

NEW CITATION RULES ACCORDING TO ISO 690 2021

CITATION SYSTEMS

The standard introduces two new citation systems (marked in bold):

1. Harvard System (Name/Date System)
2. Numerical system
- 3. Name tag system**
4. Continuous notes system
- 5. Connected (implied) system**

HARVARD SYSTEM (NAME AND DATE SYSTEM)

Changes:

In bibliographical references, the **date** after the first entry (creator or title) is given **in round brackets**: BURCHARD, J. E., (1965). How humanists use a library. In: C. E. OVERHAGE and J. R. HARMAN (eds.). *in Intrex*, pp. 41-87.

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019, *Date and time - representations for informazion interchange - Part 1: Basic rules*.

STIEG, M. F., (1981). The information needs of historians. *College and Research Libraries*, vol. 42, no. 6, pp. 549-560.

The in-text citation will take the form:

Text, text, text, text... (Burchard 1965) - **in the case of paraphrase**

"Text, text, text..." (Burchard 1965, p. 5) - **in the case of the quotation**

GENERAL RULES

LANGUAGE

Most of the data for the bibliographic reference is given in the language of **the cited** document, as it is taken from the cited document. However, there are exceptions for data that are not taken directly from the information source but are added. These include: the conjunction 'and' between the last and penultimate author (creator), the range of pages, the format and type of medium, the role of the creators, the availability, the indication of citation. We record these data in the language of the **citing document**. As stated in ISO 690, "references in a publication should follow the language and font of the publication to enable the reader to understand the references."

CREATORS

- If the primary creator is not the author of the text, but has a major role in the creation of the information source, we will add their role in round brackets, which can be recorded in full or in abbreviated form:

SLOVÁK, Adam (comp.) or VANEK, Peter (composer).

- Multiple primary creators are written by listing all but the first in direct object (**names are separated by semicolons**):

DVORSKÁ, Petra; Anna BARTOVÁ and Zuzana BELICOVÁ

- *If there are up to 5 primary creators, we need to list all of them.*

- If there are 6 or more creators, we will list the first and the abbreviation et al.:

DVORSKÁ, Petra et al.

- If we use initials, we separate them with a period and a space: BURCHARD, J. E.

- If the primary creator is an institution, we record it with the versal: SLOVAK ACADEMY OF SCIENCES.

- The **names of secondary creators** (translators, illustrators, etc.) are always given **in direct verbiage** and with the role in round brackets:



Peter VESELÝ (translator)

The secondary creator is not a mandatory entry, but in some cases it is appropriate to include it for clarity.

LINKS

- The names of information sources as units are in **italics**.
- For sections from traditional information sources, we italicize the **name of the host information source**:

FÓRIŠOVÁ, M., (2001). Bratislava librarians in the 16th-17th centuries. *Slovak Archivistics*, vol. 26 (2001), no. 1, pp. 73-85.

- For parts from online information sources, we follow the following steps:
 - o **If the part is available directly**, write the part name in italics:

Example: a section (paper) in an online periodical available directly:

KUCIANOVÁ, Anna, (2003). *Comparison of the 1997 and 2001 versions of the MDT*. Library. Online. Vol. 4 (2003), no. 11 - 12, pp. 547 - 551. Available at:

https://www.snk.sk/images/snk/casopis_kniznica/2003/november_december/547.pdf. [accessed 2022- 11-10].

- o **If the section is not directly accessible**, the name of the host information resource will be in italics:

Example: a section (paper) in an online proceedings available only through the host resource:

ŠKOVIEROVÁ, Angela, (2021). Samuel Rochotsky's book collection and its fate. In. *Studia Bibliographica Posoniensia*. Online. University Library of Bratislava, 2021, pp. 27-44. Available at:

<https://www.ulib.sk/files/sk/publikacie-ukb/studia-bibliographica-posoniensia/spb2021.pdf>. [accessed 2023-03-02].

- For information sources that are untitled, e.g. personal correspondence, photographs, etc., we add an appropriate title in square brackets, e.g. [Lienka].

PUBLISHING DATA AND DATE OF PUBLICATION

- The place of issue is not a **mandatory** information.
- The name of the publisher **is mandatory** except when citing parts (articles) from periodicals. For articles from periodicals, the name of the publisher is only given if the name of the periodical is not sufficient to identify it, there is no key name of the periodical, or there are several periodicals with the same name. In this case, we can also use the ISSN, DOI and place of publication to identify the journal completely accurately.
- If the publisher is not known, we indicate [s.n.].
- In the case of multiple publishers, we can list all of them, but it is not necessary.
- The year of issue is a **mandatory figure**. If we derive it from another source, we put it in square brackets [1980]; if the year of publication cannot be traced, we put [s.a.]
- If there are multiple publishers with different year of publication, the entry is as follows: Duckworth, 1999; Cornell University Press, 2000.

