INTERNATIONAL STANDARD

ISO 12615

First edition
2004-12-01

Bibliographic references and source identifiers for terminology work

Références bibliographiques et indicatifs de source pour les travaux terminologiques

Reference number
ISO 12615:2004(E)

PDF disclaimer

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

Contents

Page

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of technical committees is to prepare International Standards. Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 12615 was prepared by Technical Committee ISO/TC 37, *Terminology and other language resources*, Subcommittee SC 2, *Terminology and lexicography*.

Introduction

The recording, storing and exchange of bibliographic data on sources requires a coherent methodology of bibliographic description and coding. A number of documentation standards deal with closely related matters, but none cover the specific requirements that are unique to terminology work and terminography. This International Standard employs the methodology for formulation of bibliographic references given in ISO 690 and ISO 690-2.

ISO 690 and ISO 690-2 are intended for use by authors and editors in the compilation of references for inclusion in a bibliography, and in the formulation of citations within the text corresponding to the entries in that bibliography. An important part of the work of terminologists involves identifying the terminology content of documents for subsequent use, extracting and analysing such terminology content, and in identifying the bibliographic source that has been the basis of their decisions. The manner of representing bibliographic information described in ISO 690 and ISO 690-2 is convenient for this purpose. The most obvious application is in the assemblage of terminological data where the focus is the term or concept. In this context, the bibliographic source is just one of the categories of information to be included.

This International Standard provides explanatory material and additional specifications for use when referring to bibliographic sources in terminology work. The structure proposed for bibliographic references is then used to demonstrate an abridged system of coding that can be used to avoid unnecessary repetition of complete references.

Bibliographic references and source identifiers for terminology work

1 Scope

This International Standard applies to the recording, storing and exchange of information on bibliographic sources for terminological work and terminography. It specifies the data elements to be included in bibliographic references for terminology work. These references can be used as data categories in computer applications in terminology or in presenting bibliographies and lists of references accompanying other textual matter, and citations in journal articles. This International Standard does not apply to bibliographic descriptions that record and identify documents and are used by librarians, bibliographers and indexers.

This International Standard also describes source identifiers for different types of bibliographical references and their use. It indicates how the data elements from the bibliographic reference can be reflected in a source identifier, and how its constituent parts can be assembled to provide a unique identifier.

This International Standard will facilitate the following:

— identifying, tracing and validating terminological data and other language resources;

— cross-referencing to documents containing terminological data;

— data flow management in networking and other cooperative work in terminology documentation and terminography;

— exchange of terminological data;

— preparation of technical documents;

— carrying out of individual projects of terminology and terminography.

This International Standard does not take into account needs for a simpler approach that could be fulfilled by ISO 15836.

2 Normative references

The following referenced documents are indispensable for the application 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 639-1:2002, *Codes for the representation of names of languages — Part 1: Alpha-2 code*

ISO 639-2:1998, *Codes for the representation of names of languages — Part 2: Alpha-3 code*

ISO 690:1987, *Documentation — Bibliographic references — Content, form and structure*

ISO 690-2:1997, *Information and documentation — Bibliographic references — Part 2: Electronic documents or parts thereof*

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application*

ISO 1087-2:2000, *Terminology work — Vocabulary — Part 2: Computer applications*

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

ISO 3166-1:1997, *Codes for the representation of names of countries and their subdivisions — Part 1: Country codes*

ISO 3166-2:1998, *Codes for the representation of names of countries and their subdivisions — Part 2: Country subdivision code*

ISO 3166-3:1999, *Codes for the representation of names of countries and their subdivisions — Part 3: Code for formerly used names of countries*

ISO 3297:1998, *Information and documentation — International standard serial number (ISSN)*

3 Terms, definitions and abbreviations

3.1 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087-1 and ISO 1087-2 and the following apply.

3.1.1
document
recorded information together with the medium on which it has been recorded

3.1.2
computer bulletin board
computer system in which information and messages concerning a given topic or topics are made available for viewing by remote users who access the system

NOTE Adapted from ISO 690-2:1997.

3.1.3
computer program
schedule or plan that specifies actions expressed in a form suitable for execution by a computer

[ISO 690-2:1997]

3.1.4
contribution
independent unit forming part of a **document** (3.1.1)

[ISO 690-2:1997]

3.1.5
electronic discussion list
discussion group on a given topic or topics that takes place over a computer network among subscribers to an electronic mailing list and in which the contributions from individual participants are sent automatically as electronic messages to the entire list of subscribers

NOTE Adapted from ISO 690-2:1997.

3.1.6
ephemeral material
documents (3.1.1) with a purpose that is temporary or that passes away with time

3.1.7
host document
document (3.1.1) containing contributions or separately identifiable component parts which are not physically or bibliographically independent

[ISO 690:1987]

3.1.8
monograph
a non-serial bibliographic item, i.e. an item either complete in one part or complete (or intended to be completed) in a finite number of separate parts

[ISO 690:1987]

3.1.9
serial
a 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 690:1987]

3.1.10
translation
derivative **document** (3.1.1) presenting, in another language, the equivalent of a text

3.1.11
bibliographic reference
description of a **document** (3.1.1), or of part of a **document** (3.1.1), sufficiently precise and detailed to identify it and enable it to be located

NOTE When listed in a document which cites the work in question, the bibliographic references are usually headed “References”.

