INTERNATIONAL STANDARD

ISO 12616

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Translation-oriented terminography

Terminographie axée sur la traduction

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Foreword

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

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 International Standard may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO 12616 was prepared by Technical Committee ISO/TC 37, *Terminology and other language resources*, Subcommittee SC 2, *Terminology and lexicography*.

Annex A of this International Standard is for information only.

Introduction

Translators have always had a need to record terminological information for later use. Translators dealing with specialized texts face an increasing need to record and retrieve terminological information, as it saves time and allows them to work more efficiently. Experience has shown that terminography facilitates translation by enabling translators

— to record and systematize terminology,

— to use terminology consistently over time, and

— to deal more efficiently with multiple languages.

By recording terminological information systematically, translators can enhance their performance, improve text quality and increase productivity. An organized collection of terminological information makes it possible for translators to keep track of, and reuse, their expertise, and facilitates cooperation between individuals or teams of translators.

Translation-oriented terminography

1 Scope

This International Standard provides guidelines to enable translators and translation support staff to record, maintain and quickly and easily retrieve terminological information in connection with translation work.

The quality of a translation can be measured partly in terms of linguistic elements, such as style and grammar, and partly in terms of the accurate use of the terminology involved. The guidelines in this International Standard provide the necessary elements for quality control of terminological information in translations. The guidelines can also be adapted to provide a basis for the administration of source-language texts, parallel texts, translations, and other information (e.g. bibliographies, references) in the target language.

This International Standard is applicable to the work of an individual translator as well as the work of a team or a department. It also lays down guidelines that are essential for the interchange of terminological data.

2 Normative references

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

ISO 639:1988, *Code for the representation of names of languages*

ISO 6156:1987, *Magnetic tape exchange format for terminological/lexicographical records (MATER)*

ISO 12200:1999, *Computer applications in terminology — Machine-readable terminology interchange format (MARTIF) — Negotiated interchange*

ISO 12620:1999, *Computer applications in terminology — Data categories*

3 Terms and definitions

For definitions specific to the field of terminology work, readers should refer to ISO 1087-1 and ISO 1087-2.

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

3.1
terminography
part of terminology work concerned with the recording and presentation of terminological data

[ISO 1087-1:2000]

3.2
data category
result of the specification of a given data field

[ISO 1087-2:2000]

3.3
data element
unit of data that, in a certain context, is considered indivisible

[ISO 1087-2:2000]

4 Features of translation-oriented terminography

Translators need to store and retrieve a much broader set of data than is traditionally stored in a terminology database, and therefore translation-oriented terminography deals with not only all forms of terminology (i.e. terms, names and certain symbols), but also phraseology, contexts and standard text segments.

The application of translation-oriented terminography involves storing text-related terminological information in an agreed upon, predefined format (normally computerized) and in addition, identifying specific data categories which are to be included in each entry.

The terminological information contained in a text shall be identified according to pre-established criteria. This information shall then be investigated and documented using reliable, authoritative sources wherever possible. In cases where such sources are not available, the translator should cooperate with subject specialists to find ways of translating terminological information adequately.

5 Management of terminological information

5.1 General

Managing terminology and related information involves recording such information in terminological entries that are part of a database or collection designed to meet specific user requirements. Computer-assisted management of terminological information becomes essential when the collection has reached a certain size.

5.2 Terminological entry

The terminological entry is the basic unit of a collection of terminological information. It is made up of terminological data categories that are related to each other. These data categories are grouped together according to different criteria (see 5.3.4).

A collection of terminological entries can be consolidated into a database. The internal structure of such a database should be as flexible as possible to enable users to adapt it to their specific needs. Terminological entries can also be linked to other types of information such as bibliographic information, addresses of institutions, or names and addresses of translation clients.

The format of terminological entries is also suitable for, and can be adapted to, the multilingual management of information such as names (e.g. product names, names of institutions, job titles), phraseological units and standard text segments.

The structure of the terminological entry shall ensure that

— all terminological information, including changes in meaning, context-dependent use, etc., can be recorded adequately, and

— all information can be easily processed and retrieved.

5.3 Data categories for terminological information

5.3.1 General

The information recorded in a terminological entry is subdivided into data categories that consist of data elements. Each type of information should be represented in an individual data category. In a translation environment, term-related data categories will be recorded for at least two languages.

5.3.2 Essential and optional data categories

Essential data categories constitute the information required for a terminological entry to be complete.

The following data categories constitute the minimum basic information required to create a terminological entry. This basic terminological entry may be extended by adding optional data categories, if necessary.

— Main entry term;

— input date;

— source.

Optional data categories are categories that may be added to the terminological entry according to specific user needs. A translator may choose to designate one or more optional data categories such as “subject field”, “entry identifier” or “synonym” as essential, depending on the purpose of the terminological database or collection.

5.3.3 Repeatable data categories

Certain data categories must be repeatable within the terminological entry because several data elements may belong to the same data category.

EXAMPLES:

— A terminological entry will usually contain main entry terms in more than one language (repeatability by language but not within a language).

— An entry may contain more than one synonym for each language (repeatability within a language and by language).

— Grammatical information (e.g. gender), may have to be repeated for each term (repeatability within a language).

— An entry may contain more than one context, possibly one for each synonym. Each context, definition, etc. may require its own source information (repeatability within a language).

5.3.4 Description of data categories

The data categories described in this clause are typically of particular use to translators. However, it is up to the individual translator or team of translators to determine which categories shall be included in their respective terminology collections. A complete list and full description of these categories can be found in ISO 12620.

The information recorded in each data category shall be entered consistently, taking into account existing standards or conventions (e.g. selecting a specific format for entering dates according to International Standards).

In the following, the data categories are subdivided into data categories for terms and term-related information (5.3.4.1), data categories related to concept description (5.3.4.2) and administrative data categories (5.3.4.3). See informative annex A for examples and explanations of each of the data categories listed in 5.3.4.1 to 5.3.4.3.

