

Recommendations for

References to published materials

ICS 01.140.10; 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 Division)
 British Library (Lending Division)
 Commonwealth Agricultural Bureaux
 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

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

Bodleian Library
 British Broadcasting Corporation
 British Cartographic Society
 British Committee for Map Cataloguing Systems
 British Computer Society
 British Geological Survey
 British Library (Humanities and Social Sciences)
 British Library (Science Reference Library)
 Chartered Institute of Patent Agents
 Computing Services Association
 Institute of Information Scientists
 International Association of Music Libraries, UK Branch
 Loughborough University of Technology
 Ministry of Defence
 National Library of Scotland
 National Library of Wales
 Ordnance Survey
 Patent Office
 Public Record Office

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Foreword

This revision of this British Standard has been prepared under the direction of the Information and Documentation Standards Policy Committee. It supersedes BS 1629:1976, which is withdrawn.

The first edition, published in 1950, offered guidance on the presentation of the details required to identify publications, based on a scheme prepared by the International Federation of the National Standardizing Associations (ISA), which was the forerunner of the International Organization for Standardization (ISO). The second edition, published in 1976, was based on the first edition of ISO 690.

Over the ensuing years attention has been paid, both in the UK and internationally, to the differing needs of users. At one extreme are the fully detailed bibliographic descriptions appropriate to large libraries, for which rules have been codified in the *Anglo-American cataloguing rules* [1] and in the *International Standard Bibliographic Descriptions* (ISBD) [2]. At the other extreme are the citations of one document by another, for which short descriptions, sufficient only to identify a source unambiguously and to indicate its nature, are adequate. This special need was met in the UK in 1978 by the publication of BS 5605, which introduced, for the first time, guidance on methods of indicating within a text where the bibliographic details of another publication may be found. Because BS 5605 was deliberately kept as concise as possible, it cannot provide for all special cases. BS 1629 provides amplifying details and caters also for the somewhat fuller descriptions that abstracting and indexing services use in reviews, bibliographies and accessions lists.

This revision takes into account developments made during the protracted discussions on the revision of ISO 690. Its scope has been extended to bring all types of publication within one standard, which now makes specific provision, not only for printed matter, but also for audio, graphic, video, computer and other non-print material. It supersedes BS 5195-1:1975 and BS 5195-2:1977 for maps and charts and BS 6098:1981 for published sound recordings, which are withdrawn. Unpublished documents remain the subject of a separate but compatible standard, BS 6371.

Appendix A sets out complete references for the more specific examples given in the text. Appendix B gives abbreviations that may be used in references.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 22, 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 the preparation of bibliographical and other references to be given in works that are not themselves primarily bibliographical. It applies to all the different kinds of published work that might be cited, including monographs, serials and contributions, patent documents, cartographic material, computer software and data bases, music, recorded sound, prints, photographs, illustrations, audiovisuals and moving images.

NOTE 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

call number

a reference provided to enable the custodian to locate a document within a repository

2.2

contribution

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

2.3

document

a combination of a medium and the information recorded on it

2.4

illustrations

graphics such as photographs (including negatives and transparencies), engravings, prints, drawings, wall charts, etc.

2.5

landscape

of a page or a book designed to be read with the longer edge towards the reader

2.6

map series

a number of related map sheets designed to form a single group, normally distinguishable by such common characteristics as a collective title, a sheet-numbering system and the same scale

NOTE Normally a map series is the work of one mapping agency.

2.7

map height

the top-to-bottom measurement of a map when the map is in a reading position

2.8

map series designation

a coded numeric or alphanumeric identification applied to a map sheet, a map series or an atlas by the publisher

2.9

monograph

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

2.10

neat line

a line, usually a grid or graticule, that encloses the detail of a map

2.11

originator

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

2.12

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

a reference may be:

- a) part of a list of documents;
- b) the heading of an abstract or a critical review;
- c) a note appended to a text, either at the foot of the page or at the end of a text;
- d) a statement embodied in the text.

2.13

serial

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

2.14

series

a group of monographs, serials or other publications sharing a common title, possibly numbered

3 Methods of citation

3.1 Relation between citation in text and reference

Statements in a text should be linked to the bibliographic details of the documents that support those statements in one of the three ways described in 3.2, 3.3 and 3.4.

3.2 Name and date system (Harvard system)

3.2.1 Citation in text. The originator's name and the year of publication of the document cited are given 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. For citations of particular parts of a document, the page numbers, etc. may be given after the year within the parentheses.

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 within the parentheses.

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) ...".

3.2.2 References. The references to the documents are set out in a list in the alphabetical order of the originators' surnames, with the year of publication and lower-case letter, if any, immediately following the originator's name.

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), 549–560.

3.3 Numeric system

3.3.1 Citation in text. Numerals in the text, in parentheses, square brackets 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. If particular parts of a document are cited, page numbers, etc. may be given after the numerals.

Examples

a) "The notion of an invisible college has been explored in the sciences²⁶. Its absence among historians is noted by Stieg¹³p.556. It may be, as Burchard⁸ points out, that they have no assistants, or are reluctant to delegate^{27, 28}..."

or

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)..."

3.3.2 References. The references to the documents are set out in their numerical order in a numbered list.

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), 549–560.

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

27. SMITH, C. 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.

3.4 Running notes

3.4.1 Citation in text. Numerals in the text, in parentheses, square brackets or superscript, refer to notes, numbered in the order they occur in the text. The notes may contain references to cited documents. Multiple citations of one document receive separate note numbers.

Example

“The notion of an invisible college has been explored in the sciences³². Its absence among historians is noted by Stieg³³. It may be, as Burchard³⁴ points out, that they have no assistants, or are reluctant to delegate³⁵,...”

One note number is used for each statement or group of statements supported by a citation; the corresponding note may include more than one source (see note number 35 in example a) to **3.4.2**).

3.4.2 References. The notes are set out in their numerical order.

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 page numbers, etc.

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

or

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

...

8. BURCHARD, J.E.

...

4 Elements of a reference

4.1 Order of elements

The basic order of elements in normal references should be:

- originator, if any;
- year — in name and date system (see **3.2**);
- title;
- material designation, if necessary;
- production (publisher or equivalent);
- date¹⁾;
- numeration within the item;
- location of the item, if rare.

Table 1 and Table 2 illustrate the application of this recommendation in particular circumstances.

4.2 Sources of data

The data for a reference should, if possible, be taken from the cited item itself.