3.1.12
record
set of data elements treated as a unit

3.1.13
title
word or phrase usually appearing on the **document** (3.1.1), 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** (3.1.1)

[ISO 690-2:1997]

3.1.14
author
person or corporate body responsible for the intellectual or artistic content of a **document** (3.1.1)

3.1.15
bibliography
systematic description and listing of **documents** (3.1.1), especially when reasonably comprehensive in its context

3.1.16
citation
bibliographic reference (3.1.11) linked systematically to a text which quotes or refers to the work that the reference identifies

3.2 Abbreviations

ISBN International Standard Book Number

ISSN International Standard Serial Number

SICI Serial item and contribution identifier

XML eXtensible Markup Language

4 Forms of publications

Terminologists make use of a variety of bibliographic source materials. Terminological data collections, such as dictionaries and glossaries, are of particular interest. Frequently, the terminologist is only interested in part of a particular publication (e.g. a hidden glossary or index). The reference needs to highlight the information that is relevant to terminology work, and give less detail on other matters.

The following are the forms of publication in which most terminological information is found:

— monographs (in full, or from a contribution thereto);

— serials (in full, or from a contribution thereto);

— standards, in particular terminology standards;

— laws and regulations;

— ephemeral non-electronic material;

— acoustic information (speech and sound recordings);

— computer programs;

— electronic sources, such as terminological and other databases, terminologies published in electronic form, serials published in electronic form, electronic message systems and individual electronic messages.

5 Use of bibliographic references and source identifiers in terminology work

5.1 General

The variety of applications means that, in practice, different methods and levels of detail are used to record bibliographic information on terminology sources. Whatever the form of the information and the manner of presentation of the bibliographic reference, the level of detail shall be appropriate to the use, the conventions shall be followed strictly, and the information shall be recorded as accurately as possible.

The level of detail shall be sufficient to clearly and unambiguously identify the bibliographic source which is being cited. For each publication source type, the sequence in which the constituent parts are presented shall always be the same.

5.2 Bibliographic references

Bibliographic references are most commonly used as follows:

— for recording the bibliographic source in a computer application in terminology;

— for a manual purpose analogous to the computer application above;

— for presenting lists of references (e.g. bibliographies in support of other textual matter, citations in journal articles).

5.3 Source references

Source identifiers are most commonly used for the following:

— the source identifier data category in computer applications in terminology;

— manual purposes analogous to the computer application above.

6 Bibliographic references

6.1 General

The basic content, form and structure of bibliographic references shall be in accordance with ISO 690 or ISO 690-2. These International Standards, the first dealing with documents in general and the second with electronic documents, identify the elements of bibliographic references for various document types and establish a standard order or sequence for the presentation of those elements. Examples of bibliographic references for all document types are given in Annex A. In the tabulations of bibliographic reference elements according to ISO 690 and ISO 690-2, optional bibliographic reference elements are shown in italics, and required bibliographic reference elements are shown in medium text. ISO 690 and ISO 690-2 do not include notes concerning bibliographic reference elements for some fields, although this may be needed for terminology work. A note has been added as an optional field in appropriate cases.

Other clauses of ISO 690 and ISO 690-2 specify general conventions for the data included in the bibliographic references. Where options are provided and it is possible to make a recommendation that is appropriate to terminology work, this is given in 6.3.

6.2 Document types

6.2.1 Standards

ISO 690 does not identify standards as a document type, and the standards bodies have established their own method of referring to standards publications which does not conform to the recommendations for monographs and serials. A standards identifier is employed which consists of the standard number (followed by the part) plus the date (e.g. ISO 2709:1996). A reference to a specific subdivision or other numbered element of the text follows the date, after a comma (e.g. BS 4884-3:1993, Figure 1). In standards publications, normative references are cited by identifier or title as appropriate, and informative references are cited by the identifier followed by the title.

For bibliographical references in terminology work, the elements shall be the following:

— standards identifier (required);

— title (optional).

6.2.2 Laws and regulations

The ISO 690 specifications for monographs apply to laws and regulations. Sometimes a responsible organization is mentioned and can be given as the primary responsibility (author). In other cases, the name of the jurisdiction for the law or regulation shall be employed. It may be a country, region or district.

EXAMPLE 1 Primary responsibility (author): UNITED KINGDOM.
Title: Building Act 1984, Chapter 55.

EXAMPLE 2 Principal responsibility (author): RICHMOND (US).
Title: Building code of the city of Richmond, Virginia.

Where the responsibility is delegated to an administrative department, the form “France. Ministère des transports” shall be employed, unless the document appears in a series issued by the delegating body when this context shall be reflected in the description.

EXAMPLE 3 Primary responsibility (author): UNITED KINGDOM.
Title: Building Standards (Scotland) Amendment Regulations 1993.

Series: Statutory Instruments 1993 No. 1457.

EXAMPLE 4 Primary responsibility (author): UNITED KINGDOM. Scottish Office.
Title: Technical standards for compliance with the Building Standards (Scotland) Regulations 1990, as amended by the Building Standards (Scotland) Amendment Regulations 1993.

The title of regulations having the force of law shall be that of the individual regulations, not that of the statute from which the regulations derive.

In the legislation of many countries, the date is an integral part of the title. All laws and regulations on the same theme carry the same title, and the date is the principal means of distinguishing them from each other. This makes the date even more important than it is for standards, where the date serves mainly to indicate the version that is current at a particular point in time. There may be statutes on the same theme every year (e.g. Finance Act), and many of the clauses from all of them are intended to remain in force for a number of years. Repetition of the date in the bibliographic reference is no more than a practical inconvenience.