In this International Standard, ESS indicates essential data categories, REP-IN-LANG indicates that a category is repeatable within a language, REP-BY-LANG indicates that a category is repeatable in a terminological entry by language, but not within a language. and NO-REP indicates that a category is not repeatable within a terminological entry.

5.3.4.1 Data categories for terms and term-related information

5.3.4.1.1 Data categories for types of terms

		Repeatability		
		REP-IN-LANG	REP-BY-LANG	NO-REP
main entry term (including names, e.g. names of institutions)	ESS		x	
synonym		x	x	
full form		x	x	
abbreviated form of term (including abbreviations, short forms, initialisms, acronyms and clipped terms)		x	x	
variant (e.g. spelling variants, deprecated variants)		x	x	
symbol		x	x	
formula		x	x	
phraseological unit (including collocations and set phrases)		x	x	
standard text		x	x	

A terminological entry will normally contain one main entry term for each language. In translation-oriented terminography, phraseological units and standard text segments should be recorded as main entry terms. Furthermore, it is recommended that all abbreviated forms and variants be recorded as synonyms.

5.3.4.1.2 Data categories for term-related information

	Repeatability		
	REP-IN-LANG	REP-BY-LANG	NO-REP
grammar (e.g. part of speech, gender, number, class)	x	x	
usage (including geographical usage, temporal qualifier and proprietary restriction)	x	x	
term status (including deprecated/admitted/ preferred/ recommended/proposed term)	x	x	
equivalence (including degree of equivalence, directionality and reliability code)	x	x	

Data categories for term-related information are utilized to record the actual use of terminological information in a given context.

5.3.4.2 Data categories related to concept description

5.3.4.2.1 Domain and subdomain

	Repeatability
domain and subdomain	REPEATABLE, BUT NOT LANGUAGE DEPENDENT

Terminological information may be classified in many ways, for example according to subject field (e.g. medicine, economics) or type of information (e.g. names of institutions, job titles, customer or project name).

5.3.4.2.2 Concept-related description

	Repeatability		
	REP-IN-LANG	REP-BY-LANG	NO-REP
definition	x	x	
explanation	x	x	
context	x	x	
figure	x	x	
note	x	x	

If possible, at least one concept-related category, preferably a definition, an explanation or a context should be recorded, as this enhances reliability. Other kinds of concept representation can supplement or replace the concept description.

5.3.4.3 Administrative data categories

		Repeatability		
		REP-IN-LANG	REP-BY-LANG	NO-REP
input date	ESS	x	x	
modification date		x	x	
approval date			x	
responsibility (e.g. inputter, updater, approver)		x	x	
subset identifier (e.g. customer subset, project subset)		x	x	
language symbol			x	
entry identifier				x
cross-reference		x	x	
source	ESS	x	x	

These categories contain information regarding the establishment and maintenance of terminological data. In addition to traditional bibliographic references, the source category will often contain data documenting oral sources (for example data on subject field experts). For language symbols, see ISO 639.

6 Referencing and source identification

In translation-oriented terminography, the recording of sources is indispensable. Methods of documenting sources can be found in ISO 690. It is important to ensure proper management of

— information on sources (e.g. reference works, relevant literature, experts consulted), and

— source language texts, translations and relevant citations.

Uniform rules for dealing with sources of terminological information

— increase efficiency and facilitate the organization of translation work over time,

— increase the reliability of the terminological information recorded, and

— facilitate the interchange of terminological information.

Such rules ensure uniform recording and unambiguous identification of sources of terminological information, and facilitate analysis of these sources from the translator's viewpoint.

Such factors are especially important for retrieving the sources when the entries are recorded, used, updated and maintained. The identifiers used shall correspond to unambiguous bibliographic descriptions.

7 General principles for data entry and retrieval

7.1 Form layout for data entry

It is recommended that data entry be organized by setting up input models to facilitate entry of repetitive data (e.g. date, inputter).

The input model should allow

— practical and mnemonic arrangement of the data categories,

— combinations of and links between data elements,

— possibility of adding notes, and

— optimum efficiency in entering terminological information.

7.1.1 Recording sheet

If a recording sheet is used for preparing terminological information for entry into a computerized terminology collection, the recording sheet and the template must be compatible.

7.1.2 Template

Templates are recommended either in databases or as macros in word-processing systems for entering terminological information in a terminological database. While the design of the screen template will always depend on the software used, it should represent the logical structure of the information in a manner that is clear and easy to understand.

7.2 Data retrieval

There are essentially two output options:

— single entries: on screen or paper;

— larger sets of entries: on paper or some other data medium.

The layout, arrangement and set of data categories output on paper or in other data media can differ from those of the output screen, depending on the needs of the user and the purpose of the output.

7.2.1 Retrieval of entries

In a computerized collection of terminological information, it is important to be able to access the entries through any data category contained in the terminological entry. For collections organized as word processing files, the general search function in the word processing program will be adequate. If the information is compiled in a database, it should be possible to access terminological information by means of various operations, such as

— right-hand truncation,

— left-hand truncation,

— combined right-hand and left-hand truncation,

— filters,

— Boolean and distance operators, and

— index browsing.

7.2.2 Selection and presentation of data categories for output

It should be possible to define which data categories are to be output (on screen or to another data medium) by means of predefined profiles or interactively.

The resulting output may be manipulated using a word processor or desk-top publishing software to improve layout and typography.

A printout of the screen should be possible (e.g. for system documentation). Furthermore, it should be possible to print the entire set of data or a subset in the form of term lists containing the target language equivalents in both or, in the case of more than two languages, in all directions. Alphabetically sorted indexes, subject field glossaries, etc. may also be useful.

8 General requirements for a terminological database

8.1 Structure of a terminological database

Before taking any decisions regarding how to set up a terminological database, users must first identify the type, number and repeatability of data categories to be included in the terminological entries. As it is not always possible to foresee all future needs at the planning stage, it is advisable to define the database structure as flexibly as possible, to allow the addition of new data categories at a later time.

If such considerations are disregarded, it may be necessary to redesign all or parts of the terminological database, or to revise the individual terminological entries.

