BRITISH STANDARD

BS 5605:1990

Recommendations for

Citing and referencing published material

ICS 01.140.20

Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Information and Documentation Standards Policy Committee (DOT/-) to Technical Committee DOT/1, upon which the following bodies were represented:

Aslib

Booksellers Association of Great Britain and Ireland

British Film Institute

British Library Bibliographic Services

British Library Science Reference and Information Service

CAB International

Construction Industry Research and Information Association

Institute for Scientific Information

Institute of Scientific and Technical Communicators

Library Association

Royal Geographical Society

Royal Institute of British Architects

Royal Society

Standing Conference of National and University Libraries

Amendments issued since publication

Amd. No.	Date	Comments
10182	December 1998	New text on pages i, 6 and inside back cover

Contents

Foreword

This British Standard has been prepared under the direction of the Information and Documentation Standards Policy Committee. It supersedes BS 5605:1978, which is withdrawn.

BS 5605 was first issued in 1978 as a summary for authors and editors of the recommendations given in BS 1629:1976 for citing one published document in another, and for setting out lists of references to documents. Citation of unpublished documents is the subject of BS 6371:1983.

The 1989 revision of BS 1629 extended its scope to include documents published in forms other than print, e.g. microforms, computer software, sound recordings, as well as a wider range of document, e.g. maps, illustrations. This revision of BS 5605 incorporates corresponding changes.

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 6, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

1 Scope

This British Standard makes recommendations for authors and editors on the preferred methods of citing and referencing published documents and provides a summary of the main principles to be followed. It applies to all the different kinds of work that might be cited.

NOTE 1   Further information about references to published material is given in BS 1629 and to unpublished material in BS 6371.

NOTE 2   The titles of the publications referred to in this standard are listed on the inside back cover.

2 Definitions

For the purposes of this British Standard, the following definitions apply.

2.1
contribution

an item provided by an originator to form part of a host document from several originators, e.g. an article in a periodical

2.2
document

a combination of a medium and the information recorded on or in it

2.3
material designation

an indication of the physical medium of a document, with details of any special equipment needed to consult it, e.g. "35 mm sound film", "45 rev/min stereo sound disk"

2.4
monograph

a publication, in print or non-print form, complete in itself or intended to be completed in a finite number of parts

2.5
originator

the person, people or organization responsible for the intellectual content of a document or contribution

2.6
reference

a set of data describing a document or part of a document, sufficiently precise and detailed to identify it and to enable it to be located

2.7
serial

a publication in print or non-print form, issued in successive parts, usually having numerical or chronological designations, and intended when first published to be continued indefinitely

3 Methods of citation in the text

3.1 Relation between citation and reference

Any citation within the text of a document should be linked to the corresponding reference in accordance with one of the methods described in **3.2**, **3.3** and **3.4**.

3.2 Name and date system (Harvard system)

The originator's name and the year of publication of the document cited are given after each reference in the text. If the originator's name occurs naturally in the text, the year follows in parentheses, but if not, both name and year are in parentheses. If details of particular parts of a document are required, e.g. page numbers for printed material, track or title number of sound recording, they should be given after the year within the parentheses.

For cited documents containing a number of contributions, a role with which a single originator is associated should be preferred to any role with which several originators are associated. If this is not possible, and there are two originators, the surnames of both should be given before the date. If there are more than two originators, the surname of the first originator only should be given, followed by "et al".

If two or more documents have the same originator and year, they are distinguished by lower-case letters (a, b, c, etc.), following the year and within the parentheses.

For cited documents with no originator, "Anon" should be used.

Example

> The notion of an invisible college has been explored in the sciences (Crane 1972). Its absence among historians is noted by Stieg (1981b, p. 556). It may be, as Burchard (1965) points out, that they have no assistants or are reluctant to delegate (Smith 1980; Chapman 1981) …

3.3 Numeric system

Numerals in the text, in parentheses or superscript, refer to documents in the order in which they are first cited. Subsequent citations of a particular document receive the same number as the first citation. If details of particular parts of a document are required, e.g. page numbers for printed material, track or title number of sound recording, they should be given either after the numerals or in the reference list.