An eye-legible source should be preferred to any other; if possible, the citer should view machine-readable, microform or audiovisual text to verify data and should note any differences in square brackets. Suitable sources in order of preference are:

- heading of a contribution or microform, caption to a cited illustration;
- title page or equivalent, or map face;
- verso of title page;
- cover or label permanently associated with the item;
- container;
- accompanying documentation, e.g. explanatory leaflet or manual;
- subject matter of the item.

¹⁾ In the name and date system the year should not normally be repeated unless a fuller date is necessary, e.g. for a serial.

If any element of data appears in different forms in different sources, the form appearing most prominently in the preferred source should be used unless that source is obviously incorrect, e.g. a wrong label has been attached.

4.3 Data supplied from other sources

Any information that does not appear in the cited document, but is supplied by the citer, should be enclosed in square brackets.

4.4 Transliteration

Any element not in the same Roman alphabet may be transliterated or romanized in accordance with the relevant British Standard or International Standard (see page 21).

4.5 Abbreviation

Generally accepted terms may be abbreviated in accordance with ISO 832 (see 15.4 and Appendix B). Other abbreviations should be avoided except as provided in 3.4.2 for running notes, in 5.1.6 for illustrations, in 5.3.4 for patent documents and in 16.6 for series titles.

4.6 Punctuation and typography

A consistent system of punctuation and typography should be used for all references included in a publication. Each element of a reference should be clearly separated from subsequent elements by punctuation or change of typeface.

NOTE In order to emphasize the importance of consistency, a uniform scheme of punctuation is used in the examples in this British Standard. The scheme is purely illustrative and does not form part of the recommendations.

5 Originator

5.1 Selection

5.1.1 General. The person (see 5.2) or organization (see 5.3) shown most prominently in the preferred source (see 4.2) as responsible for the content of the cited item, in its published form, should be given as originator. The originator's role varies from one item to another. If there is no obvious originator, one should be selected from the following, listed in order of preference:

- a) author; composer, librettist; mapping agency, surveyor, cartographer, copyist; system designer of software; patentee, patent applicant; artist, photographer, draughtsman, graphic designer;
- b) conductor, performer of music, drama, etc.; director of films; inventor;
- c) compiler, editor, reviser;
- d) translator; engraver, photographer of another originator's work, copyist; arranger; software programmer;

- e) publisher; on-line information provider; production company;
- f) distributor, on-line host.

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 (see also 5.4.3).

Examples

AYMARD, Maurice, ed. *Dutch Capitalism and World Capitalism*. Studies in Modern Capitalism.

BRITTEN, Benjamin. *Eight folk song arrangements for high voice and harp*. Edited by Osian ELLIS.

KING'S SINGERS. *Christmas with the King's Singers: six arrangements for mixed voices*.

5.1.2 Cartographic material. For cartographic material, the originator's role may be indicated on the map by terms such as "by", "cartographer", "compiled", "corrected", "dedicated", "edited", "designed", "drawn", "copied", "made", "engraved", "revised", "updated", etc.

Examples

Wording on map	Originator cited
Surveyed by Isaac Taylor	TAYLOR, Isaac
<i>Lake District: tourist map.</i>	ORDNANCE SURVEY
Ordnance Survey	

Attributions may be given in the originator element or included in the additional information (see clause 15). The name of an individual who is known to be the major contributor to the creation of a map should be included, even if it is not prominently displayed.

5.1.3 Computer software. For computer software, the name of any other originator should be given in preference to that of the distributor, even if the latter is more prominently displayed.

Example

BIBLIOGRAPHIC RETRIEVAL SERVICES.
BRS/SEARCH program. Mainframe version,
Level 3.
Latham: BRS, 1983.

5.1.4 Music. In references to written or recorded music, the composer should normally be shown as the originator, even if a librettist is given equal prominence.

Example

PACINI, Giovanni. *II Corsaro*. Libretto by Giacomo FERRETTI after Lord Byron.

5.1.5 Patent documents. For patent documents, the name of the inventor, if different from the proprietor or applicant, may be given, preceded by the word “inventor”.

Example

WINGET LTD. *Detachable bulldozer attachment for dumper vehicles.* Inventor: Reginald John ENGLAND.

5.1.6 Illustrations. Several individuals may be concerned in the production of illustrative material. If their names are recorded on the item, abbreviations may be used to indicate their roles, e.g. del., fecit, lith., mens., pinx., sculp.

Example

VAN DE PASSE, Crispin, *I. Queen Elizabeth in whole-length. Engraving.*
After Isaac OLIVER [1603].

London: British Museum, Department of Prints and Drawings. *In: A.M. HIND. Engraving in England in the sixteenth and seventeenth centuries. Part 1 — The Tudor Period.*

5.2 Personal names

5.2.1 General. Names of originators should normally be given in the form in which they appear in the preferred source (but see 5.2.2), transliterated if necessary (see 4.4).

Forenames or other secondary elements should be given after the surname, if at the beginning of the reference.

Examples

ACREDOLO, Curt
HALDANE, J.B.S.
HALE-WHITE, William, Sir,
MONTEVERDI, Claudio
OVERHAGE, C.F.J., and J.R. HARMAN
RAMON Y CAJAL, Santiago

Treatment of secondary elements should follow the practice of the nation to which the originator belongs as closely as possible.

Examples

DE LA MARE, Walter	[English]
DE SICA, Vittorio	[Italian]
FALLA, Manuel de	[Spanish]
KLEIST, Heinrich von	[German]
LA FONTAINE, Jean de	[French]

5.2.2 Variant forms. If an originator's name appears in different forms in different documents cited in one work, e.g. Tchaikovsky, Chaikovski, the form used in the cited document should be retained. Only one form of the name, in square brackets if necessary, should appear as the first element.

5.2.3 Additions. Additions to names indicating rank, office or status (academic, professional, etc.) may be retained or supplied to distinguish originators with the same names.

Examples

CLARK, William, ARIBA
CLARK, William, MD, MRCP
BALFOUR, Robert, Col.
BALFOUR, Robert, [Rev.]

5.3 Organizations or groups

5.3.1 Form of name. If the originator is an organization or group of people, the form of name used in the reference should be that which appears most prominently in the preferred source, transliterated if necessary (see 4.4).