8.2 System requirements

The requirements to be met by hardware and software depend on the user's needs, available resources and the intended mode of operation. Once the probable size of the resulting database has been estimated, decisions will be required in the following areas:

— type of operating system;

— system performance (type of processor, access time of the hard disk, etc.);

— performance of peripheral equipment (keyboard, monitor, printer, modem, etc.).

8.2.1 Software requirements

The requirements to be met by the software need to take into account the following features, among others:

— the language(s) and the graphic design (e.g. windowing capacity) of the user interface;

— appropriate character sets for the languages concerned;

— the definition of input and output screen displays;

— user-friendliness (e.g. tutorial or help functions, ease of access during translation function);

— network capabilities;

— integration capabilities;

— access to external data (bibliographic databases, external sources);

— import/export capabilities;

— data security (diskettes, magnetic tape) and data protection (access restrictions).

8.3 Requirements for translators

8.3.1 Translators working alone

Even for translators working alone, it is important to devise and conform to certain minimum conventions, such as the inclusion of input or update dates and subject field information and concept-related information (such as definitions or contexts and notes). The reasons for doing so are manifold.

— Translators may at some time need to coordinate their work with a colleague, for example in order to collaborate efficiently on a large project.

— Proper documentation eliminates duplicate effort.

— A well-organized terminology collection can be used to establish the quality of the work carried out, and can be of commercial interest to the client involved.

8.3.2 Translators working in a team

For translators working in a team, a terminological database structure allowing for separate input and output templates for individual language pairs may be advisable. In this connection, special attention must be paid to the uniform application of source identifiers and reliability codes.

8.4 Data maintenance and updating

Data protection mechanisms (e.g. type of media, back-up intervals, data redundancy) and data security methods (e.g. access control, especially for multi-user systems) must be established. Protocols shall also be established to ensure proper recording of terminological entries and update information.

Managing a database requires regular data maintenance and updating. This means revising, supplementing or correcting existing entries on the basis of new material. This process is necessary to facilitate the following:

— correction of errors in existing entries;

— updating of existing entries to keep the data current;

— elimination or reconciliation of doublets (duplicate entries with the same key or referring to the same concept);

— addition of new entries;

— creation of new cross-reference links to accommodate the addition of new material.

9 Requirements for the interchange of terminological information

The following minimum requirements must be met in order to ensure that the interchange of terminological information may take place smoothly and without problem:

— compatible selection and consistent application of data categories;

— flexible conversion capability to restructure entry formats to meet different needs or reflect different methodological approaches (for example: If no distinction is made between definition, explanation and context in terminological entries received through interchange, it is advisable to identify these data categories initially as explanations; a more precise categorization can be made after use and verification of these items);

— conversion to a classification or thesaurus system that ensures compatibility of subject field references;

— reversible transliteration to uniform character set representations.

Because terminological-database management systems may be mutually incompatible, every system should provide, as a minimum requirement, the capability to convert the format of the terminological records into either the MARTIF format (ISO 12200) or the MATER format (ISO 6156).

Annex A
(informative)

Examples and explanations of data categories

A.1 Introduction

This International Standard describes procedures to enable translators and translation support staff to record, maintain and quickly and easily retrieve terminological information in connection with their work.

The application of translation-oriented terminography involves identifying the specific data categories which are to be included in the entries and storing the relevant terminological information in a predefined, standardized format. It must be emphasized that it is up to the individual translator or team of translators to determine the type, number and repeatability of the data categories to be included in their respective terminology collections, as well as the format or database structure they wish to use to systematize the information. The content and structure of the terminological entries should be determined before the work commences. However, as it is not always possible to foresee all future needs at the planning stage, it is advisable to define the structure as flexibly as possible, to allow the addition of new data categories at a later time.

This annex contains a selection of the data categories considered to be of particular relevance to translators (see.5.3.4) and examples demonstrating how these categories may be applied. For illustrative purposes, the examples set out below employ full or shortened forms of the data category designations utilized in ISO 12620. Other designations may be used in individual systems. It should also be noted that, while some categories constitute separate “fields” in one system, they may be represented as “attributes” of a field in another. For example, in one system, users may place “synonym”, “abbreviation” and “variant” (see clause A.2) in separate fields, while another system may place all of these in a single field, appending a usage note to each occurrence of this field to specify the type of synonym concerned. A third system may not consider this distinction to be significant.

The examples given in this annex illustrate that, in some cases, the data categories can be used to record the same type of information in somewhat different ways. The information recorded in each data category should be entered as consistently as possible, taking into account existing international and/or company standards or conventions (e.g., selecting a specific format for entering dates according to International Standards).

For an exhaustive list of data categories, consult ISO 12620:1999, annex A.

A.2 Data categories for terms and term-related information

A.2.1 Types of terms

This is the key group of data categories in most systems and information in at least one of the individual categories listed below will normally be mandatory. Terms consist of one or more words that represent a single concept. Types of terms, or information treated as if it were a term, include main entry terms, synonyms, abbreviated forms, variants, symbols, formulae, phraseological units and standard text segments. Whatever system is used, it is essential to indicate at least a main entry term in each terminological entry.

Item number (ISO 12620)	Name	Example	Explanation
A.2.1.1	main entry term	**en term:** bovine spongiform encephalopathy **fr term:** encéphalopathie spongiforme bovine **el term:** σπογγώδης εγκεφαλοπάθεια των βοοειδών	This is the key individual data category in most systems. *Main entry term* may be referred to straightforwardly as *term* in relatively simple applications and can consist of a single word or several words that represent a single concept.

