



FIRMS Steering Committee Meeting
Third Session
Madrid, Spain, 13-15 February 2006
FIRMS Information Management Policy (IMP):
Citation Standards and Proposed Amendments (modified from FSC2)
Author: FSC Secretariat

Preamble for FSC3

On the substance: users should be able to easily cite FIRMS web pages (fact sheets) in the form of bibliographic references.

On the revision history: these bibliographic citation standards were initially presented to FSC2, and were accepted as guidelines after some amendments to the proposals were made. The guidelines as endorsed by FSC2 and the changes as proposed to TWG1 are attached in Annex 1.

Further discussions took place during second half of 2005 within FAO with regard the application of FAO wide harmonised standards for citations in electronic publications. These [not yet completed] discussions indicate the need for changing some elements of the guidelines proposed to FSC2. The proposed revisions were presented to TWG1 (document TWG1/2005/4b) and supported by this group.

*On the status of the document: the sections **over yellow background** highlight the proposed changes from the document presented at FSC2. Although the FAO debate has not been completed, the proposed Bibliographic Reference standards are deemed mature. These citations should be fixed from the onset, therefore standards should be adopted before FIRMS goes live.*

Guidelines for bibliographic citations concerning FIRMS fact sheets

Each FIRMS fact sheet needs to be univocally identified by a Bibliographic Citation. This citation is composed by the following elements:

Author(s). **Date created.**

Title, including subtitle

Contributors

Series title

Update date. **Publisher place.** **Publisher.**

Availability (URL)

Author (s): the author can be a “personal author”, a “corporate author” or a “conference body”. The personal author(s) has always to be displayed first. The Corporate Author, if available, should also be cited in a new field. Personal authors should be cited as follows: “Surname in full, followed by a comma and the initials of both the first and middle names. If more than one author is given, they should all be cited, separating one from the other by a semicolon and a space.

e.g. Author: Adams, L.; Smith, F.J.;

e.g. Corporate Author: Species Identification and Data Programme (SIDP), Rome (Italy)

Date created: this is the date of creation of the intellectual content. It follows the personal author(s), or corporate author, on the same line, and is separated from the author by a ".". It is presented in the form of year, preceded by "c" (for copyright date), and followed by a "-" and the current year, in the case of an electronic resource constantly updated.

e.g. c2000- in the case of a once-off report created in 2000

e.g. c2000-2006 in the case of a document created in 2000 and constantly updated

Title: the title includes the main title, the subtitle, the reporting year (for FIRMS reports) and eventually additional information such as volume number, part number, etc. The language of the title corresponds to the language of the content of the document.

e.g.: Status of stocks: Cod – Baltic Sea, 2003

Contributors: if any (editors, compilers translators), they would come after Title, with the names preceded by: (edited by xxx; compiled by xxx; translated by xxx.),

e.g.: edited by N. Bergamini; translated by K. Arian.

Series title: the series title according to the FAO house style should be cited italics.

e.g.: *FIRMS Reports*

Update Date: The date the document was uploaded or updated in the system should be presented in an easy and unequivocal format: “Updated Nov 21 2005”.

Publisher location: according to ISO 690-2 on bibliographic references for electronic documents, the place of publication and publisher are required elements. Indicating the town means the location of the publisher, i.e. FAO, not the location of the server.

When the publisher is the same as the corporate author, there is no need to repeat it, therefore it is sufficient to mention the location.

Publisher: the name of the Publisher can be entered in full or as an acronym if it exists.

“FAO” is the default publisher for a FIRMS fact sheet.

e.g.: Rome: FAO.

Available from: introduces the URL; the role of FIGIS as the server should be mentioned in the available statement: “available via FIGIS from <http://www.fao.org/xyz>.”

The URL of all the language versions should be cited if available.

e.g.: Available via FIGIS from (English version): <http://www.fao.org/figis/servlet/species?fid=2795>; French version:..

An example of a full bibliographic reference (for use by cataloguers) for a FIRMS marine resource fact sheet is provided below, according to the above mentioned guidelines:

<p>Full bibliographic reference <input checked="" type="checkbox"/> <input type="button" value="Export"/></p>
<p>International Council for the Exploration of the Sea (ICES). c2005- . Stocks status reports: Herring - North Sea, Eastern Channel and Skagerrak, 2003. <i>FIRMS Reports.</i> Updated Apr 26 2005. Rome: FAO. Available via FIGIS from http://www.xyz/abc.xml > [Accessed Dec 02 2005].</p>

The corresponding short citation found at the end of a book in the list of references used (bibliography) would look like:

<p>Short Bibliographic citation</p>
<p>International Council for the Exploration of the Sea (ICES). c2005- . Stocks status reports: Herring - North Sea, Eastern Channel and Skagerrak, 2003. Updated Apr 26 2005. FAO. http://www.xyz/abc.xml ></p>

Annex 1 : Guidelines for bibliographic citations as accepted by FSC2, and proposed changes presented to TWG1

Each FIRMS fact sheet needs to be univocally identified by a Bibliographic Citation.

