalisation
TC 46 Information et documentation
SC 9 Présentation, identification et description des documents

sections of the TC 37 draft that simply repeat the specifications of TC 46/SC 9's standards on bibliographic references, i.e. ISO 690:1987 and ISO 690-2:1997. For example, we note that clause 6.2.2 of the Working Draft copies both the outlines of bibliographic references and the examples given in ISO 690-2.

The Introduction to Working Draft 12165.10 states that:

"Although cataloguing rules and ISO standards for bibliographic description and coding (e.g. ISO 690, ISO 3166, etc.) specify the elements which should appear in a bibliographic entry and determine the form of those elements as well as the sequence of their presentation, these documentation standards do not cover specific requirements that are unique to terminology work and terminography."

Our position is that WD 12165 should concern itself only with the requirements for bibliographic references that are unique to terminology work and terminography. As far as one can tell from the current draft, it appears that the specific requirements that are unique to terminology work can be adequately addressed in the "Notes" area of a bibliographic reference formulated in accordance with ISO 690 and ISO 690-2. In fact, that is what the draft itself implies in clause 6.1, "Preliminary remarks".

I should also note that the *ISO Directives* specify that when one standard uses the specifications of another then "*references to particular pieces of text shall be used instead of repetition of the source material*". That is the approach we strongly encourage TC 37 to take in developing section 6 (Bibliographic references) of Working Draft 12615. This is the same comment we made to TC 37/SC 1 in 1991.

For example, instead of copying the specifications of ISO 690-2, the wording of section 6.2.2 of Working Draft 12615 should be something along these lines:

"6.2.2 Bibliographic references to electronic documents

6.2.2.1 The basic content, form and structure of bibliographic references to electronic documents shall be in accordance with ISO 690-2 with the addition of elements required for terminological purposes, as specified below.

6.2.2.2 Translations

If the document is a translation of another work, the name of the translator shall be a required element of the bibliographic reference and shall be included in the area for "Subordinate responsibility" specified in ISO 690-2.

6.2.2.3 Notes for terminological uses

Additional information for terminological purposes shall be given in the "Notes" area of the bibliographic reference.

EXAMPLES:

- 1 Translation of
- 2 Includes subject and name indices.
- 3 Includes glossary derived from the TERMIUM database.

Information required for terminological uses should be given first in the "Notes" area of a bibliographic reference. Such notes should be given in the following order"

I am sure you will understand that TC 46/SC 9's resources for participation in TC 37's work are

somewhat limited. Before we solicit our members for resources to participate in this TC 37 project, I would appreciate a more detailed description of the problems or questions that your group would want TC 46/SC 9 to address. The general response from our membership to the 1991 draft on this subject was that there was no need for TC 37 to duplicate the provisions of existing standards or to introduce new provisions that differ from those already in existence for the same topic.

Thank you. I look forward to receiving further details of your project.

With kind regards,

[original signed by]

Jane Thacker
ISO/TC 46/SC 9 Secretary

[Text of letter from ISO/TC 37/SC 1/WG 1 to ISO/TC 46/SC 9 Secretariat]]

Warsaw, 2000-09-19

Dear Ms. Thacker,

The Working Group ISO/TC 37/SC 1/WG 1 *Documentation in terminology* is responsible for the work item *Bibliographic references to terminology work*. However, the WG in question encounters great difficulties as far as the crucial problem of computerisation of bibliographic references is concerned. In connection with this fact the Subcommittee ISO/TC 37/SC 1 at its last meeting in London adopted i.a. the following resolution:

„SC 1 recommends that the convener of WG 1 contact the Secretariats of SC 3 and TC 46 and ask them to contact member bodies and to nominate experts to participate in the activities of WG 1 concerning the computerisation of bibliographic references.

You see that in that way I have been bound down to contact your subcommittee.

Therefore, I kindly request you in your capacity of ISO/TC 46/SC 9 Secretary to contact the member bodies of your subcommittee in order to find and nominate experts who will be able and willing to assist ISO/TC 37/SC 1/WG 1 in resolving the problem of computerisation of bibliographic references.

Many. many thanks in advance for granting the above request. Data of the nominees (full name, telephone and fax number, postal and e-mail address) should be sent directly to me by e-mail. My e-mail address is the following: scibor@iinte.edu.pl

If needed, I am ready to send you some details concerning the activities of ISO/TC 37/SC 1/WG 1.

With kind regards,

Sincerely yours,

Prof. Eugeniusz Ścibor
Convener of ISO/TC 37/SC 1/WG 1

ISO WD 12615.10

BIBLIOGRAPHIC REFERENCES FOR TERMINOLOGY WORK

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0 Introduction

The recording, storing and exchange of bibliographic data on sources requires a coherent methodology of bibliographic description and coding. Although cataloguing rules and ISO standards for bibliographic description and coding (e.g. ISO 690, ISO 3166, etc.) specify the elements which should appear in a bibliographic entry and determine the form of those elements as well as the sequence of their presentation, these documentation standards do not cover specific requirements that are unique to terminology work and terminography. This standard is intended to supplement ISO 690 and other pertinent standards in the field of documentation by providing additional specifications for the description and coding of source references in terminology work.

1 Scope

This International Standard applies to the recording, storing and exchange of bibliographic information on sources for terminology work and terminography. It specifies the terminological data elements that should be recorded in bibliographic descriptions and references for use in terminology work. It also specifies the content, form and structure of codes used to record the sources of data for terminological projects.

