

A standard for standards —

Part 3: Specification for structure, drafting and presentation

ICS 01.120

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Contents

	Page
Foreword	ii
1 Scope	1
2 Normative references	1
3 Terms and definitions	2
4 General principles	3
5 Structure	4
6 Drafting	10
7 Presentation	24
8 Safety considerations	28
9 Legal, contractual and intellectual property considerations	30
10 Standards, Drafts for Development and Published Documents	33
11 British Standards identical with international or European standards	45
12 Technical and other changes to British Standards	46
Annex A (normative) Drafting the title of a standard	48
Annex B (normative) Forewords and other introductory statements	49
Annex C (informative) Mathematical style	53
Annex D (informative) Constitution of identifiers for standards publications	55
Bibliography	57
Index	59
Table 1 — Typical arrangement of elements in a standard	6

Foreword

[A1] This part of BS 0 is published under the authority of the Standards Policy and Strategy Committee of the British Standards Institution (BSI). It supersedes BS 0-3:1991, which is withdrawn. **[A1]**

BS 0 is intended primarily for the use of BSI committees and staff, particularly chairmen and secretaries, and those providing first drafts. It was first published in 1974 and comprehensively revised in 1981 and 1991. The standard is now issued in three parts:

- *Part 1: Guide to the context, aims and general principles;*
- *Part 2: Recommendations for committee procedures;*
- *Part 3: Specification for structure, drafting and presentation.*

This revision of BS 0-3 has been prepared to reflect the current style and conventions of international and European standards publications. Many of its provisions reflect the ISO/IEC Directives, Part 2, 2001 although in certain matters, e.g. the wording of specifications, BS 0-3 gives more detailed provisions. Clause 4, Clause 5 and Clause 6 in particular reflect the content of the ISO/IEC Directives, Part 2.

Differences have been limited to:

[A1] *Text deleted* **[A1]**

- minor issues of presentation;
- additional information which is only relevant to British Standards.

Such additional material is indicated or will be self-evident by its nature. Where specific wording is cited, users of this standard should use “International Standard” or “European Standard” as appropriate to the circumstances.

[A1] NOTE The European Committee for Standardization and the European Committee for Electrotechnical Standardization have both adopted the ISO/IEC Directives, Part 3, 1997 for the preparation of European standards. A revised CEN/CENELEC Internal Regulations, Part 3 has been published, reproducing the ISO/IEC Directives, Part 3, with the common modifications necessary for European application integrated within the text. As a result of the 2001 revision of the ISO/IEC Directives it is expected that the Internal Regulations, Part 3 will shortly adopt the 2001 edition of the ISO/IEC Directives, Part 2 which has superseded the ISO/IEC Directives, Part 3, 1997.

Amendments to the three parts of BS 0 have been issued in 2002 mainly:

- a) to introduce changes resulting from reorganization and renaming of internal BSI committees;
- b) to update texts as a result of the 2001 revision of the ISO/IEC Directives;
- c) to provide information on “new deliverables” within the international, European and national environments;
- d) to revise the dating policy for BS adoptions of European standards.

Significant changes as a result of Amendment 1:2002 are indicated by tags **[A1]** **[A1]** in the text. Minor editorial changes are not tagged. **[A1]**

This publication does not purport to include all the necessary provisions of a contract. Users are responsible for its correct application.

Compliance with a British Standard does not of itself confer immunity from legal obligations.

Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 71 and a back cover.

The BSI copyright notice displayed in this document indicates when the document was last issued.

1 Scope

This part of BS 0 specifies requirements for the structure, drafting and presentation of British Standards and other standards publications.

2 Normative references

A1) 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.

BS 0-1:1997 including Amendment 1:2002, *A standard for standards — Part 1: Guide to the context, aims and general principles*.

BS 0-2:1997 including Amendment 1:2002, *A standard for standards — Part 2: Recommendations for committee procedures*.

BS 381C, *Specification for colours for identification, coding and special purposes*.

BS 1629, *Recommendations for references to published materials*.

BS 4148, *Specification for abbreviation of title words and titles of publications*.

BS 4422 (all parts), *Glossary of terms associated with fire*.

BS 5070-3, *Engineering diagram drawing practice — Part 3: Recommendations for mechanical/fluid flow diagrams*.

BS 5070-4, *Engineering diagram drawing practice — Part 4: Recommendations for logic diagrams*.

BS 5252, *Framework for colour co-ordination for building purposes*.

BS 5775 (all parts), *Specification for quantities, units and symbols*.

BS 8888, *Technical product documentation (TPD) — Specification for defining, specifying and graphically representing products*.

BS EN ISO 6433, *Technical drawings — Item references*.

BS EN ISO 3766, *Construction drawings — Simplified representation of concrete reinforcement*.

BS EN ISO 4157 (all parts), *Construction drawings — Designation systems*.

BS EN ISO 6284, *Construction drawings — Indications of limit deviations*.

BS EN ISO 7518, *Construction drawings — Simplified representation of demolition and rebuilding*.

BS EN ISO 8560, *Construction drawings — Representation of modular sizes, lines and grids*.

BS EN ISO 9431, *Construction drawings — Spaces for drawing and for text, and title blocks on drawing sheets*.

BS EN ISO 11091, *Construction drawings — Landscape drawing practice*.

BS ISO 999, *Information and documentation — Guidelines for the context, organization and presentation of indexes*.

IEC 60027-3, *Letter symbols to be used in electrical technology — Part 3: Logarithmic quantities and units*.

ISO 10241, *International terminology standards — Preparation and layout*.

PD 6578, *Guide to British, European and international graphical symbols, for use on equipment, for safety and fire safety, and for public information, in relation to ISO 7000 and IEC 60417*. **A1**

Shorter Oxford English Dictionary, 4th edition. Oxford: Oxford University Press, 1993.

