

Electronic Sources: APA Style of Citation

PLEASE NOTE: Follow recommended patterns given in the Publication Manual of the American Psychological Association, 4th edition, for indentation of items in a "Reference List."

Individual Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].

Author/editor. (Year). Title (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].

Examples:

Oxford English dictionary computer file: On compact disc (2nd ed.), [CD-ROM]. (1992). Available: Oxford UP [1995, May 27].

Pritzker, T. J. (No date). An Early fragment from central Nepal [Online]. Available: <http://www.ingress.com/~astanart/pritzker/pritzker.html> [1995, June 8].

* Write "No date" when the electronic publication date is not available.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Parts of Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. (Year). Title. In Source (edition), [Type of medium]. Producer (optional). Available: Supplier/Database identifier or number [Access date].

Author/editor. (Year). Title. In Source (edition), [Type of medium]. Producer (optional). Available Protocol (if applicable): Site/Path/File [Access date].

Examples:

Bosnia and Hercegovina. (1995). In Academic American Encyclopedia [Online]. Available: Dow Jones News Retrieval Service/ENCYC [1995, June 5].

* This is an article from an encyclopedia with no author given.

Daniel, R. T. (1995). The history of Western music. In Britannica online: Macropaedia [Online]. available:

<http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html> [1995, June 14].

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Journal Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. (Year). Title. Journal Title [Type of medium], volume(issue), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year). Title. Journal Title [Type of medium], volume(issue), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

Examples:

Clark, J. K. (1993). Complications in academia: Sexual harassment and the law. Siecus Report [CD-ROM], 21(6), 6-10. Available: 1994 SIRS/SIRS 1993 School/Volume 4/Article 93A [1995, June 13].

Carriveau, K. L., Jr. (1995). [Review of the book Environmental hazards: Marine pollution]. Electronic Green Journal [Online], 2(1), 3 paragraphs. Available: gopher://gopher.uidaho.edu/11/UI_gopher/library/egj03/carriv01.html [1995, June 21].

* This is a reference for a book review; brackets indicate title is supplied.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (Gopher) after "Available" since that is stated in the URL.

Inada, K. (1995). A Buddhist response to the nature of human rights. Journal of Buddhist Ethics [Online], 2, 9 paragraphs. Available: <http://www.cac.psu.edu/jbe/twocont.html> [1995, June 21].

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Magazine Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. (Year, month day). Title. Magazine Title [Type of medium], volume (if given), paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year, month day). Title. Magazine Title [Type of medium], volume (if given), paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

Examples:

Goodstein, C. (1991, September). Healers from the deep. American Health [CD-ROM], 60-64.

Available: 1994 SIRS/SIRS 1992 Life Science/Article 08A [1995, June 13].

Viviano, F. (1995, May/June). The new Mafia order. Mother Jones Magazine [Online], 72 paragraphs. Available: http://www.mojones.com/MOTHER_JONES/MJ95/viviano.html [1995, July 17].

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Newspaper Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. (Year, month day). Title. Newspaper Title [Type of medium], paging or indicator of length. Available: Supplier/Database name (Database identifier or number, if available)/Item or accession number [Access date].

Author. (Year, month day). Title. Newspaper Title [Type of medium], paging or indicator of length. Available Protocol (if applicable): Site/Path/File [Access date].

Examples:

Howell, V., & Carlton, B. (1993, August 29). Growing up tough: New generation fights for its life: Inner-city youths live by rule of vengeance. Birmingham News [CD-ROM], p. 1A(10 pp.).

Available: 1994 SIRS/SIRS 1993 Youth/Volume 4/Article 56A [1995, July 16].

Johnson, T. (1994, December 5). Indigenous people are now more combative, organized. Miami Herald [Online], p. 29SA(22 paragraphs). Available: gopher://summit.fiu.edu/Miami

Herald--Summit-Related Articles/12/05/95--Indigenous People Now More
Combative, Organized
[1995, July 16].

* This reference gives beginning page and the number of paragraphs; this
information is useful

if one wishes to refer to material in text references.

* When citing information retrieved on the World Wide Web, it is not necessary to
repeat the
protocol (HTTP) after "Available" since that is stated in the URL.

Discussion List Messages

Basic forms:

Author. (Year, Month day). Subject of message. Discussion List [Type of medium].
Available
E-mail: DISCUSSION LIST@e-mail address [Access date].

Author. (Year, Month day). Subject of message. Discussion List [Type of medium].
Available
E-mail: LISTSERV@e-mail address/Get [Access date].

Examples:

RRECOME. (1995, April 1). Top ten rules of film criticism. Discussions on All
Forms of Cinema
[Online]. Available E-mail: CINEMA-L@american.edu [1995, April 1].

* Author's login name, in uppercase, is given as the first element.

Discussions on All Forms of Cinema [Online]. Available E-mail:
LISTSERV@american.edu/Get
cinema-l log9504A [1995, August 1].

* Reference is obtained by searching the list's archive.

Personal Electronic Communications (E-mail)

Basic forms:

Sender (Sender's E-mail address). (Year, Month day). Subject of Message. E-mail
to recipient

(Recipient's E-mail address)

Examples:

Day, Martha (MDAY@sage.uvm.edu). (1995, July 30). Review of film -- Bad Lieutenant. E-mail to Xia Li (XLI@moose.uvm.edu).

Reference Citations in Text

The approach to documentation recommended by the American Psychological Association is called the author-date system. Citations in the text refer the reader to the "Reference List" at the end of the book, chapter, article or paper. Below are a few examples where the reader is guided to a specific paragraph in the electronic document.

Native peoples have little to lose by adopting these practices (Johnson, 1994, paragraph 10).

Viviano sees advantages in this line of defense (1995, paragraph 3).

Buddhist organizations have taken a somewhat different approach ... (Inada, 1995, paragraph 2).

||Electronic Sources: MLA Style of Citation||Publication information||

Send E-mail to Nancy Crane (ncrane@zoo.uvm.edu) for comments and suggestions.
University of Vermont.
Last update: October 29, 1997.

Electronic Sources: MLA Style of Citation

PLEASE NOTE: For items in a "Works Cited" list, follow recommended patterns for indentation given in the MLA Handbook, 4th edition.

Individual Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. Title of Print Version of Work. Edition statement (if given). Place of publication:

publisher, date. Title of Electronic Work. Medium. Information supplier. File identifier or number. Access date.

Author/editor. Title of Print Version of Work. Edition statement (if given). Publication

information (Place of publication: publisher, date), if given. Title of Electronic Work. Medium.

Information supplier. Available Protocol (if applicable): Site/Path/File. Access date.

Examples:

Oxford English Dictionary Computer File: On Compact Disc. 2nd ed. CD-ROM. Oxford: Oxford UP, 1992.

*Access date is not needed when the medium is a CD-ROM.

Pritzker, Thomas J. An Early Fragment from Central Nepal. N.D. Online. Ingress Communications. Available: <http://www.ingress.com/~astanart/pritzker/pritzker.html>. 8 June 1995.

* This is a citation form when the print version is not included in the reference.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Parts of Works

Basic forms, commercial supplier, and using an Internet protocol:

Author/editor. "Part title." Title of Print Version of Work. Edition statement (if given). Place of

publication: publisher, date. Title of Electronic Work. Medium. Information supplier. File

identifier or number. Access date.

Author/editor. "Part title." Title of Print Version of Work. Edition statement (if given). Publication

information (Place of publication: publisher, date), if given. Title of Electronic Work. Medium.

Information supplier. Available Protocol (if applicable): Site/Path/File. Access date.

Examples:

"Bosnia and Hercegovina." Academic American Encyclopedia. 1995. Academic American

Encyclopedia. Online. Dow Jones News Retrieval Service. ENCYC. 5 June 1995.

* This is an article from an encyclopedia with no author given.

* It is not necessary to give place of publication and publisher when citing well-known reference sources.

Daniel, Ralph Thomas. "The History of Western Music." Britannica Online: Macropaedia. 1995.

Online. Encyclopedia Britannica. Available:

<http://www.eb.com:180/cgi-bin/g:DocF=macro/5004/45/0.html>. 14 June 1995.

* It is not necessary to give place of publication and publisher when citing well-known reference sources.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Journal Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. "Article Title." Journal Title. Volume.Issue (Year): paging or indicator or length.

Medium. Information supplier. Database Name. File identifier or number. Accession number.

Access date.

Author. "Article Title." Journal Title. Volume.Issue (Year): paging or indicator or length.

Medium. Available Protocol (if applicable): Site/Path/File. Access date.

Examples:

Clark, Jeffrey K. "Complications in Academia: Sexual Harassment and the Law." Siecus Report.

