

SPECIFICATION FOR THE PRESENTATION OF TRANSLATIONS

BS 4755 : 1971

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A complete list of British Standards, numbering over 5000, fully indexed and with a note of the contents of each, will be found in the British Standards Yearbook, price £1.50. The BS Yearbook may be consulted in many public libraries and similar institutions.

This standard makes reference to the following British Standards:

- BS 1000. Universal Decimal Classification.
- BS 1629. Bibliographical references.
- BS 1991. Letter symbols, signs and abbreviations.
- BS 2509. Presentation of serial publications, including periodicals.
- BS 2979. Transliteration of Cyrillic and Greek characters.
- BS 3763. International System (SI) units.
- BS 3862. Recommendations for symbols for languages, geographical areas and authorities.
- BS 4000. Sizes of papers and boards.
- BS 4280. Transliteration of Arabic characters.
- BS 4446. Presentation of conference proceedings.
- BS 4719. Title leaves of a book.
- BS 4754. Presentation of bibliographical information in printed music.
- BS* Glossary of terms for documentation.
- BS* Romanization of Chinese.
- BS* Romanization of Japanese.

British Standards are revised, when necessary, by the issue either of amendment slips or of revised editions. It is important that users of British Standards should ascertain that they are in possession of the latest amendments or editions.

*In course of preparation

The following BSI references relate to the work on this standard:
Committee reference OC/20/10/1 Draft for comment 68/7556

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CO-OPERATING ORGANIZATIONS

The Documentation Standards Committee, under whose supervision this British Standard was prepared, consists of representatives from the following Government departments and scientific, technical and professional organizations:

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*National Lending Library for Science and Technology	

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Department of Education and Science	Technical Publications Association
Institute of Linguists	Translators Association
Institute of Technical Publicity and Publications	United Kingdom Atomic Energy Authority
Iron and Steel Institute	

BRITISH STANDARD SPECIFICATION FOR THE PRESENTATION OF TRANSLATIONS

FOREWORD

This British Standard is based on a proposal of the International Organization for Standardization (ISO), which was in turn founded on the Hungarian Standard MSZ-3964-58.

The importance of editorial layout, form and bibliographical presentation in enhancing the efficiency of publications has been increasingly appreciated in recent years, and it is hoped that this standard will help editors, publishers and translators to produce translations in a consistent and informative way that will facilitate their use by researchers, librarians, bibliographers and translations centres.

There is no intention to deal with matters of translation technique, though some aspects relating to presentation, and therefore included in the standard, may also depend in part on translation technique.

The standard makes reference to the series of parallel standards for title leaves, periodicals, conference proceedings and printed music. It is hoped to extend this series.

SPECIFICATION

1. SCOPE

This British Standard specifies procedure for the presentation of translations, where both the original and the translation are written or printed documents.

It is intended to be applicable to all such translations, whether printed, typewritten or manuscript; whether produced for sale, or for information purposes within an organization, or for publicity purposes; and whatever the languages concerned.

2. DEFINITIONS

In general the terminology follows that of BS*. For the purposes of this British Standard, the following definition applies:

Source language. The language from which a translation has been made.

NOTE. Throughout the standard the use of the singular implies the plural where appropriate.

3. TITLING

3.1 General. The title leaves of translations shall comply with the requirements of BS 4719†, where applicable.

3.2 Essential information. The following information shall be given on the title leaves (with items 1 to 6 on the title page itself) or in the heading of a translation.

(1) The title, in the language into which the translation has been made.

*BS, 'Glossary of terms for documentation' (in course of preparation).

†BS 4719, 'Title leaves of a book'.

(2) The name of the author, compiler or editor, personal or corporate, of the original.

(3) A note on the character of the translation (e.g. whether it is complete or incomplete, a rough draft or a finished translation).

(4) If the original belongs to a series or is part of a larger work, the title of the series or larger work, in the language into which the translation has been made.

(5) The place of publication of the translation.

(6) The name of the publisher of the translation.

(7) The date of publication of the translation.

(8) The title of the original, in the source language*. In the case of a translation from a translation, also the title in the original language*.

(9) If the original belongs to a series or is part of a larger work, the title of the series or larger work in the source language*.

(10) The place or country of original publication, in the language into which the translation has been made.