Item number (ISO 12620)	Name	Example	Explanation
A.2.1.2	synonym	**en term:** bovine spongiform encephalopathy **en synonym:** mad cow disease **fr term:** encéphalopathie spongiforme bovine **fr synonym:** maladie de la vache folle **el term:** σπογγώδης εγκεφαλοπάθεια των βοοειδών **el synonym:** ασθένεια των τρελλών αγελάδων	If a synonym is known, it should always be indicated so that the main entry term can easily be traced. In some systems, depending on specific requirements, users may not consider it important to place synonyms, abbreviations or variants in separate fields, but may place them in a single field for synonyms, appending a usage note to this field to specify the type of synonym concerned (see *RENFE* under *abbreviated forms* below).
A.2.1.7	full form	**en term:** The Group of Eight **en full form:** The Eight Leading Industrialized Nations	This category is used to record the full form of a term that usually appears in an abbreviated form. For example, this category can be used to record the full official titles of bodies usually referred to by a short title (recorded as the main entry term).
A.2.1.8	abbreviated form of term	**en term:** bovine spongiform encephalopathy **en abbreviated form:** BSE **fr term:** encéphalopathie spongiforme bovine **fr abbreviated form:** ESB **el term:** σπογγώδης εγκεφαλοπάθεια των βοοειδών **el abbreviated form:** ΣΕΒ **en term:** poliomyelitis **en abbreviated form:** polio **en usage note:** short form **fr term:** poliomyélite **fr abbreviated form:** polio **fr term:** messagerie électronique **fr abbreviated form:** mél. **nl term:** Provinciale Staten **nl abbreviation:** PS **da term:** centraliseret tilstandskontrol-og styringsanlæg **da abbreviated form:** CTS-anlæg **es term:** Red Nacional de los Ferrocarriles Españoles **es synonym:** RENFE **es usage note:** acronym	If the abbreviated form of a term is known, it should always be indicated so that the main entry term can easily be traced. This category can be used to represent not only conventional acronyms and abbreviations, but also other short and clipped terms. The comments made under synonym regarding practical use apply equally here. The examples listed here demonstrate various ways of indicating abbreviated terms in a terminological entry, using 1) a specific *abbreviation* field (see *Provinciale Staten*), 2) a generic *abbreviated form* field (see *CTS-anlæg*), and 3) a generic synonym field with a usage note (see *RENFE*).

Item number (ISO 12620)	Name	Example	Explanation
A.2.1.9	variant	**en term:** bovine spongiform encephalopathy **en variant:** mad cow disease **en usage note:** the term “mad cow disease” should be confined to colloquial language and should not be used in official texts or scientific reports. **fr term:** encéphalopathie spongiforme bovine **fr variant:** maladie de la vache folle **fr usage note:** the term “maladie de la vache folle” should be confined to colloquial language and should not be used in official texts or scientific reports. **en term:** judgment **en variant:** judgement **en usage note:** both spellings are acceptable, but in the UK there is an increasing use of the form “judgment”. **fr term:** arrêt	This category can be used to record all types of variants of a main entry term, such as spelling variants (see English example *judgment*) or less common, possibly deprecated variants of terms. The comments made under synonym regarding practical use apply equally here.
A.2.1.13	symbol	**en term:** diameter **en symbol:** Ø **fr term:** diamètre **fr symbol:** Ø **en term:** degrees **en symbol:** ° **fr term:** degrés **fr symbol:** ° **es term:** grados **es symbol:** ° **en term:** registered trademark **en symbol:** ® **fr term:** marque déposée **fr symbol:** ® **da term:** registreret varemærke **da symbol:** ®	It may be useful to indicate symbols (if it is possible in the particular system) so as to ensure that translators can match them with the corresponding main entry term.
A.2.1.14	formula	**en term:** ammonia in aqueous solution **en formula:** NH_4OH **fr term:** ammoniac en solution aqueuse **fr formula:** NH_4OH **el term:** αμμωνία σε υδατικό διάλυμα, υγρή αμμωνία **el formula:** NH_4OH	Recording the formula can be advantageous in avoiding ambiguity of chemical terms, particularly for non-specialist translators.

Item number (ISO 12620)	Name	Example	Explanation
A.2.1.18	phraseological unit	**en phraseological unit:** submit the dispute to the International Court of Justice **fr phraseological unit:** porter le différend devant la Cour internationale de Justice **en phraseological unit:** until further notice **fr phraseological unit:** jusqu'à nouvel avis **en phraseological unit:** all rights reserved **fr phraseological unit:** tous droits réservés **en phraseological unit:** floating exchange rates **es phraseological unit:** cambios flotantes	This category can be used for a wide range of collocations, set phrases and the like. Translators generally find it useful to record phraseological units as main entry terms, even though they may contain more than one concept. This practice is recommended for translation-oriented terminography, although it represents a deviation from traditional terminology methodology.
A.2.1.19	standard text	**en standard text:** The Commission of the European Communities, having regard to the Treaty establishing the European Community, and in particular the first subparagraph of Article 93(2) thereof, ...has adopted this decision ... **fr standard text:** La Commission des Communautés Européennes, vu le traité instituant la Communauté européenne, et notamment son article 93, point 2, premier alinéa, ...a arrêté la présente décision ...	This category can be used for fixed blocks of recurring text, such as are found in legal documents. In practice, a standard text can also be recorded as a phraseological unit or main entry term (see A.2.1.18 or A.2.1.1).

A.2.2 Grammar

This group of data categories can be used to encode any kind of grammatical information and is especially useful where such information may enable translators to avoid the need to refer to other sources such as a dictionary. The examples given below illustrate some of the most commonly used grammatical categories, but translators may need to consider whether there are other categories that will be of greater relevance to their collections.

Item number (ISO 12620)	Name	Example	Explanation
A.2.2.1	part of speech	**en term:** present **en part of speech:** adjective **fr term:** actuel **fr part of speech:** adjective **fr synonym:** présent **en term:** present **en part of speech:** noun **fr term:** présent **fr part of speech:** noun	It may be necessary to indicate the appropriate part of speech in a term entry in order to avoid confusion.