Examples

ACADEMIA SCIENTIARUM FENNICA
ACADEMIE FRANCAISE
AKADEMIYA NAUK SSSR
INSTITUT GEOGRAPHIQUE NATIONAL
MAGYAR SZABVANYUGYI
ROYAL SOCIETY

If the name appears as a group of initials, the full form, if known, may be added in square brackets, unless the body is usually identified by the initials only, e.g. Unesco, NATO.

5.3.2 Ambiguous names. To distinguish between different bodies with the same name, the appropriate place name should be added.

Example

TRINITY COLLEGE (Cambridge)
TRINITY COLLEGE (Dublin)

5.3.3 Subordinate body. If the name of an organization implies subordination to a parent body of which it is an organ or administrative division, or if its full significance depends upon the inclusion of the name of the parent body, the latter should be given first in the reference.

Examples

IMPERIAL CHEMICAL INDUSTRIES. Paints Division.
MINISTRY OF PETROLEUM AND MINERAL RESOURCES. Air Survey Department.

A subordinate body should appear under its own name if it has specific functions of its own and the full significance of its name is independent of that of the parent body.

Examples

ACADEMIE FRANCAISE	[not INSTITUT DE FRANCE. Académie française]
WORLD HEALTH ORGANIZATION	[not UNITED NATIONS. World Health Organization]

5.3.4 Parent body. If the parent body is a state, a federation of states, or a provincial, local or municipal authority, a name in general use should be given in preference to a full or correct official name. Foreign names may be given in their English form.

Examples

FRANCE	[for: République française]
HULL	[for: Kingston-upon-Hull]
WESTMINSTER	[for: City of Westminster]
YUGOSLAVIA	[for: Federativna Narodna Republika Jugoslavije]

For patent documents, the country of origin or originating office may be abbreviated according to the World Intellectual Property Organization (WIPO) ST3 code [3].

Examples

GB	[for United Kingdom]
SU	[for Soviet Union]

5.4 Multiple originators

5.4.1 Two or three originators. If there are two or three originators of equal status, their names should be given.

Examples

MURET, Pierre, and Philippe SAGNAC
Bundesanstalt für Bodenforschung and
UNESCO

5.4.2 More than three originators. For works with four or more originators, the name of the first should always be given, with or without the names of others. If names are omitted “and others” or “*et al.*” should be added.

Example

FITTING, Hans, *et al.*

5.4.3 Title first. For certain kinds of work, e.g. encyclopaedias, dictionaries, or if an item is the cooperative output of many individuals, none of whom has a dominant role as originator, e.g. films, videos, the title should be used instead of an originator. For references to works with several originators, it may be appropriate to give the title or series title first (but see 5.1.1). (See also 5.6 and 16.3.1.)

Examples

Encyclopaedia Britannica.

The last command. Silent film. Directed by Josef VON STERNBERG.

5.4.4 Conferences. If no person or organization can be identified as the originator (see 5.1.1) of the proceedings of a single conference, the name of the conference should be treated as the first element.

Example

International Conference on Scientific information. Washington DC, 1958.

The numbered proceedings of a series of conferences should be treated as a serial.

5.4.5 Subsidiary originator. To facilitate identification of a particular document, or because of relevance to the purpose of the citation, the name of any editor, translator or other person who has collaborated in the production of that document may be added after the title (see also 15.2).

Examples

BAARD, H.P. *Frans Hals.* Translated from the Dutch by George STUYCK.

BACH, C.Ph.E. *Sonate G-moll für Violine und obligates Cembalo.* Herausgegeben von Anne Marlene GURGEL.

5.4.6 Originators of multiple editions. If a new edition, abridgement or updated version of a work is produced by a new originator, the name of the first originator should be used if it appears as an originator in the preferred source.

Examples

PARKER, T.J., and W.A. HASWELL. *A text book of zoology.* 6th ed. Vol. 1 revised by Otto LOWENSTEIN; vol. 2 revised by C. FORSTER-COOPER.

FITTING, Hans, *et al.* *Strasburger's text book of botany.*

GORDON, Dexter. *Settin' the pace.* In: *Long Tall Dexter, the Savoy Sessions.* Savoy, 1976, SIL 211. Originally released on Savoy, 1947, MG 9003.

5.5 Pseudonyms

If a work has been issued under an assumed name, normally this name only should be given in the reference.

Examples

CARROLL, Lewis
EL GRECO
ELIOT, George
MAUROIS, André

If the originator's real name is known, it may be supplied preceded by "pseud. of".

Example

BLAKE, Nicholas [pseud. of Cecil Day LEWIS]

5.6 Anonymous works

For anonymous works cited by the name and date system (see 3.2), "Anon" should be used instead of an originator's name. For anonymous works cited by the numeric system (see 3.3) or running notes (see 3.4) the title may be treated as the first element. If the originator's name is known, it may be supplied.

6 Title

6.1 Form

6.1.1 Preferred form. The wording and spelling of the title should be given in the form in which they appear in the preferred source (see 4.2).

6.1.2 Alternative forms. If alternative forms of title are given in the preferred source, the most prominent should be used. If several forms are given equal prominence, the form used should be one of the following, listed in order of preference:

- a) a title in English;
- b) a title in the language mainly used in the cited document;
- c) for cartographic material [in preference to a) or b)]:
 - 1) an overprinted title;
 - 2) a title in the title panel;
 - 3) a title within the neat line of a map;
 - 4) a title elsewhere;
- d) for illustrations:
 - 1) a title forming part of the original design;
 - 2) a handwritten title on the document, or custodian's description;
 - 3) a popular or traditional title, e.g. *Mona Lisa*;
- e) other forms of title.

Example

Eric, or Little by Little: a tale of Roslyn School.

NOTE For additional information about music titles see BS 4754.

6.1.3 Other title. If the cited item is widely known by, or was originally issued under, a title different from that of the preferred source, the alternative may also be given, in square brackets if necessary.

Examples

CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND). *Children and their primary schools* [Plowden Report].

Cutter's Way [Cutter and Bone]. Film.

GREAT BRITAIN. House of Commons. *Official Report. Parliamentary debates* [Hansard].

6.1.4 Long title. A title that is inconveniently long may be shortened by the omission of some words, but initial words, other than the definite or indefinite article, should not be omitted, nor should the sense be altered. The omitted words, with the exception of omitted articles, should be replaced by three dots (for abbreviation of periodical titles, see 6.3.4).

Example

Source	Reference
<i>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.</i>	<i>Map of the countries lying between Turkey and Birmah...</i>

6.1.5 Subtitles. Subtitles should be included if they furnish essential information about the content of a document (see also 6.1.6), otherwise they may be omitted.

