INTERNATIONAL STANDARD

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Terminological entries in standards —

Part 1: General requirements and examples of presentation

Articles terminologiques dans les normes —

Partie 1: Exigences générales et exemples de présentation

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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 2.

The main task of technical committees is to prepare International Standards. 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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 10241-1 was prepared by Technical Committee ISO/TC 37, *Terminology and other language and content resources*, Subcommittee SC 2, *Terminographical and lexicographical working methods*.

This first edition of ISO 10241-1 cancels and replaces ISO 10241:1992. The revision comprises the following main changes:

— a broadening of the scope to cover terminological entries in all types of standard;

— consideration of the fact that terminology work is increasingly carried out using computers;

— consideration of data in multilingual terminological entries in standards (including those residing in distributed databases);

— a more comprehensive and explicit structure of the individual terminological entries;

— a limitation of the normative technical content of this part of ISO 10241 to cover the drafting and structuring of terminological entries and not their layout and presentation (a typical example of layout and presentation are provided for information in Annex A).

ISO 10241 consists of the following parts, under the general title *Terminological entries in standards*:

— *Part 1: General requirements and examples of presentation*

— *Part 2: Adoption of standardized terminological entries*

Guidelines concerning large-scale terminological project management, leading to terminology standards or a series of terminology standards, are provided in ISO 15188. These guidelines supplement the rules contained in this part of ISO 10241.

Introduction

To ensure that communication in a particular domain is effective and that difficulties in understanding are minimized, it is essential that the various participants use the same concepts and concept representations. The standardization of terms and definitions is thus fundamental to all standardization activities.

Even when the immediate results of standardization are monolingual terminological entries, to facilitate communication in science and technology, cross-cultural communication, the exchange of goods and services, as well as the formulation of policies and strategies at national, regional and international levels, terminology work has to be multilingual in its approach. Even in countries with only one official national language, standardizing bodies sometimes prepare multilingual terminological entries for the purposes mentioned above.

Standardizing bodies often choose to standardize terms and definitions and to publish the result as terminological entries in standards. This part of ISO 10241 has been prepared to provide rules for the drafting and structuring of such terminological entries in standards; it is based on the principles and methods given in ISO 704.

Within ISO, the standardization of principles and methods for the preparation of terminological data primarily referring to concepts and terms is under the responsibility of ISO/TC 37.

ISO/TC 12 and IEC/TC 25 are responsible for the symbols for quantities and units. These symbols are often derived from terms, and often look like an abbreviated form of the term, although the symbols have an additional communicative function. They are the subject of the ISO 80000, IEC 80000 and IEC 60027 standards.

ISO/TC 145 is responsible within ISO for the overall coordination of standardization in the field of graphical symbols, with the exception of those for technical product documentation. This responsibility includes

— the standardization of graphical symbols, colours and shapes, whenever these elements form part of the message that a symbol is intended to convey (e.g. a safety sign), and

— the establishment of principles for the preparation, coordination and application of graphical symbols.

Although the work of ISO/TC 145 excludes the standardization of letters, numerals, syntactic signs, mathematical signs and symbols as well as symbols for quantities and units, such elements may be used as components of a graphical symbol.

Terminological entries in standards —

Part 1:
General requirements and examples of presentation

1 Scope

This part of ISO 10241 specifies requirements for the drafting and structuring of terminological entries in standards, exemplified by terminological entries in ISO and IEC documents. Terms and other designations occurring in terminological entries can include letters, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic or other style conventions) governed by language-, domain- or subject-specific conventions. Terms can also include standardized symbols (which can be language independent or internationally harmonized, such as symbols for quantities and units as well as graphical symbols) which are under the responsibility of different committees in ISO and IEC.

This part of ISO 10241 is based on the principles and methods given in ISO 704 and provides rules for both monolingual and multilingual terminological entries in standards and their indexes.

NOTE 1 Annex I of the IEC Supplement to the ISO/IEC Directives[1] for the work on the International Electrotechnical Vocabulary (IEV) is based on the standards prepared by ISO/TC 37. Due to specific requirements, the rules provided in this Supplement are sometimes different from the rules given in this part of ISO 10241.

This part of ISO 10241 is applicable to all standards that contain terminological entries. It does not deal with the administrative procedures or the technical specifications required by standardizing bodies for the preparation of terminology standards.

NOTE 2 Administrative procedures for the preparation of standards are specific to the standardizing body. For example, in ISO and IEC these rules are provided in the ISO/IEC Directives, Part 1[2].

Since presentation and layout rules by nature are very much tied to the script and to the publishing rules of the standardizing body, they are dealt with only on an abstract level in this part of ISO 10241. Examples and rules for a typical layout and presentation in documents are provided for information in Annex A.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 639 (all parts), *Codes for the representation of names of languages*

ISO 704, *Terminology work — Principles and methods*

ISO 860, *Terminology work — Harmonization of concepts and terms*

ISO 3166 (all parts), *Codes for the representation of names of countries and their subdivisions*

ISO 12199, *Alphabetical ordering of multilingual terminological and lexicographical data represented in the Latin alphabet*

ISO 15924, *Information and documentation — Codes for the representation of names of scripts*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

In the selection and formulation of the terminological entries contained in this clause, preference has been given to general understandability. Therefore, commonly used terms (which are understandable without a complex scientific discourse about the concepts which they represent) are not included in this clause. Where necessary, terminological entries have been modified to meet the needs of the target group of this part of ISO 10241. Such modifications are indicated by the string "modified —" following the source.

Because most of the terminological entries listed here have been selected from other standards, complete concept systems are not represented. The terminological entries are thus presented in mixed order.

The terminological entries hereunder are formatted in accordance with the current ISO rules for the presentation of terminology standards (as outlined in Annex A) and with pertinent domain conventions. Thus cross-referenced terms are highlighted by using italic type and are followed by their entry number in this part of ISO 10241 or by an indication of the source (for terms defined in another standard).

3.1 Standardization of terms and definitions

3.1.1
terminology standard
standard that is concerned with *terms* (3.4.1.1.2) accompanied by their *definitions* (3.4.2.1), and sometimes by explanatory notes, illustrations, examples, etc.

[SOURCE: ISO/IEC Guide 2:2004, 5.2, modified — By omitting "usually" in front of "accompanied by their definitions" this terminological entry is made consistent with the other terms and definitions in this part of ISO 10241.]

3.1.2
terminological entry
part of a *terminological data collection* (ISO 1087-2:2000, 2.21) which contains the *terminological data* (3.1.3) related to one *concept* (3.2.1)

Note 1 to entry: A terminological entry prepared in accordance with the principles and methods given in ISO 704 follows the same structural principles whether it is monolingual or multilingual.

[SOURCE: ISO 1087-1:2000, 3.8.2, modified — Note 1 to entry has been added.]

3.1.3
terminological data
data related to *concepts* (3.2.1) or their *designations* (3.4.1.1.1)

[SOURCE: ISO 1087-1:2000, 3.8.1, modified — The accompanying note to the entry for terminological data has been omitted.]

3.1.4
data category
result of the specification of a specific type of *terminological data* (3.1.3)

[SOURCE: ISO 1087-2:2000, 6.14, modified — For consistency within this part of ISO 10241, "given data field" has been replaced by "specific type of terminological data" in the definition. The admitted term "data element type" has not been included.]

3.2 Concepts and their arrangement

3.2.1
concept
unit of knowledge created by a unique combination of *characteristics* (ISO 1087-1:2000, 3.2.4)

Note 1 to entry: Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background, which often leads to different categorizations.

[SOURCE: ISO 1087-1:2000, 3.2.1.]

3.2.2
concept field
unstructured set of thematically related *concepts* (3.2.1)

Note 1 to entry: Concept fields may be used as a starting point for establishing concept systems.

[SOURCE: ISO 1087-1:2000, 3.2.10.]

3.2.3
concept system
system of concepts
set of *concepts* (3.2.1) structured according to the relations among them

[SOURCE: ISO 1087-1:2000, 3.2.11.]

3.2.4
systematic order
systematic arrangement
order of *terminological entries* (3.1.2) reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.9, modified — The phrase "*macrostructure* in which the terminological entries appear in an order reflecting …" has been simplified to "order of *terminological entries* reflecting …". In this part of ISO 10241, "systematic order" is specified as the preferred term and "systematic arrangement" as the admitted term.]

3.2.5
mixed order
mixed arrangement
order of *terminological entries* (3.1.2) according to the preference of the standardizing body, grouped under headings reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.12, modified — The definition "macrostructure in which the terminological entries appear in alphabetical order within systematically or thematically arranged sections" has been reworded due to the fact that the terminological entries are structured on the basis of a concept-orientated approach rather than on the basis of a language-specific order. In this part of ISO 10241, "mixed order" is specified as the preferred term and "mixed arrangement" as the admitted term.]

3.2.6
language-specific order
order of *terminological entries* (3.1.2) according to ordering conventions specific to a given language or *script* (3.4.2.4)

3.3 Domain and subject

3.3.1
domain
subject field
field of special knowledge

Note 1 to entry: The borderlines of a domain are defined from a purpose-related point of view.

Note 2 to entry: The delimitation of a domain in terminological entries in standards is usually based on the International Classification for Standards (ICS). In ISO, if the ICS is not suitable in a given case, a domain or subject (see 3.3.2) should be selected to reflect a purpose, an application or specific requirements.

Note 3 to entry: If a domain is subdivided, the result is again a domain albeit at a higher level of detail.

Note 4 to entry: In IEC (which develops standards in the electrotechnology domain), the usage information related to a term's "specific use" can be a complement to the term but is not necessarily a domain or subject as described in this part of ISO 10241. For further information, see the IEC Supplement to the ISO/IEC Directives, Annex I, *Implementation of the ISO/IEC Directives for the work on the International Electrotechnical Vocabulary (IEV)*[1].

[SOURCE: ISO 1087-1:2000, 3.1.2, modified — In this part of ISO 10241, "domain" is specified as the preferred term and "subject field" as the admitted term. Notes 2 to 4 to entry have been added.]

3.3.2
subject
general topic which is treated or handled in discussion, study, writing, painting, etc.

Note 1 to entry: A subject may touch upon two or more domains.

Note 2 to entry: If a subject is subdivided, the result is again a subject albeit at a higher level of detail.

[SOURCE: WEBSTER. *New universal dictionary of the English language*. 1972. p. 1813, modified — By replacing in the definition the all-comprising "that" by "general topic", the meaning of the general language word "subject" becomes clearer. Note 1 to entry has been added to distinguish "subject" from "domain".]

3.4 Concept representation

3.4.1 Designations

3.4.1.1 Terms, symbols and appellations

3.4.1.1.1
designation
representation of a *concept* (3.2.1) by a sign which denotes it

Note 1 to entry: In terminology work three types of designation are distinguished: terms, symbols and appellations.

Note 2 to entry: Designations can be verbal or non-verbal or a combination thereof.

[SOURCE: ISO 1087-1:2000, 3.4.1, modified — The admitted term "designator" has been omitted. Note 2 to entry has been added.]

3.4.1.1.2
term
verbal *designation* (3.4.1.1.1) of a *general concept* (ISO 1087-1:2000, 3.2.3) in a specific *domain* (3.3.1) or *subject* (3.3.2)

Note 1 to entry: Terms can include letters and letter symbols, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) governed by domain-, subject- or language-specific conventions.

Note 2 to entry: A term may have variants, e.g. different forms of spelling.

Note 3 to entry: Terms may be quite complex, containing two or more roots or two or more words.

Note 4 to entry: Several terms in a given language representing the same concept are synonymous terms (synonyms). Terms in different languages representing the same concept are equivalent terms (equivalents).

[SOURCE: ISO 1087-1:2000, 3.4.3, modified — For consistency within this part of ISO 10241, “subject field” has been replaced in the definition by “domain or subject”, and the accompanying note (while retaining its content) has been split up into three notes adding further information. Note 4 to entry has been added.]

3.4.1.1.3
symbol
designation (3.4.1.1.1) comprising letter symbols, graphical symbols or other kinds of symbol

Note 1 to entry: Symbols may have variants (see the Example in 3.4.1.1.5).

Note 2 to entry: Symbols may have a normative status, such as preferred, admitted or deprecated.

Note 3 to entry: If there are two or more symbols representing the same concept, the addition of usage information to these symbols may be useful.

3.4.1.1.4
letter symbol
symbol (3.4.1.1.3) composed of one or several characters used to perform special communicative functions in a domain expert community

EXAMPLE International symbols for quantities and units are specified in ISO 80000[15], IEC 80000[16] and IEC 60027[14].

Note 1 to entry: There are letter symbols, such as some of the international symbols for quantities and units, which look like an abbreviated form of the respective name of the quantity or unit, but the symbols have additional communicative functions. Complex letter symbols can include also numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), whose character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) are governed by domain-, subject- or language-specific conventions.

Note 2 to entry: Letter symbols can be ordered in indexes according to linguistic rules (extended if necessary), whereas graphical symbols cannot.

3.4.1.1.5
graphical symbol
visually perceptible figure with a particular meaning used to transmit information independently of language

EXAMPLE Graphical symbol “recyclable” with two variants:  .

Note 1 to entry: Graphical symbols comprise a range from conventional figural signs (bearing no relation to the concept they are assigned to) via more or less abstracted illustrations of the objects to which they refer (e.g. public symbols or safety symbols, icons such as those used in information technology) to highly concrete representations of the object to which they refer.

Note 2 to entry: Graphical symbols can include linguistic data within or outside the graphical component (such as in some traffic signs).

[SOURCE: ISO 7001:2007, 3.1, modified — The notes have been added.]

3.4.1.1.6
appellation
name
verbal *designation* (3.4.1.1.1) of an *individual concept* (ISO 1087-1:2000, 3.2.2)

EXAMPLE 1 Letter symbol “pi” (π) meaning the ratio of the circumference of a circle to its diameter.

EXAMPLE 2 “sievert”, the derived SI unit, is a synonym for “dose equivalent” (ISO 80000-10:2009, 10-86.a).

Note 1 to entry: Appellations can also be part of a term, such as in “critical Reynolds number”.

[SOURCE: ISO 1087-1:2000, 3.4.2, modified — The Examples and Note 1 to entry have been added.]