Item number (ISO 12620)	Name	Example	Explanation
A.2.2.1 (*continued*)	part of speech (*continued*)	**en term:** present **en part of speech:** verb **fr term:** présenter **fr part of speech:** verb	
A.2.2.2	grammatical gender	**fr term:** radio **fr gender:** feminine **en term:** X-ray **fr term:** radio **fr gender:** masculine **en term:** radio operator **de term:** Schild **de gender:** masculine **en term:** shield **de term:** Schild **de gender:** neuter **en term:** signpost	In the case of a noun where the concept varies according to its gender, it may be necessary to indicate the relevant gender in order to avoid confusion. There can be other reasons for adding gender information in particular systems, for example, where data may be used to generate machine translation dictionaries.
A.2.2.3	grammatical number	**en term:** chisel **fr term:** ciseau **fr number:** singular **en term:** scissors **fr term:** ciseaux **fr number:** plural **da term:** saks **da number:** singular	In the case of a noun where the singular and plural do not designate the same concept, it may be necessary to indicate number in order to avoid confusion.
A.2.2.5	noun class	**en term:** Earth **en noun class:** proper noun **es term:** Tierra **es noun class:** proper noun **en term:** earth **en noun class:** common noun **es term:** tierra **es noun class:** common noun	This category can be used to indicate whether a term names a specific object or a class of objects.

A.2.3 Usage

This group of categories can be appended to a specific field and used to record explanatory notes on the use of the information contained there.

Item number (ISO 12620)	Name	Example	Explanation
A.2.3.1	usage note	**en term:** bovine spongiform encephalopathy **en variant:** mad cow disease **en usage note:** the term “mad cow disease” should be confined to colloquial language and should not be used in official texts or scientific reports	A usage note can be used to record information on the use of synonyms, variants, etc. (see A.2.1.2 to A.2.1.9). In some systems, it may include other useful information, such as grammar, geographical usage,

Item number (ISO 12620)	Name	Example	Explanation
A.2.3.1 (*continued*)	usage note (*continued*)	**fr term:** encéphalopathie spongiforme bovine **fr variant:** maladie de la vache folle **fr usage note:** the term “maladie de la vache folle” should be confined to colloquial language and should not be used in official texts or scientific reports	temporal qualifier and proprietary restriction, when no separate field for these has been provided. Usage notes may be written in the language of the inputter or in the language of the field to which they apply.
A.2.3.2	geographical usage	**en term:** folder **fr term:** chemise **fr geographical usage:** France **fr synonym:** farde **fr geographical usage:** Belgium and Luxembourg **fr term:** pot d'échappement **en term:** silencer **en geographical usage:** United Kingdom **en synonym:** muffler **en geographical usage:** North America	This category can be used to indicate local, regional or national differences in the use of terms. A usage note may be employed when the system does not provide a separate field for this information.
A.2.3.5	temporal qualifier	**en term:** tell (a story) **fr term:** raconter **fr synonym:** narrer **fr temporal qualifier:** archaic **fr term:** paludisme **fr synonym:** fièvre tellurique **fr temporal qualifier:** archaic **en term:** malaria **en synonym:** paludism **en temporal qualifier:** obsolete **–OR–** **fr term:** paludisme **fr synonym:** fièvre tellurique **fr usage note:** archaic **en term:** malaria **en synonym:** paludism **en usage note:** obsolete **en term:** Council of the European Union **en variant:** Council of the European Communities **en temporal qualifier:** obsolete **en usage note:** replaced by “Council of the European Union” pursuant to Council Decision 93/591 of 8 November, 1993. **fr term:** Conseil de l'Union Européenne **fr variant:** Conseil des Communautés Européennes **fr temporal qualifier:** obsolete **fr usage note:** replaced by “Conseil de l'Union Européenne” pursuant to Council Decision 93/591 of 8 November, 1993.	This category can be used to record the use of a term over time, indicating terms which are no longer appropriate for active use (obsolete, archaic, etc.) but which may nevertheless be encountered in source texts. A usage note may be employed when the system does not provide a separate field for this information. This category can also be used in cases where a translation or title (e.g. of a committee or authority) was correct in the past but ceased to be so with the adoption of new legislation or a reorganization. In this case, the date of replacement (and the reason) ought to be indicated in a usage note wherever possible.

Item number (ISO 12620)	Name	Example	Explanation
A.2.3.7	proprietary restriction	**en term:** vacuum cleaner **en synonym:** hoover **en proprietary restriction:** hoover, a trademark **en usage note:** Trademark registered to The Hoover Company. **fr term:** ruban adhésif **fr synonym:** Scotch **fr proprietary restriction:** trademark **fr usage note:** Scotch is a brand name exclusive to 3M.	This data category is used to record a restriction placed on a term to protect the right of a company to the exclusive use of the term. For copyright reasons, trade names and terms that have been registered as trademarks of a particular company must not be used to refer to the products of other companies. The proprietary restriction may be usefully completed with a usage note naming the owner of the trademark.

A.2.4 Status

There is a large group of categories for designating the status of a term in a terminological data collection. These encompass qualifiers indicating normative authorization (standardization) as well as the advancement of a term within the standardization process.

Item number (ISO 12620)	Name	Example	Explanation
A.2.9	term status	**en term:** intermediate radioactive waste storage **fr term:** entreposage de déchets radioactifs **fr status:** preferred term **fr usage note:** term adopted and published in the Official Journal of the French Republic of 3 August 2000, and which must be used “Dans les décrets, arrêtés, circulaires, instructions et directives des ministres, dans les correspondances et documents, de quelque nature qu'ils soient, qui émanent des services et des établissements publics de l'État; ...” **fr synonym:** stockage temporaire de déchets radioactifs **fr status:** deprecated **–OR–** **en term:** intermediate radioactive waste storage **fr term:** entreposage de déchets radioactifs **fr usage note:** term adopted and published in the Official Journal of the French Republic of 3 August 2000, and …; ...” **fr deprecated term:** stockage temporaire de déchets radioactifs	Term status can be used to indicate the approval, acceptability or applicability of a term in a given context. Information recorded here will often relate to normative or other authorization. This category can also be used to indicate the status of particular items in the process of term approval, for instance where a translation has been proposed for a new term but this proposal has yet to be confirmed by research or approved by a client, expert or reviser. Data categories associated with term status include normative authorization (standardized term, preferred term, admitted term, deprecated term, superseded term, legal term, regulated term), language planning qualifiers (recommended term, non-standardized term, proposed term, new term) and process status (unprocessed, provisionally processed, finalized). For more specific information on the relevant

Item number (ISO 12620)	Name	Example	Explanation
A.2.9 (*continued*)	term status (*continued*)	**en term:** radix **en status:** recommended **en synonym:** base **en status:** deprecated term **fr term:** base de numération **–OR–** **en term:** radix **en deprecated term:** base **fr term:** base de numération	data categories, please consult ISO 12620:1999, annex A. Each of these categories may be represented in a specific field or a simplified status field (see –OR–).