This standard will facilitate:

- identifying , tracing and validating terminological data and other language resources;
- cross-referencing to documents containing terminological data (including electronic documents);
- data flow management in networking and other co-operative work in terminology documentation and terminography, in particular
- exchange of terminological data (comprising also information on the respective sources);
- individual projects in the field of terminology work and terminography;
- preparation of technical documents.

2 References

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 4:1984, Documentation - Rules for the abbreviation of title words and titles of publications

ISO 639:1988, Codes for the representation of names of languages
ISO 690:1987, Documentation - Bibliographic references - Content, form and structure
ISO 690-2, Information and documentation - Bibliographic references - Part 2: Electronic documents or parts of thereof
ISO 832:1994, Information and documentation - Bibliographic description and references - Rules for the abbreviation of bibliographic terms
ISO 1087:1990, Terminology - Vocabulary
ISO 1087-1: -¹⁾, Terminology work - Vocabulary - Part 1: Theory and application
ISO 1087-2, Terminology work - Vocabulary - Part 2: Computer applications
ISO 3166:1994, Codes for the representation of name of countries
ISO 5127-2:1983, Documentation and information - Vocabulary - Part 2: traditional documents
ISO 5127-3A:1981, Information and documentation - Vocabulary - Section 3a): Acquisition, identification, and analysis of documents and data

3 Terms and 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 5127-3A]

3.2

bibliographic reference

citation of bibliographic data necessary for the identification of one or more related documents [ISO 5127-2]

3.3

bibliographic description

set of bibliographic data recording and identifying a document [ISO 5127-3A]

3.4

bibliographic element

word or phrase, or a group of characters, representing a distinct item of bibliographic information and forming a part of an area of the bibliographic description. [ISO 5127-3A]

3.5

bibliographic entry

set of elements forming the bibliographic description and the heading(s) for a document for inclusion in a catalogue or in a bibliography [ISO 5127-3A]

¹⁾ To be published

3.6

contribution

independent text forming a part of a publication [ISO 690]

3.7

host document

document containing contributions or separately identifiable component parts which are not physically or bibliographically independent [ISO 690]

3.8

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 successive parts [ISO 690]

3.9

serial

publication in print or in non-print form issued in successive parts, usually having numerical or chronological designations, and intended to be continued indefinitely, whatever the periodicity [ISO 690]

NOTE - Serials include periodicals, newspapers, annuals, series of reports and transactions of institutions, series of conference proceedings and series of monographs.

3.10

specialist

person who has an intimate knowledge of and direct experience in a given field or subfield and who is familiar with the terminology of that field and uses it on a daily basis.

3.11

terminography

recording, processing and presentation of terminological data acquired by terminological research [ISO 1087]

3.12

terminology

set of terms representing the system of concepts of a particular subject field [ISO 1087]

3.13

terminology work

any activity concerned with the systematization and representation of concepts or with the presentation of terminology on the basis of established principles and methods [ISO 1087]

3.14

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 5127-3A]

3.15

translation

derivative document presenting in another language the equivalent of a text. [ISO 5127-2]

4 Types of sources

Terminologists make use of a variety of source material. The following can be considered as the most frequently used sources of terminological information:

- monographs (including dictionaries, glossaries, conference proceedings, etc.);
- parts of monographs;
- contributions to monographs;
- serials;
- articles and other contributions to serials;
- ephemeral material and grey literature;
- standards, in particular terminological standards;
- databases, in particular terminology databases;
- computer programmes;
- oral sources, in particular specialists in a given subject field.

Written sources (monographs, parts of monographs and contributions to them, serials, articles and other contributions to serials, standards. etc.) may be presented either in the traditional form (predominantly on paper) or using the electronic medium.

Sources may be consulted in the language in which they have been originally created or as translations from another language.

Terminological data collections (e.g. dictionaries, hidden glossaries being part of a source material, terminology standards, etc.) are of particular interest and need special treatment.

The type of source used in terminology work has a considerable impact on the reliability of the terminological data extracted from that source. Therefore, it is essential to record sources as precisely as possible within the limits imposed by the application in which a bibliographic description is to appear.

5 Bibliographic data on sources

Bibliographic information on terminological sources is used in various applications, such as library catalogues, bibliographies, terminology databases, etc. The variety of applications means that in practice different methods and levels of detail are used to record bibliographic information on terminology sources.

Bibliographic data on terminological sources may be recorded as:

- i) standard bibliographic descriptions, such as those commonly used for catalogue records in libraries and information/documentation centres;
- ii) bibliographic references, such as those used in end-of-book bibliographies and for citations in journal articles;
- iii) source codes, such as those used in files existing in terminology databases.

The level of detail in each of these types of bibliographic description may vary depending upon the specific application. Nevertheless, the level of detail shall be sufficient to clearly and unambiguously identify the source which is being cited. Each of the above forms of description may also be extended by additional data elements for specific terminological purposes (e.g. information on the applicability and/or reliability of the source).

Regardless of the type and level of description used, the general order in which the individual elements of the description are presented should be the same in all cases.