This citation is composed by the following elements:

Author/Compiler/Editor as appropriate

Title, including subtitle

Series title

Publisher. Upload date.

URL

Author

The author can be a “personal author”, a “corporate author” or a “conference body”. The personal author(s) has always to be displayed first. The Corporate Author, if available, should also be cited in a new field. Personal authors should be cited as follows: “Surname in full, followed by a comma and the initials of both the first and middle names. If more than one author is given, they should all be cited, separating one from the other by a semicolon and a space.

If a document has an editor, compiler or a translator, the names should be followed by: (ed.), (comp.) (transl.).

e.g. Author: Adams, L.; Smith, F.J.; Taconet, M. (ed.); Arian, K. (transl.)

e.g. Corporate Author: Species Identification and Data Programme (SIDP), Rome (Italy)

Title

The title includes the main title, the subtitle and eventually additional information such as volume number, part number, etc. The language of the title corresponds to the language of the content of the document.

e.g.: Status of stocks of Northwest Atlantic. NAFO area

Series title

The series title according to the FAO house style should be cited italics.

e.g.: *FIRMS Reports*

Publisher

The name of the Publisher can be entered in full or as an acronym if it exists.

FAO – FIGIS is the default publisher for a FIRMS fact sheet.

e.g.: FAO – FIGIS.

Upload date

The date the document was uploaded or updated in the system should be cited in ISO format, i.e. year + month + day (when available)

e.g.: 20030919 or 2004

URL

The URL of all the language versions should be cited if available.

e.g.: URL (English version): <http://www.fao.org/figis/servlet/species?fid=2795> ; French version:..

Examples of Citation in FIGIS:

Species Identification and Data Programme (SIDP)

A world overview of species of interest to fisheries. *Alopias superciliosus*.

FIGIS Species Fact Sheets

FAO – FIGIS. 20040603.

URL (English version): <http://www.fao.org/figis/servlet/species?fid=2795>

Lloris, D.

Species Identification and Data Programme (SIDP)

A world overview of species of interest to fisheries. *Dicentrarchus labrax*.

FIGIS Species Fact Sheets

FAO – FIGIS. 2002.

URL (English version): <http://www.fao.org/figis/servlet/species?fid=2291>

Proposed changes presented to TWG1

The following text describes where changes would be expected.

Date created: this is the date of creation of the intellectual content. It follows the personal author(s), or corporate author, on the same line, and is separated from the author by a ".". It is presented in the form of year, preceded by "c" (for copyright date), and followed by a "-" in the case of an electronic resource constantly updated.

Contributors: if any (Editors, compilers translators), would come after Title.

Publisher: since FIGIS doesn't in fact perform the conventional functions of a publisher, i.e. it does not have the rights and duties of a publisher, Publisher should be "FAO" only, not "FAO – FIGIS".

Publisher location: FSC2 decided to leave it (ie "Rome") out, but according to ISO 690-2 on bibliographic references for electronic documents, the place of publication and publisher are required elements. Indicating the town means the location of the publisher, i.e. FAO, not the location of the server.

When the publisher is the same as the corporate author, there is no need to repeat it, therefore it is sufficient to mention the location. If it is true that FAO/FI has always repeated the name of the publisher so far in citations, it is now in the process of reviewing the Fisheries citational style in order to conform to the FAO House Style and to main international standards.

- **Update Date:** should be presented in an easy and unequivoc format: "Updated Nov 21 2005".

- **Available from:** instead of in Publication, the role of FIGIS as the server should be mentioned in the available statement: "available via FIGIS from <http://www.fao.org/> etc...

An example of FIRMS marine resource fact sheet citation is provided below, according to the above mentioned modifications:

Bibliographic citation Export

International Council for the Exploration of the Sea (ICES). c2004- .
Stocks status reports: Herring - North Sea, Eastern Channel and Skagerrak, 2003.
FIRMS Reports.
FAO - Rome. Updated Apr 26 2005.
Available via FIGIS from <http://www.xyz/abc.xml> [Accessed Friday, December 02 2005].