A.2.5 Equivalence

This group of categories can be used to encode any kind of information concerning the equivalence of terms in various languages. The examples given below illustrate some of the most commonly used equivalence categories, but users may need to consider whether there are other categories that will be of greater relevance to their collections

Item number (ISO 12620)	Name	Example	Explanation
A.3.1	degree of equivalence	**en term:** monitoring **fr term:** monitorage **fr degree of equivalence:** exact **fr synonym:** surveillance **fr degree of equivalence:** narrower **fr synonym:** suivi **fr degree of equivalence:** broader	This category can be used to indicate the extent to which a given term in one language is the exact equivalent of a term in another, or whether it is narrower or broader.
A.3.3	directionality	**en term:** grammar school **en directionality:** from enGB **en usage note:** "grammar school" will often be encountered in British source texts but should be used with extreme caution, if at all, as an English translation from other languages, given its specific cultural connotations. **fr term:** lycée **fr directionality:** into fr **fr usage note:** "lycée" is an acceptable translation into French of the British English notion "grammar school", but the latter should not normally be used to translate "lycée" into English. **de term:** Gymnasium **de directionality:** into de **de usage note:** Gymnasium is an acceptable translation into German of the British English notion "grammar school", but the latter should not normally be used to translate "Gymnasium" into English.	Directionality needs to be indicated in cases where there is a specific country or cultural connotation which makes the equivalence unidirectional. Taking the example cited, this means that *grammar school* as used in the United Kingdom can be translated into French as *lycée* and into German as *Gymnasium*, but these terms as used in France and Germany cannot straightforwardly be translated into English as *grammar school*, given the culture-specific (and even political) connotations of that term in English. In some systems, directionality can often be explained in a usage note.

Item number (ISO 12620)	Name	Example	Explanation
A.3.4	reliability code	**en term:** High Contracting Parties **en reliability code:** high **en reference:** Treaty on European Union **fr term:** Hautes Parties Contractantes **fr reliability code:** high **fr reference:** Traité sur l'Union européenne, Art. A	While reliability codes need to be used with care, they may help translators to assess the validity of a term. In order for this category to work as intended, reliability codes should, wherever possible, be associated with clear source information.

A.3 Data categories related to concept description

A.3.1 Domain and subdomain

This group of categories specifies data categories for the classification of concepts. Within a database or other terminology collection, a set of subject fields or some other form of classification codes will usually be defined.

Item number (ISO 12620)	Name	Example	Explanation
A.4	subject field	**subject field:** machine tools: boring, drilling **en term:** headstock **fr term:** poupée **subject field:** textile industry machines **en term:** headstock **fr term:** enrouleur hydraulique	This category is used to indicate the area of knowledge to which a term record is assigned. Where the subject field is based on a particular classification system or nomenclature rather than free text, information should be made available on that system or nomenclature. Subject field information can be of assistance in narrowing searches of particularly large terminology collections, although the effectiveness of this is highly dependent on consistency in subject field coding. In some ways more critically, subject field information can help the translator to determine which target language equivalent to use where equivalents may vary, for example from industry to industry.

A.3.2 Concept-related description

These data categories relate to the concept, rather than its manifestation in individual languages. Consequently, they may often be unique at the level of the terminological entry (e.g. a single definition field per entry) and, where they are repeated across languages, the content will tend to be parallel.

Item number (ISO 12620)	Name	Example	Explanation
A.5.1	definition	**en term:** subsidiarity **en definition:** action which a subordinate or local body can effectively perform belongs to that level rather than to a dominant central body **fr term:** subsidiarité	A definition is a statement that describes a concept and permits its differentiation from other concepts, most importantly those whose linguistic manifestation is very similar. This category may

Item number (ISO 12620)	Name	Example	Explanation
A.5.1 (*continued*)	definition (*continued*)	**fr term:** navarin d'agneau **en term:** navarin of lamb **en definition:** rich lamb or mutton stew cooked with root vegetables, usually including small onions and potatoes	also be very helpful in cases where a straightforward term equivalent proves difficult or impossible to find.
A.5.2	explanation	**en term:** ABS **en full form:** anti-blocking system **en explanation:** ABS prevents the wheels from blocking, thus allowing the brakes to operate safely	An explanation is a statement that describes and clarifies a concept and makes it understandable, but does not necessarily differentiate it from other concepts. In practice, explanations may not always need to be distinguished from definitions.
A.5.3	context	**fr term:** tablier **fr context:** le tablier comprend la couverture et la partie de l'ossature sensiblement horizontale (poutres, caissons, arcs très surbaissés) située sous la voie portée **en term:** bridge deck **en term:** cylindrical grinders **en context:** cylindrical grinders consume relatively little power **fr term:** rectificateur de surfaces cylindrique **fr context:** les rectificateurs de surfaces cylindriques consomment généralement peu d'électricité	This category can be used to record the part of a text in which a term occurs. This may provide important information about the meaning of the term and its usage.
A.5.5.1	figure	*ISO 12620:1999, annex C, Figure C.4*	The use of a diagram, photo or other graphic material to illustrate a concept or group of concepts may prove to be a clearer way of explaining the concept/concepts than a verbal definition.

A.3.3 Note

This category can be used for any kind of supplemental information which is felt to be useful but cannot readily be entered in a specific field.

Item number (ISO 12620)	Name	Example	Explanation
A.8	note		No specific examples are given here, as the category will typically contain information exemplified elsewhere in this annex for which the particular system in use provides no separate representation. This category may be appended to any of the other categories, and may be written in the language of that category.