3.4.1.2 Kinds and forms of term

3.4.1.2.1
borrowed term
term (3.4.1.1.2) taken from another language or from another *domain* (3.3.1) or *subject* (3.3.2)

[SOURCE: ISO 1087-1:2000, 3.4.6, modified — “Subject field” has been replaced in the definition by “domain or subject” for consistency within this part of ISO 10241.]

3.4.1.2.2
variant
<terminology work> one of the alternative forms of a *designation* (3.4.1.1.1)

EXAMPLE 1 Variants of terms:

“colour” UK ↔ “color” US
“multi-word term” ↔ “multiword term”

EXAMPLE 2 Variants of the graphical symbol “recyclable”:  .

[SOURCE: ISO 24613:2008, 3.46, modified — “Lexeme” has been replaced in the definition by “designation” for consistency within this part of ISO 10241. Examples 1 and 2 have been added.]

3.4.1.2.3
full form
complete representation of a *designation* (3.4.1.1.1)

EXAMPLE “compact disc” is the full form of “CD”.

3.4.1.2.4
abbreviated form
representation of a *designation* (3.4.1.1.1) resulting from the omission of any part of the *full form* (3.4.1.2.3)

EXAMPLE “CD” is the abbreviated form of “compact disc”.

Note 1 to entry: For some full forms, two or more abbreviated forms may exist. For example, the “World Wide Web” has the following abbreviated forms: “W3” and “WWW”.

3.4.1.3
normative status
<terminology standardization> rating related to the use of a *designation* (3.4.1.1.1) in a standardized *terminological entry* (3.1.2) by a standardizing body

Note 1 to entry: The normative status of a term is one of three types: preferred term, admitted term or deprecated term. For any of these, there can be more than one term. By analogy, normative status applies also to symbols and appellations.

3.4.1.3.1
preferred term
<terminology standardization> *term* (3.4.1.1.2) rated as the primary term for a given *concept* (3.2.1) by a standardizing body

Note 1 to entry: There can be more than one preferred term. If there is only one term representing the concept in a terminological entry of a standard, this term is automatically preferred. By analogy, “preferred” can apply also to symbols and appellations.

[SOURCE: ISO 1087-1:2000, 3.4.15, modified — By omitting “according to the scale of the term acceptability rating” and adding “by a standardizing body”, the definition has been made more easily understandable by the target group of this part of ISO 10241 without changing the substance of the definition. In addition, Note 1 to entry has been added.]

3.4.1.3.2
admitted term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but not rated as a preferred term by a standardizing body

Note 1 to entry: There can be more than one admitted term. By analogy, “admitted” can apply also to symbols and appellations.

Note 2 to entry: The definition of an admitted term given in ISO 1087-1:2000, 3.4.16, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.3.3
deprecated term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but rated as undesired by a standardizing body

Note 1 to entry: There can be more than one deprecated term. By analogy, “deprecated” may apply also to symbols and appellations.

Note 2 to entry: The definition of a deprecated term given in ISO 1087-1:2000, 3.4.17, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.4
homograph
designation (3.4.1.1.1) having the same written form as another designation representing a different *concept* (3.2.1)

EXAMPLE 1 The homographic term “die” as a noun represents different concepts in the domains of manufacturing, integrated circuits and table-top games.

EXAMPLE 2 The homographic graphical symbol  (e.g. in an airport or train station) may mean “up” (e.g. an escalator) or “straight ahead” depending on the location's surroundings.

3.4.1.5
antonym
term (3.4.1.1.2) in a given language representing an opposite *concept* (3.2.1) of that represented by another term in the same language

EXAMPLE 1 “encoding” and “decoding”.

EXAMPLE 2 “positive” and “negative”.

Note 1 to entry: There are pairs of antonyms which occur in several languages, while others are language-dependent (“antonymy” is defined in ISO 1087-1:2000, 3.4.20).

3.4.2 Concept description

3.4.2.1
definition
representation of a *concept* (3.2.1) by a descriptive statement which serves to differentiate it from related concepts

Note 1 to entry: Usually a non-verbal representation can only complement a definition, and not replace it. However, in certain domains or subjects, e.g. within a system of interdependent formulae, non-verbal representations are conventionally used instead of a descriptive statement.

[SOURCE: ISO 1087-1:2000, 3.3.1, modified — By adding Note 1 to entry.]

3.4.2.2
context
text which illustrates a *concept* (3.2.1) or the use of a *designation* (3.4.1.1.1)

[SOURCE: ISO 1087-1:2000, 3.6.10.]

3.4.2.3
non-verbal representation
representation of a *concept* (3.2.1) by means other than a descriptive statement, while revealing characteristics of this concept

EXAMPLE See the examples given in A.2.19 and A.2.22.

Note 1 to entry: A non-verbal representation can be a chemical or mathematical formula, a pictographic representation or a figure, table or other kind of visual or non-visual representation revealing characteristics of the concept concerned.

3.4.2.4
script
set of graphic characters used for the written form of one or more languages

Note 1 to entry: Names of scripts are coded in accordance with ISO 15924.

[SOURCE: ISO/IEC 10646:2003, 4.37, modified — Note 1 to entry has been added.]

4 Preparation of terminological entries

4.1 General principles

4.1.1 In terminology work, a basic principle is that one designation (i.e. term, symbol or appellation) corresponds to one concept and only one concept corresponds to one designation in a given domain or subject in a given language.

The respect of this principle facilitates the structuring of concepts and the selection of appropriate preferred designations (i.e. preferred terms, preferred symbols or preferred appellations). Accordingly, in terminology standardization

a) every effort shall be made to avoid use of a single term for multiple concepts and multiple terms for a single concept,

b) every effort shall be made to avoid contradictions occurring in terminological entries in closely related standards,

c) only the concepts relevant to the domain, subject or scope of the standard shall be defined, and

d) the form of a definition shall be such that it can replace the term in context (i.e. principle of substitution).

Meanwhile, although the fulfilment of this basic principle is the objective of the standardization of terms and definitions, it is acknowledged that there are many cases across different domains or subjects where several terms correspond to a given concept and where several concepts are represented by the same term (i.e. a homograph).

4.1.2 One purpose of terminological entries in multilingual standards is to harmonize the concepts, the concept systems and the terms in different languages. Accordingly, in such standards

a) a concept system shall be established for the particular standard (see ISO 704 for further information), and any differences between the concept systems for the languages present in the standard shall be stated (see also Clause 7),

b) the definitions of a concept given in different languages shall be equivalent in content and, when possible, similar structures shall be used in their formulation,

c) all terms and definitions shall be given in at least one of the official languages of the standardizing body concerned,

d) any usage-specific information (such as information referring to language, domain or subject) relating to a terminological entry shall be added as a secondary data category to designations or shall be placed in a note to entry as specified in 6.7,

e) if a note to entry applies to only one language section and not to another language section, the other language section shall contain a note to entry which either

   1) provides a translation of the note together with an indication of the language(s) concerned, for example “In English, …” (for clarity, it is useful to include the indication of the language in the notes in all language sections) or

   2) states “Note # to entry: This note applies to the … language only.” (see the example in A.2.16), and

f) if a source applies to only one language section and not to another language section, the other language section shall contain a source which either

   1) provides a translation of the source together with an indication of the language(s) concerned, for example “In English, …” (for clarity, it is useful to include the indication of the language in the sources in all language sections) or

   2) states “[SOURCE: This source exists only in the ... language.”

NOTE ISO 704 provides further information on the principles and methods of terminology work. ISO 860 provides further information on the harmonization of concepts and terms in terminology work. ISO 15188 provides guidelines for large-scale terminological project management leading to terminology standards or a series of terminology standards; it supplements the rules contained in this part of ISO 10241.

4.2 Scope of standards containing terminological entries

Terminological entries can be published in a “Terms and definitions” clause in a standard or in the form of an independent terminology standard.

The scope of a standard that specifies “Terms and definitions” and that of an independent terminology standard shall be defined according to the rules for the drafting of standards of the standardizing body concerned. The terminological entries shall cover all concepts relevant to the domain, subject and scope, minimizing overlap with other standards. Within any standard, the terms specified shall be used consistently.

NOTE In ISO and IEC, the rules for the drafting of scopes are defined in the ISO/IEC Directives, Part 2[3].

4.3 Organization of preparatory work

4.3.1 Extent of and procedures for preparatory work

The extent of preparatory work shall be appropriate to the terminology standardization project. It is recommended that the rules contained in this part of ISO 10241 be applied in addition to the procedures for standards development of the standardizing body. For larger projects, it is recommended that ISO 15188[11] be applied in addition.

NOTE In ISO and IEC, the procedures for standards development are provided in the ISO/IEC Directives, Part 1[2].

4.3.2 Target group considerations

The target group of the standard shall be clearly defined. The nature of the target group will affect

a) the delimitation of the domain or subject to be studied,

b) the number of concepts to be included,

c) the choice of language(s),

d) the formulation of definitions,

e) the number of synonymous terms and their normative status, and

f) the number and type of examples.

4.3.3 Domain or subject delimitation

4.3.3.1 A careful delimitation of the domain or subject shall be the starting point of the preparatory work as it will facilitate

a) the collection, evaluation and use of documentation,

b) the breakdown into subdivisions of the selected domain or subject,

c) the distribution of work and its processing, especially when several groups are involved,

d) the structuring of concepts in the preliminary stages, and

e) the coordination of activities with terminology standardizing groups working in related fields.

4.3.3.2 The delimitation procedure is as follows.

a) The scope of the domain or subject shall be ascertained by consulting

   1) the scope of the technical committee or standardizing body in question, e.g. ISO/TC 6, *Paper, board and pulp*s,

   2) general classifications, e.g. International Classification for Standards (ICS),

   3) special subject classifications, e.g. ISO 2148, *Continuous handling equipment — Nomenclature*,

   4) general literature on the subject, including manuals, textbooks, national standards, catalogues and reports, and

   5) terminological data collections and thesauri.

b) The subdivisions of the selected domain or subject to be covered shall be selected in light of the purpose of the standard and the needs of the target group.

c) The considerations under 4.3.3.2 b) shall result in a detailed delimitation of the domain or subject, showing the subdivisions of the selected domain or subject.

4.3.4 Choice of languages

4.3.4.1 The preparation of terminological entries for use in a standard is most effective when it is carried out simultaneously in all the official languages of the standardizing body. If the planned standard will only cover one or some of the official languages of the standardizing body, the equivalent terms in the other official languages should be recorded.

4.3.4.2 The following points shall be kept in mind when deciding whether to include any language other than the official languages of the standardizing body:

a) the possibility of obtaining sufficient and reliable documentation in that language;

b) the possibility of obtaining assistance from native-speaker specialists, because their input is essential for the formulation of definitions, examples, notes and comments.

4.3.4.3 The points mentioned in 4.3.4.1 and 4.3.4.2 also apply for terms in languages other than the official languages of the standardizing body, if it is decided to use them in standardized terminological entries.

NOTE The official languages for the International Standards of ISO and IEC are English, French and Russian, as stipulated by the ISO/IEC Directives, Part 1[2].

4.3.5 Sources

4.3.5.1 General

For each language to be covered in the standard, an analysis of the terminological usage of the domain or subject is required.

4.3.5.2 Types of source

The main types of source to be considered include the following:

a) legal documents;

NOTE Definitions of concepts in laws and regulations are sometimes broader or narrower than the use of the concept in domain communication.

b) standards;

c) documents generally recognized by the scientific community (e.g. textbooks, scientific dissertations and scientific periodicals);

d) current but not necessarily generally recognized material (e.g. pamphlets, directions for use, parts lists and reports);

e) human sources (e.g. the members of the working group and other experts);

f) terminology databases;

g) terminological data collections, dictionaries and encyclopaedias;

h) terminological data found in websites, networks and other electronic sources.

Authoritative sources shall be given preference.

4.3.6 Evaluation of sources

4.3.6.1 All sources shall be carefully evaluated. In evaluating documents mentioned under 4.3.5.2 a) to d), the following points shall be taken into consideration:

a) the terminological data might not be reliable because the documents are out-of-date;

b) the author should be a recognized authority in the domain or subject;

c) the terminological data in the document shall not reflect a specific school of thought, if the latter is not widely accepted as state of the art.

In the case of an existing terminological data collection, recognized terminological research methods, as specified in the International Standards prepared by ISO/TC 37, should have been followed to produce the source.

4.3.6.2 It is important to determine whether or not the documents used as sources are translations. If they are, the reliability of the translation shall be assessed. Translated documents may be used as a starting point

a) when there are no original documents in the working language, if for instance the domain or subject is quite new, or

b) when the translated document is widely used in the domain or subject and thus represents the state of the art, or

c) when there are parallel texts as in the case of official versions of documents published by an authoritative body, such as the United Nations and the European Commission.

A list of all sources shall be compiled. The list shall include bibliographical data needed to retrieve the documents or data.

NOTE It can be practical to use a coding system for indicating or recording sources.

4.4 Implementation phase

4.4.1 General

The implementation phase shall be carried out in accordance with the rules of the standardizing body.

NOTE 1 In ISO and IEC, the rules for the implementation phase are provided in the ISO/IEC Directives[2][3].

NOTE 2 ISO 15188 provides guidelines for large-scale terminological project management leading to terminology standards or a series of terminology standards.

4.4.2 Collecting terminological data

Concepts belonging to the domain or subject shall be identified by analysing the source material to establish term lists in the languages of the standard (or series of standards), as discussed in 4.4.4.

Initially, any term or concept description that seems relevant to the domain or subject shall be included even though it may later be determined that it belongs to a different domain or subject.

Sometimes, available sources give a definition but no equivalent term in a language for a given concept. In such cases, the definition and all explanations shall be recorded. The lack of a term shall be explicitly indicated by means of a sign indicating the non-existence of a term. However, during the further development of the collection, every effort should be made to provide a term in accordance with the principles and examples for term formation given in ISO 704.

NOTE When no adequate term is found in a given language for a defined concept, and when no new term can be formed, ISO and IEC indicate this by means of a string of five half-high dots "·····" in place of the term.

All information (definitions, terms, synonymous terms, antonyms, contexts, etc.) provided by a source shall be collected at the time that the source is consulted.

4.4.3 Recording terminological data

4.4.3.1 General

In order to ensure uniform work methods, before recording terminological data, a coding system shall be established for such data categories as date of record, sources, and person or organization recording the data.