6 Bibliographic references

6.1 Preliminary remarks

The basic content, form and structure of bibliographic references presented in this chapter shall be in accordance with ISO 690 or ISO 690-2. Additional information for terminological purposes may be given in the "Notes" area of the bibliographic reference in accordance with those standards and in the order specified in them. The outlines that follow show how a bibliographic reference containing some additional terminological information should be presented in the case of particular types of documents. The elements which in accordance with ISO 690 or ISO 690-2 constitute the basic reference are presented in roman type whereas the elements that according to those standards are optional are presented in italics.

6.2 Outlines of bibliographic references

6.2.1 Outlines of bibliographic references to traditional documents

6.2.1.1 Monographs

6.2.1.1 Entire monograph

(1):

Element :

Primary responsibility
Title
Edition
Publication (*place, publisher*)
year
Extent
Notes
Standard number

Example:

DAVIS, Gordon B.
Computer data processing
2nd ed.
New York : McGraw-Hill,
1973.
662 p..
Contains a glossary and an
index
ISBN 0-07-015785-5

Example:

(i) *(more detailed reference: the full first forename of the author appears, basic as well as optional elements are given)*

DAVIS, Gordon B. *Computer data processing*. 2nd ed. New York : McGraw-Hill, 1973. 662 p. Contains a glossary and an index. ISBN 0-07-015785-5.

(ii) *(less detailed reference: both author's forenames appear in an abbreviated form, optional elements - except the place of publication and the note which is important for terminologists - are omitted)*

DAVIS, GB. *Computer data processing*. 2nd ed. New York, 1973. Contains a glossary and an index. ISBN 0-07-015785-5.

(2):

Element:

Primary responsibility
Title
Subordinate responsibility
Edition
Publication (*place, publisher*)
year
Extent
Notes

Example:

LYONS, John
Semantyka 2
[Transl.] A. Weinsberg
1st ed.
Warszawa : PWN
1989
484 p.
Translation of: Semantics 2.
Contains a subject index and
an index of names
ISBN 83-01-08295-X

Standard number

Example:

(i) *(more detailed reference: the full author's forename appears, basic and optional elements are given)*

LYONS, J. *Semantyka 2*. [Transl.] A. Weinsberg. 1st ed. Warszawa : PWN, 1989. 484 p. Translation of Semantics 2. Contains a subject index and an index of names. ISBN 83-01-08295-X.

(ii) *(less detailed reference: the author's forename appears in an abbreviated form, optional elements are omitted except the place of publication and that part of the notes which seems to be important for terminologists):*

LYONS, J. *Semantyka 2*. 1st ed. Warszawa, 1989. Contains a subject index and an index of names. ISBN 83-01-08295-X.

(3):

Element:

Primary responsibility
Title
Edition
Publication (*place, publisher*)
year
Extent
Notes

Example:

GARROD, Charles, CRAWFORD, Ken, and KRESSLEY, Dave
Thesaurus transcription listing : working draft
1st ed.
Zephyrhills : Joyce Record Club
Publication
1992-
2 vol.
Includes indexes

Example:

(i) *(more detailed reference: authors' full forenames appear, all known basic and optional elements are given)*

GARROD, Charles, CRAWFORD, Ken, and KRESSLEY, Dave. *Thesaurus transcription listing : working draft*. 1st ed. Zephyrhills : Joyce Record Club Publication., 1992- . 2 vol. Includes indexes.

(ii) *(less detailed reference: authors' forenames appear in abbreviated form, the name of publisher is omitted)*

GARROD, C., CRAWFORD, K., and KRESSLEY, D. *Thesaurus transcription listing : working draft*. 1st ed. Zephyrhills, 1992- . 2 vol. Includes indexes.

6.2.1.1.2 Parts of monographs**Element:****Example:**

Primary responsibility
Title of host

MALTBY, A.rhur
*Sayer's manual of classification
for librarians*
5th ed.

Edition
Numeration of part
Publication (*place, publisher*)

London : André Deutsch/A
Grafton Book
1975

year
Location within host

Chapter 19, Special
classifications and the use of
classificatory principles in
index vocabularies,
p. 301-316

Standard number

ISBN 0-233-96603-x

Example:

(i) *(more detailed reference: the full author's forename appears, all basic and optional elements are given)*

MALTBY, Arthur. *Sayer's manual of classification for librarians*. 5th ed. London : André Deutsch/A Grafton Book, 1975. Chapter 19, Special classifications and the use of classificatory principles in index vocabularies, p. 301-316. ISBN 0-233-96603-x.

(ii) (less detailed reference: the author's forename appears in an abbreviated form, the name of the publisher is omitted)

MALTBY, A. *Sayer's manual of classification for librarians*. 5th ed. London, 1975. Chapter 19, Special classifications and the use of classificatory principles in index vocabularies, p. 301-316. ISBN 0-233-96603-x.