6.2.3 Terminological databases

The ISO 690-2:1997 specifications for databases apply to terminological databases as the following example shows:

COUNCIL OF THE EUROPEAN UNION. General Secretariat. Terminological Information System [online]. Brussels (BE): Council of the European Union, May 1999- [cited 30 November 2000]. Updated daily. Software version 2.3.

In Danish, Dutch, English, Finnish, French, German, Greek, Irish, Italian, Latin, Portuguese, Spanish, Swedish. Available from Internet URL: <http://tis.consilium.eu.int/>.

6.2.4 Acoustic information and ephemeral non-electronic material

ISO 690 and ISO 690-2 can be applied to the less conventional material collected by a terminology centre. If none of the document types of ISO 690 or ISO 690-2 seem to apply, the nearest document type shall be selected and a reference formulated in accordance with its conventions. For example, a sound recording of speech by a single individual (an oral message) may be treated as a monograph. Data for any of the relevant elements of the bibliographic reference shall be sought from appropriate sources, if not available in the item itself. However, a degree of incompleteness may be acceptable.

6.3 Specification details

6.3.1 Countries

ISO 690 indicates that the names of countries may be used to differentiate places having the same name. Because, in terminology work, it is useful to be able to identify the country from which the material originates without risk of ambiguity, this International Standard requires that the country shall always be specified, and shall appear in parenthesis in the coded form given by ISO 3166.

6.3.2 Notes

ISO 690 and ISO 690-2 provide information for the Notes (or other information) concerning a bibliographic reference element. In addition to the options given (which differ in the two standards), the following types of information may be needed in a bibliographic reference for terminology purposes:

— language (for the names of languages, reference shall be made to ISO 639);

— the names of other persons associated with the production of the document, introduced by words describing their role;

NOTE These are persons additional to those included in the primary or secondary responsibility elements.

— other document features (e.g. contains a glossary, index, list of equivalent terms). The location of the indicated feature within the larger work shall be specified by a page number, and, if appropriate, a language code shall be added in parenthesis.

7 Source identifiers

7.1 General characteristics

Where frequent reference has to be made to the same document (e.g. in a term bank), a code can be used as a substitute for the bibliographic reference. A file of bibliographic references still has to be maintained so the complete information can be located when required.

Source identifiers can be significant, partially significant or non-significant. The degree of significance refers to the amount of information that may be deduced from the code itself. For example, an ISBN is partially significant, and a running number is non-significant. For systems used by a single organization, a significant code is often employed, but for large organizations or those contemplating exchange, brevity and predictability are more important. Generally speaking, the more significant the code, the more critical the measures that have to be taken to ensure that the code is unique.

Partially significant or non-significant source identifiers are usually employed in electronic systems. The source identifiers in a terminological data record are linked electronically with a separate file giving bibliographic references, and the user is often not aware that one has been substituted for the other.

In an interchange format, source identifiers will only be of value if the parties to the interchange have some means of relating the source identifier to a bibliographic reference. This can be achieved if the parties have access to a common pool of bibliographic references, or a completely predictive method for producing identifiers (i.e. where two individuals acting independently will produce the same source identifier for the same document).

Generally speaking, source identifiers cannot be interpreted without reference to another source. An ISBN uniquely identifies a document, but a person looking at the ISBN cannot readily identify what the book is, although the searcher should be able to deduce something about its origins, and may be able to order it through the book trade. Standards are different. The standardization bodies have established their own system of identifiers for use in source identifiers and bibliographic references. Other document types require an index of source identifiers, showing the bibliographic reference that a given source identifier represents,

and a file of bibliographic references showing, among other things, the source identifiers for specific documents.

Before bringing a source identifier into use, checks shall be made to ensure the following:

— the rules for formulation of source identifiers have been followed;

— the source identifier is unique (i.e. has not been used to represent another document);

— the same document has not already been assigned a different source identifier.

A simple running number gives the most effective means of control. However, it is only meaningful within the context of a particular set of documents. The system of source identifiers in 7.2 is based on four fundamental tenets:

a) it is based on information that is normally present in the document;

b) it is highly predictable, and similar identifiers should be assigned by different individuals and organizations to the same document;

c) it incorporates features from internationally recognized systems of description;

d) it utilizes information that will normally be found in the bibliographic reference, although no attempt has been made to represent every facet of the bibliographic reference, or to include every piece of “essential” information.

Nevertheless, there will be a number of documents in any collection that cannot be coded in accordance with the principles enunciated in 7.2 because key pieces of information do not exist or are not available. Many electronic documents lack an ISBN or ISSN, for example. A system for coding these is given in Annex B.

7.2 System of source identifiers

7.2.1 General

The system proposed here is based on the Serial item and contribution identifier (SICI) which is a National Standards Information Organization standard (Z39.56). This provides a mechanism for the unique identification of either an issue of a serial title or a contribution (e.g. article) within a serial, regardless of the distribution medium (paper, electronic, microfilm, etc.). Its features have been adapted to provide source identifiers for different types of documents. The system proposed here is an option to be applied to languages that use the Roman alphabet for their orthography.

7.2.2 Common source identifier elements

7.2.2.1 Titles

Where required, this element consists of up to six uppercase letters. The first six words of the title are chosen (including any sub-title), and the first letter of each is selected. In languages which use an alphabet for their orthography, a word is any string of characters without spaces (e.g. LP for L’Anogie Perdue). If the character selected is not in the set A-Z, a-z because the language is not English, transliterate the word and take the first character of the transliterated word. Arabic numbers are accepted as characters or words (e.g. 101 is represented by 1). A sequence of roman numerals is treated as a word made up of alphabetic characters (e.g. XV is represented by X).