The terminological data for each language shall be recorded in a uniform manner.

Each term and other kind of designation shall be recorded separately with a preliminary concept identifier that is unique for the concept in question within the respective standard. The same preliminary concept identifier shall be used for synonymous terms and equivalent terms in all languages.

The data categories in 4.4.3.2, 4.4.3.3 and 4.4.3.4 shall be taken into consideration for each language when recording terminological data.

4.4.3.2 Designation-related data

4.4.3.2.1 General

Designation-related data comprise

— term-related data, and

— data related to other kinds of designations.

4.4.3.2.2 Term-related data

Term-related data refer to verbal designations, including multiword and other complex terms, and can consist of letters, letter symbols, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) as well as the respective character styles (i.e. fonts and bold, italic, bold italic or other style conventions) to render them.

NOTE 1 In practice, any combination of verbal and non-verbal designations can occur in scientific technical literature and technical documentation.

NOTE 2 The rules provided here for terms also apply largely to appellations.

Term-related data may include the following:

a) terms:

   1) verbal designations [i.e. designations (see 3.4.1.1.1) excluding graphical symbols (see 3.4.1.1.5)];

   2) abbreviated forms (see 3.4.1.2.4);

   3) full forms (see 3.4.1.2.3);

   4) letter symbols (see 3.4.1.1.4);

   5) variants (see 3.4.1.2.2);

   6) equivalent terms in other languages (including a note indicating the degree of equivalence if relevant);

b) normative status (see 3.4.1.3);

c) grammatical information;

d) note(s) to entry referring to the term or any other data category under 4.4.3.2.2 a) 1) to a) 5);

e) other useful terms, such as homographs (see 3.4.1.4) and antonyms (see 3.4.1.5) (together with a brief explanation if necessary), and cross-referencing.

It may also be necessary to record usage information for terms such as language (indicated by language codes in accordance with ISO 639), script (indicated by a script code in accordance with ISO 15924), geographical usage (indicated by country codes in accordance with ISO 3166) and other secondary data categories defined in the ISO Data Category Registry (DCR) on the basis of ISO 12620[10].

Some of the above-mentioned usage information for terms is recorded in terminology databases but is not required to be shown in a standardized terminological entry.

NOTE 3 In IEC (which develops standards in the electrotechnology domain), the usage information related to a term's "specific use" can be a complement to the term but is not necessarily a domain or subject as described in this part of ISO 10241. For further information, see the IEC Supplement to the ISO/IEC Directives, Annex I, *Implementation of the ISO/IEC Directives for the work on the International Electrotechnical Vocabulary (IEV)*[1].

4.4.3.2.3 Data related to non-verbal designations

Data related to non-verbal designations can include the following:

a) graphical symbols (see 3.4.1.1.5) and other non-verbal designations;

b) normative status (see 3.4.1.3);

c) note(s) to entry referring to non-verbal designations [i.e. graphical symbols (see 3.4.1.1.5)];

d) other useful information, such as homographs (together with a brief explanation if necessary) and cross-referencing.

NOTE In practice, any combination of verbal and non-verbal designations can occur in scientific technical literature and technical documentation. Thus, letters, numerals, symbols for quantities and units, mathematical symbols, typographical signs and syntactic signs rendered in the respective domain- or subject-specific conventions may be used as components of, or in combination with, graphical symbols.

4.4.3.3 Concept-related data

Concept-related data may include the following:

a) domain or subject [e.g. a descriptive text (such as a committee title) or a code (such as an ICS code)];

b) definitions;

c) contexts;

d) non-verbal representations of the concept;

e) examples;

f) note(s) to entry referring to a definition, context (see 3.4.2.2), example or non-verbal representation;

g) note(s) to entry referring to an entire terminological entry (or to a given language section of a terminological entry);

h) position in concept system, if known.

Comments concerning the above-mentioned concept-related data are recorded in terminology databases but are not required to be shown in a standardized terminological entry. Therefore, they are not included in the data categories listed in 5.3.

4.4.3.4 Administrative data

Administrative data may include the following:

a) preliminary concept identifier;

NOTE 1 The preliminary concept identifier is replaced by the entry number in the standardized terminological entry.

b) language codes in accordance with ISO 639, if necessary, followed by codes for geographical usage in accordance with ISO 3166 (names of countries and their subdivisions) or a script code in accordance with ISO 15924 (names of scripts);

c) date of record (and of any modification);

d) person (or organization) responsible for the terminological data;

NOTE 2 The types of responsibility (with respect to terminological data recording and maintenance of individuals to whom an identifier is usually assigned) can include originator, inputter, updater, checker, approver, user, subset owner, withdrawer, exporter, importer. (See http://www.isocat.org/interface/index.html.)

e) sources.

4.4.4 Establishing a term list

4.4.4.1 List of term candidates

A list of term candidates may include terms for

a) concepts specific to the domain or subject or to a related domain or subject,

b) concepts common to several domains or subjects, and

c) borrowed terms (see 3.4.1.2.1).

General classifications, such as the International Classification for Standards (ICS), and special subject classifications used in the domain or subject may serve as a guide to determine whether or not a given concept shall be included.

4.4.4.2 Designations in published standards

The published standard shall include standardized terminological entries with terms or other designations for the concepts belonging to the domain or subject in question. Only a limited number of borrowed terms and a limited number of concepts taken from another domain or subject or from another language or culture should be included.

4.4.5 Establishing concept fields and concept systems

4.4.5.1 After the term list has been established in each language, related concepts shall be arranged in concept fields (see 3.2.2). The criteria for grouping concepts shall be the same for each language. The relations between the concept fields shall be established. The concepts within each concept field shall then be structured into concept systems (see 3.2.3) so that each concept is allocated a specific place in the system.

The concept systems shall be established in accordance with ISO 704.

4.4.5.2 The concept system shall be structured for each language, taking into consideration existing variations, such as different schools of thought (leading to different concept systems within a language), national systems and different organizations. When this work has been completed, the following questions shall be addressed.

— Is the position of each concept correct?

— Are any concepts missing?

4.4.5.3 The concept systems of the individual languages covered in the project shall be compared in order

— to determine the degree of compatibility between the concept systems, and

— to harmonize the concept systems in accordance with ISO 860.

NOTE 1 One purpose of multilingual terminological entries in standards is to harmonize the concepts, making explicit any minor differences. If harmonization cannot be achieved to a large degree, the results are usually presented in a technical report or prestandard, and can form the basis of a future standard.

NOTE 2 In ISO and IEC, the procedures for Technical Reports are defined in the ISO/IEC Directives, Part 1[2].

4.5 Selection of concepts

At an advanced stage of the implementation phase (as outlined in 4.4), the concepts to be included as standardized terminological entries in the standard are selected. In addition to the general principles outlined in 4.1.1 a) to c), the following principles shall be applied.

a) General language expressions or commonly used terms shall not be included unless the usage of the expression or term may cause misunderstanding.

b) Contradictions or inconsistencies involving a concept already defined in a standard (of the same family of standards) shall be avoided.

   Such contradictions or inconsistencies can be present

   1) if the same concept is represented by different designations (such as terms, symbols, or other types of designation),

   2) if the same concept is defined in a different way, or

   3) if a very similar concept is introduced with the same or different designations but a slightly different definition.

If a concept is needed in several standards within the same family of standards, it shall be defined in the most general of those standards in order to keep additional specifications in other standards to a minimum.

NOTE ISO 15188[11] provides guidelines for large-scale terminological project management leading to terminology standards or a series of terminology standards. It supplements the rules contained in this part of ISO 10241.

5 Organization and structure of terminological entries and their data categories in standards

5.1 Organization of terminological entries

5.1.1 Order of terminological entries

Systematic order (see 3.2.4) shall be used whenever possible. Rules are provided in 5.1.2.

If it is not possible to use systematic order, mixed order (see 3.2.5) may be used. Rules are provided in 5.1.3.

Language-specific order (see 3.2.6) is permissible only if systematic order and mixed order cannot be used. Rules are provided in 5.1.4.

5.1.2 Systematic order

If systematic order is chosen, the terminological entries shall be arranged according to the concept system (see 4.4.5).

Headings reflecting the concept system may be used.

5.1.3 Mixed order

If mixed order is chosen, the concept system shall be used as far as possible to derive titles for

— the subdivisions of the clause “Terms and definitions” or

— the subdivisions (clauses and subclauses) within the terminology standard.

The terminological entries related to each subdivision of the concept system shall be arranged under headings reflecting the order of preference of the standardizing body. The order of preference may, for instance, reflect a purpose, an application or specific requirements.

In multilingual terminology standards, the order of preference within each subdivision shall not be a language-specific order.

5.1.4 Language-specific order

In language-specific order, the terminological entries are arranged in an order conforming with the most authoritative or common conventions of the language concerned.

Language-specific order shall not be used in multilingual terminology standards.

When a language-specific order is used within the standard, a description of the order used shall be given.

Alphabetical order is a language-specific order. It is the least preferred order.

5.2 Information concerning the manner in which the terminological data are presented in a standard

In order to facilitate the use of standards containing terminological data, general information concerning the manner in which the terminological data are structured and presented in the standard shall be given. This information shall cover at least

a) the order of the terminological entries,

b) the method of accessing the terminological data, i.e.

   1) in a systematic order, how to find a given term,

   2) in a mixed order or non-systematic order, how to obtain an overall view of the concept system, and

   3) in a multilingual terminology standard, how to find the equivalents of a given term in other languages,

c) the structuring and presentation rules applied to the terminological entries, and

d) if applicable, the indication of grammatical information relating to a term, alternative forms of a designation (such as geographical and script variants of a term, or variants of a letter symbol or graphical symbol) as well as pronunciation variants of a term in a given language.

5.3 Overview of data categories of a standardized terminological entry in accordance with this part of ISO 10241

An overview of the data categories that can constitute a monolingual or multilingual standardized terminological entry in accordance with this part of ISO 10241 is shown schematically in Table 1. The rules provided are based on the terminological markup framework specified in ISO 16642 but have been adapted to allow for a simplified model suitable for most terminological entries in standards. If the need arises, additional data categories may be taken from the ISO Data Category Registry (ISO/DCR)[1)].

Footnotes shall not be used for any data category in a terminological entry. However, notes to entry and examples are permitted for certain data categories as shown in Table 1. The requirements for the content and drafting of the various data categories are specified in Clause 6. Examples of a typical layout and presentation of terminological entries are provided in Annex A for information.

1) See: http://www.isocat.org/interface/index.html.

Table 1 — Overview of data categories of a standardized terminological entry in accordance with this part of ISO 10241

Primary data categories[a]		Secondary data categories[b]
Name	**Mandatory/optional; repeatable/non-repeatable**	(including administrative data and usage information)
entry number (see 6.1)	Mandatory; non-repeatable	—
term[c] (or string of five half-high dots "·····" or other slot holder sign, see 6.2) in the order preferred term(s), admitted term(s), deprecated term(s)	Mandatory; repeatable	grammatical information in accordance with the rules of the standardizing body, e.g. gender, number, part of speech
		language code or script code, or both
		geographical use (e.g. country code)
		pronunciation
		normative status
letter symbol (see 6.3)	Optional (unless the letter symbol is internationally standardized); repeatable	language code or script code, or both
		geographical use (e.g. country code)
		normative status
graphical symbol (see 6.3)	Optional (unless the graphical symbol is internationally standardized); repeatable	geographical use (e.g. country code)
		normative status
definition (see 6.4)	Mandatory (unless a non-verbal representation is used by convention within the respective domain or subject); non-repeatable	domain or subject, if necessary
non-verbal representation (see 6.5)	Mandatory (if exists – complementing a definition or used instead of a definition by convention within the respective domain or subject); non-repeatable	—
example (see 6.6)	Optional; repeatable	—
note to entry (including note to term, letter symbol, graphical symbol, definition, context, non-verbal representation, example, a given language section of a multilingual terminological entry or the entire terminological entry) (see 6.7)	Optional; repeatable	—
source of entire terminological entry (including source of term, letter symbol, graphical symbol, definition, context, non-verbal representation, example) or any language section of a multilingual terminological entry (see 6.8)	Optional (unless the terminological entry or a language section of a multilingual terminological entry is taken from an external authoritative source); repeatable	additional information relating to the source, such as page number or clause number

[a] All primary data categories except the data category "entry number" are repeatable by language and, therefore, apply to multilingual standards. Additional rules for terminological entries in a multilingual terminology standard are given in Clause 7.

[b] All secondary data categories are optional except where they are crucial for disambiguation (see 6.2.6) and in cases where multilingual information is included in one terminological entry, in which case the primary data categories shall be complemented by a code for names of language in accordance with ISO 639, if necessary in combination with codes for names of countries in accordance with ISO 3166 or codes for names of scripts in accordance with ISO 15924.

[c] For simplicity, only "term" is specified in this table although other verbal designations, such as any existing synonymous terms, variants, full forms, abbreviated forms, homographs, antonyms, as well as equivalent terms in other languages are included under this data category name.

6 Requirements for the content and drafting of terminological entries

6.1 Entry number

Within any standard, the entry number of a terminological entry shall be unique. The entry number shall be part of the clause numbering of the standard, in accordance with the rules for numbering divisions and subdivisions used by the standardizing body.

NOTE 1 The entry number of a terminological entry in a standard will usually be different from its internal record identifier in a terminology database.

NOTE 2 The numbering of divisions and subdivisions in ISO International Standards is in accordance with ISO 2145.

If the terminological entries are arranged in a systematic order (see 5.1.2), the entry numbers shall be serial numbers reflecting the position of the respective concept within the concept system.

EXAMPLE 1
3.1 Terminological entry at first level of concept system
3.2 Terminological entry at first level of concept system
3.2.1 Terminological entry at second level of concept system
3.2.2 Terminological entry at second level of concept system
3.3 Terminological entry at first level of concept system

If the terminological entries are arranged in a mixed order (see 5.1.3), the entry numbers of the divisions and subdivisions shall be serial numbers reflecting the structure of the concept system, and the entry numbers of the terminological entries within those divisions and subdivisions shall be serial numbers reflecting the order of preference of the standardizing body.