6.2.1.1.3 Contributions to monographs

Element:	Example:
for contribution:	
Primary responsibility	RIESTHUIS, Gerhard. J.A., and BLIEDUNG, Steffi
Title	Thesaurification of UDC: preliminary report
Notes	Contains: Annex 1: Part of systematic thesaurus. Annex 2: Part of alphabetical thesaurus In
for host:	
Title	<i>The UDC: Essays for a new decade</i>
Subordinate responsibility	Edited by A. Gilchrist and D. Strachan
Publication (place, publisher)	London : Aslib, 1990
Location within host	p. 85-97
Standard number	ISBN 0-85142-265-9

Example:

(i) (more detailed reference: the full first forename of the the first author and the full forename of the second author appear, all basic and optional elements are given)

RIESTHUIS, Gerhard J.A., and BLIEDUNG, Steffi. Thesaurification of UDC: preliminary report. Contains: Annex 1: Part of systematic thesaurus. Annex 2: Part of alphabetical thesaurus. In *The UDC : Essays for a new decade*. Edited by A. Gilchrist and D. Strachan. London, 1990, p. 85-97. ISBN 0-85142-265-9

(ii) (less detailed reference: all forenames of the authors appear in an abbreviated form, the subordinate responsibility and the name of the publisher are omitted)

RIESTHUIS, G JA., and BLIEDUNG, S. Thesaurification of UDC: preliminary report. Contains: Annex 1: Part of systematic thesaurus. Annex 2: Part of alphabetical thesaurus. In *The UDC : Essays for a new decade*. London, 1990, p. 85-97. ISBN 0-85142-265-9

6.2.1.2 Serials

6.2.1.2.1 Entire serial

(1)

Element:

Example:

Title

Neoterm. Journal of the International Committee for Unification of Terminological Neologisms

Publication (*place*)

Warszawa

year

1984-

Notes

Text in English and French

Standard number

ISSN 0239-8028

Example:

(i) (*more detailed reference: notes included*)

Neoterm. Journal of the International Committee for Unification of Terminological Neologisms. Warszawa, 1984-. Text in English and French. ISSN 0239-8028.

(ii) (*less detailed reference: notes not included*)

Neoterm. Journal of the International Committee for Unification of Terminological Neologisms. Warszawa, 1984-. ISSN 0239-8028.

(2)

Element:

Example:

Title

Knowledge Organization. International journal devoted to concept theory, classification, indexing and knowledge representation

Responsibility

International Society for Knowledge Organization

Publication (*place, publisher*)

Würzburg : ERGON-Verlag

year

1974-

Notes

Formerly *International Classification*

Standard number

ISSN 0943-1744

Example:

(i) (more detailed reference: the name of the publisher is given)

Knowledge Organization. International journal devoted to concept theory, classification, indexing and knowledge representation. International Society for Knowledge Organization. Würzburg : ERGON-Verlag, 1974-. Formerly *International Classification*. ISSN 0943-1744.

(ii) (less detailed reference: the name of the publisher is omitted)

Knowledge Organization. International journal devoted to concept theory, classification, indexing and knowledge representation. International Society for Knowledge Organization. Würzburg, 1974- . Formerly *International Classification*. ISSN 0943-1744.

6.2.1.2.2 Articles and other contributions to serials

(1)

Element:

Example:

Primary responsibility
Title

GRZEGORZEWSKA, Alicja
Glossary of peritoneal dialysis

Title of host document

Neoterm. World specialized terminology

Location within host :

Year, issue designation,
pagination of the part

1993/94, no 25/26
p. 92-95

Notes

Contains a list of Polish and English terms with definitions in English

Example:

(i) (more detailed reference: the full author's forename appears)

GRZEGORZEWSKA, Alicja. Glossary of peritoneal dialysis. *Neoterm. World specialized terminology*, 1993/94 , no 25/26, p. 92-95. Contains a list of Polish and English terms with definitions in English.

(ii) (less detailed reference: the author's forename appears in an abbreviated form; the text given in the notes is shortened)

GRZEGORZEWSKA, A. Glossary of peritoneal dialysis. *Neoterm. World specialized terminology*, 1993/94 , no 25/26, p. 92-95. Contains a list of Polish and English terms

(2)

Element:

Example:

Primary responsibility
Title

IJVONEN, Mirja and KIVIMÄKI, Katja
Common entities and missing
properties:similarities and differences
in the indexing of concepts
Knowledge organization
1998, vol. 25, no. 3.
p. 90-102

Title of the host document
Year, issue designation,
pagination of the part

Example:

(i) (more detailed reference: full authors' forenames appear)

IJVONEN, Mirja and KIVIMÄKI, Katja. Common entities and missing properties: similarities and differences in the indexing of concepts. *Knowledge organization*, 1998, vol. 25, no. 3, p. 90-102.

(ii) (less detailed reference: the authors' forenames appear in an abbreviated form)

IJVONEN, M. and KIVIMÄKI, K. Common entities and missing properties: similarities and differences in the indexing of concepts. *Knowledge organization*, 1998, vol. 25, no. 3, p. 90-102.

6.2.2 Outlines of bibliographic references to electronic documents

6.2.2.1 Electronic monographs, databases and computer programmes

6.2.2.1.1 Entire document

Element:	Example:
Primary responsibility	
Title	<i>Kirk-Othmer Encyclopedia of Chemical Technology</i>
Type of medium	[online]
<i>Subordinate responsibility</i>	
Edition	3rd ed.
Place of publication	New York
Publisher	John Wiley
Date of publication	1984
Date of update/revision	
Date of citation (Required for online documents; <i>Optional for others</i>)	[cited 3 January 1990]
<i>Series</i>	
<i>Notes</i>	
Availability and access (Required for online documents; <i>Optional for others</i>)	Available from DIALOG Information Services, Palo Alto (Calif.)
Standard number	

Example:

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.).