EXAMPLE TTTDBS for:

The Team Terminology Data Bank System, Language Services Department, Siemens AG, Munich, Republic of Germany

Sometimes the “title” is a single word, an acronym or name of a system. In such cases, the first six characters shall be taken from this word, if available (e.g. an article on the Co-operative Online Resource Catalogue, with CORC as its title, shall have CORC as its title code).

7.2.2.2 Dates

Year or precise date of publication in parenthesis in the form (YYYYMMDD). The text within parenthesis shall consist of four, six or eight Arabic numerals. SICI provides additional codes for seasons (Spring to Winter 21-24) and quarters of the year (1st to 4th quarter 31-34).

7.2.3 Contribution elements

The set of contribution elements are used to identify a specific contribution. These comprise the location at which the contribution begins and the title code if required (see 7.3).

The text is given within angle brackets. Where the document is a complete monograph, serial or issue of a serial publication, there will be no information to insert within the angle brackets (i.e. they appear simply as <>).

7.2.4 Structural source identifier elements

The structural elements describe general characteristics of the item in a code system of n.n.

The first digit indicates whether the complete monograph is being referred to, or a contribution:

1 complete monograph or serial;

2 contribution to monograph or serial.

The second digit refers to derivative parts of the item which have already been identified:

0 refers to whole item and not a derivative part;

1 refers to table of contents;

2 refers to index.

7.2.5 Source identifier elements providing supplementary information

7.2.5.1 General

The supplementary elements specified below follow, without an interval, the structural element referred to above (see 7.2.4). They are optional and need only be included if required. If more than one of these additional elements applies to the document, the sequence is that shown in this example.

EXAMPLE <>1.0TX.!glfr

7.2.5.2 Medium identifier

SICI incorporates a medium/format identifier to allow for distinctions to be made among a variety of presentation formats:

TX printed text

TL printed text loose-leaf

TH printed text hardbound

TS printed text softcover

TB braille

CD computer-readable optical media (CD-ROM)

CF computer-readable magnetic disk media

CT computer-readable magnetic tape media

CO online (remote)

HE microfiche

HD microfilm

SC acoustic information

VX video recording

ZN multiple physical forms

ZU physical form unknown

ZZ other physical form

7.2.5.3 Translations

If a bibliographic source is a translation of another work, this is indicated by an exclamation mark.

7.2.5.4 Hidden glossaries and indexes

If the document being referred to is an index, or if the bibliographic reference relates only to the index then the code in 7.2.4 shall be employed. However, if the whole of a document containing an index is of interest, and it is desired to indicate the presence of an index, then the following codes are utilized:

Glossary gl

Index i

NOTE If both codes are applicable, they are presented without an interval in the order shown above (e.g. gli).

7.2.5.5 Language codes

Language codes shall be used in accordance with ISO 639, using the two-character code. A maximum of three codes may be given. They are presented sequentially in alphabetical order, without an interval (e.g. enfr).

7.3 Source identifiers for different document types

7.3.1 Monographs

For monographs, the source identifier is structured as follows:

— ISBN (in the form prescibed in ISO 2108);

— date;

— volume number (one or more Arabic numerals in parentheses);

— contribution element (angle brackets with no data between them (i.e. <>);

— structural element (1.0.);

— supplements (if any).

This specification shall apply to electronic monographs, databases, laws and regulations.

EXAMPLE ISBN 83-85063-75-7(1992)<>1.0.TX.! for:

WERTHEIM, J., OXLADE, C., and WATERHOUSE, J. Illustrowana encyklopedia szkolna. Chemia. Translated by A. Kacperska. Łódź (PL): Res Polona, 1992. 129 p. Translation of: Dictionary of chemistry. ISBN 83-85063-75-7.

7.3.2 Standards

The standards identifier, as described in 6.2.1, shall be given in the prescribed form as the source identifier.

EXAMPLE ISO 1087-1:2000 for:

ISO 1087-1:2000, *Terminology work — Vocabulary — Part 1: Theory and application.*

7.3.3 Serials, electronic message systems

For serials and electronic message systems, the source identifier is structured as follows:

— ISSN (in the form prescribed in ISO 3297);

— date;

— contribution element (angle brackets with no data between them (i.e. <>);

— structural element (1.0.);

— supplements.

For a complete run, partial run or serial that is still being published, the date shall relate to the commencement of the holding. If the holding is partially electronic, separate source identifiers shall be used for the two periods using the media identifier to distinguish the different versions. The date given for the electronic serial or message system will normally be the commencement date for files which were accessible on the citation date.

EXAMPLE ISSN 0251-5253(1984)<>1.0. for:

TermNet News, International Information Centre for Terminology, Canada (CA). 1984- (holding commencing with issue 8). ISSN 0251-5253.

7.3.4 Contributions to monographs

For contributions to monographs, the source identifier is structured as follows:

— ISBN (in the form prescribed in ISO 2108);

— date;

— volume number (one or more Arabic numerals in parenthesis);

— first page number of the contribution (number in angle brackets);

— structural element (2.0.);

— supplements.

EXAMPLE ISBN 0-14-080451-1(1971)<165>2.0. for:

Societal reactions to suicide: the role of coroners' definitions by J. M. Atkinson (pp. 165-191) in Images of deviance edited by Stanley Cohen, Harmondsworth (GB): Penguin Books, 1971. ISBN 0-14-080451-1.