21.6 (1993): 6-10. CD-ROM. 1994 SIRS. SIRS 1993 School. Volume 4. Article 93A.

* Access date is not needed when the medium is a CD-ROM.

Carriveau, Kenneth L., Jr. Rev. of Environmental Hazards: Marine Pollution, by Marth Gonnar.

Environmental Green Journal 2.1 (1995): 3 pars. Online. Available: gopher://gopher.uidaho.edu/11/UI_gopher/library/egj03/carriv01.html. 21 June 1995.

* This is a reference for a book review.

* For paging information, substitute number of paragraphs, i.e., "3 pars." for three paragraphs in this reference.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (Gopher) after "Available" since that is stated in the URL.

Inada, Kenneth. "A Buddhist Response to the Nature of Human Rights." Journal of Buddhist

Ethics 2 (1995): 9 pars. Online. Available: <http://www.cac.psu.edu/jbe/twocont.html>. 21 June 1995.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Magazine Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. "Article Title." Magazine Title. Date: paging or indicator or length. Medium.

Information supplier. Database Name. File identifier or number. Accession number. Access date.

Author. "Article Title." Magazine Title. Date: paging or indicator or length.
Medium. Available
Protocol (if applicable): Site/Path/File. Access date.

Examples:

Goodstein, Carol. "Healers from the Deep." American Health. Sept. 1991: 60-64.
CD-ROM. 1994
SIRS. SIRS 1992 Life Science. Article 08A.

* Access date is not needed when the medium is a CD-ROM.

Viviano, Frank. "The New Mafia Order." Mother Jones Magazine May-June 1995:
72 pars.
Online. Available:
http://www.mojoines.com/MOTHER_JONES/MJ95/viviano.html. 17 July 1995.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (HTTP) after "Available" since that is stated in the URL.

Newspaper Articles

Basic forms, commercial supplier, and using an Internet protocol:

Author. "Article Title." Newspaper Title. Date, Edition (if given): paging or indicator or length.
Medium. Information supplier. Database Name. File identifier or number.
Accession number.
Access date.

Author. "Article Title." Newspaper Title. Date, Edition (if given): paging or indicator or length.
Medium. Available Protocol (if applicable): Site/Path/File. Access date.

Examples:

Howell, Vicki, and Bob Carlton. "Growing up Tough: New Generation Fights for Its Life: Inner-city Youths Live by Rule of Vengeance." Birmingham News. 29 Aug. 1993: 1A+. CD-ROM.
1994 SIRS. SIRS 1993 Youth. Volume 4. Article 56A.

* Access date is not needed when the medium is a CD-ROM.

Johnson, Tim. "Indigenous People Are Now More Combative, Organized." Miami Herald 5 Dec.

1994: 29SA. Online. Available: [gopher://summit.fiu.edu/Miami Herald--Summit-Related](mailto:gopher://summit.fiu.edu/Miami_Herald--Summit-Related)

Articles/12/05/95--Indigenous People Now More Combative, Organized. 16 July 1995. 17 July 1995.

* When citing information retrieved on the World Wide Web, it is not necessary to repeat the protocol (Gopher) after "Available" since that is stated in the URL.

Discussion List Messages

Basic forms:

Author. "Subject of Message." Date. Online posting. Discussion List. Available E-mail:

DISCUSSION LIST@e-mail address. Access date.

Author. "Subject of Message." Date. Online posting. Discussion List. Available E-mail:

LISTSERV@e-mail address/Get. Access date.

Examples:

RRECOME. "Top Ten Rules of Film Criticism." 1 Apr. 1995. Online posting. Discussions on All

Forms of Cinema. Available E-mail: CINEMA-L@american.edu. 1 Apr. 1995.

* Author's login name, in uppercase, is given as the first element.

RRECOME. "Top Ten Rules of Film Criticism." 1 Apr. 1995. Online posting. Discussions on All

Forms of Cinema. Available E-mail: [LISTSERV@american.edu/Get cinema-log9504A](mailto:LISTSERV@american.edu/Get_cinema-log9504A). 1 Aug.

1995.

* Reference is obtained by searching the list's archive.

Personal Electronic Communications (E-mail)

Basic forms:

Sender (Sender's E-mail address). "Subject of Message." E-mail to recipient (Recipient's E-mail address). Date of message.

Examples:

Day, Martha (MDAY@sage.uvm.edu). "Review of film -- Bad Lieutenant." E-mail to Xia Li (XLI@moose.uvm.edu). 30 July 1995.

Parenthetical Documentation

The in-text referencing system recommended in the MLA Handbook, 4th edition (Gibaldi 183-202) directs readers to a "Works Cited" list at the end of the book, chapter, article, paper or dissertation.

The text reference usually includes an author name and location in the text being cited. Examples

follow, using paragraph number to show the exact location in the text:

Native peoples have little to lose by adopting these practices (Johnson, par. 3).

Viviano sees advantages in this line of defense (par. 3).

Buddhist organizations have taken a somewhat different approach ... (Inada, par. 2).

NOTE: The word "paragraph" is abbreviated as "par." in the examples above.

||Electronic Sources: APA Style of Citation||Publication information||

Send E-mail to Nancy Crane (ncrane@zoo.uvm.edu) for comments and suggestions.
University of Vermont.

Last update: October 29, 1997.

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January, 1995 (Rev. 11/97)
Vers. 1.2

Columbia Online Style:
MLA-Style Citations of Electronic
Sources

(Endorsed by the Alliance for Computers & Writing)

The basic component of the reference citation I have compiled is simple:1

Author's Lastname, Author's Firstname. "Title of Document."

Title of Complete Work (if applicable). Version or
File Number, if applicable. Document date or date of
last revision (if different from access date).

Protocol and address, access path or directories (date
of access).

The pages that follow give specific examples, following this format. Please bear in mind, however, that, like the Internet itself, the information sources are in a constant state of flux and, therefore, this work will also need to change as the sites themselves proliferate and adapt to the new era of electronic print.

STYLE SHEET

(Endorsed by the Alliance for Computers & Writing)

FTP (File Transfer Protocol) Sites

To cite files available for downloading via ftp, give the author's name (if known), the full title of the

paper in quotation marks, the document date if known and if different from the date accessed, and the address of the ftp site along with the full path to follow to find the paper, and the date of access.

Bruckman, Amy. "Approaches to Managing Deviant Behavior in Virtual Communities." Apr. 1994.
[ftp://ftp.media.mit.edu/pub/asb/papers](ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.txt)
[/deviance-chi94.txt](ftp://ftp.media.mit.edu/pub/asb/papers/deviance-chi94.txt) (4 Dec.1994).

WWW Sites (World Wide Web)

(Available via Lynx, Netscape, Other Web Browsers)

To cite files available for viewing/downloading via the World Wide Web, give the author's name (if known), the full title of the work in quotation marks, the title of the complete work if applicable in italics, the document date if known and if different from the date accessed, the full http address, and the date of visit.

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *The MUDdex*. 1993.
<http://www.apocalypse.org/pub/u/lpb/muddex/essay/>
(5 Dec. 1994).

Telnet Sites

(Sites and Files available via the telnet protocol)

List the author's name or alias (if known), the title of the work (if shown) in quotation marks, the title of the full work if applicable in italics, the document date if known and if different from the date accessed, and the complete telnet address, along with directions to access the publication, along with the date of visit.

traci (#377). "DaedalusMOO Purpose Statement."

DaedalusMOO. telnet://daedalus.com:7777, help

purpose (30 Apr. 1996).

Synchronous Communications (MOOs, MUDs, IRC, etc.)

Give the name of the speaker(s) and type of communication (i.e., Personal Interview), the address if applicable and the date in parentheses.

Pine_Guest. Personal interview. telnet://world.sensemedia

.net 1234 (12 Dec.1994).

WorldMOO Christmas Party. telnet world.sensemedia.net 1234

(24 Dec. 1994).

GOPHER Sites (Information available via gopher search protocols)

For information found using gopher search protocols, list the author's name (if known), the title of the paper in quotation marks, the date of publication if known and if different from the date accessed, any print publication information, and the gopher search path followed to access the information, including the date that the file was accessed.

"The Netoric Project." gopher://kairos.daedalus.com:70

/00ftp%3APub%3AACW%3ANETORIC%3A-Welcome-(13 Jan.

1996).

Email, Listserv, and Newsgroup Citations

Give the author's name or alias (if known), the subject line from the posting in quotation marks, the date of the message if different from the date accessed, and the address of the listserv or newsgroup, along with the date of access in parentheses. For personal email listings, omit the email address.

