

STN	Informácie a dokumentácia Návod na tvorbu bibliografických odkazov na informačné pramene a ich citovanie	STN ISO 690 01 0197
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Information and documentation
Guidelines for bibliographic references and citations to information resources

Information et documentation
Principes directeurs pour la rédaction des références bibliographiques et des citations des ressources d'information

Táto slovenská technická norma obsahuje anglickú verziu medzinárodnej normy ISO 690: 2021 a má postavenie oficiálnej verzie.

This Slovak standard includes the English version of the International standard ISO 690: 2021 and has the status of the official version.

Nahradenie predchádzajúcich slovenských technických noriem

Táto slovenská technická norma nahrádza STN ISO 690 z mája 2012 v celom rozsahu.

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Anotácia

Tento dokument popisuje súbor zásad, návodov a požiadaviek na prípravu bibliografických odkazov a citácií v dielach, ktoré samy osebe nie sú primárne bibliografické. Vzťahuje sa na bibliografické odkazy a citácie pre všetky druhy informačných zdrojov, vrátane, ale nie výlučne, monografií, seriálov, príspevkov v rámci monografií a seriálov, patentov, kartografických materiálov, umeleckých diel, predstavení a rôznych elektronických zdrojov, ako sú súbory údajov z výskumu, databázy, programy a aplikácie, webové archívy a sociálne médiá, hudba, zvukový záznam, tlač, fotografie, grafické a audiovizuálne materiály, archívne zdroje a pohyblivé obrázky.

Tento dokument poskytuje systém na citovanie informačných zdrojov, ktorý poskytuje deterministický výstup, takže citáciu vygenerovanú týmto systémom možno jedinečne priradiť späť k pôvodne definovanému súboru zdrojových prvkov. Tento systém je určený na použitie vo viacerých jazykoch. Citácie generované týmto systémom sú strojovo analyzovateľné. Citačný systém opísaný v tomto dokumente možno použiť ako konfigurovateľný rámec na vytváranie citačných štýlov.

Tento dokument nešpecifikuje dátový model pre strojovo čitateľné citácie, hoci takáto špecifikácia môže byť poskytnutá v samostatnom dokumente alebo pridaná k neskoršiemu vydaniu ISO 690.

Usmerneniami pre právne citácie, ako sú odkazy na prípady, zákony alebo pojednania, sa tento dokument nezaobrá, pretože takéto usmernenia sú zvyčajne špecifické pre jednotlivé krajiny. Odporúčania týkajúce sa toho, pre aký druh informačných zdrojov možno alebo nemožno citovať alebo popisovať riziká s tým spojené, napríklad, citujúc sociálne médiá, nespádajú do predmetu tohto dokumentu.

Národný predhovor

Normatívne referenčné dokumenty

Nasledujúce dokumenty, celé alebo ich časti, sú v tomto dokumente normatívnymi odkazmi a sú nevyhnutné pri jeho používaní. Pri datovaných odkazoch sa použije len citované vydanie. Pri nedatovaných odkazoch sa použije najnovšie vydanie citovaného dokumentu (vrátane všetkých zmien).

POZNÁMKA 1. – Ak bola medzinárodná publikácia zmenená spoločnými modifikáciami, čo je indikované označením (mod), použije sa príslušná EN/HD.

POZNÁMKA 2. – Aktuálne informácie o platných a zrušených STN možno získať na webovom sídle www.unms.sk.

ISO 4 prijatá ako STN ISO 4 Informácie a dokumentácia. Pravidlá skracovania slov z názvov a názvov dokumentov (01 0196)

ISO 5127 prijatá ako STN ISO 5127 Informácie a dokumentácia. Slovník (01 0165), zrušená a nahradená ISO 5127: 2017 dosiaľ neprijatá

ISO 8601-1 dosiaľ neprijatá

Vypracovanie slovenskej technickej normy

Spracovateľ: Úrad pre normalizáciu, metrológiu a skúšobníctvo SR, Bratislava

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Foreword

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

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 46, *Information and documentation*, Subcommittee SC 9, *Identification and description*.

This fourth edition cancels and replaces the third edition (ISO 690:2010), which has been technically revised.