PARTS OF INFORMATION RESOURCES

- By parts of information sources we mean contributions in information sources, e.g. articles in journals or proceedings.
- **"In:"** can be omitted for journal articles, but **is mandatory for parts of monographic sources (e.g. proceedings)**. It may also be used if bibliographic references need to be machine-readable.



- Numbering is the indication of the year and number of the series (journal) in the language of the cited document, i.e. as it appears in the cited document. For accurate identification, it is supplemented by the year of publication and the range of pages. It takes the form:
about the year. 6 (1999), No. 5, pp. 5-10
o vol. 6 (1999), no. 5, pp. 5-10
o Jg. 6 (1999), No 7, pp. 5-10
o 6, 1999, 5, 5 - 10 - due to the ambiguity of the data, we do not recommend using this form. (We give an example for a journal in Slovak, English and German, if the language of the citing document is Slovak. Therefore, the page range indication is in Slovak)
- The numbering of the series is recorded after the comma after the series title or after the source type designation after the period if it is an online version:
STIEG, M. F., (1981.) The information needs of historians. *College and Research Libraries*, vol. 42 (1981), no. 6, pp. 549-560.
STRINGER, John A. et al, (2005). Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes. *Journal of Magnetic Resonance*. Online. Vol. 173 (March 2005), no. 1, pp. 40-48. Available at: <https://doi.org/10.1016/j.jmr.2004.11.015>. [accessed 2021-09-09].
- For newspaper articles, the numbering is replaced by the exact date the article was published, e.g. 2023-02-14.

AVAILABILITY AND CITATION DATE

- For online resources, specify Available at: and hyperlink as https or https URI, e.g. Available at: <https://www.euroekonom.sk/informacie-udaje-data/>.
- URL shortening is not recommended.
- Information resources that are best accessed via the service should also be noted as such: Available on: Twitter, @carterjwm.
- A persistent identifier (DOI) or a permanent link should be used when possible.
- If access to an online resource requires a login or is subject to a fee, this should be indicated as a note, e.g.: Access requires a login. Licensed resource.
- The date of citation/display/access is **mandatory only for so-called dynamic online information resources**, i.e. resources that change (update, revise) their content or add to it (= continuing resources). The standard provides several options for entry:
o [Accessed 2022-01-14]
o [citation date 2022-01-14]
o [viewed 2022-01-14]

FURTHER DATA

- The format and type of the source are given without square brackets, with a capital letter after the document title, e.g. Online, Looseleaf, Paperback, TV Series, Audiobook, Kindle e-book, App, PDF, Statistical dataset, Statistical analysis program, Cartographic image, Computer dataset/Dataset, Notated music, Played Music, Spoken Word, Libretto, Audiocassette, Audiodisc (CD), Videodisc (DVD), Gramophone Record (LP), Computer Disk, Microfiche Cassette, Film Cassette, Videocassette, Film Reel, Object, Static Image, etc.

The above can also be combined, e.g. PDF; online.

We do not use if it is a traditional text document.

- The format and type of the source are given after the title; in the case of a part, after the name of the host source,
e.g. ONDRIŠ, Peter. Information literacy. *Library*. Online. ...



- The issue indication is **mandatory only if it is not the first issue**.
- ISBN and ISSN **are not mandatory data** (in UNIZA environment they are recorded)
- A bibliographic reference **always ends with a full stop**, even if the last entry is the availability of the online resource.
- If the cited information source is an annotation, translation, commentary, arrangement, adaptation, revision, review, critique, substitute (substitution in another form, e.g. facsimile, physical substitute, digital substitute, summary), performance (realization of the artwork), the indication "relation" is also obligatory. It is indicated by a title followed by a reference to the related work in compound brackets { }. The relation is the last entry of the bibliographic reference or precedes the display date in the case of online resources. GARDNER, Martin (ed.), (1999). *The Annotated Alice*. W. Norton & company, 1999. Annotated at: {CARROLL, Lewis. *Alice's Adventures in Wonderland*. 1865}.

INFORMATION RESOURCES AS A WHOLE

Monographs, monographic publications, e-books and **audiobooks**

Primary creator. Title. Format; type of source. Issue. Secondary creator. Publisher(s), year of publication. Date of update/revision. Access. [date accessed].