Bruckman, Amy S. "MOOSE Crossing Proposal." *mediamoo@media.mit.edu* (20 Dec. 1994).

Seabrook, Richard H. C. "Community and Progress." *cybermind@jefferson.village.virginia.edu* (22 Jan. 1994).

Thomson, Barry. "Virtual Reality." Personal email (25 Jan. 1995).

Publications on CD-ROM, Diskette, or Magnetic Tapes

List the author's name, last name first, followed by the title of the article in quotation marks and the title of the publication in italics, any version or edition numbers, series name, if applicable, and the publication information, if available.

Zieger, Herman E. "Aldehyde." *The Software Toolworks Multimedia Encyclopedia*. Vers. 1.5. Software Toolworks. Boston: Grolier, 1992.

1Margins and line breaks on examples have been forced to simulate hanging indents in print, while trying to preserve margins for various sized browser windows. For a more complete discussion of citation formats for both humanities styles and author-date styles, including in-text citations and specific examples, see the *Columbia Guide to Online Style* by Janice R. Walker and Todd Taylor (in press).

For more information on finding and using electronic sources, see the *Longman English Pages*

For information on citing sources in the text using parenthetical notations, see <http://www.cas.usf.edu/english/walker/parenthetic.html>

Versions of this Style Sheet have also been included by permission in the following texts:

Anderson, Daniel, Bret Benjamin, Christopher Busiel, and Bill Parades-Holt. Teaching Online.

NY: HarperCollins, 1996.

Branscomb, H. Eric. Casting Your Net: A Student's Guide to Research on the Internet. Boston:

Allyn and Bacon, 1998.

Branscomb, H. Eric, and Joseph D. Rivard. Quick Guide to the Internet for College Composition. Boston: Allyn and Bacon, 1997.

Corbett, Edward P. J. The Little English Handbook 8th ed. NY: Longman (in press).

Crispen, Patrick. Atlas for the Information Superhighway. NY: SouthWestern, 1996.

Crump, Eric, and Nick Carbone. English Online: A Student's Guide to the Internet and World

Wide Web. NY: Houghton-Mifflin, 1997.

Epiphany Project. Field Guide to 21st Century Writing.

Hacker, Diana. The Bedford Handbook, 5/e. NY: Bedford, 1997.

Hacker, Diana. A Pocket Style Manual, 2/e. NY: Bedford, 1996.

Hacker, Diana. A Writer's Reference. NY: Bedford, 1997.

Hairston, Maxine, John J. Ruskiewicz, and Dan Seward. Coretext. NY: Addison Wesley

Longman, 1997.

Hairston, Maxine, John J. Ruskiewicz, and Dan Seward. Coretext Online. NY: Addison

Wesley Longman, 1997.

Hairston, Maxine, and John J. Ruskiewicz. The Scott, Foresman Handbook. NY: HarperCollins, 1996.

Hall, Donald, and Sven Birkerts. Writing Well 9th ed. NY: Longman, 1998.

Lannon, John M. Technical Writing 7th ed. NY: Longman, 1997.

Trimbur, John. A Call to Write. NY: Longman (in press).

The English Pages. NY: Longman, 1997. <http://longman.awl.com/englishpages> (20 Oct. 1997).

Walker, Janice R., and Todd Taylor. The Columbia Guide to Online Style. NY: Columbia UP

(in press).

SEE ALSO: APA Style

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Please contact the author for permission to link to or copy the material presented herein. Thank you.

J. Walker

This page has been browsed times since September 18, 1997

Beyond the MLA Handbook:
Documenting Electronic Sources on the
Internet

Andrew Harnack

Gene Kleppinger

Eastern Kentucky University, Richmond, KY

--> Special news about the authors' latest publication <--

"In the world of honest scholarship, no rule is more revered than the citation."
--Kavita Varma

Abstract

Responding to the needs of writers, teachers, students, and scholars using the MLA style of documentation, professional organizations and researchers are in the process of creating citation conventions that seek to demonstrate efficient and unambiguous reference to Internet sources. Going beyond the limited recommendations in *The MLA Handbook for Writers of Research Papers* (1995), Janice Walker's "MLA-Style Citations for Electronic Sources," for example, presents a largely admirable style for documentation, worthy of endorsement by the Alliance for Computers and Writing. In spite of its usefulness, however, a close examination of the style reveals several noteworthy ambiguities and infelicities. Four problematic areas can be identified: (1) distinguishing between Internet addresses and command sequences, (2) distinguishing between dates of publication and dates of user access, (3) distinguishing between addresses of publication and addresses for retrieval, and (4) providing for the "openness" of many Internet pathways to the same (authentic) source. After examining each of the four problem areas, we recommend additions and emendations to Walker's models that help eliminate ambiguities. Each of our recommendations improves the usefulness and clarity of individual models. Finally, in "Citing the Sites: MLA-Style Guidelines and Models for Documenting Internet Sources," we provide a style sheet for teachers, students, researchers, and scholars whose citation standards are based on MLA-style documentation principles

and models. "Citing the Sites" may be distributed as a self-contained guideline providing checklists and models for all current instances of Internet citation.

Because this essay presents citation models that contain long strings, users are advised to expand their browser windows as wide as possible. Author references in this document are linked to their Works Cited entries. Netscape users who follow those links can use the "Back" screen button or menu item to return to the text.

Originally presented by the authors at the 23rd Annual Conference, Kentucky Philological Association, 1 March 1996.

Latest revision of this document: 25 November 1996.

A BRIEF CITATION GUIDE FOR
INTERNET SOURCES IN HISTORY AND
THE HUMANITIES (Version 2.1)

by:
Melvin E. Page
20 February 1996

for:
H-AFRICA Humanities On-Line

and
History Department
East Tennessee State University
Johnson City, TN 37614-0672

The following suggestions for citations of Internet sources in history and the humanities are derived from the essential principles of academic citation in Kate L. Turabian, *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed. (Chicago, University of Chicago Press, 1987). I have also drawn upon suggestions from some of the works listed in the bibliography below.

Since version 1.0 appeared, many people have raised issues about both internet and humanities citation standards. The comments of readers and users of earlier versions have been particularly helpful in making revisions and refinements in the Guide. It has also been improved by the the students of my Historical Methods classes at East Tennessee State University and my fellow H-AFRICA editors. I thank all of these individuals for their assistance.

Since the Internet is an evolving institution, this Guide is not intended to be definitive. Corrections, additions, comments, suggestions, and criticisms are therefore welcome. Please address them to the author at:

<pagem@etsuarts.east-tenn-st.edu>

When the need for further revisions and updates become apparent, new versions of the Guide will be issued. These can be found at the following URL:

<<http://h-net.msu.edu/~africa/citation.html>>

or through gopher at:

<gopher.h-net.msu.edu> [path: H-NET E-Mail Discussion
Groups/H-AFRICA/Internet Citation Guide]

General Citation Considerations

In some ways, the Internet poses problems for those who want to make fixed references to documents which are frequently less than permanent and generally subject to alteration. Yet historians and humanists have for generations faced similar problems in citing sources. Private correspondence held by families of its recipients or in duplicate copies made the authors, for example, has long posed citation difficulties similar in nature to individual e-mail correspondence (and gopher and World Wide Web sites as well).

New electronic information technology, however, has brought with it advocates of scholarly citations whose concerns are designed first to meet the needs of the new technology and only then the interests of humanistic scholarship. In contrast, historians and their brethren have scholarly inclinations that lead them in two directions: one toward the need for precision in identifying a source and its provenance; the other focusing on a desire to provide a guide to a source's location for subsequent researchers.

The date of a source, for example, is one area where the two views are sometimes far apart, as has been made clear in numerous comments and questions about previous versions of this Guide. For information technologists, the most recent posting date for a Web or gopher site in which a document is found generally provides the best date for a citation. Yet historians are more interested in the date when a particular document was written or created. The preference here has been for the latter.

Another problem involves the citation of e-mail correspondence. Such sources are seen as undependable by information technologists unless they exist in some electronic archive; the archive

then becomes the primary source citation. Humanistic scholars also are concerned about issues of impermanence, such as the question of paper documents which, once cited, are donated to an obscure library or archive, even destroyed. Yet their citations are to the original source, and only secondarily indicate a new location or note the material is no longer extant. Such practice seems appropriate for historian's citations of Internet materials as well.

At the same time, there are certain conventions in the use of the Internet which require the attention of humanities scholars. It is appropriate, for example, to recognize the convention of using pointed brackets, < >, to enclose electronic addresses. Standard Internet practice is also to put the address on one line so that, if a hypertext link to that address is created, it can be easily and accurately read. An address which continues onto a second line often cannot be read as a complete address. But in print citations it is often preferable for the address continue from one line to another. When that is necessary, the compromise suggested here is that punctuation marks in Internet addresses (such as @ . or / but not ~) be at the end of one line with only letters, numbers, or ~ beginning on the next line.