7.3.5 Serial item and contribution identifiers

As indicated above (see 7.2.1) the system proposed here is based on SICI, which is a National Standards Information Organization standard (Z39.56). This provides a mechanism for the unique identification of either an issue of a serial title or a contribution (e.g. article) within a serial, regardless of the distribution medium (paper, electronic, microfilm, etc.). The supplementary information for terminology purposes introduced in 7.2.5 means that the source identifier is not identical with SICI. Also, an SICI record terminates with a check digit. Although there is no obligation to adopt SICI conventions, it is considered desirable to follow similar practices in terminology work wherever possible. Also, SICI is included as a data element in Electronic Data Interchange (EDI) environments.

The source identifier is structured as follows:

— ISSN (in the form prescribed in ISO 3297);

— date;

— volume and number: the two figures separated by a colon;

— location of the contribution followed by the title code (within angle brackets separated by a colon);

— structural element (2.0.);

— supplements.

EXAMPLE ISSN 0024-2195(2000)102:11<>1.0. for:

Library Association Record. November 2000, vol. 102, No. 11. ISSN 0024-2195.

When only a continuous numbering scheme is employed, then this is used alone.

EXAMPLE ISSN 0251-52537(1981)1<>1.0. for:

TermNet News.1981, No. 1 (no volume number). ISSN 0251-5253.

EXAMPLE ISSN 0008-7269(200021)135<1:CAIATW>2.0. for:

TOTH, Ben. Cataloguing and indexing and the web. Catalogue & Index. Spring 2000, No. 135, pp. 1-2. ISSN 0008-7269.

8 Exchange of bibliographic references and source identifiers

8.1 Exchange of terminological data

Source and source identifier are two data categories within a terminological data record. The bibliographic reference is the data element for the source data category and the source identifier for the source identifier data category. This International Standard will facilitate the exchange of bibliographic references and source identifiers as part of terminological data records.

8.2 Other exchanges

Bibliographic references and source identifiers can be exchanged in other contexts using the generalized exchange format of ISO 2709 or XML. Bibliographic references can be treated as single indivisible data elements, even though they are compounds of a number of recognizable elements of information. They can be transferred with a source identifier in a record of two data elements. If source identifiers are used and it is necessary to transfer them separately, the connectivity between source identifiers and the bibliographic references referred to in 7.1 will need to be addressed. The source identifier may not be usable without a linkage to the bibliographic reference.

The use of bibliographic data in terminology work is evolving, and more sophisticated exchanges may take place in the future. Annex C shows how XML models can be used to exchange bibliographic references.

9 Experts' registers

Most terminology centres maintain details of individuals with whom they have been in contact, or with whom they may wish to make contact in the future. These experts can be people who have provided verbal submissions, or who have offered comments on definitions, or who can be approached in the future for their opinions. Many of them will be mentioned in bibliographic references as authors, or as having a subordinate responsibility for publications. They may be mentioned in notes. It is desirable to make a distinction between information needed for the bibliographic reference and what may be needed to maintain or establish contact with an individual. The bibliographic reference should be based on information given in the document itself. It should be confined to the individual’s full name and role in relation to the work. Other details should be included in the experts' register. These will include: individual's full name, sex, education and training, subject knowledge, language expertise, present area of work, employer, address, telephone number, e-mail address, involvement in standardization. Of course, only information offered, or in the public domain, should be included, and it is not suggested that all these categories should necessarily be completed for all individuals. Also, it may be appropriate to inform the persons that they are being included in such a register. In some countries, there may be a legal requirement to declare that such a file is being maintained, and there may be restrictions on the passing of information contained in such a register to other centres.

10 Lists of bibliographic references

ANSI/NISO Z39.56:1996 (Version 2). SICI: Serial Item and Contribution Identifier Standard.

Annex A
(informative)

Examples of bibliographic references based on ISO 690 and ISO 690-2

A.1 General

In the examples given in this Annex, bibliographic reference elements are shown against data for a document of the relevant type. The complete bibliographic reference is given at the end. Specifications on the bibliographic reference elements are provided in ISO 690 and ISO 690-2. Only the names of the elements are included here. The bibliographic reference elements which are optional are given in italics. The examples provided include both required and optional elements. ISO 690 and ISO 690-2 contain provisions for the simplification of records in appropriate circumstances (e.g. abbreviation of forenames to initials).

A.2 Monographs

Bibliographic reference elements:	Example:
Primary responsibility (author)	WERTHEIM, J., OXLADE, C., and WATERHOUSE, J.
Title	Illustrowana encyklopedia szkolna. Chemia
Subordinate responsibility	Translated by A. Kacperska.
Edition	
Place of publication	Łódź (PL)
Publisher	Res Polona
Year of publication	1992
Extent	129 p.
Series	
Notes	Translation of: Dictionary of chemistry
Standard number	ISBN 83-85063-75-7

WERTHEIM, J., OXLADE, C., and WATERHOUSE, J. Illustrowana encyklopedia szkolna. Chemia. Translated by A. Kacperska. Łódź (PL): Res Polona, 1992. 129 p. Translation of: Dictionary of chemistry. ISBN 83-85063-75-7.