Larousse Dictionary of Science and Technology. Edinburgh: Larousse, 1995.

3 Terms and definitions

For the purposes of this part of BS 0, the terms and definitions given in BS 0-1 and BS 0-2 and the following apply.

3.1

caution

instruction that draws attention to the risk of damage to the product, process or surroundings
[BS 4884-1:1992, definition 2.1]

3.2

warning

information that draws attention to the risk of injury or death
[BS 4884-3:1992, definition 3.24]

3.3

figure

illustration in the form of a diagram, sketch, perspective drawing, graph, chart, nomogram, photograph or one of a variety of engineering drawings, e.g. dimensional, detail, assembly

3.4 informative elements

A) 3.4.1

preliminary elements

elements that identify the document, introduce its content and explain its background, its development and its relationship with other documents
[ISO/IEC Directives, Part 2, 2001, definition 3.7.1]

3.4.2

supplementary elements

elements that provide additional information intended to assist the understanding or use of the document
[ISO/IEC Directives, Part 2, 2001, definition 3.7.2]

3.5

normative elements

elements that describe the scope of the document, and which set out provisions
[ISO/IEC Directives, Part 2, 2001, definition 3.6]

3.6

required element

element the presence of which in a document is obligatory
[ISO/IEC Directives, Part 2, 2001, definition 3.8]

3.7

optional element

element the presence of which in a document is dependent on the provisions of the particular document
[ISO/IEC Directives, Part 2, 2001, definition 3.9] **A)**

3.8

reference material

material or substance of which one or more properties are sufficiently well established to be used for the calibration of an apparatus or for the verification of a measurement method

3.9

type test

test of one or more products made to a certain design to show that the design meets certain specifications
[IEC 60050(411):1996, definition 411-53-01]

4 General principles

4.1 Objectives

The objective of a standard shall be to set out clear and unambiguous provisions that will facilitate national and international trade and communication. To achieve this objective a standard shall:

- a) be complete within the limits given in its scope clause;
- b) be consistent, clear and accurate;
- c) take full account of the state of the art;
- d) provide a framework for future technological development;
- e) be comprehensible to competent people.

4.2 Homogeneity

Each standard and each series of associated standards shall be uniform in structure, style and terminology. The structure and numbering of clauses in associated standards shall, as far as possible, be identical. Analogous wording shall be used for analogous provisions. Identical wording shall be used for identical provisions. (See also 6.6.1.3.)

4.3 Consistency

To ensure consistency throughout all British Standards, the text of each shall be in accordance with the relevant British Standards for:

- a) terminology;
- b) principles and methods of terminology;
- c) quantities, units and symbols;
- d) abbreviations;
- e) bibliographic references;
- f) technical drawings;
- g) graphical symbols;
- h) limits and fits;
- i) tolerancing of dimensions and uncertainty of measurement;
- j) preferred numbers;
- k) statistical methods;
- l) environmental conditions and associated tests;
- m) safety;
- NA** n) electromagnetic compatibility;
- o) quality and conformity. **NA**

NOTE A list of basic British Standards is included in the bibliography.

4.4 Planning

4.4.1 Matters to be considered

In the preparation of a standard or series of standards, all matters to be included shall be identified, and the title, scope, structure, division into parts and interrelations shall be established, before detailed drafting begins.

NOTE If a series of similar or related standards is to be issued, a model document should be agreed as the method of presentation to be followed to ensure consistency within the series.

Matters to be considered shall include:

- a) the area to be standardized;
- b) the group of people who will use the standard;
- c) the kinds of standard or series of different standards which are required to fulfil the need;
- d) the time and cost of implementing the standard;
- e) the relationship between a standard and other documents relevant to its use, such as regulations;
- f) BSI's duty of care (see BS 0-1).

4.4.2 Division and subdivision

A standard shall be divided into separately published parts if:

- a) some provisions only will be of particular interest to separate groups of users, e.g. health and safety, performance, quality assessment;
- b) some provisions in a product specification will be restricted to a single interface, e.g. between purchaser and supplier;
- c) different kinds of standard are needed, e.g. a specification and a code of practice;
- d) some of the work is international or European and some purely national;
- e) the subject is extensive and the time required to produce all the information in one document would be unacceptable.

NOTE At present some British Standards exist that are further subdivided into separately published Sections and Subsections. However, such further subdivision is now precluded as it is for international standards.

4.4.3 Rules for preparation of standards

This part of BS 0 shall be used to provide the framework for the development of a standard or series of standards from the planning of the work to its completion.

5 Structure

5.1 General

5.1.1 Separate publications

Every standard, whether issued on its own or as a part in a series of standards, shall apply to a single discrete subject.

Every standard shall have an identification number (see 10.11 and 11.2). If a standard is subdivided into separately published parts, each part shall be designated by an arabic numeral, e.g. "BS 0-3" for part 3 of BS 0.

5.1.2 Division of content

A standard shall be structured logically as shown in Table 1.

5.1.3 Subdivision of the subject matter within a series of parts

Where it is necessary to subdivide subject matter into a series of parts, one of the following methods shall be used.

- a) Each part deals with a specific aspect of the subject and can stand alone.

EXAMPLE 1

Part 1: Vocabulary
Part 2: Requirements
Part 3: Test methods

EXAMPLE 2

Part 1: Vocabulary
Part 2: Harmonics
Part 3: Voltage fluctuations

b) There are both common and specific aspects to the subject.

The common aspects shall be given in part 1. Specific aspects (which may modify or supplement the common aspects and therefore cannot stand alone) shall be given in individual parts.