Examples

Shetland Sanctuary: birds on the Isle of Noss. ["birds on the Isle of Noss" is a subtitle which should be retained]

Etheldreda's Isle: a pictorial map of the Isle of Ely to commemorate the 1300th anniversary of the founding of Ely's conventual church.

Motor road map of south-east England: showing trunk and other classified roads.

6.1.6 Ambiguous or incorrect title. Elucidation of a title that is ambiguous or fails to indicate clearly the content of the publication may be supplied after the title.

Examples

Statistical digest of the war [1939–1945].

Two trio sonatas for two violins and basso continuo. [Op.5 no. 4, 5.]

Your street map of the city of Cambridge and surrounding area [actually Holmes Chapel, Cheshire].

For cartographic material, the special subject and area covered should be supplied if not given in the title. The supplied name of a geographical area should be the name in use at the date of production, rather than a modern equivalent.

Examples

National topographic map series. 1 : 100 000 [Queensland index map].

Gull's eye view [of Hugh Town, St Mary's, Scilly Isles].

If a title contains an obscure abbreviation, the full form, if known, may be supplied.

6.1.7 No title. If there is no clear title in the cited item, a title should be supplied, giving the following information:

- a) the special subject matter;
- b) the nature of the item, e.g. pamphlet, map, plan, drawing, index, engraving, photograph;
- c) in addition, for a single cartographic item, e.g. atlas, single-sheet map, the area covered;

Example

[*Wildlife sanctuaries of Trinidad.*]

and for a map series as a whole, the scale and series designation, if they are necessary to distinguish the series from others of the same area;

Example

[*Western Australia forestry series.* 1 : 63 360.]

[*Hong Kong.* 1 : 1 000. Series HP1C.]

d) for illustrations, the subject matter and print process.

Example

PELHAM, Henry, del. [*Quin Abbey, Co. Clare. General view.*] Engraving.

[*Chamberlain returns from Munich.*] Photograph.

6.2 Translation of title

The original title of a translated document, or a translation of the title, may be supplied immediately after the original title.

Example

The Artamonovs [Delo Artamonvykh].

Delo Artamonovykh [The Artamonovs].

6.3 Titles of periodicals and other serials

6.3.1 Key title. The key title (see ISO 3297), if any, including the International Standard Serial Number (ISSN) (see clause 13) should be given.

Examples

Geological Magazine. ISSN 0016-7568.

Journal of Ecology. ISSN 0022-0477.

6.3.2 Form of title. If no key title is available and the title of the periodical, or other serial issued by a society or similar organization, is insufficient in itself to identify the periodical, the organization's name should be added.

Example

Bulletin trimestriel. Institut archéologique du Luxembourg.

If no key title is available, a periodical should be distinguished from others with the same title by the addition of the place of publication.

Example

Natura (Amsterdam).

Natura (Bucharest).

6.3.3 Earlier or later titles. Earlier or later titles of a periodical may be given, with the years when the title was in use.

Example

British Journal of Physical Education. 1970-

1945–1954: *Journal of Physical Education.*

1955–1969: *Physical Education.*

6.3.4 Abbreviation. Titles of periodicals for which no key title is available may be abbreviated in accordance with BS 4148. If there is any risk of ambiguity, the title should be given in full.

6.4 Distinction between title of contribution and title of host item

If the cited item is a contribution, its title should be typographically distinguished from that of the host item. If the host item is a monograph, “*In:*” should precede its title.

Examples

BRY, I., and L. AFFLERBACH. In search of an organizing principle for behavioural science literature. *Community Mental Health Journal*. 1968, 4(1), 75–84.

RANGANATHAN, S.R. Colon classification and its approach to documentation.

In: Jesse H. SHERA and Margaret E. EGAN, eds. *Bibliographic organization*. Chicago: University of Chicago Press, 1951, pp. 94–105.

MICHAEL, D. The effect of local deformations on the elastic interaction of cross walls coupled by beams. *In:* E.A. COULL and B. STAFFORD-SMITH. *Tall buildings*. Oxford: Pergamon Press, 1967.

HARRIS, R.I. The nature of the wind. *In:* *Proc. Conference on the modern design of wind sensitive structures*. London: Construction Industry Research and Information Association, 1971, Paper 3.

EVANS, Bill. Sleeve note to *Kind of Blue*.

7 Material designation

If necessary, information about the nature of the item and its presentation should be given, with appropriate details of special equipment required to consult it.

Examples

Braille
 cine film (35 mm sound)
 computer program cassette (BBC BASIC)
 film strip (35 mm)
 floppy disk (5¼ in 80 tr dd ds CP/M 86®)
 globe
 hologram
 map
 microfiche (× 48)
 microfilm reel (16 mm negative)
 overhead projector transparency
 parts
 photograph
 score
 slide (2 in)
 sound disk (7 in 45 rev/min stereo)

TV news bulletin
 video cassette (VHS PAL)
 video disk (Laservision professional)
 videotext
 wall chart
 For the use of® see 15.8.

8 Map series designation

For cartographic material, the map series designation, if any, should be given in the form in which it appears in the preferred source, preceded, if appropriate, by the term “series”.

Examples

A.D. Maps. A.M. no. 677/2
 M726
 Series 1106
 Series TPC
 GSGS 4219

9 Scale

For cartographic material, the scale should be given, normally as a ratio (calculated if necessary), e.g. “1:50 000”, or, if given otherwise on the map, it may be cited as it appears. “Scale not shown” or “scale indeterminable” may be used if necessary.

Examples

On the map	Reference
“1:63,360”	“1 : 63 360”
“One-inch-to-one-mile”	“1 : 63 360” or “One-inch-to-one-mile”

If the scale appears in graphic terms, e.g. a scale bar, it may be calculated as a ratio, e.g. “1 : 63 360” or given in the form on the map, e.g. “scale of miles, 10 [= 60 mm]”.

10 Edition

10.1 Different editions

The edition should be specified in the terms, including symbols, used in the preferred source.

Examples

3rd ed., revised
 New enlarged edition

If different editions of a journal are published in different countries, e.g. Canada and the USA, the country of publication should be given after the title.

10.2 Updated versions

For items that are liable to be updated, altered or destroyed, in whole or in part, the reference should make clear which version is being cited by giving the number of the release, update or equivalent, and the year, with, if necessary, the month, day and time (see 11.3.3), when that version was created or the information obtained.