Generally, the use of URL (Uniform Resource Locator) addresses is also preferred for most Internet materials. Nonetheless, humanists who for the time being access material at gopher sites through a gopher address, following a particular menu path, or by anonymous File Transfer Protocol (ftp) may prefer a citation format that actually replicates how they found the material. (This may change as URL access through the World Wide Web becomes more universal).

There are also questions about how to deal with frequent changes in Internet addresses, especially as Web sites are updated and expanded. Even the best attempts at citing such material may lead subsequent researchers to a dead end. This is a particular concern not just for humanists, but also for information technologists. No method of citation can overcome this particular problem which, instead, cries out for great foresight in planning Web sites in addition to careful explanations and Web links to materials which may be moved.

The use of an author's e-mail address was also mentioned as a concern by some of those who commented on earlier versions of this Guide. Such citations can, indeed, be problematic. Please be considerate of those whose work you cite. In this Guide the only addresses included are those which are a part of the public record (for example, listed at the WWW or gopher site in the citation) or for which permission has been obtained.

Finally, it should be noted again that this Guide is based upon citation principles contained in Turabian's Manual. This has led to certain conventions which would not appear in other formats. One of these is the representation of italics for book and journal titles. These are indicated here by opening and ending asterisks (* *) in the belief that they are more distinctive on the computer screen than other possibilities, such as opening and ending underscoring (_ _).

Some historians advocate using other basic citation principles and formats--such as MLA or APA--especially for electronic sources. There are also a variety of questions raised for citations of CD-ROM, binary files, and other electronic materials. While these issues are not addresses in this Guide, the bibliography below will lead to citation suggestions for some of these applications.

Bibliographic Citations

Basic citation components and punctuation

Author's Last Name, First Name <author's internet address, if appropriate>. "Title of Work" or "title line of message." In "Title of Complete Work" or title of list/site as appropriate. <internet address>. [menu path, if appropriate]. Date, if available. Archived at: if appropriate.

The samples below indicate how citations of particular electronic sources might be made.

Listserv Messages

Curtin, Phillip <curtinpd@jhunix.hcf.jhu.edu>. "Goree and the Atlantic Slave Trade." In H-AFRICA. <h-africa@msu.edu>. 31 July 1995. Archived at: <gopher.h-net.msu.edu> [path: H-NET E-Mail

Discussion Groups/H-AFRICA/Discussion Threads/Goree and the Atlantic Slave Trade--item number 465].

Lobban, Richard <RLobban@grog.ric.edu>. "REPLY: African Muslim Slaves in America." In H-AFRICA. <h-africa@msu.edu>. 4 August 1995. Archived at: <"http://h-net.msu.edu/~africa/archives/august95">.

Walsh, Gretchen. "REPLY: Using African newspapers in teaching." In H-AFRICA. <h-africa@msu.edu>. 18 October 1995.

World Wide Web

Limb, Peter. "Alliance Strengthened or Diminished?: Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa." <http://neal.ctstateu.edu/history/world_history/archives/limb-1.html>. May 1992.

FTP Site

Heinrich, Gregor <100303.100@compuserve.com>. "Where There Is Beauty, There is Hope: Sao Tome e Principe." <ftp.cs.ubc.ca> [path: pub/local/FAQ/african/gen/saoep.txt]. July 1994.

Gopher Site

"Democratic Party Platform, 1860." <wiretap.spies.com> [Path: Wiretap Online Library/Civic & Historical/Political Platforms of the U.S.]. 18 June 1860.

Graeber, David <gr2a@midway.uchicago.edu>. "Epilogue to *The Disastrous Ordeal of 1987*." <gopher://h-net.msu.edu:70/00/lists/H-AFRICA/doc/graeber>. No date.

Usenet Group Messages

Dell, Thomas <dell@wiretap.spies.com>. "[EDTECH] EMG: Sacred Texts (Networked Electronic Versions)." In <alt.etext>. 4 February 1993.

Legg, Sonya <legg@harquebus.cgd.ucar.edu>. "African history book list." In <soc.culture.african>. 5 September 1994. Archived at: <http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.">http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.general.html>.

E-mail Messages

Page, Mel <pagem@etsuarts.east-tenn-st.edu>."African dance...and Malawi." Private e-mail message to Masankho Banda. 28 November 1994.

Footnote and Endnote Citations

Basic citation components and punctuation

note number. Author's First name and Last name, <author's internet address, if available>, "Title of Work" or "title line of message," in "Title of Complete Work" or title of list/site as appropriate, <internet address>, [menu path, if appropriate], date if available, archived at if appropriate.

The examples below indicate how citations of particular electronic sources might be made.

Listserv Messages

1. Phillip Curtin, <curtinpd@jhunix.hcf.jhu.edu>, "Goree and the Slave Trade," in H-AFRICA, <h-africa@msu.edu>, 31 July 1995, archived at <gopher.h-net.msu.edu>, [path: H-NET E-Mail Discussion Groups/H-AFRICA/ Discussion Threads/Goree and the Atlantic Slave Trade--item number 465].

2. Richard Lobban, <RLobban@grog.ric.edu>, "REPLY: African Muslim Slaves in America," in H-AFRICA, <h-africa@msu.edu>, 4 August 1995, archived at <http://h-net.msu.edu/~africa/archives/august95>.

3. Gretchen Walsh, "REPLY: Using African newspapers in teaching," in H-AFRICA, <h-africa@msu.edu>, 18 October 1995.

World Wide Web

4. Peter Limb, "Relationships between Labour & African Nationalist/Liberation Movements in Southern Africa," <http://neal.ctstateu.edu/history/world_history/archives/limb-1.html>, May 1992.

FTP Site

5. Gregor Heinrich, <100303.100@compuserve.com">, "Where There Is Beauty, There is Hope: Sao

Tome e Principe," <ftp.us.ubc.ca>, [path: pub/local/FAQ/african/gen/saoep.txt], July 1994.

Gopher Site

6."Democratic Party Platform, 1860," <wiretap.spies.com>, [path: Wiretap Online Library/Civic & Historical/Political Platforms of the U.S.], 18 June 1860.

7.David Graeber, <gr2a@midway.uchicago.edu>, "Epilogue to *The Disastrous Ordeal of 1987*,"
<gopher://h-net.msu.edu:70/00/lists/H-AFRICA/doc/graeber>.

Usenet Group Messages

8.Thomas Dell, <dell@wiretap.spies.com>, "[EDTECH] EMG: Sacred Texts (Networked Electronic Versions)," in <alt.etext>, 4 February 1993.

9.Sonya Legg, <legg@harquebus.cgd.ucar.edu>, "African history book list," in <soc.culture.african>, 5 September 1995, archived at
<http://www.lib.ox.ac.uk/internet/news/faq/archive/african-faq.general.html>.

E-Mail Messages

10.Mel Page, <pagem@etsuarts.east-tenn-st.edu>, "African dance...and Malawi," private e-mail message to Masankho Banda, 28 November 1994.

Bibliography of Additional Material on Electronic Citations

Crouse, Maurice <crousem@cc.memphis.edu>. "Citing electronic information in history papers." Rev. ed. <http://www.people.memphis.edu/~crousem/elcite.txt>. 10 February 1996.

Dodd, Sue A. "Bibliographic References for Computer Files in the Social Sciences: A Discussion Paper." <gopher://info.monash.edu.au:70/00/handy/cites>. Revised May 1990. [Also published in *IASSIST Quarterly*, 14, 2(1990): 14-17.]

Li, Xia and Nancy Crane. "Bibliographic Formats for Citing Electronic Information." <http://www.uvm.edu/~xli/reference/estyles.html>. 1996.

_____. *The Official Internet World Guide to Electronic Styles: A Handbook to Citing Electronic Information*. Westport: Meckler, 1996.

Ruus, Laine G. M. <laine@vm.utcc.utoronto.ca> and Anne Bombak <abombak@vm.ucs.ualberta.ca>.

"Bibliographic citations for computer files." 6th draft edition.

<gopher://gopher.epas.utoronto:70/00/data/more/citation.prt>. 19 November 1994.

Smith, James D.D. "Citation takes fast track to a dead end." *Times Higher Education Supplement*.

13 October 1995.

Turabian, Kate L. *A Manual for Writers of Term Papers, Theses, and Dissertations*, 5th ed.

Chicago, University of Chicago Press, 1987.