EXAMPLE 3

Part 1: General requirements

Part 2: Thermal requirements

Part 3: Air purity requirements

Part 4: Acoustical requirements

NOTE 1 There are other ways of numbering for case b) which are used by IEC and CENELEC and which may then be reflected in any identical BS adoptions of those standards. See Examples 4 and 5.

EXAMPLE 4

Part 1: General requirements

Part 21: Particular requirements for electric irons

Part 22: Particular requirements for spin extractors

Part 23: Particular requirements for dishwashers

EXAMPLE 5

Part 1: General requirements

Part 2-1: Requirements for plasma displays

Part 2-2: Requirements for monitors

Part 2-3: Requirements for LCDs

Where the system described in b) is used, references from one part to another shall always be to the latest edition. This shall be achieved in one of the following ways.

- If reference is made to a particular element, the reference shall always be dated (see 7.3.8.3).
- Since the complete series of parts is normally under the control of the same technical committee, the use of undated references (see 7.3.8) is permitted, providing that corresponding changes are implemented simultaneously in all parts and that reference is not made to a particular element.

NOTE 2 The use of undated references requires a high degree of discipline by the technical committee responsible for the standard.

Each part of a multipart standard shall be drafted in accordance with the rules for an individual standard as specified in this part of BS 0.

5.2 Title of a standard

The title of a standard shall be composed of separate elements, each as short as possible, proceeding from the general to the particular, e.g.:

- a) an introductory element indicating the general subject, often based on the title of the committee responsible;
- b) a main element, indicating the principal subject treated;
- c) a complementary element, indicating the particular aspect of the principal subject or giving details that distinguish the document from other standards or parts of the same standard.

NOTE See Annex A for further details.

For a British Standard adoption of an international or European standard, the BS title shall be identical with the title of the international or European standard.

Table 1 — Typical arrangement of elements in a standard

Type of element	Arrangement of elements ^a in a standard	Permitted content ^a of elements in a standard
Informative preliminary	<i>Title page</i>	Title
	<i>Contents</i>	<i>Generated text^b</i>
	Foreword	Text <i>Note(s)</i> <i>Footnote(s)</i>
	<i>Introduction</i>	<i>Text</i> <i>Figure(s)</i> <i>Note(s)</i> <i>Table(s)</i> <i>Footnote(s)</i>
Normative general	Title	Text
	Scope	Text <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i> <i>Footnote(s)</i>
	Normative references	<i>Reference(s)</i> <i>Footnote(s)</i>
Normative technical	Terms and definitions	Text
	Symbols and abbreviations	<i>Figure(s)</i>
	· · ·	<i>Table(s)</i> <i>Note(s)</i>
	Normative annexes ^c	<i>Footnote(s)</i>
Informative supplementary	<i>Informative annexes^{c,d}</i>	<i>Text</i> <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i> <i>Footnote(s)</i>
	<i>Bibliography</i>	<i>Reference(s)</i> <i>Footnote(s)</i>
	<i>Index</i>	<i>Generated text^b</i>

^a **Bold type** = required element; upright type = normative element; *italic type* = informative element.

^b The content of these elements shall be automatically generated from the electronic file, except in the case of indexes to descriptive text where professional indexing may be required.

^c See 5.3.4 for the arrangement of annexes.

^d Informative annexes shall not contain requirements unless these constitute optional provisions. For example, a test method that is optional may contain requirements. 

5.3 Text

5.3.1 Clause

The text of each standard and each part of a standard shall be subdivided into clauses, the clause being the basic component in the subdivision of text. The clauses of the main text shall be numbered with arabic numerals, beginning with **1** for the scope clause and continuing up to, but excluding, any annexes.

Each clause shall have a title placed immediately after its number, on a line separate from the text that follows it.

5.3.2 Subclause

Subdivisions of a clause shall take the form of primary subclauses (e.g. “**2.1**”), divided, if necessary, into paragraphs (see **5.3.3**) or secondary and tertiary subclauses. If further division is essential, it shall not exceed two further subdivisions. Subclauses shall be point-numbered as in the following example.

EXAMPLE

2.1

2.1.1

2.1.1.1 (recommended limit)

2.1.1.1.1

2.1.1.1.1.1

Text shall not be divided into subclauses unless there are at least two subclauses at the same level, e.g. a subdivision of text in “Clause **5**” is not designated subclause “**5.1**” unless there is also a subclause “**5.2**”.

The use of titles for subclauses shall be uniform within the clause, i.e. if one subclause has a title, all subclauses at that level within the clause shall have titles. A subclause title shall follow the subclause number and be set as a heading, above the text.

NOTE Primary subclauses should have titles.

5.3.3 Paragraph

Although a clause or subclause may be divided into unnumbered paragraphs, hanging paragraphs, i.e. text between a heading and the first numbered subdivision, shall not be used (see Example showing correct and incorrect arrangement of paragraphs).

NOTE 1 Hanging paragraphs make accurate cross-reference difficult. In the incorrect part of the Example there is no simple way of referring to the hanging paragraphs as distinct from the rest of “Clause **5**”. In the correct part of the Example the paragraphs are identified as **5.1**.

NOTE 2 The opening sentence of the terms and definitions clause is not a hanging paragraph. It introduces a list of numbered definitions, not subclauses. Similarly in clauses listing reagents and apparatus any opening sentence should not be regarded as a hanging paragraph.