6.2.2.1.2 Parts of electronic monographs, databases and computer programmes

Element:

Example:

Primary responsibility (of host document)	
Title (of host document)	<i>World Factbook</i>
Type of medium	[CD-ROM]
<i>Subordinate responsibility of host document</i>	
Edition	
Place of publication	[Washington, D.C.]
Publisher	Central Intelligence Agency
Date of publication	1990
Date of update/revision	
Date of citation (Required for online documents; <i>Optional for others</i>)	
Chapter or equivalent designation (of part)	Spain vital statistics
<i>Numeration within host document</i>	
Location within host document	ID number: CI WOFACT 1206
<i>Notes</i>	
Availability and access (Required for online documents; <i>Optional for others</i>)	
Standard number	

Example:

World Factbook [CD-ROM]. [Washington, D.C.]: Central Intelligence Agency, 1990.
Spain vital statistics. ID number: CI WOFACT 1206.

6.2.1.1.3 Contributions to electronic monographs, databases and computer programmes

Element:	Example:
Primary responsibility (of contribution)	MCCONNELL, W.H.
Title (of contribution)	Constitutional history
Primary responsibility (of host document)	
Title (of host document)	<i>The Canadian Encyclopedia</i>
Type of medium	[CD-ROM]
<i>Subordinate responsibility of host document</i>	
Edition	Macintosh version 1.1
Place of publication	Toronto
Publisher	McClelland & Stewart
Date of publication	c. 1993
Date of update/revision	
Date of citation (Required for online documents; <i>Optional for others</i>)	
<i>Numeration within host document</i>	
Location within host document	
<i>Notes</i>	
Availability and access (Required for online documents; <i>Optional for others</i>)	
Standard number	ISBN D-7710-1932-7

6.2.2.2 Electronic serials

6.2.2.2.1 Entire serial

Element:	Example:
Title	<i>Journal of Technology Education</i>
Type of medium	[online]
Edition	
Place of publication	Blacksburg (Va.)
Publisher	Virginia Polytechnic Institute and State University
Date of publication	1989-
Date of citation (Required for online documents; <i>Optional for others</i>)	[cited 15 March 1995]
<i>Series</i>	
<i>Notes</i>	Semi-annual
Availability and access (Required for online documents; <i>Optional for others</i>)	Available from Internet: <gopher://borg.lib.vt.edu:70/1/jte>
Standard number	ISSN 1045-1064

Example:

(I) (more detailed reference: notes included)

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.

(II) (les detailed reference: notes not included)

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

6.2.2.3 Electronic bulletin boards,, discussion lists and electronic messages**6.2.2.3.1 Entire message system****Element:****Example:**

Title	<i>Federal Depository Library Program Files (/GO Depository)</i>
Type of medium	[online]
Place of publication	Washington, D.C.
Publisher	Government Printing Office
Date of publication	
Date of citation	[cited 1992-02-15]
Notes	
Availability and access	Available from Internet: <telnet://federal.bbs.gpo.gov>

Example:

Federal Depository Library Program Files (/GO Depository) [online]. Washington, D.C.: Government Printing Office [cited 1995-02-15]. Available from Internet: <telnet://federal.bbs.gpo.gov>.

6.2.2.3.2 Electronic messages

(1)

Element:

Primary responsibility (of message)
Title (of message)
Title (of host message system)

Type of medium
Subordinate responsibility/Recipient(s)
Place of publication
Publisher
Date of publication
Date of citation
Numeration within host message system
Location within host message system
Availability and access (Required, *except for personal or unpublished communications*)

Notes

Example:

PARKER, Elliott
Re: Citing Electronic Journals
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>

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>.

(2)

Element:

Example:

Primary responsibility (of message)
Title (of message)

PRITCHARD, Sarah
*Your Request for Information about
ISO Standards*

Title (of host message system)
Type of medium
Subordinate responsibility/Recipients
Place of publication
Publisher

[online]
Message to: Margaret MORRISON

Date of publication (for personal or
unpublished communications - the date the
message was sent)
Date of citation

18 February 1995
[cited 3 March 1995]

Numeration within host message system
Location within host message system
Availability and access (Required, *except for
personal or unpublished communications*)
Notes

Personal communication

Example:

(I) (more detailed reference: all basic and optional elements are given)

PRITCHARD, Sarah. *Your Request for Information about ISO Standards* [online].
Message to: Margaret MORRISON. 18 February 1995 [cited 3 March 1995].
Personal communication.

(II) (less detailed reference: optional elements are omitted)

PRITCHARD, Sarah. *Your Request for Information about ISO Standards* [online]. 18
February 1995 [cited 3 March 1995].

6.3 Lists of bibliographic references

6.3.1 Arrangement

Lists of bibliographic references should be arranged according to recommendations included in ISO 690. Thus they should be normally arranged either alphabetically by the first element or in numeric sequence corresponding to the order of citation in the text.

6.3.2 Two or more elements with the same first element

If a list of references which is arranged alphabetically contains two or more items with the same first element, and the items are listed consecutively, a dash may be substituted for the first element in the second and subsequent references.

Example:

WÜSTER, E. *Internationale Sprachnormung in der Technik, besonders in der Elektrotechnik*. 3. ergänzte Aufl. Bonn : Bouvier u. Co. Verl., 1970.
-. *The road to Infoterm*. Pullach bei München : Verl. Dokum. , 1974.