University of Chicago Press *Chicago Guide to Preparing Electronic Manuscripts: for Authors and

Publishers*. Chicago: University of Chicago Press, 1987.

Walker, Janice R. "MLA-Style Citations of Internet Sources."

<<http://www.cas.usf.edu/english/walker/mla.html>>. April 1995.

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provided it is reproduced in its entirety and with
full acknowledgement of its source and authorship.

Return to H-AFRICA Home Page.

Web Extension to American
Psychological Association Style
(WEAPAS)

Proposed standard for referencing online documents
in scientific publications

(Revision 1.4.3)

Land, T. [a.k.a Beads] (1997, October 21). Web Extension to American Psychological Association Style (WEAPAS) (Rev. 1.4.3) [WWW document]. URL <http://www.beadsland.com/weapas/>

This document proposes an extension of Appendix 3-A (APA, 1994, pp. 189-222), integrating the Internet standard of Uniform Resource Locators (URL) (Graham, 1995), as used on the World Wide Web (WWW, or Web) (W3C, 1995). The extension proposed here is an alternative to the "path statements" suggested for online sources (APA, 1994, p. 218-220; see also Dewey, 1996).

As an alternative to the approach taken here, readers may wish to consult Li & Crane's (1996a, b; Scribe SA, 1997) "American Psychological Association Embellished Style." Li & Crane also discuss "Modern Language Association (MLA) Embellished Style." Those wishing to use citations tailored to the MLA school may also wish to consult Walker (1995) and Wainwright (1995).

The more generic guide provided by Quinion (1996) offers still another approach, while Ivey (1996) can be read as a review of the points each of these approaches speak to. There is also a summary of ideas for citing electronic texts (e-texts) by Tent (1995), and a short page discussing URLs in biomedical texts by Beckleheimer (1994), available for those who are interested. Also, a very extensive German language text on the same question is available from Bleuel (1995).

This is an evolving standard. This document should be considered under construction. Comments and suggestions are encouraged, and should be sent by electronic mail (e-mail) to the author via beads@beadsland.com.

The Proposal

Elements of References in WEAPAS Style

Author Variations
Date Variations
Title Variations
Types of Documents
Publication Information
Examples (yet to be written)
References for this Document

Elements of References in WEAPAS Style

Author Variations

World Wide Web documents described as "maintained" should refer to the author with the parenthetical modifier, Maintainer (abbr Maint.), although the more generic Ed. (i.e. Editor) may also be used.

Two special cases of author identifiers are considered under the Web Extension: e-mail addresses and nicknames/handles.

Electronic Mail Address as Author

If the element of a Web page lists an e-mail address, and no other information is available to suggest the author of the page, the e-mail address should fill the author position of the reference.

Generic aliases (e.g. webmaster, maintainer) are an exception. In these cases, treat the organization which the documents represent (usu., but not always, the organization running the server on which they are found) as a group or corporate author. This organization will likely be found also in the ADDRESS field in proximity to the eMail address.

All links which might name an author for a document (e.g. an anchor on the e-mail address itself, a "Return to Home" or "About the Author" link) should be exhausted before resorting to using an e-mail address.

Newsgroup postings and other documents which are only identifiable by an e-mail addresses should also use the e-mail address as author.

No capitalization or other changes in case should be made to e-mail addresses in the author position.

When citing references with e-mail addresses for authors, write out the full e-mail address as if it were a surname.

Nickname or Handle as Author

As with e-mail addresses, all potential links to pages in which a real name might be found

should be exhausted before using a nickname as author.

If an author is commonly known by a handle, while their real name is also known, the handle

may be included in brackets immediately following the real name in the author position. In

such cases, the abbreviation "a.k.a." (for 'Also Known As') should be used to identify the

nickname as such.

The first letter of a handle should be capitalized. Unless the handle tends to be recognized by

the use of non-standard case schemes (e.g. eNiGmA, mrEd), which should be preserved to

aid in identification (i.e. the first letter should maintain its original case).

If a nickname is given as author, because the real name can not be determined, but an e-mail

address for the individual is also known, the e-mail address should be included in brackets

immediately following the nickname.

Date Variations

Because some types of online documents may be updated or modified by their authors' at any time,

references to these documents should date the document version used with as much specificity as

possible, with the following guidelines:

References to articles in monthly serials, which will not be modified once distributed, need

only list the year and month of publication. If the periodical is a recognized journal, with

volume and issue numbers, only the year should be listed.

Articles in newsgroups should be referenced not only by date, but by time, to distinguish them

from other articles in the same thread by the same author. The format for such time references

should be of the form "(Year, Month Date, GMT Hour:Minute:Second)" where GMT stands for

Greenwich Mean Time, and Hour is on a 24 hour clock.

Online documents which provide no information as to the date they were created or last

modified, should be treated as republished versions of works with no date of initial publication

(APA, 1994, p. 173), such that the reference would be of the form. "(n.d./Year)" where Year is

the year the document was retrieved.

When referencing documents which are likely to change unpredictably over time (e.g. many Web pages) the year may be followed by the month and day (if available).

In earlier revisions of this update, it was recommended that the word "version" should be appended to the dates of Web pages. This has been deemed redundant however, and so has been dropped from the current proposal.

Visiting Date

Optionally, one may choose to list the date a document was downloaded or viewed online, should there be a concern that the document might expire in the foreseeable future. Such dates come at the end of the reference, parenthesized in the form "(visited Year, Month Date)"

Title Variations

Generally the title of an online document should be immediately recognizable. There are some variations to watch out for however.

The Subject: line of a newsgroup article should be treated as its title. Although the prefix

"Re:" or its cognate, a series of one or more closing angle brackets (">"), should be dropped.

Messages lacking a subject or marked explicitly as "No subject" or similarly tagged, should be treated as untitled works.

Gopher menus (as opposed to discrete files retrieved by a gopher server) do not have titles,

only description(s) of content, which may be provided by external pointers to the menu. It is

recommended that such a description be included in brackets in the title position, otherwise the

gopher menu should be treated as an untitled work.

The title of a HTML Web document should be taken from the <TITLE> element of that page.

If the client used to view this page does not automatically display the contents of the

<TITLE> element, it must be found by looking at the source file. Should the title given in

header (e.g. <H1>) elements vary substantially from the that in the <TITLE> element, it may

be listed also, following the <TITLE> part, and separated by a semicolon.

Types of Documents

There are many different types of documents and services available on the Internet. The nature of a given document should be given in brackets immediately following the title.

Database

An online database other than WAIS.

Digitized image

Graphics file in .gif, .jpg, or some other format.

Digitized sound file

Recorded or synthesized audio file.

Digitized video file

Film, movie, or animation as an electronic data file.

Electronic data file

Something for which these other descriptors is not entirely appropriate.

FTP archive

Subdirectory within an FTP accessed file system.

Gopher menu

Location in gopher space other than a terminal document node.

On-line news posting

Article in a Usenet or local newsgroup

On-line search query

A database query or similar service accessed by gopher, or via the Web using the GET method.

On-line serial

Periodical distributed by eMail or in another form.

On-line service

Service other than a database, accessible via telnet or other protocols.

PostScript file

File containing instructions for rendering a document on a PostScript printer or other device.

Text file

File containing text which may be read without a special program.

WAIS database

Publicly accessible WAIS.

WAIS query

Results of a search of a WAIS database.

WWW document

An HTML document which must be viewed using a World Wide Web client.

Note that postings to mailing lists (e.g. Listserv, MajorDomo) are not included here. As these documents are not publicly retrievable at a later date, and are seen only by those individuals who are subscribed to the list at the time the message was sent, they should be treated as personal communications.

Publication Information

The Web Extension employs URLs in the publication element of references, under the following conditions:

Each unique Uniform Resource Locator should be prefaced with the keyword "URL" followed

by a space.

A URL should not end with a period or other punctuation.

If a URL should run longer than the space available on a line, it may be broken at a slash ("/")

character, keeping the slash as the last character on the line, in the same way as a dash ("-") is

used to divide hyphenated words.

When the retrieval of a document involves the sending of e-mail, the mailto: URL should

be followed by any information required in the mail for retrieval. This information shall be

prefixed by either the keyword Message: (if it is to be included in the body of the mail) or

the keyword Subject: (if it is meant to appear on the subject header line). A space should

delimiter both sides of the keyword, but no other punctuation (other than the colon in the

keyword) should be used.

For documents which have alternative methods of online retrieval, the URL for each retrieval

method should be listed, with URLs delimited by a single space and no other punctuation.

Examples

Unfortunately, I have not yet had the free hours to sit down and write up the extensive examples I

had planned. Please be patient. In the meantime, the format of the References, below, should be a

good jumping off point.