A.2.1 Contributions to monographs

Bibliographic reference elements:	Example:
Primary responsibility (author) for contribution	ATKINSON, J. Maxwell
Title	Societal reactions to suicide: The role of coroners' definitions
Primary responsibility (author) for host	COHEN, Stanley
Title	Images of deviance
Place of publication	Harmondsworth (GB)

Publisher	Penguin Books
Year of publication	1971
Location within host	pp. 165-191
Notes	
Standard number	ISBN 0-14-080451-1

ATKINSON, J. Maxwell. Societal reactions to suicide: the role of coroners' definitions. *In* COHEN, Stanley (ed). Images of deviance. Harmondsworth (GB): Penguin Books, 1971. pp. 165-191. ISBN 0-14-080451-1.

A.2.2 Parts of monographs

Bibliographic reference elements:	Example:
Primary responsibility (author)	MARTIN, Bruce
Title of host	Joints in buildings
Numeration of part	
Subordinate responsibility	
Place of publication	London (GB)
Publisher	George Godwin Ltd.
Year of publication	1977
Location within host	Chapter 4, Jointing products, pp. 27-38
Notes	Contains a glossary
Standard number	ISBN 0-7114-4001-8

MARTIN, Bruce. Joints in buildings. London (GB): George Godwin Ltd, 1977. Chapter 4, Jointing products, pp. 27-38. Contains a glossary. ISBN 0-7114-4001-8.

A.3 Serials

Bibliographic reference elements:	Example:
Title	Neoterm
Responsibility	International Committee for Unification of Terminological Neologisms
Edition	
Issue designation (dates and/or numbers)	1984-
Place of publication	Warszawa (PL)
Publisher	International Committee for Unification of Terminological Neologisms
Year of publication	1984-
Series	
Notes	Text in English and French
Standard number	ISSN 0239-8028

Neoterm. International Committee for Unification of Terminological Neologisms. 1984-. Warszawa (PL): International Committee for Unification of Terminological Neologisms, 1984-. Text in English and French. ISSN 0239-8028.

A.4 Articles and other contributions to serials

Bibliographic reference elements:	Example:
Primary responsibility (author)	TOTH, Ben
Title	Cataloguing and indexing and the web
Subordinate responsibility	
Title of host document	Catalogue & Index
Edition	
Location within host : Year, issue designation, pagination of part	Spring 2000, No. 135, pp.1-2
Notes	
Standard number	ISSN 0008-7269

TOTH, Ben. Cataloguing and indexing and the web. Catalogue & Index. Spring 2000, No. 135, pp. 1-2. ISSN 0008-7269.

A.5 Electronic monographs, databases and computer programs

A.5.1 Entire documents

Bibliographic reference elements:	Example:
Primary responsibility (author)	COUNCIL OF THE EUROPEAN UNION. General Secretariat
Title	Terminological Information System
Type of medium	[online]
Subordinate responsibility	
Edition	
Place of publication	Brussels (BE)
Publisher	Council of the European Union
Date of publication	May 1999-
Date of update/revision	Updated daily
Date of citation — online document	[cited 30 November 2000]
Date of citation — other document	
Series	
Notes	Software version 2.3. In Danish, Dutch, English, Finnish, French, German, Greek, Irish, Italian, Latin, Portuguese, Spanish, Swedish
Availability and access — online document	Available from Internet URL: <http://tis.consilium.eu.int/>

Availability and access — other document

Standard number

COUNCIL OF THE EUROPEAN UNION. General Secretariat. Terminological Information System [online]. Brussels (BE): Council of the European Union, May 1999- [cited 30 November 2000]. Updated daily. Software version 2.3.

In Danish, Dutch, English, Finnish, French, German, Greek, Irish, Italian, Latin, Portuguese, Spanish, Swedish. Available from Internet URL: <http://tis.consilium.eu.int/>.

A.5.2 Parts of monographs, databases or computer programs

Bibliographic reference elements:	Example:
Primary responsibility (of host document)	DALBY, David
Title (of host document)	Linguasphere Register of the World's Languages and Speech Communities
Type of medium	[online]
Subordinate responsibility (of host document)	
Edition	
Place of publication	[Aberystwyth (GB)]
Publisher	Linguasphere Press
Date of publication	1999
Date of update/revision	
Date of citation — online document	[11 February 2001]
Date of citation — other document	
Chapter or equivalent designation (of part)	
Title (of part)	Celtic phylozone: sample extracts
Numeration within host document	
Location within host document	ID number: 50=
Notes	
Availability and access — online document	Available from World-Wide Web URL: <http://www.linguasphere.org/>
Availability and access — other document	
Standard number	

DALBY, David. Linguasphere Register of the World's Languages and Speech Communities [online]. Aberystwyth (GB): Linguasphere Press, 1999. [cited 11 February 2001]. Celtic phylozone: sample extracts. ID number: 50=. Available from World-Wide Web URL: <http://www.linguasphere.org/>.

A.5.3 Contributions to monographs, databases or computer programs

Bibliographic reference elements:	Example:
Primary responsibility (author of contribution)	MCCONNELL, W. H.
Title (of contribution)	Constitutional history
Primary responsibility (of host document)	
Title (of host document)	The Canadian Encyclopedia
Type of medium	[CD-ROM]
Subordinate responsibility of host document	
Edition	Macintosh version 1.1
Place of publication	Toronto (CA)
Publisher	McClelland & Stewart
Date of publication	1993
Date of update/revision	
Date of citation — online document	
Date of citation – other document	
Series	
Notes	
Availability and access – online document	
Availability and access – other document	
Standard number	ISBN 0-7710-1932-7

MCCONNELL, W.H. Constitutional History. *In* The Canadian Encyclopedia [CD-ROM]. Macintosh version 1.1. Toronto (CA): McClelland & Stewart, c. 1993. ISBN 0-7710-1932-7.