A.4 dministrative data categories

A.4.1 Date

Dates are considered essential information in terminological entries because they provide information on how up-to-date the information is and make it possible to keep track of amendments to the entry.

The main date on an entry is usually the input date, but several dates may be desirable when different people create, update or review entries. Database software usually has a date stamp feature that can add the current date automatically. Dates may be associated with specific fields, but usually apply to the terminological entry as a whole.

Item number (ISO 12620)	Name	Example	Explanation
A.10.2.1.2	input date	**en term:** computer **fr term:** calculateur **input date:** 1976-03-17	The input date shows when the terminological entry became part of the data collection. It is usually the main date on the entry and is considered to be essential information.
A.10.2.1.3	modification date	**en term:** computer **fr term:** ordinateur **fr synonym:** calculateur **fr temporal qualifier:** obsolete **–OR–** **fr usage note:** This meaning of calculateur is no longer valid. **input date:** 1976-03-17 **modification date:** last modified 1989-02-20	The modification date indicates when an entry was edited or updated. This is useful for determining how current the information is.
A.10.2.1.5	approval date	**en term:** captive screw **fr term:** vis imperdable **input date:** 1999-11-03 **approval date:** 1999-12-06	The approval date shows when the terminological entry was approved and is often associated with a review process or standardization. It may also be part of a quality management process.

A.4.2 Responsibility

This group of categories identifies the individuals who are responsible for the entry. It may be used for administrative purposes or to enable people consulting the entry to ask the original author, updater or other person responsible for further information. This information is often coded and may be added automatically, subject to system capabilities.

Item number (ISO 12620)	Name	Example	Explanation
A.10.2.2.2	inputter	**en term:** optical fiber amplifier **fr term:** amplificateur à fibre **input date:** 1997-10-15 **inputter:** CBO	The inputter is the person who enters the data or creates the entry. This information makes it possible for other people to consult the author of an entry for further information. This information may be coded and may be added automatically, subject to system capabilities.

Item number (ISO 12620)	Name	Example	Explanation
A.10.2.2.3	updater	**en term:** optical fiber amplifier **en abbreviated form:** OFA **fr term:** amplificateur à fibre **input date:** 1997-10-15 **inputter:** CBO **modification date:** last modified 1998-12-02 **updater:** MPA	The updater is the person who edited or otherwise modified the entry and is often included with the modification date.This information is useful for other people who consult the record. This information may be coded and may be added automatically, subject to system capabilities.
A.10.2.2.5	approver	**en term:** optical amplifier **fr term:** amplificateur optique **input date:** 1997-10-15 **inputter:** CBO **modification date:** last modified 1998-12-02 **updater:** MPA **approval date:** 1999-06-29 **approver:** ALA	The approver is the person who approves the terminological entry. This person is usually a reviser, terminologist or manager. Approval is generally part of a quality control process. This information may be coded and may be added automatically, subject to system capabilities.

A.4.3 Subset identifier

In some contexts, terminological entries may be specific to a customer or project. This group of categories is used to group and facilitate retrieval of such entries, and can provide important information on customer preferences. Some translators may prefer to have “duplicate” records for different customers or projects. Customer names and project names may be coded or may be attributes on a pull-down menu, for example.

Item number (ISO 12620)	Name	Example	Explanation
A.10.3.1	customer subset	**en subject field:** Internet **en term:** cookie **fr subject field:** Internet **fr term:** cookie **fr customer:** A, C **fr synonym:** témoin **fr customer:** B	The customer identifier associates a term or a terminological entry with a particular customer and is especially useful for translators who work for more than one client. In this example, clients A and C use the main entry, but client B prefers the synonym.
A.10.3.3	project subset	**en subject field:** environment **en term:** biodiversity **en synonym:** biological diversity **fr subject field:** environment **fr term:** biodiversité **project:** ISO 14000	The project identifier associates a term or a terminological entry with a particular project. For example, the body of terminology used for the project may be specified or imposed by the customer. Also, terms are often given very specific meanings for the purpose of a particular text, such as a standard. The project identifier means that the information on the record may or may not be valid in another context.

A.4.4 Other administrative data categories

Item number (ISO 12620)	Name	Example	Explanation
A.10.7	language symbol	**en term:** corrugated board **fr term:** carton ondulé **de term:** Wellpappe **es term:** cárton ondulado	The language symbol represents the name of the language. Such symbols are essential on multilingual terminological entries and are desirable on bilingual and unilingual entries as well. Language codes can be found in ISO 639.
A.10.15	entry identifier	**entry identifier:** 20001112001 **en term:** corrugated board **fr term:** carton ondulé **de term:** Wellpappe **es term:** cárton ondulado	The entry identifier is a code that serves as the unique identifier of the terminology record. Such identifiers can be very useful for record maintenance (filing, updating, approving, tracking) and for distinguishing easily between different records with the same term. Identifiers may comprise chronological numbers or combinations of dates, numbers and letters. They may be manually defined or generated automatically.
A.10.18	cross-reference	**en term:** analog computer **see also:** digital computer **en term:** intelligent terminal **en synonym:** programmable terminal **antonym:** dumb terminal	The cross-reference is a field or entry that directs the reader to another entry or location. There are various types of cross-references: *see*, *see also*, *homograph*, *antonym*, *permuted term*, *inverted term*. In a database, the term in the cross-reference may be entered as a hyperlink.
A.10.19	source	**fr source:** Ménard, Louis. Dictionnaire de la comptabilité et de la gestion financière. Montréal, Institut Canadien des Comptables Agréés, 1994. p. 73 **en source:** Perry, Leroy. Marketing Director, ABC Company Inc. March 2000 **es source:** Termite database, International Telecommunications Union http://www.itu.int/search/wais/Termite/index.html **en source:** ISO 10241:1992, *International terminology standards — Preparation and layout*. International Organization for Standardization, Switzerland, 1992. p. 10	A source represents unambiguous bibliographical information pertaining to a document or other information resource. Sources are strongly recommended for all of the information in a terminological entry. Different types of sources include dictionaries and encyclopedias, databases of terminological or other information, subject-matter experts or organizations, textbooks and other documents, websites, advertising, periodicals, etc. Sources are very useful for a variety of reasons. The reliability of the information can often be

Item number (ISO 12620)	Name	Example	Explanation
A.10.19 (*continued*)	source (*continued*)	**en source:** Institute of Electrical and Electronics Engineers, USA, http://www.ieee.org/ **fr source:** Robert électronique, CD-ROM, 1998	determined from the source. A source is also a potential reference for other information or terms (supporting information such as telephone numbers or e-mail addresses may be included for subject-matter experts who are listed as sources). The Internet can provide very up-to-date information, sometimes as a hypertext link so that the original source can be consulted. Note, however, that Internet addresses and hyperlinks are subject to frequent change and it may be wise to include the organization's name. Sources may be coded or abbreviated. (A list of decoded sources will be required for reference purposes.)