Examples

PARALOG AB. 3RIP®. Version 4.0 (program).

Stockholm: Paralog, 1981.

From a screen display:

Financial Times Commodity Reports. Prestel® page 248310, 83-06-09, consulted at 13.57.

For the use of “®” see 15.8.

11 Production

11.1 Place

11.1.1 General. The place of production should be given as it appears most prominently in the preferred source. If the place is known but not mentioned, it may be supplied.

For larger places, anglicized forms of name should be used. For small places, a qualifier, e.g. country, British county, should normally be given.

Examples

London	Florence
London (Ontario)	Aylesbury (Bucks)

Names of countries, counties, etc. may be coded in accordance with BS EN ISO 3166-1 or BS 6879 as appropriate.

For patent documents see 5.3.4.

11.1.2 Multiple places. If two or more places appear equally prominently in association with one publisher or equivalent, the first only should be given. If a place in the United Kingdom is mentioned, but is neither first nor most prominent, it may be mentioned as well (see 11.2.4 for examples).

11.2 Publisher or equivalent

11.2.1 General. The organization or person shown most prominently in the preferred source (see 4.2) as responsible for the production of the cited item should be given as publisher.

Example

DIALOG INFORMATION SERVICES.
Enhancements to the DIALOG Search System: DIALOG version 2 (user manual update).
Palo Alto [California]: DIALOG, 1985 Nov.
Technical Memo 5.

The organizations or people responsible are likely to be variously described in different kinds of item.

The order of preference should be:

- a) publisher, production company;
- b) distributor, issuing body;
- c) printer, manufacturer;
- d) sponsoring body.

Publishers' names may be abbreviated by omitting details not essential for identification.

11.2.2 Multiple publishers. If the names of two or more organizations appear equally prominently in the same role, the first only should be given. If the name of a United Kingdom publisher is mentioned, but is neither the most prominent nor the first, it may be given in addition after the United Kingdom place name.

11.2.3 Cartographic material. If both printer and publisher are shown on a map, the printer's name should be given as well as the publisher's.

11.2.4 Sponsor, distributor, etc. If appropriate, the name of a sponsoring body or distributor may be given as well as the publisher's.

Examples

Chichester: Phillimore, for the Society of Genealogists Paramount Pictures 1928. London: distributed in the UK by Universal International Pictures (UK).

Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy MG 9003, 1947.

Title page	Reference
London, J.M. Dent and Sons Ltd.	London: Dent
New York, E.P. Dutton & Co Inc.	New York, London:
Jointly published by Harper & Row, New York,	Harper and Row
Evanston & London and John Weatherill Inc., Tokyo	New York: New American Library &
New American Library, New York & Toronto,	London: New English Library
New English Library Ltd., London	

11.3 Date

11.3.1 General. The date of publication, manufacture, distribution, execution, transmission, etc. should be cited. Normally the year is sufficient, but for some kinds of item, such as newspapers, patent documents, television images, remotely-sensed images, the month and day, and sometimes the time, may be necessary.

For audiovisual materials cited from a transmission rather than a hard copy, the date and time of transmission and the transmitting organization should be given, if no other unique identifier of the particular edition is available.

If the copyright date is cited (see 11.3.5), it should be preceded by “©”.

11.3.2 Year. The year should be given in numerals as it appears in the preferred source. A date according to the Christian era should be supplied if the date is shown otherwise, e.g. Jewish calendar 5685 [1925].

11.3.3 Month, day, time. If a more precise date is required, it may be shown:

- a) in numerals, in the order year, month, day and, if necessary, hour, minute, second (see BS EN 28601), e.g. '1984-02-10 13.43;
- b) with the month spelt out, either in full or abbreviated, and with day, month, year and time given in the order used in the preferred sources (see 4.2), e.g. “10 Feb 1984”;
- c) if appropriate, as shown in the preferred source, e.g. the name of a season or university term.

11.3.4 No date. If the year of publication is not given but can be ascertained, it should be supplied. If an exact date is not known, an approximate date, followed by a question mark or preceded by “ca.”, should be supplied. If no such approximation is possible, that should be stated.

Examples

- [ca. 1750]
- [16th century]
- [no date]

11.3.5 Multiple dates. In a reference to a reprint, facsimile or other copy, the date of publication of that edition or, for a copy, the date of the original, should be given, with the date of reprinting or copying, e.g. “1796 copied 1810”.

If the date on the preferred source is different from that of publication, e.g. copyright date, both may be given.

11.3.6 Range of dates. In a reference to the whole or a limited run of any item issued in parts over a period of years, the years of publication of the first part issued, which is not necessarily numerically the first part, and the part last issued should be given, or, if the run is in progress, the year of the first item, followed by a dash and space. The numeration (see clause 12), if any, should also be given.

Examples

- 1940-,
- 1978-, Jahrg. 5-
- 1936–1941, ano 1–6,
- 1970–1973, vols 1–3. Discontinued

12 Numeration and pagination

12.1 General

The components of an item (see 15.4) should be cited in the terms used in that item, their order following the principle that the larger precedes the smaller.

Example

Data Protection Act 1984. Schedule 1, Part 1, clause 6

12.2 Part cited

The reference should identify the part of the item that is cited. For a contribution, the number and designation of the smallest separately identified component should be given. See also 3.2, 3.3 and 3.4.

Examples

- vol. 6, no. 3, pp. 25–45
- vol. 2, plate XXV
- fiche 4, frame B5

In music, if reference to a particular bar is required, the most exact form of reference available should be used. Bar numbers should not be cited unless they are printed on the score.

12.3 Omission of terms

The term “volume” and terms for smaller components of a serial publication may be omitted and the numbers distinguished typographically, with the volume number in bold type and the part number, if required, in parentheses.

Example

6(3), 25–45

13 International standard numbers

If an item has an international standard number, as described in ISO 2108 and ISO 3297, e.g. an ISSN, it should be given (see also 6.3.1).

Examples

- Geological Magazine*. ISSN 0016-7568
- Journal of Ecology*. ISSN 0022-0477.

14 Location

If only a limited number of copies of an item are known to exist, “At:” should be given before the town, with county or country if appropriate (see 11.1.1), the name of the repository that holds the cited copy and its call number in the form used by the repository (see BS 6371).

Example

At: London: British Museum, Department of Prints and Drawings. Register number 1915-1-27-41.

15 Additional general information

15.1 Introduction

In 15.2 to 15.9 a check-list is given of some additional kinds of information that may be provided in particular references. If any of these items is included, it should comply with these recommendations.

