

Terminology work — Fundamentals made simple

ICS 01.020

Committees responsible for this British Standard

The preparation of this British Standard was entrusted to Technical Committee TS/1, Terminology, upon which the following bodies were represented:

- AQRP — Association of Quality Research Practitioners
- Association of Contact Lens Manufacturers
- BCS — British Computer Society
- British Library
- CILIP — Chartered Institute of Library and Information Professionals
- Foundation for Endangered Languages
- Imperial College London
- Lancaster University
- Linguasphere Observatory
- Nottingham University
- Surrey County Council Education Authority
- University of Bangor
- University of Sheffield
- University of Surrey
- Co-opted member

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 19 January 2005

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The following BSI references relate to the work on this British Standard:
Committee reference TS/1
Draft for comment 04/30089469 DC

ISBN 0 580 45115 1

Amendments issued since publication

Amd. No.	Date	Comments

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Foreword

This British Standard has been prepared by Technical Committee TS/1 to provide an introductory guide to the detailed standards on terminology work that are to be found in the set of documents produced by Technical Committee 37 of the International Organization for Standardization (ISO).

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

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Summary of pages

This document comprises a front cover, an inside front cover, pages i and ii, pages 1 to 26, an inside back cover and a back cover.

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0 Introduction

0.1 Information as raw material

Information is an important raw material in all branches and aspects of modern economy. The prerequisite for optimal use of this raw material within the economy is clarity of concepts and terms used. Clarity of concept description as a quality characteristic of information within a subject field is as necessary for understanding within its language of origin as it is when translation into another language is needed.

0.2 Common language and multilingualism

The growth of the modern information society and globalization of human activity has led to an equivalent growth in the use of English as the world's common language and, at the same time and to the same extent, a growth in an understanding of the importance of multilingual communication if the wealth to be derived from human diversity is to be sustained. This fact and the rapid development of information technologies as well as world-wide networking of databases has made parallel usage of several languages a matter of course.

0.3 Terminology work

The field of terminology aims to provide the tools to manage and access knowledge of differing degrees of complexity in order to facilitate the development of a specialized language that will be widely understood. Terminology represents the totality of conceptual information on a specific subject field and its representation in terms (codes or symbols) and definitions. Terminology work consists of preparation and development (including harmonization and unification) of tools to facilitate efficient subject communication and knowledge organization; and management — systematic, computer-assisted recording, processing and use of monolingual and multilingual, terminological data in all fields of science and technology.

0.4 Terms and definitions, words and dictionary meanings

Terminology work is concerned with producing concept descriptions (definitions) with appropriate designations (terms) for concepts when the specialized descriptive needs of a subject field cannot be met by reference to a dictionary word and one of its listed meanings.

The intended goal of producing a terminology is to increase the capability to communicate specialized information with common understanding.

This British Standard and the documents upon which it is based provide guidance and recommendations on the principles and practices that characterize terminology work and lead to the creation of terminology.

There is a widespread misunderstanding that terminology work is intuitive. It is thought that experts in a subject field who are willing to do so, can produce terminology efficiently and effectively simply because they are subject field experts and speak the language in which the terminology is being developed.

0.5 Jargon

Jargon is a description that can be applied to specialized language that significantly fails to follow the recommendations of this standard. For example, where a terminology contains terms with prescriptive definitions as opposed to descriptive definitions (a prescriptive definition includes one or more characteristics as a requirement because it is desirable for the purposes of the people creating the definition, not because it forms an essential characteristic for the description of the concept):

- a) this type of error, is likely to be significant in its harmful impact on the quality characteristic requirements of transparency and accuracy of concept description in a standardized terminology;
- b) this type of error can be described as jargon because it amounts to specialized language that may or may not relate to the understanding people generally would infer of the concept.

NOTE A prescriptive definition is a terminology device that can be employed by legislative regulation.

1 Scope

This British Standard provides guidance for efficient and effective preparation, development, documenting and storing of terminology for use when communication of common understanding of meaning within a subject field is required.

This British Standard is intended for use by anyone needing to produce terminology.

2 Normative references

The following 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 0-3, *A standard for standards — Part 3: Specification for structure, drafting and presentation*.

BS ISO 31-0:1992, *Quantities and units — Part 0: General principles* (previously BS 5775-0:1993).

BS ISO 704, *Terminology work — Principles and methods*.

BS ISO 1087-1, *Terminology work — Vocabulary — Part 1: Theory and application*.

BS ISO 15188, *Project management guidelines for terminology standardization*.

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

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*.

3 Terms and definitions

For the purposes of this British Standard, the terms and definitions in BS ISO 1087-1 apply.

4 Terminology projects

4.1 Flow charts of processes

In order for effective terminology products to be produced efficiently, the processes shown in Figure 1, Figure 2, Figure 3, Figure 4, Figure 5, Figure 6 and Figure 7 should be followed.