(11) The name and address of the original publisher.

(12) For a periodical, the title of the periodical in the source language* and the volume, issue and page numbers of the original article.

(13) For a patent, the country of origin, patent number, name of applicant, priority date, date of filing, and date of publication.

*See 8.8, 'Transliteration'.

(14) The date and edition of the original.

(15) The name of the source language, and an appropriate symbol as specified in BS 3862*.

(16) The address of the publisher of the translation, and other information that may be useful for acquiring a copy of the translation, e.g. the order number or the publication series title and number.

3.3 Optional information. It will sometimes also be desirable to include the following information on the title leaves, in the heading, or elsewhere in the translation.

(1) The name or other identification of the translator, and of the translation editor if any. This information should be included unless there are reasons to the contrary.

(2) The date at which the translation was made.

(3) The name of the language into which the translation has been made, and an appropriate symbol as specified in BS 3862*.

(4) A UDC† or other classification mark, with an indication of whether it is taken from the original.

4. PARTICULAR FORMS OF PUBLICATION

4.1 Books. The title leaves of translations of books shall comply with the requirements of BS 4719‡.

4.2 Cover-to-cover translations of periodicals

4.2.1 General. Cover-to-cover translations of periodicals shall comply with the requirements, where applicable, of BS 2509§.

4.2.2 Numbering. Cover-to-cover translations of periodicals shall bear only the volume and issue numbers corresponding to those of the original periodicals.

4.2.3 Year of publication. The year of publication of the original issue and that of the translation shall be clearly indicated and distinguished.

4.2.4 Contents lists. The contents lists of cover-to-cover translations of periodicals shall show and clearly distinguish the page numbers appropriate to the original periodical as well as those of the translation.

4.3 Conference proceedings. Translations of conference proceedings shall comply with the requirements, where applicable, of BS 4446||.

4.4 Printed music. Translations in printed music shall comply with the requirements, where applicable, of BS 4754¶.

*BS 3862, 'Recommendations for symbols for languages, geographical areas and authorities'.

†BS 1000, 'Universal Decimal Classification'.

‡BS 4719, 'Title leaves of a book'.

§BS 2509, 'Presentation of serial publications, including periodicals'.

||BS 4446, 'Presentation of conference proceedings'.

¶BS 4754, 'Presentation of bibliographical information in printed music'.

5. SIZE

The size should, where possible, be one of the ISO-A series as specified in BS 4000* and should normally be A4 or A5. For tables a larger size in the ISO-A series may be used.

6. ARRANGEMENT

6.1 Typography. The typography of the translation, whether printed or typewritten, should as far as possible be such as to convey the same distinctions and emphases as the typography of the original document.

6.2 Breakdown. The arrangement, headings and numbering of chapters, sections, subsections, etc., in the original shall be exactly followed in the translation.

6.3 Tables and formulae. The location of tables in the original should be exactly followed in the translation, wherever practicable; if any major change in location is made, appropriate cross-references shall be added in the translation text. The location of formulae in the original shall be exactly followed in the translation, except where a photocopy of the original is appended to the translation.

6.4 Illustrations. When illustrations, of any kind, are reproduced in the body of the translation the order of such illustrations should follow that in the original as closely as possible. When illustrations are reproduced on separate pages at the end of the translation the order should, where possible, follow that of the original. If any illustrations are omitted from or added to the translation, this shall be clearly stated, and they shall be listed in the translation. (See also 8.2.)

7. TRANSLATOR'S NOTES

Observations by the translator shall be given in brackets immediately after the relevant part of the text, or as a footnote, and preceded by the words 'Translator's note:'. Where in an otherwise complete translation certain inessential parts have been abridged or omitted this shall be clearly indicated in a translator's note.

8. PARTICULAR FEATURES OF THE ORIGINAL TEXT

8.1 Footnotes. Footnotes occurring in the original shall be appropriately located. This may be at the foot of the page or (only when the translation is typewritten) immediately after the relevant wording, or appended in one list at the end of the translation. They shall be indicated by asterisks and the other usual reference marks†, by superscript serial numbers or, if necessary, by superscript letters.

*BS 4000, 'Sizes of papers and boards'.

†See BS 2509, 'Presentation of serial publications, including periodicals'.