6.3.3 All items with the same entry element

If all the items in a bibliographic list, or in a separate section of a list, are entered under the same element, the first element may be omitted altogether, provided that the heading for the list or section indicates clearly the common element.

Example:

The published writings of H. Felber:

An outline of international terminological activities. *International Classification*, 1974, vol. 1, no. 2, p. 89-91.

Infoterm and Termnet. Plans, activities, achievements. *International Classification*, 1980, vol. 7, no. 3, p. 140-145.

International standardization of terminology. Theoretical and methodological aspects. Vienna : International Information Centre for Terminology, 1977.

6.3.4 Position of the „Primary responsibility” element

If a list of references is so arranged that the „primary responsibility” element is not necessary for alphabetization, e.g. in classified lists or in lists arranged in numeric sequence, the „primary responsibility” element may appear after the title.

7 Coding of source references for terminology work

When source codes are used in a terminological record, the bibliographic entry for the source should be given in a separate file within the same terminological work in accordance with the clause 6 above.

7.1 Code structure for specific types of material

Terminological source codes shall use a structured, variable length format consisting of alphabetic and numeric characters as well as of special characters for punctuation. The exemplary alphanumeric codes according to this standard are designed for applications in small-scale terminological projects or tools following mnemonic requirements.

In some cases the identification of the sex of a person (author, editor, translator, subject specialist, etc.) may be important. Therefore, the codes given below may be supplemented, if necessary, by adding respectively a small *m* or *f* after the two-character code of the full name of a person. In order to distinguish the indication of sex from other elements of the codes which are also represented with the aid of small letters this indication should be in italics (or underlined, if one uses a type-writer). Examples:

Ewm for Eugen Wüster (man)

Krf, Glm for Katia Roman (woman) and Georges Lurquin (man) - co-authors.

7.1.1 Monographs

(other than specialized dictionaries, glossaries, etc. - see clause 7.1.5)

For monographs the following alphanumeric code structure is recommended:

author (two characters); title (two characters); year of publication (four characters); volume number (variable number of characters, in parentheses); pagination (variable number of characters)

The elements of this code, in order, are: two uppercase letters for the author of the work (the initials are normally used); two lowercase letters representing the most important words in the title of the document; four numerals for the year of publication; one or more numerals in parentheses to indicate the volume number, where applicable; one or more numerals to indicate the page number. If there is no primary responsibility for the given work, a dash (-) is placed at the beginning of the code. If there are two or three authors, the code elements for particular authors are separated by a comma (,). If there is no volume number, a dash is inserted in parentheses after the year of publication.

Example 1:

EWat1985(-)214 for: WÜSTER, E. *Einführung in die Allgemeine Terminologielehre und Terminologische Lexikographie* [The general theory of terminology and terminological lexicography. An introduction]. 2nd ed. Křbenhavn: The Copenhagen School of Economics, 1985. 214 p. ISBN 87-88511-10-3.

Example 2:

JW, CO, JWec1992(-)128 for: WERTHEIM, J., OXLADE, C., WATERHOUSE, J. *Ilustrowana encyklopedia szkolna. Chemia*. [Transl.] A. Kacperska. Łódź : RES

POLONA, 1992. 128 p. Translation of: Dictionary of Chemistry. ISBN 83-85063-75-7

7.1.2 Serials

For serials (incl. periodicals) the following alphanumeric code structure is recommended:

title (two characters); volume number (variable number of characters); issue designation (variable number of characters, in parentheses); page number (variable number of characters); year of publication (four characters in parentheses).

The elements of this code are: two uppercase letters for the most important words or word elements in the title of the serial; one or more numerals to indicate the volume number of the serial; one or more numerals in parentheses to indicate the issue number; one or more numerals to indicate the page number; four numerals in parentheses to indicate the year of the publication for the serial issue. If there is no volume number, a dash is inserted after the code of the title.

Example 1::

AT23(1)15(1984)

for *L'actualité terminologique* 1984, vol. 23, no. 1, p.15

Example 2:

NT-(1)65(1994)

for *Neoterm. Światowa terminologia specjalistyczna* 1994, no. 1/1994, p.. 128

[Note: In ISO 690 the element for the year of publication precedes the elements for volume and issue. A similar structure is used in the code for monographs shown in clause 7.1.1 above.]

7.1.3 Contributions to monographs

For contributions to monographs the following alphanumeric code structure is recommended:

author of contribution (two characters); title of contribution (two characters); separator in form of colon (one character); author of host document (two characters); title of host document (two characters); year of publication (four characters); volume number (variable number of characters, in parentheses); first page number of the contribution (variable number of characters).

The elements of this code, in order, are: two uppercase letters for the author of the contribution; two lowercase letters for the most important words or word elements in the title of the contribution; colon; two uppercase letters for the author of the host document; two lowercase letters for the most important words or word elements in the title of the host document; four numerals to indicate the year of publication; one or more numerals in parentheses to indicate the volume number; one or more numerals to indicate the number of the first page of the contribution. If there is no

primary responsibility for the contribution and/or for the host document, a dash (-) is placed in the place of the code elements for the author(s). If there are two or more authors, the code elements for particular authors are separated by a comma (.). If there is no volume number, a dash is inserted in parentheses.