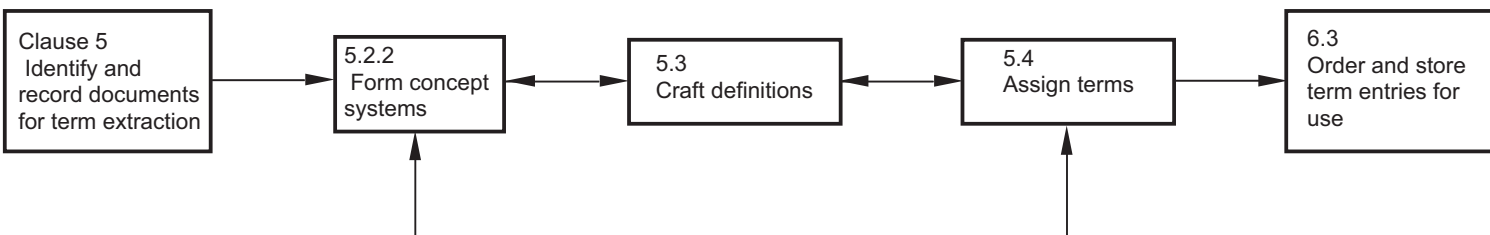


Figure 1 — Processes necessary to ensure transparent, accurate, unambiguous and terminologically sound language resources