EXAMPLE 2
3.1 Division at first level of concept system
3.2 Division at first level of concept system
3.2.1 Terminological entry in the order of preference
3.2.2 Terminological entry in the order of preference
3.2.3 Terminological entry in the order of preference
...
3.3 Division at first level of concept system
3.3.1 Division at second level of concept system
3.3.1.1 Terminological entry in the order of preference
3.3.1.2 Terminological entry in the order of preference
3.3.1.3 Terminological entry in the order of preference
...
3.4 Division at first level of concept system

If the terminological entries of a monolingual terminology standard are arranged in a language-specific order (see 5.1.4), the entry numbers shall be serial numbers reflecting the language-specific order of the terminological entries.

6.2 Terms

6.2.1 Criteria for determining the normative status

The most appropriate normative status (preferred, admitted or deprecated) of all designations, including the full forms and abbreviated forms of terms, shall be determined on the basis of the purpose and target group of the standard, as well as on

— whether a particular designation has already been harmonized;

— the frequency of its use;

— whether the designation is up-to-date.

For terms, the following general criteria (from ISO 704), which relate to term-formation principles, should be taken into account:

a) transparency, so that the term reveals the delimiting characteristics of the concept;

b) consistency in using term elements, so that the term reveals the position of the concept in the corresponding concept system;

c) appropriateness, so that the term adheres to familiar, established patterns of meaning within a language community;

d) linguistic economy, so that the term is as concise as possible;

e) derivability, so that derivatives can be formed according to the conventions of the language;

f) linguistic correctness, so that the term conforms to the morphological, morphosyntactic and phonological conventions of the language;

g) preference for native language.

The relative importance of these criteria varies on a case-by-case basis, and conflicts between different criteria often occur, e.g. a) and b) with c) and d).

6.2.2 Selection of the normative status

6.2.2.1 Preferred and non-preferred terms

There may be more than one preferred term, more than one admitted term and more than one deprecated term. If there is only one term representing the concept in a terminological entry of a standard, this term is automatically preferred.

It is recommended that among all term candidates only the term fulfilling best the criteria in 6.2.1 be selected as preferred term. Trademarks (constituting rights related to intellectual or industrial property), obsolete and archaic, as well as colloquial, terms shall not be selected as preferred terms.

If the selection of more than one preferred term is unavoidable, the preferred terms shall be given in the order of preference of the standardizing body. As mentioned in 6.2.1, the order of preference may be determined on the basis of the degree of harmonization of the terms in question or their frequency of use in the domain or subject.

The non-preferred terms shall be rated as admitted terms (see 6.2.2.2) or deprecated terms (see 6.2.2.3). If a term does not meet the requirements for a preferred term or an admitted term, but is in some use in a certain context, it shall be specified as a deprecated term. For the purposes of this part of ISO 10241, obsolete terms, superseded terms, archaic terms, scientific-technical slang, and other terms which are detrimental to domain communication shall also be rated as deprecated terms in the published standard.

If both a full form and an abbreviated form exist, one of them may be the preferred term, while the other is an admitted term or deprecated term, or both of them may be preferred terms. If it is considered useful or necessary to provide an explanation of the reasons for selecting the abbreviated form as preferred term, such an explanation shall be given in a “Note to entry” (see 6.7). The same rules apply if there are two or more abbreviated forms.

If variants of a term exist, the normative status of a variant as preferred term or admitted term or deprecated term shall be determined according to the general editorial rules of the standardizing body.

If for any language no term is available as preferred term, one of the following two options shall be used.

a) A term from another domain or subject (or from another language or culture) may be used or a new term may be created on the basis of terminological principles. Any such borrowed term or newly created term is considered as the preferred term.

b) If in a given language section of a terminological entry no equivalent term can be found, a slot holder sign may be used as a substitute for the term. In this case, the terminological entry shall not contain any admitted terms or deprecated terms.

NOTE In ISO and IEC, a string of five half-high dots "·····" is used as a slot holder sign in such cases.

6.2.2.2 Admitted terms

If a term only partly meets the requirements for a preferred term but is in common use in a certain context, it shall be chosen as an admitted term. Both full forms and abbreviated forms may be selected as admitted terms.

If there are several admitted terms, they shall be given in the order of preference of the standardizing body. The order of preference may be

— determined on the basis of the frequency of use of the term in question or its use by authorities in the domain or subject, or

— a language-specific order.

6.2.2.3 Deprecated terms

If a term does not meet the requirements for a preferred term or an admitted term but is in some use in a certain context, it shall be specified as a deprecated term. For the purposes of this part of ISO 10241, obsolete terms, superseded terms, archaic terms, scientific-technical slang, and other terms which are detrimental to domain communication shall also be rated as deprecated terms.

NOTE Although, by definition, a term which is no longer in common use is an obsolete term (see ISO 1087-1:2000, 3.4.18[5]), in terminology standardization such terms are usually treated as undesired by a standardizing body.

Both full forms and abbreviated forms may be selected as deprecated terms if their use is rated as undesired by the standardizing body concerned.

If it is considered useful or necessary to provide an explanation of the reasons for the deprecation of the term(s), such an explanation shall be given in a "Note to entry" (see 6.7).

6.2.3 Written form, grammatical information and usage information

6.2.3.1 Terms shall be presented in the normal written form of the term as conventionally used in running text. The normative status of terms shall be indicated by some means.

Terms containing signs such as

— non-Latin letters in terms written in Latin script, and

— symbols (e.g. simple or complex letter symbols, numerals, graphical symbols or any combination thereof)

shall be presented in the normal written form of the term as conventionally used in running text.

EXAMPLE 1 5-α tetrahydrocortisol

EXAMPLE 2 χ^2 distribution

EXAMPLE 3 100 % inspection

6.2.3.2 Upper case characters, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) as well as their character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) shall be used in a term only if they constitute part of the normal written form of the term as conventionally used in running text. Syntactic signs shall not be used to show alternative terms. For complex terms (e.g. compounds and multiword terms), the natural word order shall be retained.

EXAMPLE 1 critical Reynolds number

EXAMPLE 2 $\mathcal{Z}(a_n)$

EXAMPLE 3 bis(dimethyl-thiocarbamyl)disulfide

EXAMPLE 4 Fanconi's anaemia

EXAMPLE 5 voltage-dependent resistor

6.2.3.3 In general, a term shall be presented in its grammatical base form, i.e.

— a noun in the singular (unless it is a plural word),

— a verb in the infinitive (without the word “to” in English),

— an adjective in uninflected form (in inflectional languages), and

— an adverb in non-comparative form.

EXAMPLE 1 escalator, noun

EXAMPLE 2 plasticize, verb

EXAMPLE 3 electrical, adj

EXAMPLE 4 greatly, adv

6.2.3.4 Nouns (including nominal multiword terms and other complex terms) shall not be preceded by an article. Upper case characters shall be used only if required by the grammatical base form (e.g. in German language) of nouns, or in abbreviations if required by the respective domain- or subject-specific conventions.

EXAMPLE “the Moon” in English is an appellation and denotes the natural satellite of the Earth; it does not denote other natural satellites, sometimes called “moons”.

6.2.3.5 The normative status of a language variant shall be determined according to the general editorial rules of the responsible standardizing body. If relevant, the geographical use is indicated as specified in Clause 7.

6.2.3.6 Where it is considered useful to provide information regarding the pronunciation of a term, the transcription code of the International Phonetic Alphabet of the International Phonetic Association (IPA)[18] may be used.

6.2.4 Avoidance of homographs and inconsistencies in term usage

A term defined in one standard (especially in a standard of the same family of standards) should not be used as preferred term or admitted term to designate a different concept within the same domain or subject. If a term designates a concept that is used in several standards, the concept should be defined in the most general of those standards and – ideally – should not be redefined in the other standards.

This also applies to other kinds of designation.

6.2.5 Use of preferred terms elsewhere in the text of a standard

Whenever a concept is referred to elsewhere in the text of a standard, the preferred term should be used to designate this concept. If there is more than one preferred term, only one of the preferred terms shall be used except in the case where both a full form and an abbreviated form are preferred terms (in which case they may be used interchangeably). When a preferred term is used, its written form shall be identical with that in the terminological entry (except for inflected forms) and special care shall be taken to avoid errors and inconsistencies.

This applies also to other kinds of designation used in the text of a standard or in other terminological entries.

The rules for referencing terms (and other kinds of designation) in definitions are given in 6.4.7.

6.2.6 Homographs and antonyms

Although homographs and antonyms represent different concepts and thus do not belong to the terminological entry in question, they can provide valuable information for disambiguation or clarification for the user.

If homographs exist within a concept system, in closely related domains or subjects, or across several domains or subjects, it is recommended that the homograph designate one concept and a different term is selected to designate the other concept.

If, however, the use of homographs cannot be avoided, homographs shall be defined in separate terminological entries. A cross reference in a note to entry between these entries can be useful.

EXAMPLE

1.1 **wood** lignocellulosic substance between the *pith* (7.14) and *bark* (7.1) of a tree or a shrub	**1.1** **bois** matière ligneuse et cellulosique située entre la *moelle* (7.14) et l'*écorce* (7.1) d'un arbre ou d'un arbuste
Note 1 to entry: This note applies to the French language only.	Note 1 à l'article: En français, un homographe pour le terme «bois» existe. Voir 1.2.
1.2 **timber** *wood* (1.1) in the form of standing or felled trees, or the product of these after conversion	**1.2** **bois** matériau, sous forme d'arbres sur pied, abattus ou de produits obtenus après transformation
Note 1 to entry: Timber does not include wood-based panel products or wood chips.	Note 1 à l'article: Le bois n'inclut pas les panneaux à base de «bois», ni les plaquettes.
Note 2 to entry: This note applies to the French language only.	Note 2 à l'article: En français, un homographe pour le terme «bois» existe. Voir 1.1.

Similarly, a cross-reference in a note to entry between entries referring to antonyms may be useful.

Homographs are language dependent. This implies that if a homograph occurs in one language, the equivalent term in another language probably does not have a homograph.

6.2.7 Equivalent terms in different languages

If there are preferred terms, admitted terms and deprecated terms for a concept in one language in a standard, this does not necessarily mean that there will be parallel preferred terms, admitted terms and deprecated terms for the same concept in the other language(s) given in the standard. (See the examples in A.2.6, A.2.9 and A.2.22.)

The same applies to abbreviated forms of terms.

Subtle specificities in the usage of an equivalent term may be explained in a note to entry (see 6.7).

ISO 10241-2 covers, amongst other things, the principles and rules for adopting internationally standardized terminological entries.

6.3 Symbols

6.3.1 General rules

Symbols should be included in a terminological entry if they are conventionally used designations of the concept. Normally, they should not replace a preferred term. However, in terminological entries for internationally harmonized symbols, they are the main representation of the concept in certain contexts and thus may be considered to be the preferred designation in analogy to a preferred term. Such international symbols – e.g. international symbols for quantities and units (given in the ISO 80000[15], IEC 80000[16] and IEC 60027[14] standards) – are identical for all language sections of a multilingual terminological entry. Where a symbol has been cited from an international authority, the source shall be specified in accordance with 6.8.

Where a letter symbol is specific to a particular language section, it may be complemented by a code for names of language in accordance with ISO 639, if necessary in combination with codes for names of countries in accordance with ISO 3166 or codes for names of scripts in accordance with ISO 15924. Where a graphical symbol is specific to a particular language section, it may be complemented by a code for names of countries in accordance with ISO 3166.

Symbols in standardized terminological entries shall not comprise trademarks (i.e. registered marks, brands or logos) which constitute rights related to intellectual or industrial property.

Complex letter symbols can include numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) whose character styles (i.e. font and bold, italic, bold italic or other style conventions) are governed by domain-, subject- or language-specific conventions. They are often also abbreviated forms, but may have additional communicative functions.

Symbols shall be presented as conventionally used in running text.

6.3.2 Normative status

When there is more than one symbol representing a given concept, the symbols shall be presented in the order of preference of the standardizing body and their normative status shall be indicated.

6.4 Definitions

6.4.1 Drafting of definitions

6.4.1.1 General rules

The drafting of definitions shall be based on the general rules and principles laid down in ISO 704.

6.4.1.2 Domain-, subject- and application-specific rules

Some domains, subjects and applications have specific rules for formulating definitions. For instance, in accordance with ISO 80000-1[15], a derived quantity can be defined in terms of the base quantities of the system of quantities. In practice, any derived quantity is defined in terms of other already defined quantities.

EXAMPLE In a system of quantities having the base quantities length and mass, mass density is a derived quantity defined as the quotient of mass and volume (length to the power of three).

Usually a non-verbal representation may only complement a definition, and not replace it. However, there are some domains or subjects in which non-verbal representations are conventionally used instead of a descriptive statement. (See the examples in A.2.19.)

6.4.2 Assignment of domain or subject

Where possible, a definition in a standard should be general enough

— to cover the usage of the term in contexts other than that of the particular standard, and

— to be appropriate for other standards within closely related subjects.

The definition of certain specialized concepts can require the assignment of more than one domain or subject for different purposes. If, within a family of standards, it is necessary to assign several domains or subjects, a uniform system should be developed to ensure that such domains or subjects are drafted systematically, that they appear in different standards of the committee, and that no more than a single domain or subject occurs within the same definition.

6.4.3 Requirements in definitions

A definition shall not take the form of, or contain, a requirement.

NOTE The ISO/IEC Directives, Part 2[3], defines a requirement as an “expression in the content of a document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted”.

6.4.4 Preferred type of definition

A definition shall consist of a single phrase specifying the concept and, if possible, reflecting the position of the concept in the concept system. This requirement can best be met by using intensional definitions. In an intensional definition, a basic part states the superordinate concept to which the concept belongs, and a second part enumerates the delimiting characteristics which distinguish this concept from its coordinate concepts (see ISO 704 and ISO 1087-1[5] for further information).

6.4.5 Applying the principle of substitution

The principle of substitution as mentioned in 4.1.1 d) shall be applicable in both directions.

The form of a definition shall be such that it can replace the term in context. Additional information shall be given only in examples or notes to entry. Therefore, the following rules shall be respected.

a) The definition shall have the same grammatical form as the term. Thus, to define a verb, a verbal phrase shall be used; to define a singular noun, the singular shall be used.

b) The definition shall not begin with an expression such as “term used to describe” or “term denoting”; neither shall it take the form “/term/ is...” or “/term/ means ...”.

