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**Technical product documentation —  
Lettering —**

**Part 2:  
Latin alphabet, numerals and marks**

*Documentation technique de produits — Écriture —  
Partie 2: Alphabet latin, chiffres et signes*



Reference number  
ISO 3098-2:2000(E)

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## Foreword

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

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

Draft International Standards adopted by the technical committees are circulated to the member bodies for voting. Publication as an International Standard requires approval by at least 75 % of the member bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this part of ISO 3098 may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

International Standard ISO 3098-2 was prepared by Technical Committee ISO/TC 10, *Technical drawings, product definition and related documentation*, Subcommittee SC 1, *Basic conventions*.

This second edition of ISO 3098-2 cancels and replaces the first edition (ISO 3098-1:1974), which has been technically revised.

ISO 3098 consists of the following parts, under the general title *Technical product documentation — Lettering*:

- *Part 0: General requirements* [becomes Part 1 with the next revision]
- *Part 2: Latin alphabet, numerals and marks*
- *Part 3: Greek alphabet*
- *Part 4: Diacritical and particular marks for the Latin alphabet*
- *Part 5: CAD lettering of the Latin alphabet, numerals and marks*
- *Part 6: Cyrillic alphabet*



# Technical product documentation — Lettering —

## Part 2: Latin alphabet, numerals and marks

### 1 Scope

This part of ISO 3098 specifies the Latin alphabet, numerals and marks for use on technical drawings and associated documents. It primarily concerns letters written with the aid of stencils, but is equally applicable to freehand lettering or other appropriate methods.

### 2 Normative reference

The following normative document contains provisions which, through reference in this text, constitute provisions of this part of ISO 3098. For dated references, subsequent amendments to, or revisions of, this publication do not apply. However, parties to agreements based on this part of ISO 3098 are encouraged to investigate the possibility of applying the most recent edition of the normative document indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

ISO 3098-0:1997, *Technical product documentation — Lettering — Part 0: General requirements*.

### 3 General requirements and dimensions

For the general requirements and the dimensions of characters, numerals and marks, see ISO 3098-0.

To obtain constant line density, avoid blotting at intersecting lines and facilitate writing, the characters shall be formed so that lines cross, or meet, at approximate right angles.

### 4 Examples

The following examples are given as a guide to illustrate the application of general requirements and dimensions of the Latin alphabet, numerals and marks.

Lettering A, sloping

A B C D E F G H I J K L M N

O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p

q r s t u v w x y z

[ ( ! ? , ; : " ' - = + × √ % & ) ] ∅

0 1 2 3 4 5 6 7 8 9 I V X

## Lettering A, vertical

A B C D E F G H I J K L M N

O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p

q r s t u v w x y z

[ ( ! ? . , ; : " ' - = + × √ % & ) ] Ø

0 1 2 3 4 5 6 7 8 9 I V X

Lettering B, sloping

A B C D E F G H I J K L M N

O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p

q r s t u v w x y z

[ (! ? . , ; : " ' - = + × √ % & ) ] ∅

0 1 2 3 4 5 6 7 8 9 I V X

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Lettering B, vertical

Preferred application

A B C D E F G H I J K L M N

O P Q R S T U V W X Y Z

a b c d e f g h i j k l m n o p

q r s t u v w x y z

[(!?.,:; " - = + × √ % &)] ∅

0 1 2 3 4 5 6 7 8 9 I V X

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