Example 1:

WMct::ko1990(1)98 for: MUSTAFA-ELHADI, W. The contribution of terminology to the theoretical conception of classificatory languages and document indexing. In *Tools for knowledge organization and human interface. Proceedings 1st International ISKO-Conference, Darmstadt, 14-17 August 1990*. [Vol. 1], edited by R. Fugmann. Frankfurt/Main : Indeks Verlag, 1990, p. 98-106.

Example 2:

KR,GLtc:NT-(1)26(1984) for: ROMAN, Katia and LURQUIN, Georges. Terminologie de la chronopharmacologie. *Neoterm*, 1984, no. 1, p. 26-33.

7.1.4 Articles in serials

For articles in serials (incl. periodicals) the following alphanumeric code structure is recommended:

author of article (two characters); title of article (variable number of characters); separator in form of colon (one character); title of serial (two characters); volume number (variable number of characters); issue designation (variable number of characters, in parentheses); first page number of article (variable number of characters).

The elements of this code, in order, are: two uppercase letters for the author of the article (the initials are normally used); two lowercase letters representing the most important words or word elements in the title of the article; colon; two uppercase letters for the most important words or word elements in the title of the serial; one or more numerals to indicate the volume number of the serial; one or more numerals in parentheses to indicate the issue number; one or more numerals to indicate the number of the first page of the article; four numerals in parentheses to indicate the year of publication for the serial issue. If there are two or more authors of the article, the code elements for particular authors are separated by a comma. If there is no primary responsibility for the article, the code element for the author is omitted. If there is no volume number, a dash is inserted after the code of the serial title.

Example 1::

RRct::IC14(2)63(1987) for: RADA, Ray. Connecting and evaluating thesauri: issues and cases. *International Classification*, 1987, Vol. 14, no. 2, p. 63-69.

Example 2:

KR,GLtc:NT-(1)26(1984) for: ROMAN, Katia and LURQUIN, Georges. Terminologie de la chronopharmacologie. *Neoterm*, 1984, no. 1, p. 26-33.

7.1.5 Specialized dictionaries, glossaries, etc.

In order to distinguish specialized dictionaries, glossaries, etc. from other kinds of monographs, there is recommended to use lowercase letters to indicate the author of the work and two uppercase letters to indicate its title. The other elements of the code and the order in which all code elements are specified are the same as in the case of other kinds of monographs. To the code for specialized dictionaries, glossaries, etc. there apply the same rules as to the code indicating other kinds of monographs (see clause 7.1.1 above).

Example 1:

ebDP1970(-)1463 for: BÜRGER, E. *Technical dictionary of data processing - computers - office machines*. With the co-operation of W. Schuppe. 1st ed. Oxford : Pergamon Press, 1970. 1463 p. Title page and terms in English, German French and Russian.

Example 2:

TD1976(-)274 for: *Terminology of documentation. A selection of 1.200 basic terms published in English, French, German, Russian and Spanish*. Compiled by G. Wersig and U. Neveling. Paris : The Unesco Press, 1976. 276 p. Title page and text in English, French, German, Russian and Spanish. ISBN 92-3-001232-7.

7.1.6 Ephemeral material and grey literature

The source code for ephemeral material (leaflets, labels, etc.) and for grey literature (i.e. documents which are not issued through usual channels of publication and distribution) shall be similar to the code for monographs (see clause 7.1.1 above). data elements missing on document should be supplied in square brackets.

7.1.7 Standards

For standards the following alphanumeric code structure is recommended: the reference number of the standard, containing all designations (composed of letters and/or numerals) of which this number is built up; the location within the host document (i.e. the number of the clause, section or paragraph cited) when not the standard as a whole but only its part is cited. The reference number of the standard shall be separated from the location within the host document by a comma (,).

Example 1:

ISO 1087:1990 (E/F) for: ISO 1087 : 1990 (E/F) Terminology - Vocabulary (cited as a whole)

Example 2:

ISO 639 : 1988 (E/F),4.4 for: ISO 639 : 1988 (E/F) Code for the representation of names of languages, clause 4.4 Application of the country symbols

Example 3:

PN-79/N-01222/07 for: PN-79/N-01222/07 Kompozycja wydawnicza książki. Bibliografia załącznikowa [Presentation of a book. End-of-book bibliography] (cited as a whole)

7.1.8 Oral sources

Codes for subject area specialists should have a following structure: two uppercase letters for the name of the specialist (normally the initials of the name are used); "xx" inserted in place of the title field; four numerals for the year in which the information was obtained.

Example:

EWxx1963 for: Eugen Wüster gave the information in 1963

Further information on subject specialists should be provided in a separate file within the same terminological tool (see clause 8.4).

7.2 Code design and format**7.2.1 Punctuation**

As far as the standard bibliographic descriptions are concerned the punctuation rules which are in force in ISO 690 should be strictly observed. As regards the source codes the punctuation symbols used in these codes as well as their functions are presented in the table below. An exception to this rule is the use of language codes after the source code (see the clause 8.2).

Symbol	Function(s)
, (comma)	(1) Separates the elements for particular authors; (2) Within the code for standards separates the reference number from the location within the host document
- (dash)	Indicates a missing volume number
: (colon)	Separates the data for the contribution from the data for the host document
! (exclamation mark)	Indicates a translation (see clause 8.1)
; (semicolon)	Separates the element for glossary from the element for index and elements for particular indexes within the additional information added to the source code (see clause 8.3)

7.2,2 Spacing

There shall be no blanks within a source code, i.e. such code should be presented as an uninterrupted sequence of characters.