6.4.6 Avoidance of duplication, citation and adaptation of definitions, and modification of definitions

6.4.6.1 In order to avoid duplication, reference to standardized definitions in other standards shall be used wherever possible instead of repeating a definition. In cases where the repetition of a definition is considered necessary (for example, for the sake of user-friendliness), the citation shall be verbatim and utmost care shall be taken to ensure completeness and correctness, and to avoid errors and inconsistencies, unless there is good justification to change it as explained in 6.4.6.2.

If a cited definition needs to be adapted either for conformity with the requirements of this part of ISO 10241 or when adding terminological data in a new language to an existing terminological entry, such modification shall be kept to a minimum.

When citing a definition from a different standard, it might be necessary to adapt cross-references to other terms defined in the same standard or another standard. In this case, and where modification concerns only changes in presentation, a reference to the source shall be specified in accordance with 6.8 and Clause 7.

Subtle specificities in the usage of a definition may be explained in a note to entry (see 6.7).

6.4.6.2 If an adaptation involves restructuring a definition, for example because the concept systems are not compatible, the definition shall be considered to have been modified. In this case, an indication of the modification shall follow the indication of the source, in accordance with 6.8.

The rules for dealing with major modifications necessary for existing or emerging major conceptual deviations are provided in 6.9.2.

6.4.7 References to terms and symbols in definitions

Preferred terms and symbols used within definitions shall be cited verbatim, although they may be adapted to follow the rules of the respective language. To make this transparent to the user, the following rules of referencing shall be respected.

a) A preferred term defined elsewhere in the same standard may be highlighted and followed by its entry number.

b) A preferred term representing a given concept defined in another document may be highlighted and followed by the indication of the source followed by, if known, the entry number of the standardized terminological entry in that source.

c) A symbol standardized elsewhere in the same standard shall be represented in the style conventionally used in running text and may be followed by its entry number.

d) A symbol representing a given concept defined in another document shall be represented in the style conventionally used in running text and may be followed by the indication of the source followed by, if known, the entry number of the standardized terminological entry in that source.

When a term standardized in a terminological entry is cited within a definition in a terminological entry of a different standard, the term may be highlighted. The first occurrence of the term may be followed by the indication of the source followed by, if known, the terminological entry number in the other standard.

Because the character style of symbols is meaningful, they cannot be highlighted using bold, italic, bold italic and certain other style conventions without changing their meaning. If it is required to indicate the normative status of a symbol, this shall be by some other means (e.g. by other forms of highlighting such as shading, by using a verbal expression indicating its normative status, etc.).

6.5 Non-verbal representations

Non-verbal representations can be used to exemplify the concept. In general, they should not replace a definition but complement it, except in domains or subjects in which non-verbal representations are conventionally used instead of a definition. (See the examples given in A.2.19.)

Non-verbal representations in terminological entries in standards usually comprise visual representations such as figures (e.g. photographs and pictographic representations, technical drawings, charts, graphs, diagrams, etc.), tables and mathematical expressions. In some non-verbal representations, colour is semantically significant. In a multilingual standard, it is recommended to use language-independent non-verbal representations.

NOTE Non-verbal representations can also include concept maps, topic maps, visualizations, non-conventional signs (similar to those occurring in trademarks, such as three-dimensional and other shapes), sounds, smells and moving images (including animated drawings); however, most of these are not usually found in standardized terminological entries.

Where a non-verbal representation has been cited from an international authority, the indication of the source shall be in accordance with 6.8.

A non-verbal representation may be supplemented by a note to entry (see 6.7).

If more than one non-verbal representation is present within a terminological entry, it is permissible to number them. If a non-verbal representation is referred to in more than one terminological entry, either it shall be repeated in every terminological entry or it shall be referred to by the string “SEE:” followed by a reference to the place in the standard where it appears. The use of “SEE:” can be useful for cases where non-verbal representations are large and in standards where it is considered useful to collect all non-verbal representations in an element of the standard reserved for non-verbal representations.

6.6 Examples

Examples provide information that illustrates the concept. Examples may be language- or culture-dependent.

A single example shall not be numbered; when several examples occur within the same terminological entry, they shall be numbered. The number of examples, as well as their content, may be different in the different language sections of a multilingual terminological entry.

When an example has been cited, the source shall be indicated in accordance with 6.8.

6.7 Notes to entry

Notes to entry provide additional information that further explains the terminological data. The information provided in a note to entry should clearly indicate the data category to which it refers, i.e. term, letter symbol, graphical symbol, definition, context, non-verbal representation, example, a given language section of a multilingual terminological entry, or the entire terminological entry.

Where information in a note to entry originates from another source, the source of the information shall be indicated in accordance with 6.8.

Within any standard, it shall be possible to refer uniquely to each note to entry.

Where applicable, a note to entry may specify a homograph or antonym. A brief explanation of the homograph or antonym may be added for information. This information should be followed by the indication of the source followed by, if known, the entry number of the standardized terminological entry.

For multilingual standards, see 4.1.2 e).

6.8 Source indication in a terminological entry

If an entire terminological entry, a language section of a terminological entry, a term, letter symbol, graphical symbol, definition, context, non-verbal representation or example has been taken from another standard, a harmonized nomenclature or an external authoritative classification scheme, the source should be indicated. Modifications to the content of the source should be made explicit by adding an explanation to the indication of the source. The data or data category to which the source applies may be indicated.

For multilingual standards, see 4.1.2 f).

The indication of the source should be in coded form and a link or reference to a standard bibliographic description provided.

NOTE In ISO and IEC, indications of the source

— for databases are coded in accordance with ISO 12615[9], and

— for rendered documents are drafted in accordance with the ISO/IEC Directives, Part 2[3], for references to ISO and IEC documents and in accordance with ISO 690[4] for references to other documents. If the source references to ISO and IEC documents are given in a bibliography, they are referred to using an identifier in accordance with the ISO/IEC Directives, Part 2[3].

6.9 Reusing terminological entries

6.9.1 Avoidance of contradictions between terminological entries representing the same or similar concepts

In order to avoid contradictions, reference to standardized terminological entries or parts thereof, or to standardized definitions in other standards, shall be made wherever possible instead of repetition.

Such references between standardized terminological entries can occur

— between entire terminological entries representing the same or a similar concept,

— between parts of terminological entries in different terminological entries representing the same or a similar concept, and

— between definitions of terminological entries representing the same or a similar concept.

In cases where the repetition of a terminological entry or part thereof is considered necessary (for example, for the sake of user-friendliness), the citation shall be verbatim and utmost care shall be taken to ensure completeness and correctness, and to avoid errors and inconsistencies, unless there is good justification to change the terminological entry, in which case the rules specified in 6.4.6.2 for adaptation of definitions shall be followed.

6.9.2 Dealing with major modifications of definitions

If a committee considers that an existing terminological entry standardized by another committee and falling under the scope of that other committee needs to be modified, it should provide the respective committee with information concerning the modifications proposed.

A new definition deviating from, or in contradiction with, an existing standardized definition shall not be drafted unless the existing definition for the concept has become partially or entirely outdated. In this case, the drafting of a new definition should be carried out in consultation with the committee responsible for the existing standardized definition.

6.9.3 Cross-referencing of terminological data

6.9.3.1 Cross-referencing of standardized terminological data can refer to

— standardized terminological entries within the same standard,

— standardized terminological entries within the same family of standards (i.e. different parts of a standard or different standards of the same committee),

— terminological entries in standards of other committees, and

— terminological information occurring in other, preferably authoritative, sources.

6.9.3.2 In cross-referencing terminological data, particular care shall be taken

— to avoid homographs and inconsistencies of term usage (see 6.2.4),

— to use the preferred term consistently throughout the text of a standard (see 6.2.5), and

— to reference terms and symbols correctly in definitions (see 6.4.7).

6.9.3.3 Admitted terms, full forms and abbreviated forms may be given in appropriate indexes (see Clause 8), preferably followed by an indication of the preferred term (or the first preferred term if there is more than one).

7 Terminological entries in multilingual international standards

The structure of a terminological entry shall be identical in each of the official languages covered by the standard with the exception of language-specific differences [e.g. language-specific notes to entry or different numbers and types of terms representing the same concept in the different languages (see 6.2.7)]. The terminological entries in the different languages should be clearly distinguished, e.g. presented in columns side by side or in vertically arranged distinct language sections.

In multilingual international terminology standards, regardless of the order chosen for the terminological entries (see 5.1), the order of the entries and the entry number of a terminological entry shall be identical in each language included in the standard. In cases where only equivalent terms are given in additional languages (e.g. for non-official languages), they should be clearly differentiated, e.g. arranged in a separate column. The language of these equivalent terms shall be indicated by language codes in accordance with ISO 639. Variants of terms in any of these languages shall, if relevant, be specified by combining the language codes with codes for names of countries in accordance with ISO 3166 or, if relevant, with codes for names of scripts in accordance with ISO 15924.

NOTE Within ISO and IEC, the language code is taken from the alpha-2 language code in ISO 639-1, if necessary in combination with an alpha-2 code for a country name in accordance with ISO 3166 or a code for the name of a script in accordance with ISO 15924, or both.

Since equivalent terms in non-official languages are usually not developed by the standardizing body, the status (e.g. normative vs. informative, official vs. non-official) and the normative status (i.e. preferred, admitted or deprecated) of these terms shall be indicated in an appropriate way. This can be done, for instance, by indicating the source of the equivalent term.

8 Indexes

8.1 Objective of indexes

The objective of indexes is to facilitate access to the terminological entries using a different ordering sequence than that used in the body of the standard. To create an index, it is necessary to establish

— the selection criteria concerning which information to include in the index (e.g. the terms in one language together with certain usage information),

— the rules for ordering (such as for systematic order, mixed order or language-specific order) as described in 5.1, and

— the rules for arranging multilingual data (cf. the rules described in Clause 7).

In addition, a reference element shall be selected, such as the entry number of the terminological entry in the standard referred to.

NOTE All terminological entries in a given standard are indirectly indexed according to the ICS (International Classification for Standards) class notation as well as by the serial number of the respective committee. This indirect indexing can be made explicit in terminology databases in order to support various search strategies.

8.2 Indexes for multilingual terminology standards

In multilingual terminology standards where terminological entries are arranged under headings (see 5.1) using either a systematic or a mixed order, these headings may also serve as subdivisions in the index showing the equivalent terms (e.g. in parallel columns) in the order of the terminological entries in that standard.

For such a multilingual terminology standard, an alphabetical index shall be provided in addition for each language. The alphabetical index(es) may also include the headings of the above-mentioned subdivisions.

For the alphabetical ordering of multilingual terminological data represented in the Latin alphabet (including terms in non-Latin script transcribed into Latin script in accordance with the respective standardized transliteration and transcription standards), ISO 12199 shall be used to establish the ordering rules. Where multilingual terminological data are presented in alphabetical order, each term shall be supplemented by the relevant code for the name of the language, if necessary in combination with a code for a country name in accordance with ISO 3166 [e.g. for variants (3.4.1.2.2)] or a code for the name of a script (3.4.2.4) in accordance with ISO 15924 (for transliterated or transcribed terms), or both.

8.3 Indexes for terminology standards with language-specific order

If a standard is arranged in a language-specific order (see 5.1.4), the index entries shall be arranged according to the commonly used or authoritative ordering conventions of the language concerned, e.g. alphabetical order.

In any terminology standard having terminological entries arranged using language-specific order, an index reflecting the systematic order or mixed order may be included.

8.4 Indication of the normative status

Reference should be made to the entry number or to the respective term in its preferred form. In addition, it is common practice to use an inverted form of the term elements, e.g. “term, admitted” for multiword or compound terms.

EXAMPLE 1

…
entry, multilingual terminological 3.x.y
…
multilingual terminological entry 3.x.y
…
terminological entry, multilingual 3.x.y
...

If admitted terms and deprecated terms are included in the index, reference to the correct form of the preferred term may be given, e.g. by using the string “SEE:”.

EXAMPLE 2

admitted term .....SEE: preferred term 3.1
deprecated term .....SEE: preferred term 3.1
preferred term 3.1
term, admitted .....SEE: preferred term 3.1
term, deprecated .....SEE: preferred term 3.1
term, preferred 3.1

8.5 Index of all keywords contained in the terms and other verbal designations of the terminological entries

If there is an index of all keywords contained in the terms and other verbal designations of terminological entries arranged according to language-specific order, the rules of 8.3 and 8.4 apply. Under each keyword, the index should list all terms and other verbal designations containing this keyword. To facilitate searches, the same ordering rules apply to the individual term elements of complex terms (such as compounds and multiword terms).

EXAMPLE 1

admitted
  admitted term 3.1
preferred
  preferred term 3.1
term
  admitted term 3.1
  preferred term 3.1

EXAMPLE 2

entry
    monolingual terminological entry 5.x.y
    multilingual terminological entry 3.x.y
…

multilingual
    multilingual terminological entry 3.x.y
…

terminological
    monolingual terminological entry 5.x.y
    multilingual terminological entry 3.x.y
…

Annex A
(informative)

Examples of layout and presentation of terminological entries, and of terminological entries structured and drafted in accordance with this part of ISO 10241

A.1 Examples of layout and presentation of terminological entries

A.1.1 Introduction

A.1.1.1 In ISO documents containing terms and definitions, the terminological entries

— are sometimes monolingual,

— are frequently bilingual (mostly English and French),

— are sometimes in the three official languages of ISO (i.e. English, French and Russian), and

— are sometimes multilingual, including languages in addition to the official languages of ISO.

A.1.1.2 The number of languages in which terminological entries are given has an impact on several aspects of the data structure, the presentation of data in displayed form and its layout in printed form, as illustrated by the following cases:

a) the order of presentation of the languages, e.g. reference language followed by other languages or a multilingual approach in two or more languages, influences data completeness and the form of designations and definitions;

b) the alphabetical ordering of entries in one language is not the same as that in other languages;

NOTE That is one of the reasons why alphabetical order is the least preferred way of ordering terminological entries.

c) the alphabetical ordering of the entry terms in indexes may be presented in different ways.

A.1.1.3 Bilingual and multilingual terminological entries are

— sometimes rendered in different language versions of the same standard, and

— often, especially in printed terminology standards, rendered in columns side-by-side so that the different language sub-entries are easily comparable. This is the preferred presentation in ISO.