References

American Psychological Association (APA) (1994). Publication manual of the American

Psychological Association (4th ed.). Washington, D. C.: Author.

Beckleheimer, J. (1994). How do you cite URL's in a bibliography? [WWW document]. URL

<http://www.nrlssc.navy.mil/meta/bibliography.html>

Bleuel, J. (1995, November 8). Zitieren von Internetquellen ["Citing sources on the internet"]. URL <http://www.uni-mainz.de/~bleuj000/zitl.html>

Dewey, R. (n.d./1996). APA Publication Manual Crib Sheet. Psych Web by Russ Dewey
[WWW document]. URL <http://www.gasou.edu/psychweb/tipsheet/apacrib.htm>

Graham, I. (1995, December 4). Uniform Resource Locators (URLs) [WWW document]. URL
<http://www.utoronto.ca/webdocs/HTMLdocs/NewHTML/url.html>

Ivey, K.C. (1996, September 2). Citing internet sources [WWW document]. URL
<http://www.eei-alex.com/eye/utw/96aug.html>. Also in *The Editorial Eye*, 19(8), 10-11.
Alexandria: EEI.

Li, X., and Crane, N. (1996a, May 20) Bibliographic formats for citing electronic information
[WWW document]. URL <http://www.uvm.edu/~ncrane/estyles/>

Li, X., and Crane, N. (1996b) *Electronic styles: A Handbook for citing electronic information*.
Medford, NJ: Information Today, Inc.

Quinion, M. (1996, March 10). Citing online sources. *World Wide Words: Michael Quinion on aspects of English* [WWW document]. URL
<http://clever.net/quinion/words/citation.htm>

Scribe SA (1997, August 13). Scribe APA Style Reference Builder [Computer program/Windows]. URL <http://www.scribesa.com/apastyle.htm>

Tent, J. (1995, February 13). Citing e-texts summary. *Linguist List*, 6(210) [Online serial].
URL <http://lamp.infosys.utas.edu.au/citation.txt>

Wainwright, M. (n.d./1995). Citation style for internet sources [WWW document]. URL
<http://www.cl.cam.ac.uk/users/maw13/citation.html>

Walker, J. R. (1995, April). Walker/ACW style sheet; MLA-style citations of electronic sources [WWW document]. URL <http://www.cas.usf.edu/english/walker/mla.html>

World Wide Web Consortium (W3C) (1995, May 15). About the World Wide Web [WWW document]. URL <http://www.w3.org/hypertext/WWW/WWW/>

Please send comments and suggestions to webmaster@beadsland.com.

This page was last modified 21 October 1997.

ISO/TC 46/SC 9 Home Page

Excerpts from International Standard ISO 690-2

Information and documentation – Bibliographic references - Part 2:
Electronic documents or parts thereof

This part of ISO 690 specifies the data elements and their prescribed order in bibliographic references to electronic documents.

You are welcome to make links to this document but please do not copy or redistribute it from this Web site. This is a copyright document of the International Organization for Standardization (ISO).

ISO uses the revenue from the sale of its standards to support its standardization work. The complete printed edition of ISO 690-2 is available for sale from the member bodies of ISO. This International Standard was prepared by ISO Technical Committee (TC) 46, Subcommittee (SC) 9 which develops International Standards for the presentation, identification and description of documents. We welcome your comments on ISO 690-2.

List of the full contents of ISO 690-2

Introduction

1 Scope

2 References

3 Definitions

4 Sources of information

5 Outline of bibliographic references

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5.1.1 Entire document

5.1.2 Parts of electronic monographs, databases or computer programs

5.1.3 Contributions to electronic monographs, databases or computer programs

5.2 Electronic serials

5.2.1 Entire serial

5.2.2 Articles and other contributions

5.3 Electronic bulletin boards, discussion lists and electronic messages

5.3.1 Entire message system

5.3.2 Electronic messages

Supplement: Additional examples of references to electronic documents

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6.1 Transliteration or romanization

6.2 Abbreviation

6.3 Capitalization

6.4 Punctuation

6.5 Typeface

6.6 Additions or corrections

- 7 Specification of elements
 - 7.1 Primary responsibility
 - 7.1.1 Persons and corporate bodies
 - 7.1.2 Presentation of names
 - 7.1.3 Corporate bodies
 - 7.1.4 Two or three names
 - 7.1.5 More than three names
 - 7.1.6 Primary responsibility unknown
 - 7.2 Title
 - 7.2.1 Presentation
 - 7.2.2 Translation
 - 7.2.3 More than one title
 - 7.2.4 Subtitle
 - 7.2.5 Abridgement
 - 7.2.6 Title unknown
 - 7.3 Type of medium
 - 7.4 Subordinate responsibility
 - 7.4.1 Persons or corporate bodies with subordinate responsibility
 - 7.4.2 Presentation
 - 7.5 Edition
 - 7.5.1 Presentation
 - 7.5.2 Abbreviations and numeric terms
 - 7.6 Issue designation for serials
 - 7.6.1 Presentation
 - 7.6.2 Designation of the first issue only
 - 7.6.3 Designation of a complete or partial run
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Excerpts from ISO 690-2

Information and documentation – Bibliographic references --

Part 2: Electronic documents or parts thereof Introduction An increasing number of publications and other documents are appearing in electronic form and are created, maintained, and disseminated on a computer system. An electronic document may be fixed and unchangeable, or it may take advantage of its computer environment to allow modifications in both form and content. An electronic document may or may not have a paper or other form of equivalent. In spite of the complexity of these documents, scholars, researchers, and others need to create references to these electronic resources in order to document their research. This part of ISO 690 provides guidance on the creation of those bibliographic references.

Although an electronic document may stylistically resemble a print publication (such as a monograph, a serial, or an article or chapter), the physical characteristics inherent in printed publications may not appear in the electronic form. For instance, the existence of volumes, issues, and pages is essential to print formats, but not to electronic ones. A growing amount of scholarly communication through large telecommunications networks seems to fall somewhere between published articles and personal correspondence. Features that allow a user to move at will from one point in an electronic document to another point, or even to another document, add a complication not found in the traditional linear nature of print formats.

Although a correspondence may be made between some print publications and some electronic documents, electronic documents have their own identity as computer programs, databases, files, or records which exist in a machine-readable format, such as online, on CD-ROM, on magnetic tape, on disk, or on another electronic storage medium. Bibliographic references to these electronic documents must reflect that identity, not one of paper surrogates.

New formats and technologies for electronic documents will continue to develop. As such developments evolve into widespread international usage, this part of ISO 690 will be amended, where necessary, to accommodate new forms and features of electronic documents.

1 Scope

This part of ISO 690 specifies the elements to be included in bibliographic references to electronic documents. It sets out a prescribed order for the

elements of the reference and establishes conventions for the transcription and presentation of information derived from the source electronic document.

This part of ISO 690 is intended for use by authors and editors in the compilation of references to electronic documents for inclusion in a bibliography, and in the formulation of citations within the text corresponding to the entries in that bibliography. It does not apply to full bibliographic descriptions as required by librarians, descriptive and analytic bibliographers, indexers, etc. ... some text omitted here

4 Sources of information

The principal source of data contained in a reference is the item itself. The elements of the reference come from the electronic document itself or from accompanying documentation; in no case shall the reference require information that is not available from the source consulted.

The data recorded in the reference shall refer to the specific copy of the document that was seen or used. For example, the data in a bibliographic reference to a document on the Internet shall reflect the title, dates, location information, etc. for the particular version that was seen and the particular network location from which that version was accessed.

The preferred source of data within the item is the screen that displays the title or its equivalent (e.g., the initial screen display that follows sign-on or that carries the copyright notice). If the electronic document lacks such a screen, the necessary data may be taken from an alternative source, such as accompanying documentation or the container.

5 Outline of bibliographic references

The outlines that follow are designed to identify the constituent elements of bibliographic references to electronic documents and to establish a standard order or sequence for the presentation of those elements. The outlines cover references to databases, computer programs, electronic monographs, serials, bulletin boards and other electronic message systems, and parts of or contributions thereto. The same general framework applies to all these documents but those that have characteristics which are peculiar to their form of publication are dealt with in separate sections. Required and optional bibliographic elements are indicated as such in parentheses following the name of the element.

Elements are required only if they are applicable to the item being cited and the information is readily available from the document itself or its accompanying material. It is recommended that elements listed as optional should also be included in the reference if the information is readily available.

Specifications relating to each of the elements listed in these outlines are given in clause 7.