A.5 Complete terminological entries — Samples

The following examples are based on authentic terminological entries from existing databases. These examples have been slightly modified to conform with the notation used in this International Standard.

A.5.1

entry number: 21509

subject field: telecommunications, transmission equipment

en term: optical-fiber amplifier

en abbreviation: OFA

en synonym: optical-fibre amplifier

en usage note: "Optical-fiber amplifier" is the preferred North American term for this customer, "optical-fibre amplifier" is the preferred term for Great Britain.

en synonym: fiber-optic amplifier

en synonym: fibre-optic amplifier

en synonym: fiber amplifier

en definition: amplifier that amplifies a signal carried on an optical fiber without converting it to an electrical signal and reconverting it back to an optical signal, using a pump, usually a high-powered laser, to provide the power for amplification of the optical signal

en note: In the early days of fiber transmission systems, it was necessary to convert the original light signal on the fiber to electrical impulses, regenerate the signal, them amplify it, then convert it back to light pulses, then send it on its way.

see also: erbium-doped fiber amplifier

en source: Weik, Martin H. Communications Standard Dictionary. Third Edition. Chapman & Hall, 1996. p. 663.
customer: NSE
input date: 1997-10-15
inputter: CBO
modification date: 1998-12-02
updater: MPA
approval date: 1999-06-29
approver: ALA
fr term: amplificateur à fibre
fr note: Les éléments de base d'un amplificateur à fibre sont la fibre dont le coeur contient des ions de terre rare et la pompe, c'est-à-dire une source qui, par l'intermédiaire d'un multiplexeur, envoie de la lumière dans la fibre, crée une inversion de population et permet ainsi de rendre ces ions actifs.
voir aussi: amplificateur à fibre dopée à l'erbium
fr source: France Télécom. Les télécommunications. Paris, X, A. Descours, 1993. p. 420.
fr source: Joindot, Irène, Michel Joindot et al. Les télécommunications par fibres optiques. Paris, Dunod et CNET-ENST, 1996. p. 226.
input date: 1997-10-30
inputter: RME
modification date: 1999-02-12
updater: ELA

A.5.2

entry identifier: 20001215021
subject field: Internet
project: ISO networking terminology
en term: electronic commerce
en synonym: e-commerce
en abbreviation: EC
en temporal qualifier: neologism
en definition: Commerce in which transactions are performed via a computer network in real time.
en note: Electronic commerce also includes transactions where there is a human participant, but the process is highly computerized, such as making purchases over the Internet.
en source: Committee Draft, ISO/IEC 2382-35: Information technology – Vocabulary – Networking. November 2000.
en source: Downing, Douglas A., et al. Dictionary of Computer and Internet Terms. Sixth Edition. Hauppauge (New York), Barron's Educational Series, Inc., 1998. p. 149.
see also: electronic data interchange
input date: 2000-12-30
inputter: CBO
fr term: commerce électronique
fr source: Projet de comité, ISO/IEC 2382-35: Technologies de l'information – Vocabulaire – Réseautique. Novembre 2000.
input date: 2000-12-30

inputter: CBO
de term: elektronischer Handel
de synonym: E-Kommerz
de source: Committee Draft, ISO/IEC 2382-35 – Vokabular der Informationsverarbeitung – Netstechnologie. November 2000.
input date: 2000-12-30
inputter: CBO

A.5.3

entry number: 123
subject field: Names
en term: International Organization for Standardization
en abbreviation: ISO
en deprecated term: International Standards Organization
en definition: worldwide federation of national standards bodies
fr term: Organisation internationale de normalisation
fr abbreviation: ISO
fr définition: fédération mondiale d'organismes nationaux de normalisation
source: ISO Central Secretariat, Geneva, Switzerland
input date: 1985-10-15
inputter: BEM

A.5.4

entry identifier: 20001112001
subject field: Pulp and Paper
en term: corrugated board
en synonym: corrugated fibreboard
en synonym: cardboard
en usage note: "Cardboard" is popular usage. It does not define a specific grade or product and generally is not used in the paper industry.
en definition: A pasted, single- or double-faced, multi-layered type of board in which the bottom or middle layer is fluted.
en source: Lavigne, John R. Pulp & Paper Dictionary. San Francisco, Miller Freeman Publications, Inc. 1986, p. 158, 134.
input date: 1991-05-26
inputter: GMB
fr term: carton ondulé
fr source: Norme française, NF Q 01-005, Papiers cartons et pâtes — Vocabulaire. Décembre 1979. p. 32
input date: 1992-06-30
inputter: BBA
de term: Wellpappe
es term: cárton ondulado

A.5.5

entry identifier:	369
en term:	bovine spongiform encephalopathy
en abbreviated form:	BSE
en variant:	mad cow disease
en usage note:	the term “mad cow disease” should be confined to colloquial language and should not be used in official texts or scientific reports.
fr term:	encéphalopathie spongiforme bovine
fr abbreviated form:	ESB
fr variant:	maladie de la vache folle
da term:	bovin spongiform encephalopati
da abbreviated form:	BSE
da synonym:	kogalskab
source	Terminology Office, European Commission, Luxembourg
input date:	2001-01-15
inputter:	IMHE

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