A.1.1.4 It is important that the arrangement of terminological entries be identical throughout any standard containing terminological data.

In order to illustrate the requirements for the structuring and presentation of terminological entries given in this part of ISO 10241, and to provide practical guidance for the drafting and structuring of terminological entries in ISO documents, this annex provides examples of a typical layout and presentation of terminological entries published in printed form. The examples given do not cover the publication of standardized terminological entries in a form displayed to the user through the graphic user interface of a database.

A.1.2 includes rules on content, form and style and illustrates the presentation and layout of a terminological entry containing all primary data categories and their related secondary data categories; it is unlikely that in reality any terminological entry would include all the data categories shown.

A.1.3 includes typical rules for content, form and style and provides a description of the presentation of each of the primary data categories and their related secondary data categories.

A.1.2 Typical layout and presentation of a terminological entry containing terminological data of all data categories

Figure A.1 illustrates a typical layout and presentation of a terminological entry containing terminological data of all data categories.

#.#
preferred term, gender number part of speech language script COUNTRY_CODE
/pronunciation/
admitted term, gender number part of speech language script COUNTRY_CODE
/pronunciation/
letter symbol, language script COUNTRY_CODE
DEPRECATED: deprecated term, gender number part of speech language script
COUNTRY_CODE /pronunciation/

<domain or subject> definition … definition … *cross-referenced term* (#.#) … definition … definition … definition

non-verbal representation or “SEE: ...”

EXAMPLE Example of designation usage.

Note # to entry: Additional information regarding the term(s), letter symbol, graphical symbol, definition, non-verbal representation, example, a given language section of a multilingual terminological entry or the entire terminological entry.

[SOURCE: indication(s) of the source, as applicable, for the term(s), letter symbol, graphical symbol, definition, non-verbal representation, example or any language section of a multilingual terminological entry.]

NOTE 1 #.# is a terminological entry number.

NOTE 2 A letter symbol is shown in this example as a second admitted designation of the concept. A graphical symbol would not be followed by language or script.

Figure A.1 — Typical layout and presentation of a terminological entry containing all primary data categories and their related secondary data categories

A.1.3 Typical rules for presentation of each of the primary data categories and their related secondary data categories

A.1.3.1 Entry number

POSITION

Beginning of a terminological entry.

STYLE

Bold.

A.1.3.2 Terms

A.1.3.2.1 Preferred term(s)

POSITION

Following the terminological entry number, on a new line. If there is more than one preferred term, each preferred term follows the previous one on a new line.

STYLE

Bold.

A.1.3.2.2 Admitted term(s)

POSITION

Following the preferred term(s), on a new line. If there is more than one admitted term, each admitted term follows the previous one on a new line.

STYLE

Regular.

A.1.3.2.3 Deprecated term(s)

POSITION

Following the admitted term(s), on a new line. If there is more than one deprecated term, each deprecated term follows the previous one on a new line.

STYLE

Regular, preceded by the text “DEPRECATED:”

A.1.3.2.4 Written form, grammatical information and usage information

CONTENT

Grammatical information is indicated as specified below:

— for gender: m (for masculine), f (for feminine) and n (for neuter);

— for number: sg (for singular) and pl (for plural);

— for part of speech: noun, verb, adj (for adjective) and adv (for adverb).

In ISO, geographical or script variants are indicated using the alpha-2 language codes in accordance with ISO 639 (names of languages), if necessary in combination with an alpha-2 code for geographical usage in accordance with ISO 3166 (names of countries and their subdivisions) or a script code in accordance with ISO 15924 (names of scripts).

Where the pronunciation of a term may cause difficulties, the transcription according to the International Phonetic Alphabet of the International Phonetic Association (IPA)[18] is given.

POSITION

Following the term concerned, on the same line. First usage information separated from the term by a comma. Subsequent usage information each separated by a space.

STYLE

Written form, grammatical information and usage information: Regular.

Pronunciation: IPA symbols between slashes "/…/".

A.1.3.2.5 Homographs to preferred, admitted and deprecated terms

POSITION

As a note to entry (see A.1.3.7).

STYLE

Identified as a note to a preferred, admitted or deprecated term. If a homograph is standardized in another entry as a preferred term, it is presented in italic and followed by its source information.

A.1.3.3 Letter symbol and graphical symbol

CONTENT

If appropriate, symbols are followed by usage information.

POSITION

If a symbol is the preferred designation, it precedes the preferred term(s). Where there is more than one symbol which is the preferred designation, each symbol shall follow the previous symbol on a new line.

If a symbol is not the preferred designation, following preferred, admitted and deprecated terms (together with their related information, if applicable) on a new line. Where there is more than one symbol which is not the preferred designation, each symbol shall follow the previous symbol on a new line.

If a symbol is the same for every language section of a terminological entry (e.g. it is an international symbol), it shall be repeated in every language section of the terminological entry (see, for example, A.2.20).

STYLE

Quantities and units: in accordance with the style as defined in the ISO/IEC Directives, Part 2[3].

Letter symbols not defined in the ISO/IEC Directives, Part 2: in accordance with the style conventionally used in running text.

Usage information: Regular.

A.1.3.4 Definition, specification of domain or subject

POSITION

Following any symbol, on a new line.

STYLE

Domain and subject, if applicable: Regular. Enclosed in left and right angle brackets “<...>” followed by the definition on the same line.

NOTE In IEC, the usage information related to a term's “specific use” can be a complement to the term but is not necessarily a domain or subject as described in this part of ISO 10241. ISO does not indicate specific use.

Definition: Regular except for

— letter symbols, graphical symbols and other non-verbal designations, which are rendered as conventionally used in running text, and

— referenced terms, which are rendered in italic the first time they occur, if standardized in the same or another standard.

The definition shall not be followed by a full-stop.

A.1.3.5 Non-verbal representation

POSITION

Following the definition, on a new line. Preceded by a blank line.

If multilingual entries are arranged side by side, complex non-verbal representations need not necessarily be repeated in every given language section of the terminological entry (see the examples in A.2.22) unless they contain verbal information (see, for example, A.2.20).

STYLE

As conventionally used in the respective domain.

Where a complex non-verbal representation is too large for the available space in the terminological entry of the printed standard or is positioned only in one of several entries where it occurs, put “SEE:” followed by a reference to the subdivision or entry in which the non-verbal representation occurs (see, for example, A.2.21).

A.1.3.6 Example

POSITION

Following any non-verbal representation, on a new line. Preceded by a blank line.

STYLE

Preceded by the text “EXAMPLE”.

Regular except for

— letter symbols, graphical symbols and other non-verbal designations, which are rendered as conventionally used in running text, and

— referenced terms, which are rendered in italic the first time they occur if standardized in the same or another standard (see, for example, A.2.27).

A.1.3.7 Note to entry (including note to term, letter symbol, graphical symbol, definition, non-verbal representation, example, a given language section of a multilingual terminological entry or the entire terminological entry)

POSITION

Following any example, on a new line. Preceded by a blank line.

STYLE

Preceded by the text “Note # to entry:” followed by the text of the note to entry.

Numbered with Arabic numerals, starting at “1” for each terminological entry.

Regular except for

— graphical symbols and other designations, which are rendered as conventionally used in running text, or

— referenced terms, which are rendered in italic the first time they occur, if standardized in the same or another standard.

A.1.3.8 Source of entire terminological entry or a language section of a multilingual terminological entry

POSITION

At the end of the terminological entry or a given language section of the terminological entry, on a new line. Preceded by a blank line. In multilingual terminological entries, the source indication of the same source is repeated at the end of every language section (see, for example, A.2.16).

STYLE

Regular, preceded by the text “SOURCE:”. Enclosed in square brackets “[...]” (see, for example, A.2.15).

In ISO, source references for rendered documents are drafted in accordance with the ISO/IEC Directives, Part 2[3], for references to ISO and IEC documents and with ISO 690[4] for references to other documents. Such referenced documents are specified following the source indication or in a bibliography. If they are given in a bibliography, they are referred to using an identifier (e.g. Reference [1] or [1]) (see, for example, A.2.18).

If the source has been modified, the indication of the source is followed by the string “modified” together with the explanation of the modification.

A.1.3.9 Cross-references to standardized terms, symbols or other designations

POSITION

In the running text of the definition, an example or a note to entry.

STYLE

Italic except for letter symbols, graphical symbols and other non-verbal designations, which are rendered as conventionally used in running text.

Followed by

— if the term cross-referenced is defined in the same standard: the entry number of the cross-referenced term in parentheses “(...)” (see, for example, A.2.4), or

— if the term cross-referenced is defined in another standard: the indication of the source document and, if known, the entry number of the cross-referenced term in parentheses “(...)”.

A.2 Examples of terminological entries structured and drafted in accordance with this part of ISO 10241

A.2.1 General

A range of examples is provided to illustrate the rules specified in this part of ISO 10241. All examples include the following mandatory data categories: entry number (6.1), term or string of five half-high dots (6.2) and a definition (6.4). Table A.1 shows which additional data categories are indicated in each example.

Most of the examples have been taken from existing ISO documents to illustrate a specific item, but they have been modified in layout in order to conform with the rules of this part of ISO 10241.

Since the examples comprise a diverse range of content designed to illustrate one or more rules, each example is presented in a box to denote its extent. There is no relationship between examples, and therefore the entry numbers do not represent a hierarchy.

Table A.1 — Overview of the data categories and rules covered in each example

Reference to rule for structure and drafting	Example	Example description	Additional data categories													
			Abbreviated form	Admitted term(s)	Deprecated term(s)	Homograph(s)	Grammatical information	Language, script and geographical use	Preferred term missing	Pronunciation	Domain or subject	Cross-reference	Non-verbal representation	Example	Note to entry	Source of various data categories	Symbol
6.1, 6.2 and 6.4 ISO/IEC Directives, Part 2	A.2.2	Terms and definitions clause with two terminological entries	X														
6.2.3	A.2.3	Preferred term comprising an upper case character						X									
6.2.2.1, 6.2.2.2, A.1.3.2.1, A.1.3.2.2	A.2.4	Preferred term and two admitted terms, the second of which is an abbreviated form	X	X								X			X		
6.2.2.3, A.1.3.2.3	A.2.5	Deprecated terms			X										X		
6.2.2.1, 6.2.2.3, A.1.3.2.1, A.1.3.2.3	A.2.6	Several preferred and deprecated terms	X	X	X							X			X		
6.2.2.1, A.1.3.2.1, A.1.3.2.4	A.2.7	Two preferred terms with language and country codes					X	X									
6.2.2.1, 6.2.7, A.2.1	A.2.8	No preferred term in one language						X	X								

Table A.1 (*continued*)

Reference to rule for structure and drafting	Example	Example description	Additional data categories														
			Abbreviated form	Admitted term(s)	Deprecated term(s)	Homograph(s)	Grammatical information	Language, script and geographical use	Preferred term missing	Pronunciation	Domain or subject	Cross-reference	Non-verbal representation	Example	Note to entry	Source of various data categories	Symbol
Clause 7	A.2.9	Terminological entry in three languages together with equivalent terms in other languages			X			X				X					
6.2.3.6, A.1.3.2.4	A.2.10	Pronunciation								X						X	
6.3, A.1.3.3	A.2.11	Symbols						X								X	X
6.2.6, A.1.3.2.4, A.1.3.2.5	A.2.12	Homographs and parts of speech				X	X					X			X		
6.4.2, A.1.3.4	A.2.13	Domain or subject indication				X		X			X				X		X
6.4	A.2.14	Lists within a definition, and grammatical information					X	X									
6.8, A.1.3.8	A.2.15	Definition cited from another standard, and language, script and geographical use	X					X				X			X	X	
6.4.6.2, 6.8, 6.9.1, A.1.3.8	A.2.16	Definition modified from another standard						X				X				X	
6.8, A.1.3.8	A.2.17	Terminological entry cited from another standard and a source indication for another standard within the definition		X								X				X	
4.3.6.2, 6.8, 6.9.2, A.1.3.8	A.2.18	Various types of source												X		X	
6.5, A.1.3.5	A.2.19	Non-verbal representations in place of definitions					X	X					X				X
6.5, A.1.3.7	A.2.20	Non-verbal representation within a note to entry						X					X		X		X
6.5, A.1.3.5	A.2.21	Non-verbal representation replaced by a reference "SEE:"										X	X				

Table A.1 (*continued*)

Reference to rule for structure and drafting	Example	Example description	Additional data categories														
			Abbreviated form	Admitted term(s)	Deprecated term(s)	Homograph(s)	Grammatical information	Language, script and geographical use	Preferred term missing	Pronunciation	Domain or subject	Cross-reference	Non-verbal representation	Example	Note to entry	Source of various data categories	Symbol
6.5, A.1.3.5, A.1.3.7	A.2.22	Non-verbal representations common to more than one language, and grammatical information		X			X	X					X				
6.6, 6.8, A.1.3.6	A.2.23	Cited terminological entry containing an example												X		X	
6.4	A.2.24	How to modify a terminological entry containing a footnote for conformity with this part of ISO 10241													X		
6.7, A.1.3.7	A.2.25	Terminological entry containing a note to entry containing a table						X				X			X		X
6.7	A.2.26	Terminological entries containing provisions in a note to entry						X							X		
6.6, A.1.3.6	A.2.27	Example										X		X	X		
6.9.3, A.1.3.9	A.2.28	Cross-reference to another term										X			X		
6.2.3.3, A.1.3.2.4	A.2.29	Grammatical base form					X									X	

A.2.2 Example of a terms and definitions clause with two terminological entries

3 Terms and definitions

For the purposes of this document, the terms and definitions in ISO 1087-1 and the following terms and definitions apply.

3.1
buoyancy
resultant of upward forces, exerted by the water on a submerged or floating body, equal to the weight of the water displaced by this body

3.2
chart datum
CD
reference level for soundings in navigation charts

A.2.3 Examples showing a preferred term comprising an upper case character

3.1.1 **critical Reynolds number** numerical reference that indicates whether the flow will be laminar or turbulent for a given set of conditions	**3.1.1** **nombre de Reynolds critique**, m référence numérique indiquant si un écoulement est soit laminaire soit turbulent pour un ensemble de conditions données	**3.1.1** **kritische Reynoldszahl**, f numerische Bezugsgröße, die anzeigt, ob die Strömung unter definierten Bedingungen laminar oder turbulent ist

A.2.4 Example showing a preferred term and two admitted terms, the second of which is an abbreviated form

3.1.3
special language
language for special purposes
LSP
language used in a *domain* (3.1.2) and characterized by the use of specific linguistic means of expression

Note 1 to entry: The specific linguistic means of expression always include domain- or subject-specific terms and other kinds of designations as well as phraseology and also may cover stylistic or syntactic features.