15.2 Subsidiary originator

The name of a subsidiary originator may be included, with an indication of his role, so placed in the reference that the relation between that role and the whole or part of the document is clear (see also 5.4.5).

Examples

FOWLER, H.W. *A Dictionary of Modern English Usage*. 2nd ed., revised by Sir Ernest GOWERS.
Macbeth. Film. Directed by Orson WELLES.

15.3 Classification

If classification symbols recorded in the document are included, the classification scheme should be indicated.

Examples

UDC 001.811:025.171
Dewey 709“.2”4
LC N6797.P/
Int. CI. E02F 3/76. GB CI. E1F 12 (a patent)

15.4 Components of an item

The number of each component of an item should be given in the terms and numerals used in that item. For abbreviations see 4.5 and Appendix B.

Example

Vol. 6, no. 3, pp. 25–45

15.5 Size and format

15.5.1 General. If the size of a printed document is included in a reference, it may, if appropriate, be given as:

a) the height only, in centimetres, e.g. “21 cm”;

b) the height followed by the width, e.g. “21 cm × 15 cm”;

c) if appropriate, the A-size designation, e.g. “A5” (see BS 4000) followed, when necessary, by “landscape”.

15.5.2 Audiovisual material. For audiovisual material, information given should be sufficient to identify the playback equipment required, e.g. “compact disk”, “16 mm film”.

15.5.3 Cartographic material. For maps, charts and plans, the size should be given, as the height followed by the width, in centimetres, measured between the neat lines. Other dimensions, e.g. sheet size, may be given if necessary, e.g. “25 cm × 35 cm”, “sheet 60 cm × 80 cm”. For three-dimensional items, height, width and depth should be given, e.g. “model map 45 cm × 35 cm × 2 cm”. For circular maps and globes, the diameter should be given, e.g. “Circular map: 50 cm diameter, on sheet 61 cm × 55 cm”, “Globe: 7 cm diameter”.

15.5.4 Printed music. For music, a score that is musically identical with a full score, but reduced in size, may be described as a “miniature score” or “pocket score” if it does not exceed 20 cm in height, or as a “study score” if it exceeds 20 cm in height.

15.6 Price and availability

Information about price and availability may be given, as quoted by the publisher.

15.7 Languages

Foreign languages used in the text or translations may be mentioned, if appropriate.

Example

BAARD, H.P. *Frans Hals*. Translated from the Dutch by George STUYCK.

15.8 Registered trade mark

A UK registered trade mark may be denoted by “®”.

15.9 Other information

Other information relevant to the purposes of the particular reference may be included.

16 Special categories of document

16.1 Cartographic material

16.1.1 General information. The projection, prime meridian, orientation and reference systems such as grids and navigational lattices may be given if considered important.

16.1.2 Spectral information/cloud cover. For remotely sensed images, the spectral characteristics of the sensor should be given, together with details of the satellite system, if not given elsewhere in the citation. Information about the amount of cloud cover should be given if appropriate.

Example

Band 6, Landsat 3
 Bands 5, 6, 7, Landsat 2
 RBV, Landsat 3; 40 % cloud cover
 Infra-red, Meteosat

16.2 Computer files and software

For programs, mention may be made of the language used and the operating system or type of computer for which it is intended.

The storage medium, e.g. paper tape, magnetic tape, disk, should be given (see clause 7).

For machine-readable data files, any program required to read them may be mentioned.

Example

MICROPRO INTERNATIONAL CORPORATION.
 WordStar®[program]. Version 3.30. Disk (5¼ in CPM 86®). San Rafael: Micropro, 1983.
 FISHER-MARRIOTT. *Learn to read 1*. Computer cassette (Sinclair Spectrum 48K). Cambridge: Sinclair/Macmillan, 1984.
 WEBSTER, Philip, *et al.* *Urban welfare*. Floppy disk (5 in, BBC Model B). London: Longman, 1983.
 SAUNDERS, Peter, *et al.* *The dark castle: a French adventure*. Floppy disk (RML 480Z with COS 4.0). London: ILECC, 1984.

16.3 Films, videos, broadcasts

16.3.1 Title. Most films, videos and broadcasts are the co-operative output of many individuals, no one of whom has a dominant role as originator. They should be cited with the title as the first element in the reference.

Examples

Macbeth. Film. Directed by Orson WELLES.
The Archers. BBC radio programme.

16.3.2 Originator. For the special purpose of the reference, or to distinguish items with the same title, names of individuals may be cited with their roles as director, producer, actor, etc. The director is preferred (see 5.1.1). If one individual is clearly responsible for the intellectual content of an item, he should be given as originator in the first element.

Example

HENDERSON, David. 1985 *Reith Lectures*.
 BBC Radio 3 and 4. 1985 Nov–Dec.

16.3.3 Date. For films the preferred date is the year of release in the country of production.

Example

GEC and Pulsar Productions of London. 1972.
 Transmitted by BBC 2. 1986 Jan 17.

16.3.4 Programme within a series. For an individual programme within a series, the number and title of the episode should normally be given, as well as the series title, the transmitting organization and channel, the full date, i.e. year, month, day, and if necessary the time of transmission.

Examples

Yes, *Prime Minister*, Episode 1, The Ministerial Broadcast. TV, BBC 2. 1986 Jan 16.
News at Ten. ITV. 1986 Jan 27. 2200 hrs.

16.3.5 Contributions. Individual items within a programme should be cited as contributions (see 6.4).

Example

THATCHER, Margaret. Interview.
In: Six O'clock News.
 TV, BBC 1. 1986 Jan 29. 1823 hrs.

16.4 Illustrations

16.4.1 Location. If in a reference to an illustration, its known location in a library or repository is essential to its identification, location (see clause 14) should be treated as an essential element.

Example

GOSSE, Sylvia (1881–1968). *The Garden, Rowlandson House. Etching and aquatint, 1912*.
At: London:
 British Museum, Department of Prints and Drawings.
 Register number 1915-27-41.

16.4.2 Part of another document. If an illustration has been removed, or reproduced, from a known book or other item, it should be cited as part of that document.