EXAMPLE

Correct	Incorrect
5 Designation	5 Designation
5.1 XXXXXXXXX	
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
	} hanging paragraphs
5.2 Type A	5.1 Type A
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
5.3 Types B and C	5.2 Types B and C
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
XXXXXX X XXXXXXXXXXXXX	XXXXXX X XXXXXXXXXXXXX
6 Test report	6 Test report

5.3.4 Annex

Annexes shall follow the main text, arranged in the order in which they are first cited. They shall be identified by capital letters in alphabetic order, beginning with “A”. A single annex shall be designated “Annex A”. The annex designation shall be followed by “(normative)” or “(informative)” according to its status. The title shall follow on a separate line.

Annexes shall not be divided into clauses unless there are at least two clauses, e.g. a division of text in Annex A is not designated “A.1” unless there is also an “A.2”.

Numbers given to the divisions and subdivisions of an annex, including tables, figures and equations, shall be preceded by the letter designating that annex, e.g. “Figure A.1”.

5.3.5 Lists

In a list of items requiring individual identification in the text, each item shall be preceded by a lower-case letter followed by a single closing parenthesis, i.e. “a), b), c)”. If further subdivision of an item is necessary, each subdivided item shall be preceded by an arabic numeral followed by a single closing parenthesis, i.e. “1), 2), 3)” (see 6.4.5.2 for an example).

In a simple list in which the items do not require individual identification, each item shall be preceded by a dash or a bullet.

5.4 Informative preliminary elements

5.4.1 Inside front cover

The following information shall appear on the inside front cover in every British Standard:

- a) a reference to the committee responsible;
- b) the date of publication.

 Text deleted 

5.4.2 Contents

The list of contents (see 6.4.4), an optional element, shall appear immediately before the foreword or national foreword.

5.4.3 Foreword

The foreword, a required element, shall follow the contents list (if present). Neither the foreword nor its paragraphs shall be numbered.

A national foreword shall be added to every British Standard that is an identical adoption of an international standard or the national version of a European standard, i.e. a BS EN.

5.4.4 Introduction

The introduction, an optional element, shall follow the foreword.

It shall not be numbered unless there is a need to create numbered subdivisions within the introduction, in which case it shall be numbered **0** with subclauses numbered **0.1**, **0.2**.

A₁ Any footnotes, tables or figures within the introduction shall be numbered in the normal sequence as specified in 5.7.2, 5.8 or 5.9. **A₁**

5.5 Normative general elements

The title, a required element, shall appear on the front cover.

The scope clause, a required element, shall follow the foreword (or introduction, if included). The normative references clause (if present) shall follow the scope clause.

5.6 Normative technical elements

The normative technical elements (see Table 1) shall follow the list of normative references. Normative annexes shall appear (interspersed, where appropriate, with informative annexes) after the main text.

5.7 Informative supplementary elements

5.7.1 Elements that follow the main text

Informative annexes shall appear (interspersed, where appropriate, with normative annexes) after the main text.

The bibliography, an optional element, shall appear after the last annex.

The index, an optional element, shall appear as the last element of the standard.

5.7.2 Footnotes

Footnotes to the text shall be numbered in a single sequence of arabic numerals that runs throughout the document. A footnote shall be identified and referenced in the text by the appropriate numeral, set superscript and followed by a parenthesis, e.g. ¹⁾, ²⁾, ³⁾. If there is risk of confusing footnote reference numbers with other superscript numerals, one or more superscript asterisks (*, **, ***) or other appropriate symbols († ‡ § ¶ ||) shall be used. The footnote shall be identified in other references as, for example, “footnote * to 5.7.2”.

NOTE In a printed standard, footnotes to the text appear at the foot of the page that contains a reference to it.

Footnotes in a table or figure shall be referenced by a superscript letter, e.g. ^a. A separate sequence shall be used for each table or figure.

5.7.3 Notes

Notes shall follow the relevant subject matter, or shall appear at the end of the relevant subclause, preceded by the word “NOTE”. If two or more notes appear (whether grouped together or not) within the same numbered subdivision of the text or table or figure, they shall be numbered “NOTE 1”, “NOTE 2”, etc. A separate numbering sequence shall be used within each numbered subdivision of the text or table or figure.

5.7.4 Examples

Examples shall follow the relevant subject matter or shall appear at the end of the relevant subclause, preceded by the word “EXAMPLE”. If two or more examples appear (whether grouped together or not) within the same numbered subdivision of the text or table or figure, they shall be numbered “EXAMPLE 1”, “EXAMPLE 2”, etc. A separate numbering sequence shall be used within each numbered subdivision of the text or table or figure.

5.8 Tables

Tables other than those in annexes shall be numbered with arabic numerals, in sequence beginning with 1, and shall appear in the order in which they are cited in the text. If there is a single table, it shall be designated "Table 1".

Tables in an annex shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the letter designating that annex, e.g. "Table A.1", "Table B.1".

A table shall not be divided into subsidiary tables.

5.9 Figures

Figures other than those in annexes shall be numbered with arabic numerals, in sequence beginning with 1, and shall appear in the order in which they are cited in the text. If there is a single figure, it shall be designated "Figure 1".

Figures in an annex shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the letter designating that annex, e.g. "Figure A.2", "Figure B.2".

A) One level of subdivision only is permitted. Subfigures shall be identified by a lower case letter, e.g. Figure 1 may be subdivided as a), b), c), etc. Other forms of identification of the subfigure, such as 1.1, 1.2, etc. shall not be used. (See also 7.5.1.) **A)**

5.10 Equations

Equations shall be numbered if necessary for ease of reference, as follows.

- a) In text other than in annexes, they shall be numbered with arabic numerals in parentheses, in sequence, beginning with 1.
- b) In annexes, they shall be numbered in a separate sequence of arabic numerals, each numeral being preceded by the annex letter designating that annex, e.g. "(C.3)".

6 Drafting

6.1 General

A standard shall be drafted in the form appropriate to its content, selected, at the outset of the work, from the forms described in Clause 10 and Clause 11.