The first edition need not be mentioned in the bibliographical reference.

The number of pages is not mandatory.

- **traditional monographic sources:**

PAVLOVIČ, Jozef, (2003). *Negation in a simple sentence*. Slavistický kabinet SAV, 2003.

IVANOVÁ, Martina, (2016). *Syntax of the Slovak language*. 2nd revised and supplemented edition. Publishing house of the University of Presov, 2016.

KARČOVÁ, Agáta; Mária ŠIMKOVÁ; Radoslav BRÍDA; Adriána ŽÁKOVÁ and Radovan GARABÍK, (2016). *Pronoun nouns in Slovak with corpus examples*. Linguistic Institute of Ľudovít Štúr SAS, 2016.

- **Online monographic resources:**

PEKAROVIČOVÁ, Jana, (2020). *Slovak as a foreign language: the subject of applied linguistics*. Online. Stimul, 2020. Available at: <https://dspace.uniba.sk/xmlui/handle/123456789/24>. [Accessed 2023-03-14].

SHAKESPEARE, William, (2015). *Macbeth*. Online. Vladimir ROY (translator). The Golden Fund of the daily SME, 2015. Available at: https://zlatyfond.sme.sk/dielo/5030/Shakespeare_Macbeth/1. [Accessed 2023-02-14].

- **Audiobooks:**

For audiobooks, the narrator, if known, and the duration should also be indicated **after the comma after the format and type of source**.

ADAMS, Douglas, (2022). *Hitchhiker's Guide to the Galaxy*. Audiobook; MP3, duration 409 min. Martin MŇAHONČÁK (narrator). Publixing; Slovart, 2022.

BAUM, L. Frank, (2005). *The Wonderful Land of Oz*. Audiobook, MP3; online. Roy TRUMBULL (narrator). Project Gutenberg, 2005. Available at: <https://www.gutenberg.org/files/17426/17426-readme.htm>. [Accessed 2022-01-10].

SERIALS (AS A WHOLE)

In place of the year of publication, we indicate the entire span of publication of the series as a whole; in the case of discontinued publication, e.g. 1990 - 2003; in the case of continuing publication, we indicate e.g. 1998 -

Series title. Format; type of source. Publisher(s), year of publication. Access. [date accessed].

- **Traditional series with discontinued issue:**



Tea. Series. Don Bosco, 1990 - 2004.

- **An online series with an ongoing release:**

Asymptote. Series; online. [s. n.], 2011 -. Available from:

<https://www.asymptotejournal.com/archive/>. [Accessed 2023-10-03].

NORMS (STANDARDS)

Primary creator. Number of the standard:year, Title - supplement to the title - Designation of the part: name of the part.

- **traditional standard:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019, *Date and time - representations for information interchange - Part 1: Basic rules*.

- **digital form of the standard:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION (ISO), (2019). ISO 8601-1:2019, *Date and time - representations for information interchange - Part 1: Basic rules*. Online. Available at: <https://www.iso.org/obp/ui/#iso:std:iso:8601:-1:ed-1:v1:en>. [Accessed 2023- 01-14].

RECORDINGS AND AUDIO-VISUAL MATERIALS

The format and type of source is: Online, Podcast, MP3, Radio, Film, Video, DVD, Silent Film, CD, LP, Broadcast, Interview.

Primary creator. Name of the information source. Format; type of source. Publisher/Film Studio/Distributor, date of recording.

- **Podcast:**

HAWKING, Stephen and Sue LAWLEY, (1992). *Desert islands discs*. Podcast; MP3. BBC Radio 4, 1992-12-25. Available at: <https://www.bbc.co.uk/sounds/play/p0093xb2>. [Accessed 2022-01-14].

WEBSITES AND WEBPAGES

A website is a comprehensive set of web pages, a webpage is a separate page of a website. When citing a website, we indicate "Online" as the format and source type; when citing the entire website, we indicate "Website". In the case of information resources available only through the web archive, we also indicate the date of archiving after the access: [archived 2021-02-14].

Primary creator. The name of the website or the name of the website. Format; type of resource.

System requirements. Date of update/revision. Access to web archive. [Scope or date and time of archiving]. Access. [date viewed].

- **website:**

BBC, [s. a.]. *BBC Weather*. Website. Available at: <https://www.bbc.com/weather>. [Accessed 2023-02-28].

- **Website:**

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION, [s. a.]. *ISO home page*. Online. Available from: <https://www.iso.org/home.html>. [Accessed 2022-12-13].