Examples

SPY [pseud. of (Sir) Leslie WARD]. *Convocation, caricature of the Very Revd Edward Bickersteth, Dean of Lichfield. From: JEHU, Junior [pseud. of Thomas Gibson BOWLES]. In: Vanity Fair Album, London: 1884, vol. 16, Men of the Day, no. 321. DÜRER, Albrecht. A hare. Watercolour, 1502. In: E. SCHILLING, Albrecht Dürer Drawings and Watercolours. London: Zwemmer, 1949, frontispiece.*

16.5 Patent documents

The order of elements in a reference to a patent document should be, with the exception of the date, as for a reference to a contribution within a serial (see Table 2). The name of the proprietor or applicant originator (see 5.1.1) should precede the title of the patent document (contribution); the country name or code (see 5.3.4) and the official designation of the series within which the patent document is numbered (host document) should follow. The patent serial number should suffice as numeration. It incorporates the date of publication, which should normally include day and month as well as year (see 11.3.3).

If it is not already clear in the reference, the fact that an item is a patent document should be stated.

Other information such as the name of the inventor, any classification symbols and the date of application preceded by "Appl:", may be given as additional information between the title and the official designation.

Examples

PHILIP MORRIS INC. *Optical perforating apparatus and system*. European patent application 0021165 A1. 1981-01-07.

WINGET LTD. *Detachable bulldozer attachment for dumper vehicles*. Inventor: Reginald John ENGLAND. 8 Mar 1967. 4 pp. (incl. 1 fig.). Appl: 10 June 1963. Int. CI: E02F 3/76. GB CI: E1F 12. GB Patent Specification 1060631.

CARL ZEISS JENA, VEB. *Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes*. Switzerland, Patentschrift 608626. 1979-01-15.

16.6 Report series

Many works issued in series by research bodies and similar organizations are commonly identified by series title and number. In references to such publications, the series title and number are essential elements, which may be abbreviated in a generally recognized form, e.g. "BS 1629".

17 Presentation of references

17.1 General

Table 1 and Table 2 set out, for each of the main types of reference, essential and optional elements and the order in which they should be presented.

Essential elements are printed in bold type, with those that are essential only in particular circumstances in square brackets. Optional elements are shown inset in normal type.

17.2 Order of elements

The tables show the order of elements (see 4.1) that should be adopted in normal references in lists of cited items or as headings to abstracts or reviews.

For special circumstances a modified order is equally acceptable if adopted for all references: thus, for lists of references in classified or subject order, it is often appropriate to place the English title first and the originator second. In accessions lists of maps, the area may be placed first. In lists of moving-image materials, the title is normally placed first.

Table 1 — Reference to a book or other separately issued item

To an item (whole or part)	Relevant clauses	To a contribution within such an item
Name of originator of the cited item [Year — in name and date system]	5 11.3.2, 3.2 6.1 15 6.4	Name of originator of the cited contribution [Year — in name and date system] Title of the contribution Additional information for contribution <i>In:</i>
Title of the item [Material designation and consultation requirements, if not eye-legible print] [Map series designation] [Scale — of maps, plans] Subsidiary titles	5 6.1 7 8 9 6.1.5, 6.1.6, 6.1.7, 6.2	Name of originator of the host item Title of the host item [Material designation and consultation requirements, if not eye-legible print] [Map series designation] [Scale — of maps, plans] Subsidiary titles
Edition [if not first] Subsidiary originator Place and publisher	10 15.2 11.1, 11.2	Edition [if not first] Subsidiary originator of the host item Place and publisher
Date ^a [Numeration — if not citing the whole item]	11.3, 3.3, 3.4 12.1 12.2	Date ^a Numeration of volume, etc., containing the contribution First and last page, etc. numbers of the contribution
[Series title and number — if normally so identified] ISBN	6.1, 16.6 13	[Series title and number — if normally so identified] ISBN
[Location — town, repository, call number — if only a few copies exist] Other information may be added in whatever position is most appropriate	14 15	[Location — town, repository, call number — if only a few copies exist] Other information may be added in whatever position is most appropriate

^a In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.

Table 2 — Reference to a serial

To a serial (whole or part)	Relevant clauses	To a contribution within a serial
Title of the serial	5	Name of originator of the cited contribution
ISSN	11.3.2, 3.2	[Year — in name and date system]
[Material designation and consultation requirements if not eye-legible print]	6.1	Title of the contribution
[Year — in name and date system]	8	[Map series designation]
Subsidiary titles	9	[Scale — of maps, plans]
Edition [if any]	15	Additional information for contribution
Place and publisher	6.3	Title of the host serial
Date ^a	13, 6.3.1	ISSN
[Numeration — if not citing the whole periodical]	7	[Material designation and consultation requirements if not eye-legible print]
[Location — town, repository, call number — if only a few copies exist]	11.3.2, 3.2	
Other information may be added in whatever position is most appropriate	6.1.5, 6.1.6, 6.1.7, 6.2	Subsidiary titles
	10	Edition [if any]
	11.1, 11.2	Place and publisher
	11.3, 3.3, 3.4	Date ^a
	12.1	Numeration of volume, etc., containing the contribution
	12.2	First and last page, etc. numbers of the contribution
	14	[Location — town, repository, call number — if only a few copies exist]
	15	Other information may be added in whatever position is most appropriate

^a In the name and date system, the year should not normally be repeated, unless a fuller date is necessary.

Appendix A Examples

These examples illustrate the treatment of optional and additional items of information. For many purposes shorter references retaining essential items only (see clause 17) are acceptable.

AMAJOR, L.C. The Cenomanian hiatus in the Southern Benue Trough, Nigeria. *Geological Magazine*. ISSN 0016-7568. 1985, **122**(1), 39–50.

ANDREWS, M., et al. Growth of *Chara Lispida* II. Shack adaptation. *Journal of Ecology*. ISSN 0022-0477. 1984, **72**(3), 885–895.

AYMARD, Maurice, ed. *Dutch Capitalism and World Capitalism*. Studies in Modern Capitalism. New York: Cambridge University Press, 1982.

BAARD, H.P. *Frans Hals*. Translated from the Dutch by George STUYCK. London: Thames and Hudson, 1981.

BACH, C.Ph.E. *Sonate G-moll für Violine und obligates Cembalo*. Herausgegeben von Anne Marlene GURGEL. Leipzig: Peters, 1981.

BEGGS, B.J. [Western Australia forestry series. 1 : 63 360.] [Perth. W.A.] Western Australia Forestry Dept, 1963.

BIBLIOGRAPHIC RETRIEVAL SERVICES. BRS/SEARCH program. Mainframe version, Level 3. Latham: BRS, 1983. *British Journal of Physical Education*. ISSN 0007-120X. 1970-.