Examples

a) The notion of an invisible college has been explored in the sciences[26]. Its absence among historians is noted by Stieg [13 p. 556]. It may be, as Burchard[8] points out, that they have no assistants, or are reluctant to delegate[27, 28] …

b) The notion of an invisible college has been explored in the sciences (26). Its absence among historians is noted by Stieg (13 p.556). It may be, as Burchard (8) points out, that they have no assistants, or are reluctant to delegate (27, 28)

3.4 Running notes

Numerals in the text, in parentheses or superscript, refer to notes, numbered in the order they occur in the text, that contain references and sometimes other information. If details of particular parts of a document are required, e.g. page numbers for printed material, track or title number of sound recording, they should be given in the notes.

Multiple citations of one document receive separate numbers.

Example

The notion of an invisible college has been explored in the sciences[32]. Its absence among historians is noted by Stieg[33]. It may be, as Burchard[34] points out, that they have no assistants, or are reluctant to delegate[35] …

4 Location and arrangement of reference lists

4.1 Harvard system

In the Harvard system references are listed at the end of the text. Entries are arranged in alphabetical order of originator, subdivided, if necessary, by year and letter.

Example

…

BURCHARD, J.E., 1965. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments,* 3 Sep. 1965.

…

CHAPMAN, J., 1981. *Report to the British Library Research and Development Department S1/9/281.* Microfiche. Birmingham: University School of History.

….

CRANE, D., 1972. *Invisible Colleges.* Chicago: University of Chicago Press.

…

SMITH, C., 1980. Problems of information studies in history. *In*: S. STONE, ed. *Humanities information research.* Sheffield: CRUS, 1980, pp. 27-30.

….

STIEG, M.F., 1981b. The information needs of historians. *College and Research Libraries,* **42** (6), pp. 549-560.

4.2 Numeric system

In the numeric system references are listed at the end of the text. Entries are in numerical order.

Example

…

8. BURCHARD, J.E. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments,* 3 Sep. 1965.

…

13. STIEG, M.F. The information needs of historians. *College and Research Libraries,* 1981, **42**(6) pp. 549-560.

…

26. CRANE, D. *Invisible Colleges.* Chicago: University of Chicago Press, 1972.

27. SMITH, C., 1980. Problems of information studies in history. *In*: S. STONE, ed. *Humanities information research.* Sheffield: CRUS, 1980, pp. 27-30.

28. CHAPMAN, J. *Report to the British Library Research and Development Department S1/9/281.* Microfiche. Birmingham: University School of History, 1981.

4.3 Running notes

Running notes are set out in their numerical order. They are placed either below the text on the page where they occur or at the end of the text or of any division of it, e.g. chapter.

A note that refers to a document cited in an earlier note either repeats the full reference or gives the number of the earlier note, with any necessary sub-division, e.g. page number.

If names are abbreviated, note number 1 explains all such abbreviations or states where explanations may be found.

Examples

a) 1. The abbreviations used are:

CRUS = Centre for Research on User Studies

UGC = University Grants Committee

…

8. BURCHARD, J.E. How humanists use a library. *In*: C.F.J. OVERHAGE and J.R. HARMAN, eds. *Intrex: Report on a planning conference and information transfer experiments*, 3 Sep. 1965.

…

15. STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981, **42**(6), pp. 549-560.

…

32. CRANE, D. *Invisible Colleges*. Chicago: University of Chicago Press, 1972.

33. STIEG, ref. 15, p. 556.

34. BURCHARD, ref. 8.

35. SMITH, C. Problems of information studies in history. *In*: S. STONE, ed. *Humanities information research*. Sheffield: CRUS, 1980, pp. 27-30. CHAPMAN, J. *Report to the British Library Research and Development Department S1/9/28*. Microfiche. Birmingham: University School of History, 1981.

b) 1. The abbreviations used are listed on page 357.