5.1 Electronic monographs, databases and computer programs

5.1.1 Entire document

Element:

Primary responsibility (Required)

Title (Required)

Type of medium (Required)

Subordinate responsibility (Optional)

Edition (Required)

Place of publication (Required)

Publisher (Required)

Date of publication (Required)

Date of update/revision (Required)

Date of citation (Required for online documents; Optional for others)

Series (Optional)

Notes (Optional)

Availability and access (Required for online documents; Optional for others)

Standard number (Required)

SELECTED EXAMPLES (see print version for additional examples)

CARROLL, Lewis. Alice's Adventures in Wonderland [online]. Texinfo ed. 2.1. [Dortmund, Germany] : WindSpiel, November 1994 [cited 10 February 1995]. Available from World Wide Web: <<http://www.germany.eu.net/books/carroll/alice.html>>. Also available in PostScript and ASCII versions from Internet: <<ftp://ftp.Germany.EU.net/pub/books/carroll/>>.

Meeting Agenda [online]. Gif-sur-Yvette (France) : Centre d'Etudes Nucléaires, Saclay Service de Documentation, March 1991- [cited 30 September 1992]. Updated bimonthly. ASCII format. Available from QUESTEL.

Kirk-Othmer Encyclopedia of Chemical Technology [online]. 3rd ed. New York : John Wiley, 1984 [cited 3 January 1990]. Available from: DIALOG Information Services, Palo Alto (Calif.).

AXWORTHY, Glenn. Where in the World is Carmen Sandiego? [disk]. Version for IBM/Tandy. San Rafael (Calif.) : Broderbund Software, 1985. 1 computer disk; 5 1/4 in. Accompanied by: 1986 World Almanac and Book of Facts. System requirements: IBM/Tandy compatibles; 128 kB RAM; MS DOS 2.0, 3.0 series; graphics adapter required. Designers: Gene Portwood and Lauren Elliott.

5.1.2 Parts of electronic monographs, databases or computer programs

In general, parts are dependent portions of a document which require the context supplied by the host document. If the item being referenced can be treated as an independent unit without loss of meaning, it should be referenced as a contribution (see clause 5.1.3).

Element:

Primary responsibility (of host document) (Required)
Title (of host document) (Required)
Type of medium (Required)
Subordinate responsibility (of host document) (Optional)
Edition (Required)
Place of publication (Required)
Publisher (Required)
Date of publication (Required)
Date of update/revision (Required)
Date of citation (Required for online documents; Optional for others)
Chapter or equivalent designation (of part) (Required)
Title (of part) (Required)
Numeration within host document (Optional)
Location within host document (Required)
Notes (Optional)
Availability and access (Required for online documents; Optional for others)
Standard number (Required)

SELECTED EXAMPLES (see print version for additional examples)

ICC British Company Financial Datasheets [online]. Hampton (Middlesex, U.K.) : ICC Online, 1992, updated 3 March 1992 [cited 11 March 1992]. Robert Maxwell Group PLC. Accession no. 01209277. Available from: DIALOG Information Services, Palo Alto (Calif.).

CARROLL, Lewis. Alice's Adventures in Wonderland [online]. Texinfo. ed. 2.2. [Dortmund, Germany] : WindSpiel, November 1994 [cited 30 March 1995]. Chapter VII. A Mad Tea-Party. Available from World Wide Web:
<http://www.germany.eu.net/books/carroll/alice_10.html#SEC13>.

5.1.3 Contributions to electronic monographs, databases or computer programs

Element:

Primary responsibility (of contribution) (Required)
Title (of contribution) (Required)
Primary responsibility (of host document) (Required)

Title (of host document) (Required)
Type of medium (Required)
Edition (Required)
Place of publication (Required)
Publisher (Required)
Date of publication (Required)
Date of update/revision (Required)
Date of citation (Required for online documents; Optional for others)
Numeration within host document (Optional)
Location within host document (Required)
Notes (Optional)
Availability and access (Required for online documents; Optional for others)
Standard number (Required)

SELECTED EXAMPLES (see print version for additional examples)

Belle de Jour. In Magill's Survey of Cinema [online]. Pasadena (Calif.) : Salem Press, 1985- [cited 1994-08-04]. Accession no. 0050053. Available from: DIALOG Information Services, Palo Alto (Calif.).

MCCONNELL, WH. Constitutional History. In The Canadian Encyclopedia [CD-ROM]. Macintosh version 1.1. Toronto : McClelland & Stewart, c1993. ISBN 0-7710-1932-7.

Additional examples are available in a supplement.

5.2 Electronic serials

5.2.1 Entire serial

Element:

Title (Required)
Type of medium (Required)
Edition (Required)
Place of publication (Required)
Publisher (Required)
Date of publication (Required)
Date of citation (Required for online documents; Optional for others)
Series (Optional)
Notes (Optional)
Availability and access (Required for online documents; Optional for others)
Standard number (Required)

EXAMPLES

Journal of Technology Education [online]. Blacksburg (Va.) :

Virginia Polytechnic Institute and State University, 1989- [cited 15 March 1995]. Semi-annual. Available from Internet: <gopher://borg.lib.vt.edu:70/1/jte>. ISSN 1045-1064.

Profile Canada [CD-ROM]. Toronto : Micromedia, 1993- . The Canadian Connection. Accompanied by: user's guide. System requirements: IBM PC or compatible; MPC Standard CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS Extensions 2.1 or higher. Quarterly.

5.2.2 Articles and other contributions

Element:

Primary responsibility (of contribution) (Required)
Title (of contribution) (Required)
Title (of serial) (Required)
Type of medium (Required)
Edition (Required)
Issue designation (Required)
Date of update/revision (Required)
Date of citation (Required for online documents; Optional for others)
Location within host document (Required)
Notes (Optional)
Availability and access (Required for online documents; Optional for others)
Standard number (Required)

EXAMPLES

STONE, Nan. The Globalization of Europe. Harvard Business Review [online]. May-June 1989 [cited 3 September 1990]. Available from: BRS Information Technologies, McLean (Va.).

PRICE-WILKIN, John. Using the World-Wide Web to Deliver Complex Electronic Documents: Implications for Libraries. The Public-Access Computer Systems Review [online]. 1994, vol. 5, no. 3 [cited 1994-07-28], pp. 5-21. Available from Internet: <gopher://info.lib.uh.edu:70/00/articles/e-journals/uhlibrary/pacsreview/v5/n3/ricewil.5n3>. ISSN 1048-6542.

5.3 Electronic bulletin boards, discussion lists and electronic messages

5.3.1 Entire message system

Element:

Title (Required)

Type of medium (Required)
Place of publication (Required)
Publisher (Required)
Date of publication (Required)
Date of citation (Required)
Notes (Optional)
Availability and access (Required)

SELECTED EXAMPLES (see print version for additional examples)

PACS-L (Public Access Computer Systems Forum) [online].
Houston
(Tex.) : University of Houston Libraries, June 1989- [cited 17
May 1995]. Available from Internet: listserv@uhupvm1.uh.edu.

5.3.2 Electronic messages

Element:

Primary responsibility (of message) (Required)
Title (of message) (Required)
Title (of host message system) (Required)
Type of medium (Required)
Subordinate responsibility/Recipient(s) (Optional)
Place of publication (Required)
Publisher (Required)
Date of publication (Required)

NOTE - For personal or unpublished communications, give the date the
message
was sent.

Date of citation (Required)
Numeration within host message system (Optional)
Location within host message system (Required)
Availability and access (Required, except for personal or unpublished
communications)

EXAMPLE

PARKER, Elliott. Re: Citing Electronic Journals. In PACS-L (Public
Access Computer Systems Forum) [online]. Houston (Tex.) :
University of Houston Libraries, 24 November 1989; 13:29:35 CST
[cited 1 January 1995; 16:15 EST]. Available from Internet:
<telnet://brsuser@a.cni.org>.

Additional examples are available in a supplement.

Supplement: Additional examples

Additional examples of references to electronic documents, using the
format recommended by this part of ISO 690, are available as a

special supplement to this Web version of the International Standard. Suggestions for examples to add to the supplement are welcomed.

... some text omitted here

7.3 Type of medium

The type of electronic medium shall be given in square brackets after the title. The following words or their equivalent should be used:

[online]

[CD-ROM]

[magnetic tape]

[disk]

If desired, the type of publication (e.g. monograph, serial, database, computer program) may also be specified in the type of medium designator.

EXAMPLES:

[database online]

[database on magnetic tape]

[monograph on CD-ROM]

[serial online]

[computer program on disk]

[bulletin board online]

[electronic mail]

... some text omitted here

7.7.3 Place of publication unknown

If no place of publication is found on the electronic document or on accompanying material but it can be reasonably inferred, the place name shall be given in square brackets.