BRITTEN, Benjamin. *Eight folk song arrangements for high voice and harp*. Edited by Osian ELLIS. London: Faber Music, 1980.

BRY, I., and L. AFFLERBACH. In search of an organizing principle for behavioural science literature. *Community Mental Health Journal*. 1968, **4**(1), 75–84.

Bulletin trimestriel. Institut archéologique du Luxembourg. ISSN 0020-2177. 1925-.

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. Cambridge, Mass.: MIT Press.

CARL ZEISS JENA, VEB. *Anordnung zur lichtelektrischen Erfassung der Mitte eines Lichtfeldes*. Switzerland, Patentschrift 608626. 1979-01-15.

CENTRAL ADVISORY COUNCIL FOR EDUCATION (ENGLAND). *Children and their primary schools* [Plowden Report]. London: HMSO, 1967.

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

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

CROWN LANDS AND SURVEY OFFICE, HONG KONG. [Hong Kong. 1 : 1 000. Series HP1C.] Hong Kong: CLSO, 1973. With contours and spot heights.

Cutter's Way [Cutter and Bone]. Film. Director Ivan PASSER. USA: Gürjan Entertainments & United Artists, 1981.

DIALOG INFORMATION SERVICES. *Enhancements to the DIALOG Search System: DIALOG version 2 (user manual update)*. Palo Alto [California]: DIALOG, 1985 Nov Technical Memo 5.

DRIVERS. *Your street map of the city of Cambridge and surrounding area* [actually Holmes Chapel, Cheshire]. [ca. 1973.]

DÜRER, Albrecht. A hare. Watercolour, 1502. In: E. SCHILLING, *Albrecht Dürer Drawings and Watercolours*. London: Zwemmer, 1949, frontispiece.

Etheldreda's Isle: a pictorial map of the Isle of Ely to commemorate the 1300th anniversary of the founding of Ely's conventual church. No scale. March (Cambs): T.A. Bevis, 1973. 40 cm × 49 cm. British Library Map Library 1640(42).

EVANS, Bill. Sleeve note to *Kind of Blue*. Sound disk. Columbia, 1959, CBS (E) SBPG 62066.

Financial Times Commodity Reports. Prestel® page 248310, 83-06-09, consulted at 13.57.

FARRAR, Frederic William. *Eric, or Little by Little: a tale of Roslyn School*. London: Hamilton, 1971.

FISHER-MARRIOTT. *Learn to read 1*. Computer cassette (Sinclair Spectrum 48K). Cambridge: Sinclair/Macmillan, 1984.

- FITTING, Hans, *et al.* *Strasburger's text book of botany*. London: Macmillan, 1930.
- FOWLER, H.W. *A Dictionary of Modern English Usage*. 2nd ed., revised by Sir Ernest GOWERS. Oxford: Clarendon Press, 1968.
- German nickel resources and principal plants*. A.D. Maps. A.M. no 677/2. [ca 1 : 14 000 000.] [? Aug 1941] With summary table. Originally classified as SECRET.
- GORDON, Dexter. Settin' the pace. *In: Long Tall Dexter, the Savoy Sessions*. Sound disk. New York: Savoy, 1976, SIL 2211, side B, track 5. Distributed by Arista Records Inc., 1776 Broadway, New York, NY 10019. Originally released on Savoy, 1947, MG 9003.
- GORKI, Maxim. *The Artamonovs* [Delo Artamonovykh]. Translated from the Russian by Alec Brown. London: Folio Society, 1955.
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Appendix B Abbreviations

Terms for the components of an item may be abbreviated in references, provided the forms of abbreviation are consistent throughout a document or group of documents. The following forms are recommended for general use.

Term	Abbreviation
abstract	abs.
Abteilung	Abt.
album	album
Band	Bd.
bibliography	bibliogr.
cassette	cas.
diagram	diagr.
disk	dk.
fiche	fiche
figure	fig.
folio	fol.
frame	fr.
Heft	Hft.
index	ind.
Jahrgang	Jg.
number	no.
opus	op.
page	p.
pages	pp.
part	pt. or part (in music)
plate	pl.
record	rec.
series	ser.
summary	sum.
table	tab.
tape	tape
track	tr.
tome	t.
volume	vol.

Appendix C Bibliography

BSI standards publications²⁾

BRITISH STANDARDS INSTITUTION, London

BS 2979:1958, *Transliteration of Cyrillic and Greek characters.*

BS 4000-1:1990, *Sizes of paper and board — Part 1: Specification for A and B series of trimmed sizes of writing paper and certain classes of printed matters.*

BS 4148:1985, *Specification for abbreviation of title words and titles of publications.*

BS 4280:1968, *Transliteration of Arabic characters.*

BS 4812:1972, *Specification for the romanization of Japanese.*

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

BS EN 28601:1992, *Specification for representation of dates and times in information interchange.*

ISO standards publications²⁾

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

ISO 4:1984, *Information and documentation — Rules for the abbreviation of title words and titles of publications.*

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 259-2:1984, *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.*

Other publications

[1] *Anglo-American cataloguing rules*. 2nd edition. London: Library Association, 1978³⁾.

[2] *ISBD(G): International Standard Bibliographic Description (General)*. London: International Federation of Library Associations (IFLA), 1977³⁾⁴⁾.

[3] WIPO ST3. Standard code for the representation of the names of independent states and other entities which issue patent documents and of international organizations in the field of industrial property. *In: Patent information and document handbook*. Geneva: World Intellectual Property Organization, 1981.

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.

³⁾ Referred to in the foreword only.

⁴⁾ Further information is available from IFLA International Programme for UBC, c/o The British Library Reference Division, Great Russell Street, London WC1B 3DG.

List of references

BSI standards publications⁵⁾

BRITISH STANDARDS INSTITUTION, London

BS 5605:1990, *Recommendations for citing and referencing published material*⁶⁾.

BS 6371:1983, *Recommendations for citation of unpublished documents*⁶⁾.

BS 6879:1987, *Specification for codes for the representation of names of counties and similar areas.*

BS EN ISO 3166-1:1998, *Codes for the representation of names of countries and their subdivisions — Part 1: Country codes.*

ISO standards publications⁵⁾

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

ISO 690:1987, *Documentation — Bibliographic references — Content, form and structure*⁶⁾.

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

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

ISO 3297:1986, *Information and documentation — International standard serial numbering (ISSN).*

⁵⁾ 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.

⁶⁾ Referred to in the foreword only.

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