…

8. BURCHARD, J.E….

5 Elements of a reference

5.1 Source of data

The data for a reference should be taken from the cited document itself in the form which appears most prominently on the title page or equivalent, e.g. disk label, or from the heading of a contribution. Any additional information supplied by the citer should be given in square brackets. An eye-legible source should be preferred to any other. If possible, the citer should view machine-readable, microform or other audiovisual text to verify data, and should note any differences in brackets.

The guidance in **5.2** to **5.6** illustrates the principles that apply to most documents. For further advice in deciding the appropriate originator, title, etc., see BS 1629.

5.2 Transliteration

Any element not in the roman alphabet should be transliterated or romanized if necessary, in accordance with an appropriate British Standard, e.g. BS 2979, BS 4280 or BS 4812.

5.3 Order of elements

The basic order of elements in normal references should be:

a) originator, if any;

b) year[1];

c) title;

d) material designation, if necessary;

e) production (publisher or equivalent);

f) year[1];

g) numeration within the item (if only a part is cited);

h) location of the item, if rare.

5.4 Titles

If a title is insufficient in itself to identify the document, additional information should be added, e.g. the place of the publication in parentheses for a periodical, "*Nature* (London)".

The title of the main document, but not a contribution, should be distinguished typographically, e.g. set in italic or underlined. For further advice see BS 5261-1.

5.5 Other information

If necessary, the type of document should be stated, e.g. "software", "sound film", "map", or other information relevant to the particular purpose of the citation added, e.g. names of subsidiary originators such as translators, conductors; size or format; language; priority dates of patents; series numeration; availability.

5.6 Examples

The following examples illustrate typical references, in the order for the numeric system. In the Harvard system, the date follows the originator's name.

a) **Reference to a monograph**

Originator	R. Perry
Title	*Shetland sanctuary: birds on the Isle of Noss*
Publisher	London: Faber and Faber
Year	1948
Normal format:	PERRY, R. *Shetland sanctuary: birds on the Isle of Noss*. London: Faber and Faber, 1948.

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[1] In the Harvard system, the year appears second, otherwise it is after the publisher or equivalent.

b) **Reference to a contribution in a monograph**

Originator	C. Smith
Title of contribution	Problems of information studies in history
Originator of monograph	S. Stone, editor
Title of monograph	*Humanities information research*
Publisher	Sheffield: CRUS
Year of publication	1980
Page numbers of contribution	27-30
Normal format:	SMITH, C. Problems of information studies in history. *In*: S. STONE, ed. *Humanities information research.* Sheffield: CRUS, 1980, pp. 27-30.

c) **Reference to a serial**

Title	*Natura* (Amsterdam)
ISSN	0028-0631
Year	1906–
Normal format:	*Natura* (Amsterdam). ISSN 0028-0631. 1906–.

d) **Reference to a contribution in a serial**

Originator	M.F. Stieg
Title of contribution	The information needs of historians
Title of host serial	*College and Research Libraries*
Year	1981
Numeration	Vol. 42, no. 6, pp. 549-560
Normal format:	STIEG, M.F. The information needs of historians. *College and Research Libraries*, 1981, **42**(6), 549-560.

e) **Reference to a patent document**

Originator	Philip Morris Inc.
Title of patent document	*Optical perforating apparatus and system*
Series designation	European patent application 0021165 A1
Date of publication	1981-01-07
Normal format:	PHILIP MORRIS INC. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

f) **Reference to cartographic material**

Originator	James Wyld
Title	*Map of the countries lying between Turkey and Birmah, comprising Asia Minor, Persia, India, Egypt and Arabia and including the Black, Caspian and Red Seas*
Scale	1 : 8 000 000
Published	London: James Wyld
Year	1839
Normal format:	WYLD, James. *Map of the countries lying between Turkey and Birmah, …, 1 : 8 000 000.* London: James Wyld, 1839.