7.2.3 References to non-Latin writing systems

The coding of bibliographic descriptions or references presented in non-Latin writing systems shall be performed analogously to the rules given in the clause 7.1 above.

For exchange purposes it is necessary to provide the respective data - whenever possible - in internationally standardized converted form (transliterated, transcribed or romanized). The transliteration is the most recommended method.

8 Additional information

As it is indicated in chapter 6, as regards the standard bibliographic descriptions or references the additional information shall be given in the "Notes" area of the bibliographic reference in accordance with ISO 690. In the case of source codes the elements concerning the additional information shall be placed after the codes specified in chapter 7.

8.1 Translations

If the source is a translation of another work, this fact shall be indicated in the "Notes" area of the standard bibliographic description, as it is shown in the clause 6.1. As regards the codes, a fact of translation should be indicated by an exclamation mark (!) after the source code.

Example:

HF,GBtp1994(-)332! for: FELBER, H. [and] BUDIN, G. *Teoria i praktyka terminologii. [Theory and practice of terminology]*. [Transl.] C. Schaffe. Warszawa : Wydawnictwa Uniwersytetu Warszawskiego, 1994. 332 p. Translation of: Terminologie in Theorie und Praxis. ISBN 83-230-9961-8.

Documents produced by groups working in two or more languages (such as International Standards published by ISO and IEC) shall not be considered as translated works.

8.2 Use of language and country codes

Language codes shall be used in accordance with ISO 639. In the case of source codes the language code (or codes) should be placed after the source code.

Example:

VB1962(-)627 en fr de es ru for: *Vocabularium bibliothecarii*. Compiler A. Thompson. 2nd ed.. Paris : Unesco, 1962. 627 p. Title page and text in English, French, German, Spanish and Russian.

Country codes shall be used in accordance with ISO 3166. They may be used, if necessary, to indicate the country of provenience of the given source. The country code should be taken from ISO 3166 and placed after the source code.

Example:

NT-(25/26)28(1993/94)PL

or

NT-(25/26)28(1993/94)POL

or

NT-(25/26)28(1993/94)616 for: *Neoterm. World specialized terminology*, 1993/94, no. 25/26, p. 28. Published in Poland

The use of alpha-2 codes is preferable to that of alpha-3 and numeric codes.

If both a language code and a country code should be added to the source code, then the language code (or codes) should precede the country code.

Example:

NT-(25/26)132(1993/94) en fr PL for: *Neoterm. World specialized terminology*, 1993/94, no. 25/26, p. 28. Published in English and French in Poland

8.3 Existence of hidden glossaries and indexes

The existence of hidden glossaries and/or indexes shall be indicated by adding

respectively "gl, p. x-y", and/or "i, p. x-y" to the source code.

Example 1:

AMmc1975(-)336i331-336 for: MALTBY, A. *Sayer's manual of classification for librarians*. 5t ed. London : André Deutsch/A Grafton Book , 1975. 336 p. Contains an index, p. 331-336. ISBN 0-233-96603-x.

Example 2:

GDdp1973(-)662gl629-644;i657-662 for: DAVIS, GD. *Computer data processing*. 2nd ed. New York : McGraw-Hill, 1973. 662 p. Contains a glossary, p. 629-644, and an index, p. 657-662. ISBN 0-07-015785-5.

If necessary, a language code (or codes) may be added in parentheses to indicate the language of the glossary and/or the index.

EXAMPLE:

-TI1988(-)134 en ru de fr i(ru)72-89;i(de)90-103; i(fr)104-119; i(es)120-134

for:

Essential problems in terminology for informatics and documentation. Terminological dictionary of information sciences (English-Russian-German-French-Spanish.). FID 671. Moscow : All-Union Institute of Scientific and Technical Information, 1988. 134 p. Contains: Alphabetical list of Russian terms, p. 72-89. Alphabetical list of German terms, p. 90-103. Alphabetical list of French terms, p. 104-119. Alphabetical list of Spanish terms, p. 120-134.

8.4 Data on subject specialists

Data on subject specialists (unless in coded form) should include their full name, subject area, degree of expertise, and address.

If in a terminological publication or tool there are used codes to indicate oral sources for information in the entries, additional data on these sources should be provided in a separate area of the tool (e.g. a separate file within a terminological database).

9 Abbreviations

If it is necessary to abbreviate the titles of publications, the abbreviations shall be formulated in accordance with ISO 4.

Abbreviations of bibliographic terms (such as page, document, pseudonym, illustration, etc.) shall be formulated in accordance with ISO 832.

10 Exchange of data on bibliographic sources for terminology work

For exchange purposes ISO 2709 and the Common Communication Format (CCF) are recommended as the exchange formats for bibliographic information on terminological documents.

For terminological purposes, information on the presence of illustrations, tables and similar data elements pertaining to the physical description of an item should be included in Field 460 (Physical description) of the CCF. Additional data for terminological purposes should be included in Area 500 (Notes) of the CCF. A list of recommended data elements for terminological purposes as well as their form and order of presentation are given in the clause 7.

11 Bibliography

SIMMONS, P., HOPKINSON, A. *CCF: The Common Communication Format*. 2nd ed. Paris : Unesco, 1988 (PGI-88/WS/2)