- **website accessible via webarchive:**

BBC, [s. a.]. *BBC Weather*. Website. Archived copy available from: Internet Archive (distributor), [https:// web.archive.org/web/20180103042141/http://www.bbc.com/weather/](https://web.archive.org/web/20180103042141/http://www.bbc.com/weather/). [Archived 2000-2023]. [accessed 2023-02-28].

SOCIAL MEDIA AND SERVICES

They belong here: Twitter, Facebook, LinkedIn, Instagram, Snapchat, etc. Facebook, Instagram, Twitter, Tweet, Facebook Status Update, Blog Post, Timeline Post, Forum, Blog/Facebook Post Comment..., Facebook Post, Image, Photo, Instagram Message, IRC Chat... and combinations of these



if needed. If they are comments, we don't list the titles. In the case of full blogs that are sources for a sequel, we indicate the date of the blog posting with a hyphen as the posting date.

Message originator/sender. Name of the message. Service name, Format; Resource type. Date sent, time sent. Creator of original content. [Standard identifier of the original creator]. Access. [Date accessed].

● **full blog:**

DODSON, S., (2002). *Language Hat*. Blog. 2002 -. Available at: <https://languagehat.com/>. [accessed 2023-03-03].

● **Blog post:**

NICHOLAS, Nick, (2018). *What Metanorm is*. Blog post. 2018-12-05. Available at: <https://www.metanorma.org/blog/2018-12-05-intro-tometanorma/>. [Accessed 2018-06-10].

● **Comment on the blog post:**

FLÍDR, J., (2023). Comment on the blog post. 2023-03-23. VODIČKA, L. *Bzovík, that amazing monastery*. Available at: <https://blog.sme.sk/diskusie/5198561>. [Accessed 2023-03-27].

● **Facebook status update:**

APA STYLE, (2011). *How do you spell success in APA Style?* Facebook status update. 2011-03-10. Available from: Facebook, <https://www.facebook.com/APAStyle/posts/how-do-you-spell-successin-apa-style-easy-consult-merriam-websterscollegiate-d/206877529328877/>. [accessed 2023-03-01].

● **Facebook post:**

ABEL, Tomáš [Tomáš Abel - mayor of Brezno], (2023). *I wish all our educators...* Photo; Facebook post. 2023-03-28. Available from: Facebook, <https://www.facebook.com/photo/?fbid=707253001402236&set=a.132759808851561>. [accessed 2023-03-28].

● **tweet:**

STANFORD MEDICINE [Twitter: @SUMMedicine], (2012). *Animal study shows sleeping brain behaves as if it's remembering*. Tweet. 2012-10-09. Available at: Twitter, <https://twitter.com/stanfordmed/status/255644688630046720?lang=ar>. [accessed 2022-03-01].

UNPUBLISHED INFORMATION SOURCES

The format and type of source is Email, Direct Message via Skype, Manuscript, Online, Preprint, Telephone Interview, Personal Communication, Presentation and combinations thereof. If the source does not have a title, add the subject in square brackets or indicate: [Untitled]. After the primary creator, , it is appropriate to indicate in square brackets the alias under which it goes, e.g. via Skype, etc.

Primary creator. Name of the information source. Format; type of source. Date of creation.

● **personal communication:**

ZÁHRADNÍKOVÁ, Eva, (2022). [Bibliography]. Personal communication. 2022-05-05.

● **Direct message via Skype:**

MAYBANK PHILLIPINES INC [Skype ID: Maybank PH], (2017). [Untitled]. Direct message via Skype. 2017-01-01.

● **presentation (as an unpublished information source):**

BARTOVÁ, Jana, (2021). *Music yesterday and today*. Presentation. 2021-05-25.

INGLOT, M., (2009). *History of computers*. Presentation; online. 2009-03-18, 20:40. Slides available at: https://www.zborovna.sk/kniznica.php?action=show_version&id=6663. [Accessed 2022-06-06]. Accessible only to logged in users of the Virtual Library.

● **telephone interview:**

PAULIAKOVÁ, Denisa and Lucia LICHNEROVÁ, (2020). [Untitled]. Telephone interview. 2020-02-11, 09:22:23.



- **Thesis:**

CEDZOVÁ, I., (2008). *Arachnophobia*. Bachelor thesis. Miroslav KRUMPÁL (thesis supervisor). Comenius University in Bratislava, 2008.

