

Duplicators and document copying machines —

Part 4: Glossary of terms for document copying machines

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Committees responsible for this British Standard

The preparation of this British Standard was entrusted by the Office and Information Standards Committee (OIS/-) to Technical Committee OIS/3, upon which the following bodies were represented:

- British Printing Industries Federation
- British Railways Board
- Business Equipment Trade Association
- Department of Trade and Industry (National Physical Laboratory)
- Greater London Council
- Her Majesty's Stationery Office
- Institute of Data Processing Management
- National Coal Board
- Office Machines and Equipment Federation

The following bodies were also represented in the drafting of the standard, through subcommittees and panels:

- Association of County Councils
- British Photographic Association
- British Telecommunications
- Library Association
- Society of British Printing Ink Manufacturers

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Foreword

Work on a vocabulary for document copying machines was begun within the International Organization for Standardization (ISO) some years ago but, owing to changes made in the structure of the committees involved, this work was never completed. The BSI technical committee concerned, OIS/3, Office machines, through its subcommittee OIS/3/4, Duplicating and document copying machines, has nevertheless decided that a national standard on this subject is required and this Part of BS 5479 has therefore been prepared under the direction of the Office and Information Standards Committee.

The text of this Part of BS 5479 is identical with that of draft International Standard ISO/DIS 5138-8 *“Office machines — Vocabulary — Section 08: Document copying machines”* circulated for ballot and approved for publication within ISO in 1981. United Kingdom approval was “without comment”. If the DIS is eventually developed for publication as an International Standard, consideration will be given to amending or revising this Part of BS 5479 to bring it directly into line with its international counterpart.

The other Parts of BS 5479 cover attachment features of plates for offset duplicators (Part 1), minimum overprint and attachment features of stencils for duplicators (Part 2), and a glossary of terms for duplicators (Part 3), the last of these being identical with ISO 5138-2.

For ease of production the text of the draft International Standard has been used in the preparation of this Part of BS 5479. Therefore, some terminology and certain conventions are not identical with those used in British Standards; attention is especially drawn to the following.

From clause 1 onwards, wherever the words “the Vocabulary” or “this section of the Vocabulary” appear, referring to this standard, they should be read as “this Part of BS 5479”.

ISO/DIS 5138-8 was published in English and French (hence the reference to “two languages” in clause 1 and “each language” in 2.10); in this Part of BS 5479 only the English text is used.

Cross-references. The Technical Committee has reviewed the provisions of ISO/R 639:1967, ISO/R 1087:1969 and ISO/R 1149:1969 to which references are made in 2.2, 2.1 and 2.8 respectively, and has decided that they are acceptable for use in conjunction with this standard.

A related British Standard for ISO/R 639 is BS 3862 *“Recommendations for symbols for languages, geographical areas and authorities”*.

A British Standard does not purport to include all the necessary provisions of a contract. Users of British Standards are responsible for their 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 14, an inside back cover and a back cover.

This standard has been updated (see copyright date) and may have had amendments incorporated. This will be indicated in the amendment table on the inside front cover.

Office machines give rise to numerous international commercial exchanges which often become difficult, either because of the great variety of terms used in various fields or languages to express the same concept, or because of the absence of, or the imprecision of, useful concepts.

To avoid misunderstandings due to this situation and to facilitate such exchanges, it is advisable to select terms to be used in various languages or in various countries to express the same concept and to establish definitions providing satisfactory equivalents for the various terms in different languages.

The work of the ISO Sub-Committee charged with the study of the Vocabulary was based on various international documents issued by Sub-Committees of ISO Technical Committee 95 and on national drafts or standards.

ISO 5138 consists of several sections published separately, each section dealing with a category of office machines. The numbering of these sections beginning with 01, depends on the chronological order of their development.

A basic classification of machines has been introduced at the beginning of each section, before the vocabulary proper.

1 Scope and field of application

The Vocabulary is intended to facilitate international exchanges in the field of office machines. It presents, in two languages, terms and definitions of selected concepts relevant to this field and identifies relationships between the entries.

This section of the Vocabulary deals with document copying machines. It concerns the main operating processes and types of machines used, their functions and technical parts.

2 Principles and rules followed

2.1 Definition of an entry

The vocabulary is made up of a number of entries; this term is to be understood with the following meaning:

entry

a set of essential elements consisting of an index number, one or, if necessary, more synonymous terms, and a phrase defining one concept; in addition, a set may include examples, notes, or illustrations to facilitate the understanding of the concept

NOTE Other terms such as **vocabulary**, **concept**, **term**, **definition** are used in this clause and in the body of the Vocabulary with the meanings given in the ISO/R 1087, **Vocabulary of terminology**.