A.2.5 Examples showing deprecated terms

2.7
adhesive
DEPRECATED: glue
substance capable of holding materials together by adhesion

Note 1 to entry: The term “glue” was used originally for an adhesive prepared from a hard gelatin. Through general use, the term became synonymous with the term “adhesive” in referring to adhesives prepared from synthetic resins. The term “adhesive” is now the preferred general term.

4.4.18
running brake
DEPRECATED: dynamic brake
DEPRECATED: friction brake
DEPRECATED: regenerative brake
DEPRECATED: service brake
means of stopping or slowing the wheelchair

Note 1 to entry: The running brake may include one or more of the following types of brake: dynamic brake, regenerative brake and friction brake (either fail-safe or manually applied).

A.2.6 Examples showing several preferred terms and deprecated terms

02.05.13 **disjunction** **OR operation** **INCLUSIVE-OR operation** **logical add** DEPRECATED: logical sum DEPRECATED: EITHER-OR operation *Boolean operation* (02.05.01) whose result has the Boolean value 0 if and only if each *operand* (02.10.02) has the Boolean value 0 Note 1 to entry: See also the table of Boolean operations. Note 2 to entry: This note applies to the French language only.	**02.05.13** **union** **réunion** **opération OU** **opération OU inclusif** *opération booléenne* (02.05.01) dont le résultat a la valeur booléenne 0 si et seulement si tous les *opérandes* (02.10.02) ont la valeur booléenne 0 Note 1 à l'article: Voir également le tableau des opérations booléennes. Note 2 à l'article: «OU inclusif» a le sens de la conjonction latine «vel».

2.150 **implant body** dental implant body DEPRECATED: implant fixture DEPRECATED: endosteal implant body primary single component or portion of a *dental implant* which is intended to remain within tissues	**2.150** **corps d'implant** corps d'implant dentaire DÉCONSEILLÉ: fixture DÉCONSEILLÉ:corps d'implant endostéal partie ou composant individuel primaire d'un *implant dentaire* conçu pour rester dans les tissus

A.2.7 Example showing two preferred terms together with language indicators

2.34
jetty, en GB
pier, en US
deck structure supported by vertical and possibly inclined piles extending into the sea, frequently in a direction normal to the coastline

A.2.8 Example showing a terminological entry in which there is no preferred term in one of the languages

2.138 **stop** diaphragm, usually of fixed size Note 1 to entry: This term is often used loosely.	**2.138** **arrêt** diaphragme, généralement de format fixe Note 1 à l'article: Ce terme est souvent employé dans le sens large.	**2.138** **.....** диафрагма, обычно нерегулируемая Примечание 1 к терминологической статье: Этот термин в русском языке сливается с термином «диафрагма» и отдельно не существует.

A.2.9 Example showing a terminological entry in three languages together with equivalent terms in other languages

1.3 **field of standardization** DEPRECATED: domain of standardization group of related *subjects of standardization* (1.2)	**1.3** **domaine de normalisation** groupe de *sujets de normalisation* (1.2) reliés entre eux	**1.3** **область стандартизации** совокупность взаимосвязанных *объектов стандартизации* (1.2)	**1.3** de **Normungsgebiet** es **campo de normalización** it **campo di normazione** nl **gebied van normalisatie** sv **standardiseringsområde**

A.2.10 Example showing pronunciation

1.4
disturbance, /dɪˈstɜːbəns/
any event or series of events that disrupt ecosystem, community, or population structure and alters the physical environment

[SOURCE: U.S. ENVIRONMENTAL PROTECTION AGENCY. *Terms of Environment: Glossary, Abbreviations and Acronyms* [online, viewed 2010-07-29]. Available from: http://www.epa.gov/OCEPAterms/dterms.html.]

A.2.11 Examples showing symbols

2.5.1
null hypothesis
H_0
hypothesis to be tested by means of a statistical test

[SOURCE: ISO 3534-1:2006, 1.4.1, modified — The examples and notes given in ISO 3534-1:2006 for this entry have been omitted.]

2.7 **metre** **m** length of the path travelled by light in vacuum during a time interval of 1/299 792 458 of a second [SOURCE: BIPM, *Definition of the metre* [online]. Resolution 1 of the 17th meeting of the CGPM (1983) [viewed 2010-07-29]. Available from: http://www.bipm.org/en/CGPM/db/17/1/.]	**2.7** **mètre** **m** longueur du trajet parcouru dans le vide par la lumière pendant une durée de 1/299 792 458 de seconde [SOURCE: BIPM, *Définition du mètre* [en ligne]. Résolution 1 de la 17e réunion de la CGPM (1983) [consulté le 2010-07-29]. Disponible à l'adresse: http://www.bipm.org/fr/CGPM/db/17/1/.]

A.2.12 Example showing homographs within the same standard and parts of speech

4.133
flame, noun
rapid, self-sustaining, sub-sonic propagation of *combustion* (4.46) in a gaseous medium, usually with emission of light

Note 1 to entry: The term “flame” also represents the concept defined in 4.134.

4.134
flame, verb
to produce *flame* (4.133)

Note 1 to entry: The term “flame” also represents the concept defined in 4.133.

A.2.13 Examples showing homographs within the same standard differentiated by the use of different subjects within the same domain

4.96
fire
<general> process of *combustion* (4.46) characterized by the emission of heat and *fire effluent* (4.105) and usually accompanied by *smoke* (4.293), *flame* (4.133), *glowing* (4.168) or a combination thereof

Note 1 to entry: In the English language the term “fire” is used to designate three concepts, two of which relate to specific types of self-supporting combustion with different meanings, and two of them are designated using two different terms in both French and German.

4.97
fire
<controlled> self-supporting *combustion* (4.46) that has been deliberately arranged to provide useful effects and is limited in its extent in time and space

4.98
fire
<uncontrolled> self-supporting *combustion* (4.46) that has not been deliberately arranged to provide useful effects and is not limited in its extent in time and space

3.12.1
beam waist radius
$w_{0,u}$
<encircled power (energy)> radius w_u of the beam at the location of the beam waist

Note 1 to entry: For clarity, the term “beam waist radius” is always used in combination with the symbol and its appropriate subscripts: $w_{0,u}$ or $w_{\sigma 0}$.

3.12.2
beam waist radius
$w_{\sigma 0}$
<second moment of power (energy) density distribution function> radius w_σ of the beam at the location of the beam waist

Note 1 to entry: For clarity, the term “beam waist radius” is always used in combination with the symbol and its appropriate subscripts: $w_{0,u}$ or $w_{\sigma 0}$.

3.12.1
rayon du col du faisceau
$w_{0,u}$
<puissance (énergie) circulaire> rayon w_u du faisceau au niveau du col (de la taille)

Note 1 à l'article: Pour clarifier la définition, le terme «rayon du col du faisceau» est toujours utilisé en combinaison avec le symbole et son indice approprié: $w_{0,u}$ ou $w_{\sigma 0}$.

3.12.2
rayon du col du faisceau
$w_{\sigma 0}$
<moment de second ordre de la fonction de distribution de la densité de puissance (d'énergie)> rayon w_σ du faisceau au niveau du col (de la taille)

Note 1 à l'article: Pour clarifier la définition, le terme «rayon du col du faisceau» est toujours utilisé en combinaison avec le symbole et son indice approprié: $w_{0,u}$ ou $w_{\sigma 0}$.

3.1.3
backdriving
<linear actuator> condition where the valve drifts from the set position

3.1.4
backdriving
<rotary actuator> condition where the valve continues to change position subsequent to the completion of a positional movement

Incorrect form of presentation to show homographs:

3.5.1
terminology 1
set of *designations* (3.4.1) belonging to one *special language* (3.1.3)

3.5.2
terminology 2
terminology science
science studying the structure, formation, development, usage and management of *terminologies* (3.5.1) in various *domains* (3.1.2)

Incorrect form of presentation to show homographs:

02.09.07
1 round off
round ...

02.09.08
2 round off
round ...

Incorrect form of presentation to show homographs:
02.10.08 **1 logic operation** **1 logical operation** operation ... **02.10.09** **2 logic operation** **2 logical operation** operation ...

A.2.14 Examples showing different types of list within a definition, and grammatical information

9.3 **total flow rate** consumed flow rate for — pilot flow rate, — internal leakage flow rate, — output flow rate	**9.3** **débit total**, m débit de fluide dépensé comprenant — le débit de pilotage, — le débit des fuites internes, — le débit de sortie	**9.3** **Gesamtvolumenstrom**, m verbrauchter Volumenstrom, bestehend aus — Steuervolumenstrom, — innerer Leckvolumenstrom, — Ausgangsvolumenstrom

9.3 **total flow rate** consumed flow rate for a) pilot flow rate, b) internal leakage flow rate, c) output flow rate	**9.3** **débit total**, m débit de fluide dépensé comprenant a) le débit de pilotage, b) le débit des fuites internes, c) le débit de sortie	**9.3** **Gesamtvolumenstrom**, m verbrauchter Volumenstrom, bestehend aus a) Steuervolumenstrom, b) innerer Leckvolumenstrom, c) Ausgangsvolumenstrom

A.2.15 Examples showing definitions cited from other standards and a language, script and geographical use indication

3.7
database
centrally held collection of data that is accessible to users

[SOURCE: ISO 20252:2006, 2.18.]

3.1 **environment** surroundings in which an *organization* (3.4) operates, including air, water, land, natural resources, flora, fauna, humans, and their interrelation Note 1 to entry: Surroundings in this context extend from within an organization to the global system. [SOURCE: ISO 14001:2004, 3.5.]	**3.1** **environnement** milieu dans lequel un *organisme* (3.4) fonctionne, incluant l'air, l'eau, le sol, les ressources naturelles, la flore, la faune, les êtres humains et leurs interrelations Note 1 à l'article: Dans ce contexte, le milieu s'étend de l'intérieur de l'organisme au système global. [SOURCE: ISO 14001:2004, 3.5.]	**3.1** **окружающая среда**, ru RU Cyrl окружение, в котором функционирует *организация* (3.4), включая воздух, воду, землю, природные ресурсы, флору, фауну, людей и их взаимодействие Примечание 1 к терминологической записи: В данном контексте понятие “окружение” распространяется на среду в пределах организации и до глобальной системы. [Источник: ИСО 14001:2004, 3.5.]

A.2.16 Examples showing a definition modified from another standard (see also A.2.11 and A.2.18)

3.1.1
terminology standard
standard that is concerned with *terms* (3.4.1.2) accompanied by their *definitions* (3.4.2.1), and sometimes by explanatory notes, illustrations, examples, etc.

[SOURCE: ISO/IEC Guide 2:2004, 5.2, modified — By omitting “usually” in front of “accompanied by their definitions”, this terminological entry is made consistent with the other terms and definitions in this part of ISO 10241.]

In the following example, the definition in the English text was unchanged, but the definition in the French text was modified:

3.1.9 **mean time to dangerous failure** **$MTTF_d$** expectation of the mean time to dangerous failure Note 1 to entry: This note applies to the French language only. [SOURCE: ISO 13849-1:2006, 3.1.25.]	**3.1.9** **durée moyenne avant défaillance dangereuse** **$MTTF_d$** espérance de la durée moyenne de fonctionnement avant une défaillance dangereuse Note 1 à l'article: Le terme abrégé «$MTTF_d$» est dérivé de l'anglais *mean time to dangerous failure*. [SOURCE: ISO 13849-1:2006, 3.1.25, modifié — Dans le terme, «temps moyen» est devenu “durée moyenne”. La définition était «valeur probable de la durée moyenne avant défaillance dangereuse».]

A.2.17 Example showing a terminological entry cited from another standard and a source indication for another standard within the definition

3.7.4
term bank
terminological data bank
data bank (ISO 1087-2:2000, 6.7) containing *terminological data* (3.8.1)

[SOURCE: ISO 1087-2:2000, 6.8.]

A.2.18 Examples showing various types of source

3.7
agglutinating language
language where a word form may consist of more than one morph but the boundaries between morphs are always clear-cut

EXAMPLE Korean, Japanese, Hungarian and Turkish are agglutinating languages.

[SOURCE: ISBN 0-226-11433-3(1989)<43>(1.0), modified — In this part of ISO 10241, “word form” has been used instead of “word” and “morph” has been used instead of “morpheme”. The example has been added.]

In the following example, Reference [1] would be presented in the bibliography of the standard as specified in ISO 690[4]:

3.27
dose–response
dose–response relationship
relationship between the amount of an agent administered to, taken up by, or absorbed by an organism, system, or (sub)population and the change developed in that organism, system, or (sub)population in reaction to the agent

Note 1 to entry: Related terms include dose–effect relationship, effect assessment, concentration–effect relationship.

[SOURCE: Reference [1].]

A.2.19 Examples showing non-verbal representations within definitions, and grammatical information

3.1.2.1
volume flow rate
q_V

$$q = \frac{\mathrm{d}V}{\mathrm{d}t}$$

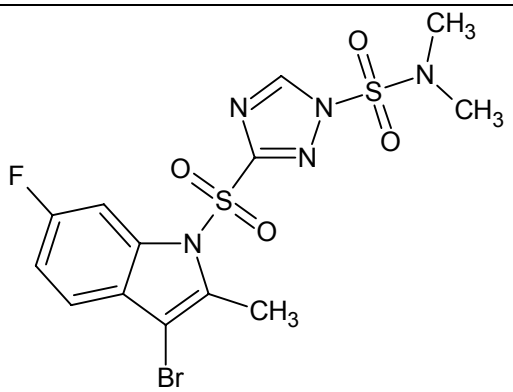
where

V is volume;

t is time.

[SOURCE: ISO 80000-4:2006, 4-30, modified — The references to ISO 80000-3 are not included.]