A.5.4 Serials

Bibliographic reference elements:	Example:
Title	D-lib Magazine
Type of medium	[online]
Edition	
Place of publication	Reston (US)
Publisher	Corporation for National Research Initiatives
Date of publication	1995-
Date of citation — online document	[11 February 2001]
Date of citation — other document	
Series	
Notes	
Availability and access — online document	Available from World-Wide Web URL: <http://www.dlib.org/>

Availability and access — other document

Standard number	ISSN 1082-9873

D-lib Magazine [online]. Reston (US): Corporation for National Research Initiatives. 1995-. [cited 11 February 2001]. Available from World-Wide Web URL: <http://www.dlib.org/>. ISSN 1082-9873.

A.5.5 Articles and other contributions to serials

Bibliographic reference elements:	Example:
Primary responsibility (author of contribution)	PETERS, Carol and PICCHI, Eugenio
Title of contribution	Across languages, across cultures: issues in multilinguality and digital libraries
Title (of serial)	D-lib Magazine
Type of medium	[online]
Edition	
Issue designation	May 1997, vol. 3, No. 5
Date of update/revision	
Date of citation — online document	[11 February 2001]
Date of citation — other document	
Location within host document	
Notes	
Availability and access — online document	Available from World-Wide Web URL: <http://www.dlib.org/dlib/may97/peters/05peters.html>
Availability and access — other document	
Standard number	ISSN 1082-9873

PETERS, Carol and PICCHI, Eugenio. Across languages, across cultures: issues in multilinguality and digital libraries. D-lib Magazine [online]. May 1997, vol. 3, No. 5 [cited 11 February 2001]. Available from World-Wide Web URL: <http://www.dlib.org/dlib/may97/peters/05peters.html>. ISSN 1082-9873.

A.5.6 Computer bulletin board, electronic discussion list and message systems

Bibliographic reference elements:	Example:
Title	Electronic Document Distribution (EDD)
Type of medium	[online]
Place of publication	London (GB)
Publisher	British Standards Institution
Date of publication	1999-
Date of citation — online document	[10 February 2001]
Date of citation — other document	

Notes

Availability and access: online document	Available from Internet URL: <http://edd.bsi.org.uk/>
	Access restricted to committee members

Availability and access — other document

Electronic document distribution (EDD) [online]. London (GB): British Standards Institution, 1999- [cited 10 February 2001]. Available from Internet URL: <http://edd.bsi.org.uk/>. Access restricted to committee members.

A.5.7 Electronic messages

Bibliographic reference elements:	Example:
Primary responsibility (author of message)	SCIBOR, Eugeniusz
Title (of message)	Situation of ISO 12615
Title (of host message system)	
Type of medium	[online]
Subordinate responsibility/Recipients	Message to: Michael ROBERTS
Place of publication	
Publisher	
Date of publication (e.g. date sent)	5 January 2001
Date of citation	[cited 16 January 2001]
Numeration within host message system	
Location within host message system	
Availability and access	
Availability and access — personal or unpublished communications	
Notes	Personal communication

SCIBOR, Eugeniusz. Situation of ISO 12615 [online]. Message to: Michael ROBERTS. 5 January 2001 [cited 16 January 2001]. Personal communication.

Annex B
(informative)

Source identifiers for documents lacking an ISBN or ISSN

B.1 General

These rules do not apply to document types catered for in 7.3 (e.g. standards, articles in serials that have an ISSN or contributions to monographs that have an ISBN).

As a substitute for the ISBN or ISSN, primary responsibility (authorship) is represented using the rules indicated below, and the title is represented using the rules in 7.2.2.1.

The method of formulating a source identifier described below is based on Arabic numerals and Roman script, the assumption being that characters from other scripts will be transliterated. The system proposed here is an option to be applied to languages that use the Roman alphabet for their orthography.

B.2 Common source identifier elements (additional to those in 7.2.2)

B.2.1 Primary responsibility (author)

Personal authors are represented by two lowercase letters, usually the initials (e.g. jw for J. Wertheim). If there are two or three authors, the segments for particular authors are separated by a comma (e.g. ag, bd, fh).

Corporate authors are represented by up to six lowercase letters, preferably the characters of an acronym or other abbreviation (e.g. unesco for United Nations Educational, Scientific and Cultural Organization). Such a convention will apply to many businesses, but for others a word within the name that is similar in character to a surname may be selected (e.g. smith for W.H. Smith, drew for Drew Scientific Instruments).

B.2.2 Title

See 7.2.2.1.

B.3 Document types

B.3.1 Monographs and databases

For monographs and databases, the source identifier is structured as follows:

— primary responsibility (author);

— title;

— date of publication (four Arabic numerals in parenthesis);

— volume number (one or more Arabic numerals in parenthesis);

— contribution element (angle brackets with no data between them, i.e. <>);

— structural element (<>1.0.);

— supplements.

B.3.2 Contributions to monographs

For contributions to monographs, the source identifier is structured as follows:

— primary responsibility (author) for contribution;

— title;

— colon;

— primary responsibility (author) for host;

— title;

— date;

— volume number (one or more Arabic numerals in parentheses);

— first page number of the contribution (number in angle brackets);

— structural element (2.0.);

— supplements.