6.2 Title of standard

The wording of the title shall be as concise as possible and consistent with the titles of other similar standards. It shall identify the subject of the standard in such a way as to distinguish it from that of other standards, without including unnecessary detail (see Annex A). Any necessary additional details shall be given in the scope clause.

6.3 Text

6.3.1 Clarity

6.3.1.1 A standard shall be written in a style designed to be intelligible to people who have knowledge and experience of the subject.

NOTE It is assumed in the drafting of a standard that the execution of its provisions is entrusted to appropriately qualified and competent people. If necessary, a statement to this effect should be included in the foreword.

6.3.1.2 Text shall be clear, succinct and logical. There shall be no contradiction between one passage of text and another. Requirements once specified shall not be varied or undermined by subsequent text. Requirements shall be expressed in terms consistent with the objectives of the standard as set out in the scope clause, for example a specification for a product shall specify the attributes of the product, not the actions of users.

NOTE Where possible, information should be given in tabular form. Figures may be used to illustrate principles where necessary.

6.3.1.3 The text shall state what requirements are to be satisfied before compliance with the standard can be claimed. An individual requirement shall be given either as an exclusive condition for conformity or in the form of a set of choices.

6.3.2 Terminology

The general wording of a standard shall be in terms that are in common use or self-explanatory. Technical terms shall be used in the sense defined in an appropriate dictionary or, if used in a special sense, included in the terms and definitions clause (see 10.6.2). Archaic and colloquial terms shall not be used.

NOTE For the use of trade names see 9.6.

6.3.3 Auxiliary verbs

6.3.3.1 Auxiliary verbs shall be used consistently throughout a standard and shall be in the form appropriate to the nature of the standard (see Clause 10).

6.3.3.2 The auxiliary “shall” shall be used for requirements, e.g. in specifications.

6.3.3.3 The auxiliary “should” shall be used for recommendations within main text in documents giving guidance, e.g. in codes of practice, and for recommendations in notes within all kinds of standard.

6.3.3.4 The auxiliary “may” shall be used only to express the permissibility, within the limits of a standard, of a specific course of action or, where appropriate, in notes in all kinds of standard. If there is risk of misunderstanding, “may” shall not be used.

6.3.3.5 The auxiliary “can” shall be used only for statements of possibility and capability.

6.3.3.6 In order to avoid confusion between the requirements of the standard and external statutory obligations, the auxiliary “must” shall not be used in British Standards. If there is need to state certain inescapable facts or requirements that are relevant to the scope of the standard but apply outside its provisions, they shall be referred to in notes, with the regulatory, safety or other reasons explained.

6.3.4 Imperative mood

The imperative mood shall be used in procedural instructions, e.g. in a method: “Put out the light” (see 10.2.1.2).

6.3.5 Description

The present tense shall be used if there is need for description, e.g. of apparatus in a method: “Four struts support the platform” (see 10.2.1.2).

6.3.6 Use of “comply” and “conform”

The wording “conform to” shall be used in provisions that require a characteristic of a product, material, process, service or system to be in accordance with a standard or its requirements. The wording “comply with” shall be used in provisions that relate to the action of a person or an organization in enabling conformity to be achieved.

NOTE *Conformity* of a characteristic of a product, material, process, service or system with a standard or its requirements results from *compliance* by a person or an organization with the standard or its requirements.

6.3.7 Spelling

Spelling shall be in the form given in *The Shorter Oxford English Dictionary*. Technical words that do not appear in that dictionary shall be in the form given in the *Larousse Dictionary of Science and Technology*.

In the case of sulphur, the International Union of Pure and Applied Chemistry (IUPAC) spelling, i.e. “sulfur”, shall be used.

The spelling and abbreviations of names of, for example, organizations or publishers shall be those by which they refer to themselves.

If the dictionary gives more than one form of spelling, the form that is given first shall be used except for verbs that can end in “-ize” or “-ise”, e.g. “standardize” or “standardise”. In this instance, the “z” form shall be used.

6.3.8 Hyphens

Hyphens shall be used consistently throughout a standard or series of related standards, in accordance with the following:

- a) where omission of hyphens would disguise the form of the word and make it less intelligible, e.g. “no-one” not “noone”;
- b) where awkward combinations of letters would result, e.g. “pre-arc-ing” not “prearcing”;
- c) where the hyphenated words differ in meaning from the unhyphenated, e.g. “3 day meetings”, i.e. three meetings of 1 day each, as opposed to “3-day meetings”, i.e. meetings lasting for 3 days each;
- d) where failure to use hyphens would cause ambiguity, e.g. “zinc-dust-painted steel”, “sprayed-metal and zinc-rich coatings”.

Hyphens shall not be used where the meaning is clear without them, e.g. “analytical reagent grade mercuric nitrate”.

6.3.9 Punctuation

Punctuation shall be used consistently, in accordance with accepted grammatical principles.

Double quotation marks shall be used for words or phrases quoted in the text.

If text in parentheses (round brackets) forms a complete sentence, the full point shall go before the closing bracket.

Dashes shall not be used as punctuation marks within running text, except in unnumbered lists (see 5.3.5). In tables, dashes shall only be used to indicate a range of values where the context is clear.

6.3.10 Cross-references

If cross-references are required, they shall be made to numbered elements of the text, e.g. “in accordance with Clause 7”, “see 4.3.2”, “as shown in Figure 5”.

6.3.11 Normative material from standards publications

If a standard can be made complete only by including material from another standards publication, the material shall, if it is long, be identified in a normative reference to the other publication. If it is short it shall be reproduced in full and its source acknowledged in a footnote. If reference to a specific edition is required, or whenever a clause or other subdivision of the text is cited, the standard’s number and year shall be given (see 7.3.8).