Item No.	Name	Symbol	Definition	Remarks
3-2 *(1-4)*	curvature *fr courbure* (f)	κ	$\kappa = 1/\rho$ where ρ is the radius of curvature (3-1.13)	
3-3 *(1-5)*	area *fr aire* (f), *superficie* (f)	A, (S)	$A = \iint \mathrm{d}x\ \mathrm{d}y$ where x and y are cartesian coordinates (item 3-1.10)	The vector surface element of area $\mathrm{d}A$ is written $e_\mathrm{n}\ \mathrm{d}A$, where e_n is a unit vector perpendicular to the surface. $A = \int \mathrm{d}A$ For a scalar surface element of area $\mathrm{d}A$, $\mathrm{d}\sigma$ is sometimes also used.

E: Common name **F: Nom commun**	**Chemical name** **Nom chimique** **E: IUPAC** **F: UICPA** **C: CAS**	**Structure** **Structure**		**Use** **Applic-ation**
		Molecular formula **Formule brute**	**CAS Registry Number®** **Numéro d'enregistrement CAS®**	
	IUPAC International Chemical Identifier (InChI™)			
E amisulbrom **F** amisulbrom, m	3-(3-bromo-6-fluoro-2-methylindol-1-ylsulfonyl)-*N*,*N*-dimethyl-1*H*-1,2,4-triazole-1-sulfonamide 3-(3-bromo-6-fluoro-2-méthylindol-1-ylsulfonyl)-*N*,*N*-diméthyl-1*H*-1,2,4-triazole-1-sulfonamide 3-[(3-bromo-6-fluoro-2-methyl-1*H*-indol-1-yl)sulfonyl]-*N*,*N*-dimethyl-1*H*-1,2,4-triazole-1-sulfonamide			**F**
		$C_{13}H_{13}BrFN_5O_4S_2$	348635-87-0	
	InChI=1/C13H13BrFN5O4S2/c1-8-12(14)10-5-4-9(15)6-11(10)20(8)25(21,22)13-16-7-19(17-13)26(23,24)18(2)3/h4-7H,1-3H3			

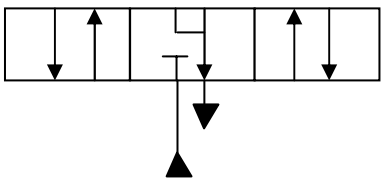
A.2.20 Example showing a non-verbal representation within a note

2.90.1 **magnification of an eyepiece** M_E visual magnification at the virtual image formed from the primary image by the eyepiece Note 1 to entry: The value of the magnification of an eyepiece is the ratio of the *reference viewing distance* to the *focal length* of the eyepiece, i.e. $M_E = 250/f_E$ where M_E is the visual magnification of the eyepiece; f_E is the focal length of the eyepiece in millimetres; 250 is the reference viewing distance in millimetres.	**2.90.1** **grossissement d'un oculaire** M_E grossissement angulaire au niveau de l'image virtuelle formée à partir de l'image primaire par l'oculaire Note 1 à l'article: La valeur du grossissement d'un oculaire est le rapport entre la *distance conventionnelle d'observation* et la *distance focale* de l'oculaire, à savoir $M_E = 250/f_E$ où M_E est le grossissement angulaire de l'oculaire; f_E est la distance focale de l'oculaire en millimètres; 250 est la distance conventionnelle d'observation en millimètres.	**2.90.1** **увеличение окуляра** M_E визуальное увеличение мнимого изображения, образуемого окуляром из первичного изображения Примечание 1 к терминологической статье: Значение увеличения окуляра представляет собой отношение *стандартного расстояния наблюдения* к *фокусному расстоянию* окуляра, т.е. $M_E = 250/f_E$ где M_E — визуальное увеличение окуляра; f_E — фокусное расстояние окуляра в миллиметрах; 250 — стандартное расстояние наблюдения в миллиметрах.

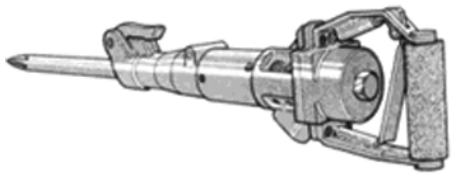
A.2.21 Example showing a non-verbal representation replaced by a reference “SEE:”

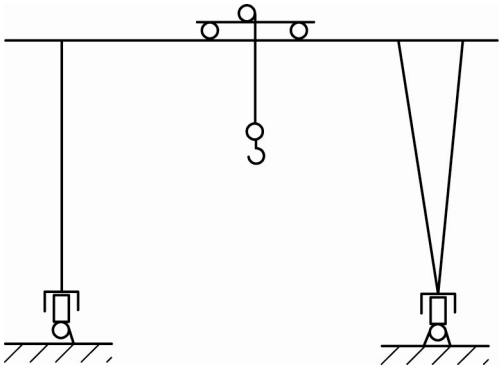
3.2.2 **absolute pressure** pressure using absolute vacuum as a reference SEE: Figures 1 and 2.	**3.2.2** **pression absolue**, f pression utilisant le vide absolu comme référence VOIR: Figures 1 et 2.	**3.2.2** **Absolutdruck**, m Druck bezogen auf das absolute Vakuum SIEHE: Bilder 1 und 2.

A.2.22 Examples showing non-verbal representations common to more than one language, and grammatical information

4.5 **centre open to exhaust position** negative position <pneumatic> valve centre position in which the inlet supply is not connected to an outlet, but outlets are connected to exhaust	**4.5** **position centre ouvert à l'échappement**, f **position négative**, f <pneumatique> position centrale d'un distributeur dans laquelle l'alimentation à l'entrée n'est pas reliée à une sortie, mais où les sorties communiquent avec l'échappement 	**4.5** **entlüftete Mittelstellung**, f <Pneumatik> mittlere Stellung des Ventils, in der der Versorgungsanschluss gesperrt ist und die Arbeitsanschlüsse mit den Entlüftungsanschlüssen verbunden sind

3.1.2.1 **pick hammer** hydraulic tool with percussive mechanism for light demolition work, primarily for use in the horizontal plane	**3.1.2.1** **marteau-piqueur** machine portative hydraulique avec mécanisme de percussion utilisée pour des travaux légers de démolition, principalement pour l'utilisation sur un plan horizontal



1.1.1.2	**gantry crane** **portal bridge crane** crane with the bridge girders supported on the rail tracks by legs **pont portique** appareil de levage à charge suspendue dont les éléments porteurs s'appuient sur une voie de roulement par l'intermédiaire de palées d'appui **кран козловой** кран, несущие элементы конструкции которого опираются на подкрановый путь при помощи опорных стоек	

A.2.23 Example showing a cited terminological entry containing an example

2.5.1
incandescence
glowing produced without combustion or other chemical reaction

EXAMPLE Glowing produced by electrical heating of a tungsten filament.

[SOURCE: ISO 472:1999.]

A.2.24 Example showing how to modify a terminological entry containing a footnote for conformity with this part of ISO 10241

Incorrect terminological entry containing footnote:

3.7
grammatical feature
property associated with the **inflected**, **agglutinated**, **compound** or **derived form**

NOTE An example of a grammatical feature is: /grammatical gender/[3)].

3) Following the convention adopted in the revision of ISO 12620, the slashes are used in order to delimit data category values.

Edited terminological entry:

3.7
grammatical feature
property associated with the *inflected* (…), *agglutinated* (…), *compound* (…) or *derived form* (…)

Note 1 to entry: An example of a grammatical feature is: /grammatical gender/. (Following the convention adopted in ISO 12620:2009, the slashes are used in order to delimit data category values.)

A.2.25 Example showing a terminological entry with a note to entry containing a table

9.11
scanning probing error
T_{ij}
error of indication within which the range of radii of a *test sphere* (8.4) can be determined by a *CMM* (2.1), the measurements being taken by *scanning* (2.9) using one *stylus* (4.1)

Note 1 to entry: There are four scanning probing errors based on different combinations of *high point density* (7.8) or *low point density* (7.9) and *predefined path scanning* (7.5) or *non-predefined path scanning* (7.6). These combinations are designated as follows:

Point density	**Predefined path** *(j = P)*	**Non-predefined path** *(j = N)*
High *(i = H)*	T_{HP}	T_{HN}
Low *(i = L)*	T_{LP}	T_{LN}

9.11
erreur de palpage en mode scanning, f
T_{ij}
erreur d'indication à l'intérieur de laquelle l'étendue des rayons d'une *sphère d'essai* (8.4) peut être déterminée par une *MMT* (2.1), les mesurages étant effectués par *scanning* (2.9) avec un seul *stylet* (4.1)

Note 1 à l'article: Il y a quatre erreurs de palpage en mode scanning selon les différentes combinaisons de *haute densité de points* (7.8) ou *basse densité de points* (7.9) et de *trajectoire de scanning prédéfinie* (7.5) ou *trajectoire de scanning non prédéfinie* (7.6). Ces combinaisons sont désignées comme suit:

Densité de points	**Trajectoire prédéfinie** *(j = P)*	**Trajectoire non prédéfinie** *(j = P)*
Haute *(i = H)*	T_{HP}	T_{HN}
Basse *(i = L)*	T_{LP}	T_{LN}

A.2.26 Examples showing terminological entries containing provisions in a note to entry

Example of a note to entry with a requirement:		
3.6 **moisture content mass by volume** mass of evaporable water divided by volume of dry material Note 1 to entry: The method of evaporating water from a moist material shall be stated when this term is used.	**3.6** **teneur en humidité en masse par volume**, f quotient de la masse d'eau évaporable par le volume de matériau sec Note 1 à l'article: La méthode utilisée pour l'évaporation de l'eau d'un matériau humide doit être indiquée.	**3.6** **volumenbezogene Masse des Feuchtegehaltes**, f Quotient aus Masse des verdampfbaren Wassers und Volumen des Stoffes Anmerkung 1 zum Eintrag: Das zur Verdampfung des Wassers eines feuchten Stoffes angewendete Verfahren ist anzugeben.

Example of a note to entry with a recommendation:		
3.2.47 **atmospheric dewpoint** *dewpoint* (3.2.196) measured at *atmospheric pressure* (3.2.48) Note 1 to entry: The term "atmospheric dewpoint" should not be used in connection with *compressed air* (3.2.114) drying.	**3.2.47** **point de rosée atmosphérique**, m *point de rosée* (3.2.196) mesuré à la *pression atmosphérique* (3.2.48) Note 1 à l'article: Le terme «point de rosée atmosphérique» ne devrait pas être utilisé dans le domaine du séchage de l'*air comprimé* (3.2.114).	**3.2.47** **atmosphärischer Taupunkt**, m *Taupunkt* (3.2.196) gemessen bei *Atmosphärendruck* (3.2.48) Anmerkung 1 zum Eintrag: Der Begriff „atmosphärischer Taupunkt" sollte nicht im Zusammenhang mit *Druckluft*trocknung (3.2.114) gebraucht werden.

Example of a note to entry giving permission:		
3.1.7 **rated**, adj confirmed through testing, at which a *component* (3.2.111) or *piping* (3.2.513) is designed to ensure adequate service life Note 1 to entry: The maximum value or minimum value, or both, may be specified.	**3.1.7** **validé de fonctionnement**, adj confirmé par des essais, auquel un *composant* (3.2.111) ou la *tuyauterie* (3.2.513) est conçu pour assurer une durée de vie suffisante Note 1 à l'article: La valeur maximale ou la valeur minimale peut être spécifiée, ou les deux.	**3.1.7** **Bemessungs-; bemessen**, Adj durch Prüfungen bestätigt, für die *Bauteile* (3.2.111) und *Leitungssystem* (3.2.513) ausgelegt sind, um eine zufrieden stellende Anzahl von Wiederholungen von Arbeitsspielen mit angemessener Lebensdauer sicherzustellen Anmerkung 1 zum Eintrag: Der maximale oder minimale Wert, oder beide, kann angegeben werden.

A.2.27 Examples showing an example

2.2.63
joint
means of connecting two or more components

EXAMPLE Plain pipe to a fitting, or plain pipe to plain pipe.

1.1.4 **continuous scale** *scale* with a continuum of possible values	**1.1.4** **échelle continue** *échelle* présentant une série de valeurs possibles
EXAMPLE *Interval scale* and *ratio scale*.	EXEMPLE *Échelle d'intervalle* et *échelle de rapport*.
Note 1 to entry: A continuous scale can be transformed into a *discrete scale*, by grouping "values". This inevitably leads to some loss of information. Often the resulting discrete scale will be ordinal.	Note 1 à l'article: Une échelle continue peut être transformée en *échelle discrète* en groupant les «valeurs». Cela entraîne des pertes d'informations inévitables. Souvent, l'échelle discrète en résultant sera ordinale.
Note 2 to entry: Scale resolution can be adversely affected by measurement system limitations. Such measurement limitations can, sometimes, give rise to measurements being represented on a discrete, ordinal scale.	Note 2 à l'article: La résolution d'échelle peut être affectée par les limites du système de mesure. De telles limitations de mesures peuvent parfois donner lieu à des mesures représentées par une échelle discrète, ordinale.

A.2.28 Example showing a cross-reference to another term

Incorrect terminological entry containing cf.:

14 **conductive part** part capable of conducting electric current	**14** **pièce conductrice** pièce à même de conduire le courant électrique
cf. *exposed conductive part* (28)	voir *pièce conductrice apparente* (28)
Note 1 to entry: Although not necessarily electrically energized in normal operating conditions, it may become electrically energized under fault conditions of the *basic insulation* (4).	Note 1 à l'article: Bien que non nécessairement sous tension dans les conditions normales de service, elle peut devenir sous tension en cas de défaillance de l'*isolation de base* (4).

Edited terminological entry:

14 **conductive part** part capable of conducting electric current	**14** **pièce conductrice** pièce à même de conduire le courant électrique
Note 1 to entry: See also *exposed conductive part* (28).	Note 1 à l'article: Voir aussi *pièce conductrice apparente* (28).
Note 2 to entry: Although not necessarily electrically energized in normal operating conditions, it may become electrically energized under fault conditions of the *basic insulation* (4).	Note 2 à l'article: Bien que non nécessairement sous tension dans les conditions normales de service, elle peut devenir sous tension en cas de défaillance de l'*isolation de base* (4).

A.2.29 Example showing a term in its grammatical base form

13.1
oats, sg
grain of *Avena sativa* L.

[SOURCE: ISO 11520-2:2001, 3.10.]

A.3 Example of the presentation of various elements in an index

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