- **thesis available in the repository:**

BLAHOVA, J., (2022). *Surgical wound infection*. Master thesis; online. Ivana DAŇOVÁ (thesis supervisor). Comenius University in Bratislava, 2022. Available at: <http://alis.uniba.sk/storage/ddp/available/JL/2022/2022-JL-111544/149235v1.pdf>. [Accessed 2023-05-16].

PARTS OF INFORMATION RESOURCES

Parts of monographic information resources

Primary creator for the monograph portion. Title of the part. In: Primary creator for the host information source. Name of host information resource. Format; type of resource. Publisher(s), year of publication, pagination and page range. Date of update/revision. Access. [date viewed].

- **part of the traditional monographic source:**

SMITH, C., (1980). Problems of information studies in history. In. *Humanities information research*. CRUS, 1980, pp. 27-30.

- **part of the traditional monographic source, which has multiple volumes:**

JUTURU, Vijaya, (2008). Type 2 Diabetes. In: Kathleen KELLER (ed.). *Encyclopedia of Obesity*. Sage Publications, 2008, vol. 2, s. 158 - 159.

- **part of the traditional collection:**

ŠKOVIEROVÁ, Angela, (2021). Samuel Rochotsky's book collection and its fate. In. *Studia Bibliographica Posoniensia*. University Library in Bratislava, 2021, pp. 27-44.

- **Part of an online monographic resource:**

KARLÍK, Petr and ŠIMÍČEK, Radek (2012-2020). In: Petr KARLÍK; Marek NEKULA and Jana PLESKALOVÁ (eds.). *New encyclopedic dictionary of Czech online*. Online. Masaryk University, 2012-2020. Available at: <https://www.czechency.org/>. [accessed 2023-05-14]

- **part of the online proceedings:**

RYBANSKÁ, Lucia, (2021). Raising awareness in the field of technology transfer in scientific research institutions. In. *Cooperation Innovation Technology Transfer (COINTT)*. Online. Centre of Scientific and Technical Information of the Slovak Republic, 2021, pp. 11-12. Available at: <https://cointt.sk/wp-content/uploads/2022/05/ZBORNIKCOINTT2021.pdf>. [accessed 2022-10-10].

- **part of the website:**

Internet forum. [2020-06-21]. In: Wikipedia (distributor). Online. Available from: https://en.wikipedia.org/wiki/Internet_forum. [Accessed 2023-01-27].

SERIALS PARTS

Primary creator. Title of the part. Title of the series. Format; type of source. Numbering with year of publication; page range. Date of update/revision. Distributor or online host. Persistent identifier. Access. Physical location. Relationship. [display date].

- **part (article) in a traditional journal:**

KUCIANOVÁ, Anna, (2003). Comparison of the 1997 and 2001 versions of the MDT. *Library*, vol. 4 (2003), No. 11 - 12, pp. 547 - 551.

- **part (article) in an online journal:**

KUCIANOVÁ, Anna, (2003). *Comparison of the 1997 and 2001 versions of the MDT*. *Library*. Online. Vol. 4 (2003), no. 11 - 12, pp. 547 - 551. Available at: https://www.snk.sk/images/snk/casopis_kniznica/2003/november_december/547.pdf. [Accessed 2022-11-10].



STRINGER, John A. et al, (2005). *Reduction of RF-induced sample heating with a scroll coil resonator structure for solid-state NMR probes*. Journal of Magnetic Resonance. Online. Vol. 173 (March 2005), no. 1, pp. 40-48. Available at: <https://doi.org/10.1016/j.jmr.2004.11.015>. [accessed 2021-09-09].

- part (article) in an online newspaper (daily):

GEIST, Radovan and Barbara ZMUŠKOVÁ, (2023). *A week in the European economy*. DENNIK N. Online. 2023-03- 23. Available at: https://e.dennikn.sk/3296855/week-in-european-economy-last-warning-before-climate-catastrophe/?ref=-tit&_ga=2.125950094.2037297635.1679654757-1674809556.1676382619. [Accessed 2023-03-26].

ARCHIVAL DOCUMENTS

Primary creator. Date of creation of the material. Name of information source. Format; type of source. Name of collection, fund with location. Owner.

-  private manuscript correspondence:

CAVENDISH, Henry. [1570?]. [Letter to Bess of Harwick]. Letter. In: The New York Public Library, Special archival collections. Signature: b 3843.

-  private online handwritten correspondence:

MARCHINGTON, William. [1560?-01-13]. [Letter to Bess of Harwick]. Letter; online. In: Bess of Harwick's Letters. Available from: <https://www.bessofhardwick.org/letter.jsp?letter=47>. [Accessed 2023-03-01].