Reference to an unpublished standard shall not be made unless it is known to have received final approval and to be in preparation for publication.

NOTE In international and European standards a reference to a publicly available draft, e.g. a draft at the enquiry stage, is permitted.

6.3.12 Normative material from non-standards publications

6.3.12.1 If a standard requires the inclusion of material from a publication outside the issuing body’s jurisdiction, the necessary permission for its inclusion shall be obtained (see 9.7) and the material shall be reproduced in full or by normative reference under the conditions specified in 6.3.12.2.

NOTE In principle no standard should be so drafted as to be dependent on the requirements of a publication outside the issuing body’s jurisdiction.

6.3.12.2 If a technical committee considers that a standard requires normative material from a non-standards publication but that full reproduction of the requirements is impracticable, a normative reference shall be made provided that:

- a) the publication has wide acceptance and authoritative status;
- b) the publication is readily available to users of the standard;
- c) the source from which copies of the publication can be obtained is stated;
- d) the body responsible is informed of the intention to refer to the publication and is asked to notify the issuing body of any decision to amend, revise or withdraw it.

In addition, for projects of national origin the following conditions shall also be satisfied:

- a full bibliographic reference is given, including edition and date in accordance with BS 1629;
- the requirements do not depend on further reference to non-BSI publications;
- a master copy of the publication is held for reference in the BSI Library;
- the relevant government regulatory and enforcement authorities confirm that the reference is adequate for their purposes.

6.4 Informative preliminary elements

A₁ 6.4.1 *Publication date*

The following statement completed with the date of publication shall appear on the inside front cover:

“This British Standard, having been prepared under the direction of the ... [Sector Policy and Strategy Committee], was published under the authority of the Standards Policy and Strategy Committee on ...”

NOTE Unless otherwise indicated in the foreword (see 6.4.5.2), or national foreword, the publication date is also the effective date. **A₁**

6.4.2 *Previous editions*

For standards of national origin, the dates of all previous editions shall be given on the inside front cover if the standard is a revision with the same BS number as its predecessor.

6.4.3 *Committees responsible*

For standards of national origin, the list of committees responsible, correct at the date of technical committee approval, shall be given on the inside front cover, with the following introductory wording.

“Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee .../..., [Committee title], upon which the following bodies were represented: ...”

Where appropriate, this wording shall also be given.

“The following bodies were also represented in the drafting of the standard through subcommittees and panels.”

If the preparation of the British Standard was delegated to a subcommittee, the following wording shall be used.

“The preparation of this British Standard was entrusted by Technical Committee .../..., [Committee title], to Subcommittee .../.../..., [Subcommittee title], upon which the following bodies were represented.”

Names of individuals or individual firms, apart from subscribing members of DISC, shall not appear in the lists; “co-opted member” shall be used instead.

6.4.4 *Contents*

The list of contents (see 5.4.2) shall give as many elements as are relevant, in the following order:

- committees responsible;
- foreword;
- introduction;
- clauses;
- annexes (with their status);
- bibliography;
- index;
- figures;
- tables.

NOTE Subclauses that have titles may also be included.

All the elements listed shall be cited with their full titles. Terms in the terms and definitions clause shall not be listed in the contents.

6.4.5 Foreword

6.4.5.1 The foreword shall not contain requirements, figures or tables. ^(A1)

6.4.5.2 The foreword shall contain the following information:

- a) the designation of the committee under whose authority the standard was prepared;
- b) bibliographic details of any standards, including previous editions, that are now superseded and withdrawn;
- c) for a revision, a statement of the standard's relationship to and principal changes from the previous edition, particularly if the revision:
 - 1) does not entirely supersede the previous edition;
 - 2) has a different number;
 - 3) contains provisions that affect the interchangeability of products conforming to the previous edition;
- d) for all British Standards, prescribed wording concerning contractual and legal considerations, followed by any information regarding relevant statutory regulations (see **9.1**)¹⁾.

6.4.5.3 The foreword shall describe the standard's relationship to other national, international and foreign standards using the appropriate wording given in Annex B.

6.4.5.4 The foreword shall also include as many of the following as are appropriate:

- a) reference to relevant international work;
- b) acknowledgement of copyright material (see **9.7**);
- c) any problems in preparation, e.g. matters omitted because agreement could not be reached;
- d) reference to supporting data published elsewhere;
- e) reference to conformity attestation (see **10.1.3.6.3**, **10.1.3.6.4** and **10.1.3.6.5**)¹⁾;
- f) a statement to the effect that a standard is designed for use by appropriately qualified and competent people (see **6.3.1.1**)¹⁾;
- g) hazard warnings (see **8.3.4**)¹⁾;
- h) in a code of practice, reference to the possibility of confusion with a specification (see **10.3.4.1**)¹⁾;
- i) note of Health and Safety Executive (HSE) commendation (see **9.1.4**)¹⁾;

6.4.5.4 j) the effective date of the standard if this is different from the publication date and the reasons for this difference.

NOTE 1 The committee may decide to postpone the effective date, for example, because the regulations referring to a superseded standard need first to be amended, or because time is needed to allow manufacturers, testing laboratories or certification bodies to put the new requirements into effect.

If the effective date is not known at the time of publication because, for example, legislation is pending, the statement "This standard comes into effect on a date to be announced" shall be included.

NOTE 2 When the effective date becomes known, it is announced by the issue of an amendment.

No standard dealing with the safety of consumer products shall include a deferred effective date.