g) **Reference to published music**

Originator	Benjamin Britten
Title	*Eight folk song arrangements, for high voice and harp*
Subsidiary originator	Osian Ellis, editor
Publisher	London: Faber Music
Year	1980
Normal format:	BRITTEN, Benjamin. *Eight folk song arrangements, for high voice and harp*. Osian ELLIS ed. London: Faber Music, 1980.

h) **Reference to an illustration**

Originator	Sylvia Gosse
Title	The Garden, Rowlandson House
Material designation	Etching and aquatint
Year	1912
Location	London: British Museum, Department of Prints and Drawings, Register number 1915-27-41.
Normal format:	GOSSE, Sylvia. The Garden, Rowlandson House. Etching and aquatint, 1912. *At:* London: British Museum, Department of Prints and Drawings. Register number 1915-27-41.

i) **Reference to a sound recording**

Originator	Dexter Gordon
Title	Settin' the pace *In: Long tall Dexter, the Savoy Sessions*

Material designation	12-in, 33 rev/min, stereo sound disk
Production	New York: Arista Records Inc., Distributor
Year	1976
Edition	Originally released on Savoy, 1947, MG 9003
Numeration	SIL 2211, side B, track 5
Normal format:	GORDON, Dexter. Settin' the pace. *In: Long tall Dexter, the Savoy Sessions*. Stereo sound disk. New York: Savoy, 1976, SIL 2211, side B, track 5. Distributed by Arista Records Inc. Originally released on Savoy, 1947, MG 9003.

j) **Reference to a film**

Title	*Macbeth*
Material designation	35 mm, monochrome, optical sound film
Subsidiary originator	Orson WELLES, director
Production	USA: Republic Pictures
Year	1948
Location	London: National Film Archive
Normal format:	*Macbeth*. Film. Directed by Orson WELLES. USA: Republic Pictures, 1948. Location of 35 mm viewing copy. London: National Film Archive.

Annex A Bibliography

BSI standards publications[2)]

BRITISH STANDARDS INSTITUTION, London

BS 5261-1:1975, *Copy preparation and proof correction — Part 1: Recommendations for the preparation of typescript copy for printing.*

BS 7014:1989, *Guide to the romanization of Chinese.*

ISO standards publications[2)]

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), Geneva. (All publications are available from BSI Sales.)

ISO 9:1995, *Information and documentation — Transliteration of Cyrillic characters into Latin characters — Slavic and non-Slavic languages.*

ISO 233:1984, *Documentation — Transliteration of Arabic characters into Latin characters.*

ISO 233-2:1993, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 2: Arabic language — Simplified transliteration.*

ISO 233-3:1998, *Information and documentation — Transliteration of Arabic characters into Latin characters — Part 3: Persian language — Simplified transliteration.*

ISO 259:1984, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 1: Stringent transliteration.*

ISO 259-2:1994, *Information and documentation — Transliteration of Hebrew characters into Latin characters — Part 2: Simplified transliteration.*

ISO 843:1997, *Information and documentation — Conversion of Greek characters into Latin characters.*

ISO 3602:1989, *Information and documentation — Romanization of Japanese (Kana script).*

ISO 7098:1991, *Information and documentation — Romanization of Chinese.*

ISO 9984:1996, *Information and documentation — Transliteration of Georgian characters into Latin characters.*

ISO 9985:1996, *Information and documentation — Transliteration of Armenian characters into Latin characters.*

ISO 11940:1998, *Information and documentation — Transliteration of Thai.*

[2)] The dates given are those of the current edition of the standards referred to. However, any subsequent edition applies as soon as it is published.

List of references

BSI standards publications[3]

BRITISH STANDARDS INSTITUTION, London

BS 1629:1989, *Recommendations for references to published material*[4].
BS 2979:1958, *Transliteration of Cyrillic and Greek characters.*
BS 4280:1968, *Transliteration of Arabic characters.*
BS 4812:1972, *Specification for the romanization of Japanese.*
BS 6371:1983, *Recommendations for citation of unpublished documents*[4].

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[3] The dates given are those of the current edition of the standards referred to. However, any subsequent edition applies as soon as it is published.

[4] Referred to in the foreword only.

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