EXAMPLE (assumes there is no ISBN for this volume)
wmTCOTTT:to(1990)(1)<98>2.0. 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 of the First International ISKO Conference, Darmstadt, 14 to 17 August 1990, vol. 1

(Edited by R Fugmann). Indeks Verlag: Frankfurt am Main (GE), 1990. pp. 98-106.

B.3.3 Serials, electronic message systems

For serials and electronic message systems, the source identifier is structured as follows:

— title of serial (first two letters of the first important word, uppercase);

— responsibility (first three characters of thefirst important word in lowercase);

— date;

— contribution element (angle brackets with no data between them, i.e. <>);

— structural element (1.0.);

— supplements.

For a complete run, partial run or publication that has not ceased, the date shall relate to the commencement of the holding. If the holding is partially electronic, separate source identifiers shall be used for the two periods. The date given for the electronic serial or message system will normally be the commencement date for the files which are currently accessible.

EXAMPLE PRmic(1993)<>1.0.CD for:
Profile Canada [CD-ROM], Toronto (CA): Micromedia. 1993-. Quarterly.

B.3.4 Contributions to serials

For contributions to serials, the source identifier is structured as follows:

— primary responsibility (author);

— colon;

— title of host document (first two letters of the first important word, uppercase);

— date;

— volume number (if any) (in Arabic numerals followed by a colon);

— issue number;

— pagination followed by title (Arabic numerals within angle brackets indicating where the article begins followed by colon and the coded title);

— structural element (2.0.);

— supplements.

EXAMPLE (this is an imaginary example giving all the relevant details, however it would not be processed in this way because this journal has an ISSN) rr:IN(198702)14:2<63:CAETIA>2.0. for:

RADA, Ray. Connecting and evaluating thesauri: issues and cases. International classification. February 1987, vol. 14, No. 2, pp. 63-69.

B.3.5 Acoustic information, ephemeral material and electronic messages

For unpublished material, no formal title will exist, and a descriptive title will have to be assigned. The general rules for titles can then be applied. Media codes are essential for such material (see 7.2.5.2). For online material that has no date, use the date of citation.

EXAMPLE spYRFIAI(19950218)<>1.0.CO for:

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

Annex C
(informative)

Representation of bibliographic references in an XML model for transfer or other purposes

C.1 General

XML can be used to exchange bibliographic references. As a metalanguage, XML allows the user to define his own tags. When an XML entry is coded in XML, the meaning of the data is clear, provided both the sender and receiver of such data understand the coding system used. By agreeing upon the names and defined usage in the coding, that is, the names of the XML elements, XML attributes and so on, exchange of bibliographic references without data loss can be achieved.

This Annex provides an example XML model for monographs. It shows how XML can be used to encode a bibliographic reference in which the bibliographic reference elements are distinguished and ordered. The names of the bibliographic reference elements used as tags are for purposes of illustration. The details of the monograph used in this example, its bibliographic reference and bibliographic reference elements can be found in Clause C.2.

C.2 General characteristics of XML models for bibliographic references

A different XML model is needed for each type of publication. The following general characteristics apply to all of them.

a) In the XML model, commas indicate the expected ordering of XML elements. If the ordering in a document differs from this, the document is not considered valid.

b) Elements in the list may have optionality/cardinality constraints identifiable by the use of certain symbols. Elements are coded ? if the item can appear zero or one time, * if the item can appear zero or more times, and have no symbol if they must appear once and only once.

c) The data contained in the XML element <Notes> may include hyperlinks; other elements should contain simple text.

d) XML elements can be further qualified by associating additional data with them. These associations can be made using attributes.The “source identifier” (not shown) for the monograph can be recorded as an attribute. Attribute lists (coded ATTLIST) indicate the element in the list to which the attribute applies, the type of data that the attribute may contain, and the default value. #IMPLIED indicates an optional attribute.

XML model	Encoding of the example
<!ELEMENT monographEntry (PrimaryResponsibility*, Title, SubordinateResponsibility*, Edition?, PlaceOfPublication?, Publisher?, DateOfPublication?, Extent?, Series?, Notes?, StandardNumber*)> <!ATTLIST monographEntry identifier CDATA #IMPLIED>	<monographEntry identifier = 'ISO690.12615.-1'> <PrimaryResponsibility>WERTHEIM,J</PrimaryResponsibility> <PrimaryResponsibility>OXLADE,C</PrimaryResponsibility> <PrimaryResponsibility>WATERHOUSE,J</PrimaryResponsibility> <Title>Illustrowana encyclopedia szkolna. Chemia</Title> <SubordinateResponsibility role ="Translated by">KACPERSKA, A.</SubordinateResponsibility> <PlaceOfPublication>Lodz (PL)</PlaceOfPublication> <Publisher>Res Polona</Publisher> <DateOfPublication>1992</DateOfPublication> <Extent>129 p. </Extent> <Notes>Translation of : Dictionary of chemistry</Notes> <StandardNumber type='ISBN'>83-85063-75-7</StandardNumber> </monographEntry>

Bibliography

[1] ISO 4:1997, *Information and documentation — Rules for the abbreviation of title words and titles of publications*

[2] ISO 832:1994, *Information and documentation — Bibliographic description and references — Rules for the abbreviation of bibliographic terms*

[3] ISO 2709:1996, *Information and documentation — Format for information exchange*

[4] ISO 5127:2001, *Information and documentation — Vocabulary*

[5] ISO 15836:2003, *Information and documentation — The Dublin Core metadata element set*

ICS 01.020

Price based on 26 pages