NOTE 3 Such standards are relevant for the purposes of the Consumer Protection Act 1987 [1] and the General Product Safety Regulations 1994 [2] as soon as they are published. On publication, a standard dealing with safety issues is immediately available for the courts to take into account when assessing the safety of a consumer product for which it is relevant. A statement that the effective date has been postponed will therefore have no force in law. If a committee wishes to delay the coming into effect of such a standard, then publication of that standard will need to be delayed. ^(A1)

¹⁾ Generally applicable only to standards of national origin.

A1) If acknowledgement of an exceptional personal contribution to drafting is required, it shall be in the following form:

“BSI Committee ..., whose constitution is shown in this British Standard, takes collective responsibility for its preparation under the authority of the Standards Policy and Strategy Committee. The Committee wishes to acknowledge the personal contribution of ...”

NOTE 4 Such acknowledgement is at the discretion of the committee chairman and subject to the agreement of the General Manager, Standards Development. 

6.4.6 National foreword to a British Standard identical with an international standard

6.4.6.1 The wording of the national foreword shall be as given in **B.2.1**.

NOTE In the majority of cases no further wording will be required.

If, exceptionally, further information is necessary, it shall be included after the wording given in **B.2.1**.

NOTE Such information may be:

- a) any of the items listed in **6.4.5.4**;
- b) information relevant to British Standards in a related series.

6.4.6.2 If there is a need to give additional information other than that given in **6.4.5.4**, it shall appear under the heading “Additional information”.

EXAMPLE

“Additional information

This standard deals with equipment suitable for supply voltages between 100 V and 250 V. The standard voltage in the UK is 240 V.”

If there is a substantial quantity of additional informative material, it shall be given in an informative national annex (see **11.3**), with a reference to that annex being made in the national foreword.

6.4.6.3 Although it is not permissible to alter the text of an international standard, if errors are found, they shall be recorded at the end of the national foreword. Their treatment shall distinguish between technically significant errors which require notifying the relevant standards body and including specific wording in the foreword (see **B.2.2**) and obvious typographical errors.

6.4.7 National foreword to an adopted European standard

6.4.7.1 The wording of the opening paragraphs of the national foreword to an adopted European standard shall be as given in **B.3.1**. An additional paragraph as given in **B.3.3** shall be included where appropriate.

6.4.7.2 Information on any of the matters listed in **6.4.5.4**, if relevant, or information relevant to British Standards in a related series shall follow.

6.4.7.3 Although it is not permissible to alter the text of a European standard (EN), any significant error shall, in accordance with BSI's duty of care, be brought to the attention of the users of the standard in the national foreword in the wording given in **B.3.2**.

6.4.8 Introduction

If an introduction to a standard is necessary because specific information, discussion or commentary on the technical content is required, it shall be purely informative and shall not contain requirements.

6.5 Normative general elements

6.5.1 Scope

6.5.1.1 The scope clause shall be drafted in precise detail once the objectives of the standard have been decided. It shall:

- a) give the objectives of the standard, identifying what is to be standardized and for whose benefit;
- b) define its content in sufficient detail to ensure that none of the normative elements falls outside the stated scope;
- c) state any limitations, e.g. that the standard applies to dimensions only;
- d) be sufficiently self-contained and inclusive to be taken as a definition of the function of the standard, suitable for use, if necessary, in the event of a dispute.

6.5.1.2 The scope clause shall not contain requirements but shall be worded as a series of statements of fact using introductory phrases such as the following:

This British Standard (This part of BS ...)

specifies	requirements for ... the characteristics of ... the dimensions of ...
-----------	---

describes	a method of ... the way in which ...
-----------	---

gives	recommendations for ... guidance on ...
-------	--

establishes	the nomenclature for ... a system of ...
-------------	---

defines	terms for ...
---------	---------------

6.5.2 Normative references

A1 If a standard includes normative references to other publications, the numbers, titles and, where relevant, dates of those publications shall be listed in the normative references clause, after the following introductory paragraph.

“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.”

NOTE 1 For informative references, see **6.7.3**.

NOTE 2 In the case of undated references it should be noted that the latest edition may be a British Standard with a new number. This is particularly in those cases where the British Standard adoption of a European standard, a BS EN, supersedes a previously purely national British Standard. See also Clause **11**. **A1**

6.6 Normative technical elements

6.6.1 Terms and definitions

6.6.1.1 **A1** Only those terms appearing in a standard and requiring definition (see **6.3.2**) shall be defined in its terms and definitions clause. **A1** Terms used in their normal dictionary sense shall not be included. Definitions shall not contain requirements and shall conform to **10.6.2**.

6.6.1.2 A technical term shall be used in the sense defined in an appropriate standard vocabulary or, if it does not appear in a vocabulary, in the sense generally accepted by specialists in the subject. If some other more specialized or limited meaning is given to a term, the term and its concept shall be included in the terms and definitions clause.

6.6.1.3 The same term shall be used for the same concept throughout each standard or series of standards (see 4.2). Synonyms shall be avoided. If it is necessary to use a term for more than one concept, the different concepts shall be given in the terms and definitions clause.

6.6.1.4 The terms and definitions clause shall contain:

- a) reference to a standard vocabulary or any appropriate standard, with additional definitions, if required;
- b) numbered terms and definitions that require inclusion for the reasons given in 6.6.1.2 and 6.6.1.3.

If a) applies, the introductory sentence shall read: “For the purposes of this British Standard, the terms and definitions given in BS ... apply.” (or “For the purposes of this British Standard the terms and definitions given in BS ... and the following apply.”).

If a) does not apply, the introductory sentence shall read: “For the purposes of this British Standard, the following terms and definitions apply.”

A single definition shall be numbered.

6.6.2 Symbols and abbreviated terms

If required, a clause listing symbols and abbreviated terms, together with their meanings, shall follow the terms and definitions clause or shall be combined with it under an appropriate heading.