If no place of publication can be ascertained, a phrase such as "place of publication unknown", "sine loco" or an equivalent abbreviation (e.g. "s.l.") should be recorded in lieu of a place name. For online documents that are accessed by means of a computer network, the place of publication element may be omitted if it can not be determined from other information in the source. In these cases, however, the network location of the document shall be given (see clause 7.12.1).

... some text omitted here

7.8.3 Publisher unknown

If no publisher's name is given in the source, a phrase such as "publisher unknown" or an equivalent abbreviation (e.g. "s.n.") should be recorded in lieu of a name. For online documents that are made available by means of a computer network, the publisher element may be omitted if it can not be determined from other information in the source. In these cases, however, the network address from which the specific document was accessed shall be given (see clause 7.12.1).

7.9 Dates

7.9.1 Presentation

If it is deemed necessary because of the frequency of updates or revisions to an electronic document, the dates of publication, update, revision or citation may include the day, month, year, and time of day (e.g. 18 February 1997; 14:04:28 EST).

Years shall be transcribed in arabic numerals.

Dates that are transcribed completely in numeric form shall be in accordance with ISO 8601 (e.g. 1997-01-20).

7.9.2 Electronic documents spanning more than one date

If an electronic document spans more than one date and is complete, such as a database to which no records are being added or an online serial that is no longer being published, the beginning and ending dates should be given (e.g. "September 1975-August 1984"). If the beginning and ending dates are not found on the opening screen(s) of the document or in its documentation, the dates of the earliest and latest entries in the document should be used, if known.

If an electronic document spans more than one year and is not yet complete, such as a database that is still being updated or an active serial, the beginning date of the document shall be given followed by a hyphen and one space, e.g. "June 1991- ". If the beginning date is not found on the opening screen(s) of the document or in its documentation, the date of the earliest entry in the document should be used, if known.

7.9.2.2 Date of publication unknown

If the date of publication cannot be determined from the source, the date of copyright shall be recorded in its place. If no date of copyright is available and there are no other reliable indications of the date of publication for the electronic document, the phrase "date unknown" or its equivalent shall be recorded in lieu of a date.

Optionally, for online documents that span more than one date (e.g. an entire database, electronic bulletin board or other electronic message system), the date of publication element may be omitted if it can not be determined from the source. In such cases, a date of citation shall be supplied in square brackets (see 7.9.4).

7.9.3 Date of Update/Revision

Electronic documents may be frequently updated or revised between editions or versions. Even when a document is closed to the addition of new records, it may still be updated for error correction or other maintenance. Where applicable, the date of the update or revision being cited shall be given after the date of publication using the terms given in the source (e.g. "updated January 1997" or "rev. 1 March 1997").

7.9.4 Date of citation

The date on which the electronic document was actually seen shall be given in square brackets for documents which may be subject to changes (e.g. online documents) or when no other reliable date can be found in the source or the documentation. The date of citation shall be preceded by the word "cited" or an equivalent term.

EXAMPLES

[cited 3 September 1997]

[cited 1997-07-28]

[cited 17 May 1997; 21:15 GMT]

... some text omitted here

7.11 Notes

7.11.1 Physical description

Information that describes the format of the document or the number and type of physical pieces associated with the electronic document should be given as a note.

EXAMPLES

1 magnetic tape: 9 track, 6250 bpi, EBCDIC
ASCII format

7.11.2 Accompanying material

Information about any items accompanying the electronic document, such as user manuals or audiocassettes, may be recorded in a note. This information shall be preceded by the words "Accompanied by"

or an equivalent phrase.

7.11.3 System requirements

Information concerning system requirements should be recorded in a note. System requirements include the specific make and model of computer on which the document is designed to run; the amount of memory required; the name of the operating system and its version; the software requirements; and the kind and characteristics of any required or recommended peripherals. The wording supplied by the electronic document or its documentation should be used. To reduce ambiguity, it is suggested that the words "System requirements:" or an equivalent phrase precede this information.

EXAMPLE

System requirements: IBM PC or compatible; MPC Standard CD-ROM drive; DOS 3.30 or higher; 490 kB RAM; MS-DOS Extensions 2.1 or higher.

7.11.4 Frequency of publication

If an electronic document, such as a database, is still being updated, the frequency with which it is updated should be given in a note, e.g. "Updated weekly"; "Reloaded annually"; "Continually updated"; "Quarterly".

... some text omitted here

7.12 Availability and access

7.12.1 Online documents

Information for identifying and locating the source of the document cited shall be provided for online documents. This information should be identified by the words "Available from" or an equivalent phrase.

The location information for online documents within a computer network such as the Internet shall refer to the copy of the document that was actually seen and should include the method of access to the document (e.g. FTP) as well as the network address for its location. The elements of location information (e.g. address of the host computer, directory name, file name) shall be transcribed with the same punctuation, upper case and lower case letters as given in the source.

EXAMPLES

1. Available from Internet: listserv@uhupvm1.uh.edu by sending

- command GET PRICEWIL PRV5N3 F=MAIL.
2. Available from Internet via anonymous FTP to:
BORG.LIB.VT.EDU.
 3. Available from Internet: <gopher://info.lib.uh.edu:70/00/
articles/e-journals/uhlibrary/pacsreview/v5/n3/pricewil.5n3>.
 4. Available from DIALOG Information Services, Palo Alto (Calif.)
 5. Available from TELESYSTEMES QUESTEL.
 6. Available from World Wide Web: <[http://www.nlc-bnc.ca/
iso/tc46sc9/standard/690-2e.htm](http://www.nlc-bnc.ca/iso/tc46sc9/standard/690-2e.htm)>.

7.12.2 Other availability information

Information on any other locations or forms of the document may also be given. This information should be clearly separated from information that refers to the location of the actual document cited and should be preceded by the words "Also available" or an appropriate equivalent phrase.

EXAMPLE

Also available in HTML version from:
<<http://info.lib.uh.edu/pacsrev.html>>.

... some text omitted here

7.14 Component parts and contributions

7.14.1 Parts of electronic documents

In a reference to a part of an electronic document, which is not a separate contribution, the details unique to the part (e.g. chapter or part designation and title) and its numeration and location within the host document shall be placed after the bibliographic data for the work as a whole and preceding the notes, statement of availability and standard number, if applicable.

7.14.2 Contributions in electronic documents

In a reference to a separate contribution in an electronic document, the details relating to the contribution (e.g. its author and title) shall precede the details referring to the host document as a whole, and shall be clearly distinguished from it by typography, punctuation or a word such as "In". The numeration and location of the contribution within the host document shall be placed after the bibliographic data for the host and preceding the notes, statement of availability and standard number, if applicable.

7.14.3 Numeration within host document or system

The record number or other numbers assigned to a part or contribution as its identifier within the host document or system should be recorded when such numeration will remain constant each time the part or contribution is retrieved from the host. This number should be preceded by a descriptive phrase, such as "Record no.", "Item no.", "Accession no.", or an equivalent phrase appropriate to the document.

7.14.4 Location within host document

The location of the part or contribution within the host document shall be given if the format of the document includes pagination or an equivalent internal referencing system. This specification of location should be designated in this order of preference:

- 1) page, screen, paragraph, or line number when these features are fixed features of the part or contribution or of the database (e.g. "pp. 5-21"; "lines 100-150");
- 2) labeled part, section, table, scene, or other text-related designation;
- 3) any host-specific designation.

If the document does not include pagination or an equivalent internal referencing system, the extent of the item may be indicated in square brackets in terms such as the total number of lines, screens, etc. (e.g. "[35 lines]" or "[approx. 12 screens]").

... some text omitted here

Annex A (informative) Bibliography

- 1.ISO 2108:1992, Information and documentation -- International standard book numbering (ISBN)
- 2.ISO 3297:1986, Documentation -- International standard serial numbering (ISSN).
- 3.ISO 5127/1:1983, Documentation and information -- Vocabulary -- Part 1: Basic concepts
- 4.ISO 5127/3a):1981, Information and documentation -- Vocabulary -- Section 3a): Acquisition, identification, and analysis of documents and data.
- 5.ISO/TR 9544:1988, Information processing -- Computer-assisted publishing -- Vocabulary

6. BERNERS-LEE, T.; MASINTER, L.; MCCAHERN, M., ed.
Uniform Resource Locators (URL) . [Place of publication
unknown] : Internet Engineering Task Force, December 1994
[cited 15 October 1996; 14:17 EST]. Request for Comments: 1738.
[25 pp.] Available from Internet:
<ftp://ds.internic.net/rfc/rfc1738.txt>. Also available from
Internet: <ftp://nic.nordu.net/rfc/rfc1738.txt>.

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