The main changes compared to the previous edition are as follows:

- guidelines for citing electronic resources have been substantially extended;
- guidelines for using persistent identifiers, permalinks and Web archives are included;
- the document has been restructured to improve its readability.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Introduction

Citations enable the identification and location of information resources. More importantly, citations are used to link new and derivative knowledge to existing knowledge sources, and therefore play an important role in transmission and retainment of knowledge — a process which forms the basis for the advancement of culture and science in human civilization.

In an age of democratized computing and network resources, it is increasingly important to have a consistent mechanism for citing information resources — a set of guidelines for citations that cover the proliferation of new information resource types, to enable the referencing of information resources of the past, of the present and of the future. This new edition of ISO 690 aims to address that while formalizing traditional practices.

This document describes a set of principles and practical guidelines for the creation of references and requirements for the citation of information resources. Information resources that can be cited are of diverse types, such as printed and electronic documents, from monographs to serials, cartographic to audiovisual resources, software to datasets, patents to reports and websites.

Specifically, this document provides a system for citing information resources that renders deterministic output. A citation generated by this system can be uniquely mapped back to the originally defined set of source elements. This system is intended to be applicable across all natural languages.

The citation system is built on a set of common metadata elements for information resources accompanied by a set of rendering rules. For information resource types that require additional details, for instance, audiovisual material, art and graphics as well as online resources, the system provides supplementary rules and data elements in order to handle those information resources in a tailored manner, according to established practices in these fields.

The citation system described in this document can be considered as a configurable framework for building citation styles. For example, the delimitations and context separator symbols and rules used in the citation rendering mechanism can be substituted with other methods or typographical features. It is possible to adopt partial guidance of this document and apply it to any citation style, such as to citation guidelines published by scientific periodicals or universities. This document uses an exemplar citation style, but does not indicate preference for one citation style over another.

While this document does not mandate a reference listing system, [Annex A](#) does provide definitions for a number of such systems. In this document, the numeric citation system (see [A.3](#)) is used for displaying references. [Annex B](#) specifies practices for referencing archived Web information resources.

This document does not discuss the importance of citation accuracy in detail. Citation guidelines published by universities¹⁾, and a Web site dedicated to the prevention of plagiarism²⁾ cover this topic well. Providing the reasons for importance of citations in science is not within the scope of this document. A few examples of sources which should always be cited are given in [Clause 5](#).

This document contains many URL-based links to Web resources. Persistence of such links cannot be guaranteed in the long term. If a resource has disappeared or if it seems that it might have changed significantly, readers are advised to retrieve the linked content from a Web archive.

1) For example <https://pr.princeton.edu/pub/integrity/pages/cite/>, <https://integrity.mit.edu/handbook/citing-your-sources/avoiding-plagiarism-cite-your-source>.

2) <https://www.plagiarism.org/>.

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

1 Scope

This document describes a set of principles, guidelines, and requirements for the preparation of bibliographic references and citations in works that are not themselves primarily bibliographical. It is applicable to bibliographic references and citations for all kinds of information resources, including but not limited to monographs, serials, contributions within monographs and serials, patents, cartographic materials, artworks, performances and diverse electronic resources, such as research datasets, databases, programs and applications, Web archives and social media, music, recorded sound, prints, photographs, graphic and audio-visual materials, archival sources and moving images.

This document provides a system for citing information resources that renders deterministic output, such that a citation generated by this system can be uniquely mapped back to the originally defined set of source elements. This system is intended to be applicable across multiple languages. Citations generated by this system are machine-parseable. The citation system described in this document can be used as a configurable framework for building citation styles.

This document does not specify a data model for machine-readable citations, although such specification may be provided in a separate document or added to a later edition of ISO 690.

Guidelines for legal citations, such as references to cases, statutes or treatises, are not addressed in this document, since such guidelines are usually country-specific³). Recommendations with regards to what kind of information resources may or may not be cited, or describing the risks involved with, for example, citing social media, are not within the scope of this document⁴).

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

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

ISO 5127, *Information and documentation — Foundation and vocabulary*

ISO 8601-1, *Date and time — Representations for information interchange — Part 1: Basic rules*

koniec náhľadu – text ďalej pokračuje v platenej verzii STN