NOTE This clause is particularly useful for standards that contain a large number of equations or make repeated use of symbols (see also 6.11.1 and BS 5775).

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols shall be listed in alphabetical order in the following sequence:

- upper case Latin letters followed by lower case Latin letters (*A, a, B, b*, etc.);
- letters without indices preceding letters with indices, and with letter indices preceding numerical ones (*B, b, C, C_m, C₂, c, d, d_{ext}, d_{int}, d₁*, etc.);
- Greek letters following Latin letters (*Z, z, Γ, γ, Δ, δ, ... Λ, λ*);
- any other special symbols.

6.6.3 Requirements and other provisions

The requirements clauses, optional elements, shall specify all characteristics of the product, process or service that are essential for compliance with the standard and are capable of verification. The methods by which conformity may be verified shall be given:

- a) by reference to separate British Standard methods;
- b) in annexes called up at the appropriate points in the text;
- c) in the main text itself.

Requirements shall be distinguished from statements included for information or guidance.

NOTE Further details relating to requirements within specifications and the provisions for other types of standard are given in Clause 10.

6.6.4 Sampling

The sampling clause, an optional element, shall specify the conditions and methods of sampling, as well as the method for the preservation of samples (see 10.1.3.4).

6.6.5 Test methods

The test methods clause, an optional element, shall describe procedures for determining the values of characteristics, for checking conformity to stated requirements and for ensuring reproducibility of results. It shall, if necessary, distinguish between type tests, routine tests, sampling tests, batch tests, etc. Instructions in test methods shall, where appropriate, be subdivided in the order given in 10.2.1.3.

6.6.6 Classification and designation

A classification and designation clause shall be included if it is necessary to establish a system of classification, designation²⁾ and coding of products, processes or services that conform to stated requirements.

6.6.7 Marking, labelling and packaging

A marking, labelling and packaging clause shall be included if it is necessary to specify the marking of a product, e.g. manufacturer's or vendor's trade mark, model or type number, with or without requirements for labelling and packaging (see **10.1.2.3** and **10.1.2.4**). The symbols specified shall conform to appropriate standards.

NOTE Attention may need to be drawn to appropriate labelling regulations.

6.6.8 Normative annex

A normative annex shall contain information which forms an integral part of the standard but which is more appropriately presented separately from the main text. Its normative status shall be made clear in the reference to it in the text, in the contents list and in the heading of the annex itself.

6.7 Informative supplementary elements

6.7.1 Informative annex

Significant additional information shall be given in an informative annex. The annex shall not contain requirements. Its informative status shall be made clear in the reference to it in the text, in the contents list and in the heading of the annex itself.

6.7.2 Notes and footnotes

Notes and footnotes integrated in the text, both being informative, shall not contain requirements.

NOTE For notes and footnotes to tables and figures see **6.9.2** and **6.10.2**.

Notes integrated in the text shall be used only for information that is important to the understanding of the document. The wording and location of a note shall show where it applies. If there is risk of uncertainty, e.g. if it might be unclear whether a note following three subclauses applies to the last one, the last two or all three, the note's precise application shall be made clear either in its heading, e.g. "NOTE to **6.7.2**", or by inserting "(see Note)" at the appropriate point in the text.

6.7.3 Bibliography

If reference is made to any publication for background information or other informative purpose, bibliographic details of the publication shall be given in a separate element entitled "Bibliography".

A citation within the text shall be linked to the entry in the bibliography:

- a) for a standard, by its identifier, e.g. "BS EN 61187";
- b) for other documents, by arabic numerals in square brackets allocated in the order in which the documents are first cited.

NOTE 1 For further information see BS 1629.

NOTE 2 If a publication is referenced both normatively and informatively, it is listed only in the normative references clause.

6.7.4 Index

If an index is required, it shall be prepared in accordance with BS ISO 999. Reference shall be to numbered elements of the standard. Page numbers shall not be given.

²⁾ See ISO/IEC Directives, Part 2, 2001, Annex F.

6.8 Lists

6.8.1 Items of information shall be set out as a list, if it aids understanding and ease of reference. All items in one list shall be similar in form, e.g. the grammatical forms of items shown in the Examples in **6.8.2** and **6.8.3** shall not be mixed within a single list.

6.8.2 If a list is introduced by a grammatically incomplete statement, the statement shall be followed by a colon. The wording of each item shall form a complete sentence when read with the opening statement, even if the item is a complete sentence in itself (as, for example, in **6.3.12.2**). Each item shall begin with a lower-case letter and end with a semicolon, apart from the last item, which shall end with a full point.

EXAMPLE

Vibrations in the apparatus may be caused by:

- a) unbalance in the rotating elements;
- b) slight deformations in the frame;
- c) the rolling bearings;
- d) aerodynamic loads.

6.8.3 If the list is introduced by a complete sentence, the sentence shall end with a full point. Each item shall form a complete sentence and shall begin with a capital letter and end with a full point.

EXAMPLE

Line graphs have the following disadvantages.

- a) Users sometimes tend to interpolate and extrapolate wrongly from the data when discrete categories are represented along the x -axis.
- b) The message becomes obscure when the values of the data sets overlap.

6.9 Tables

6.9.1 *General*

Tables, which may be normative or informative, shall be used:

- a) to supplement, clarify, summarize or substitute for text;
- b) to avoid repetition;
- c) to compare differences or similarities.

Data shall be set out in a form that is simple and direct. The use of large, complex tables shall be avoided, e.g. by presenting the data in two or more simple tables.

NOTE For further information on the drafting of tables, see BS 7581.

Each table shall be introduced by a statement in the text that makes clear its relevance and status.