2.2 Organization of an entry

Each entry contains the essential elements as defined in 2.1 and if necessary some additional elements; thus it may contain for each language at most the following items in the following order:

- a) an index number (common for all languages);
- b) the term or the generally preferred term in the language (the absence of a generally accepted term for the concept in the language is indicated by a row of dots);
- c) the preferred term in a particular country (identified according to the rules of ISO/R 639, *Symbols for languages, countries and authorities*);
- d) the abbreviation for the term;
- e) permitted synonymous term or terms;
- f) the text of the definition (see 2.4);
- g) one or more examples with the heading "Example(s)";
- h) one or more notes specifying particular cases in the field of application of the concept, with the heading "Note(s)";
- j) a picture, a diagram or table (these may be common to several entries).

Elements a) to e) in the list above are printed in bold typeface.

Element d) in the list above, and in some entries one or more of the elements b), c) and e), are in each case followed by a qualifier. A qualifier is printed in normal typeface in parentheses after the term or abbreviation and indicates:

- a directive for the use of the term, such as "deprecated", "deprecated in this sense", or "strongly deprecated";
- a particular field of application for the term, as defined;
- the grammatical form of the term or the like, such as "noun", "adjective", "verb" or "abbreviation".

2.3 Classification of entries

A two-digit serial number is assigned to each section of the Vocabulary, each section identifying the principal categories of office machines.

Each section is divided into sub-sections to each of which is assigned a four-digit serial number, the first two digits being those of the section.

Each entry is assigned a multiple index number, the first four digits being those of the sub-section.

In any future revision or amendment of the Vocabulary, further entries will be added at the end of a sub-section without altering the numbers of the existing entries.

In order that the various versions of the Vocabulary shall be conveniently linked, the numbers assigned to sections, subsections and entries are the same for all languages.

2.4 Selection of terms and wording of definitions

The selection of terms and the wording of definitions follow, as far as possible, established usage.

2.5 Multiple meanings

When a given term has several different meanings, a separate entry is given for each meaning, to facilitate translation into other languages.

2.6 Abbreviations

As indicated in 2.2, abbreviations in current use are given for some terms. They may be used only if this will not lead to any ambiguity or lack of clarity. They are not used in the texts of the definitions, examples, or notes in the Vocabulary.

2.7 Use of parentheses

In some terms, a word or words printed in bold typeface are placed between parentheses. These words are part of the complete term, but they may be omitted when use of the abridged term in a technical context does not introduce ambiguity. In the text of another definition, example or note in the Vocabulary, such a term is used only in its complete form.

Directives for the use of the term, its particular field of application, or its grammatical form are not part of the term and are written in a typeface different from the typeface used for the term.

Examples : **(typewriter) carriage**

xxxxxx (deprecated)

xxx (abbreviation)

2.8 Other languages

When it is necessary to produce multilingual documents for the benefit of member bodies not having English, French or Russian as national languages, the order of languages shall be as in ISO/R 1149, *Layout of multilingual classified vocabularies*, and the spelling shall be that used in the country of origin of the language.

2.9 Use of terms printed in italic typeface in definitions and use of asterisks

A term printed in italic typeface in a definition, an example, or a note has the meaning given to it in another entry of the Vocabulary, which may be in another section. However, the term is only printed in italic typeface the first time it occurs in each entry.

Other grammatical forms of the term, for example plurals of nouns and participles of verbs, are printed in the same way as the basic form. The basic forms of all such terms are listed in the index at the end of the section. If their definitions belong to the same section of the Vocabulary, the complete number of the corresponding entry is shown in the index. If they are defined in a different section, the index shows only the number of that section.

When two such terms defined in separate entries directly follow each other (or are separated only by a punctuation sign), an asterisk separates the terms.

The words or terms which are printed in normal typeface are to be understood as defined in current dictionaries or authoritative technical vocabularies in the language concerned.

2.10 Organization of the alphabetical index

At the end of each section, an alphabetical index, for each language used, includes all terms in that language defined in the section or used in the definitions and defined in other sections.

Multiple-word terms appear in alphabetical order both by natural order of words and by their key words.

3 Terms and definitions

08 Document copying machines

08.01 Definition

08.01.01

document copying machine

a machine that uses one of the following processes primarily to produce copies of an *original* without the *original* being affected;

diazo process

electrostatic process

silver process

thermographic process

NOTE Many different kinds of "office reproduction systems" are now being developed in which the operating principles of one or more of the traditional duplicators (stencil, spirit or offset) are combined with those of the document copying machine. For classification and terms applicable to such systems, reference should be made to the section of the office machines vocabulary standard dealing with duplicators (section 02) as well as to this section of the standard.

08.02 Classification

08.02.01 Document copying machines classified according to process used

08.02.01.01

diazo (document copying) machine

a Document copying machine using the *diazo process*