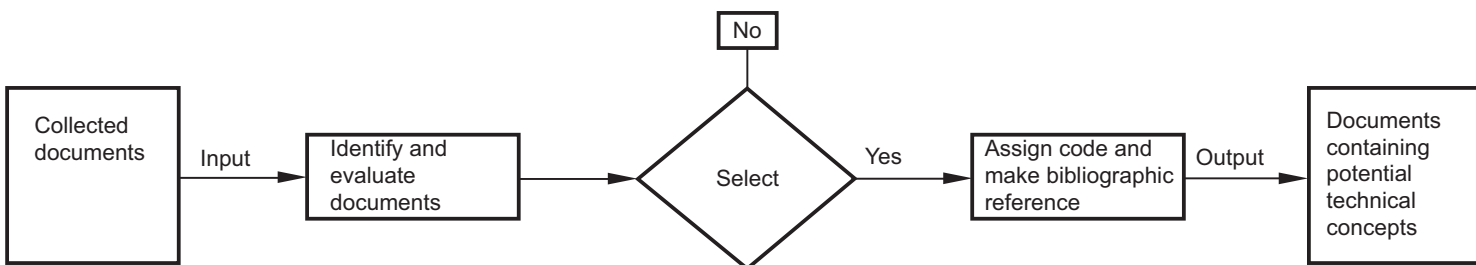


Figure 2 — Identifying, evaluating and recording documentation

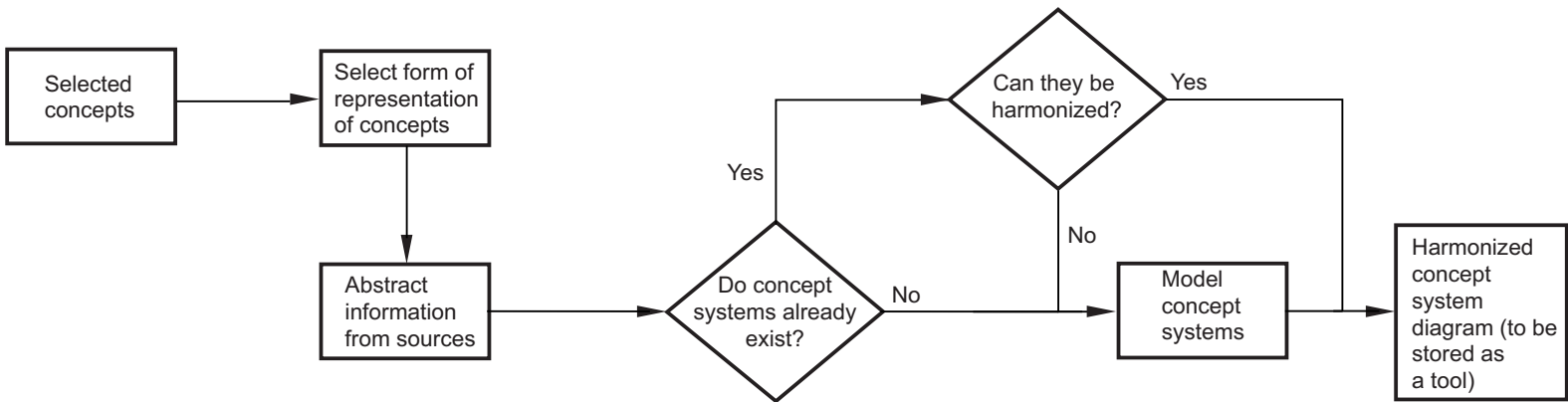


Figure 3 — Form concept systems

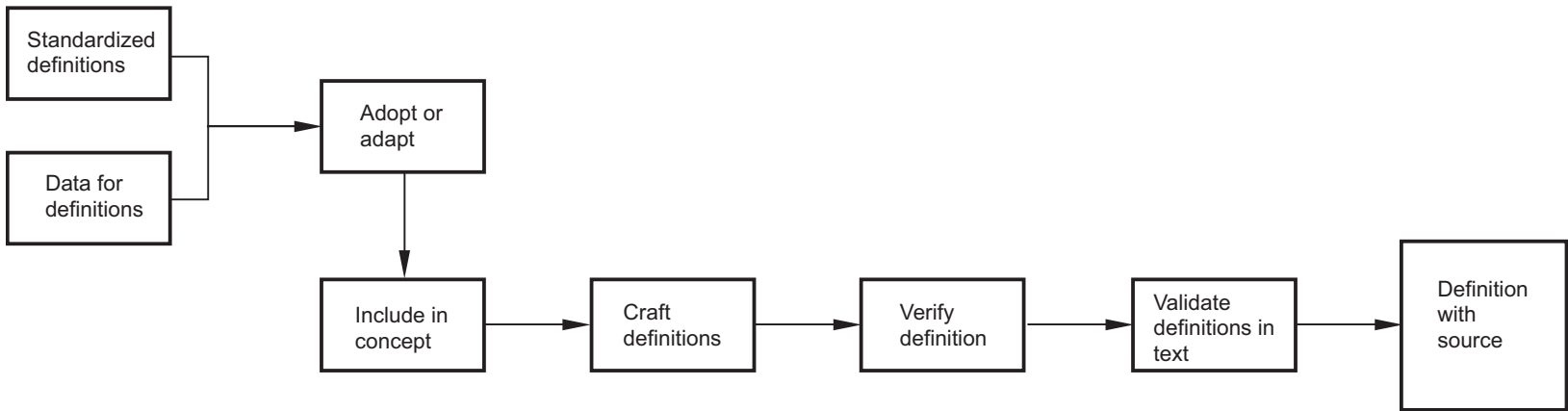


Figure 4 — Craft definitions

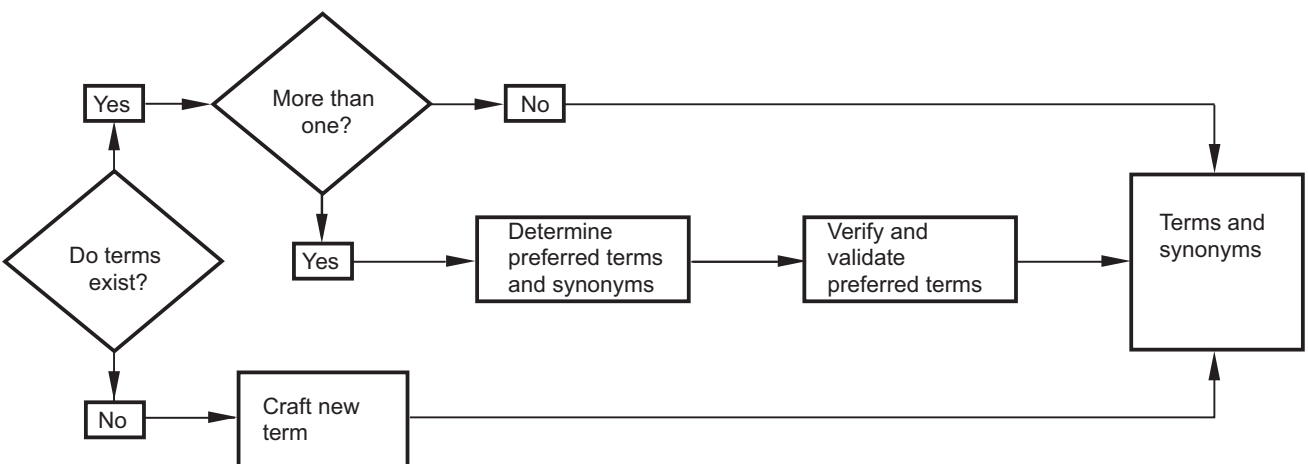


Figure 5 — Craft terms for preferred term entry

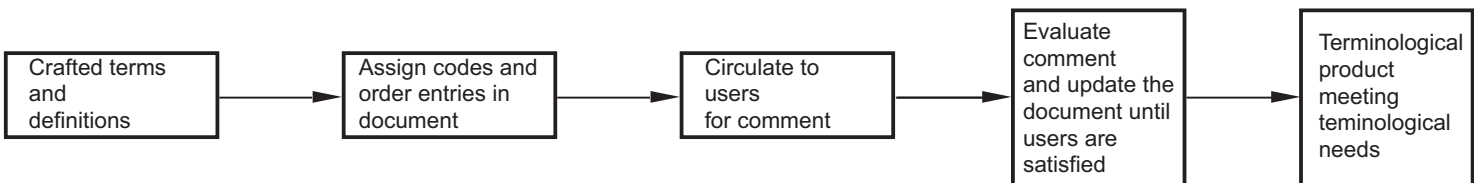


Figure 6 — Documentation of terminology product for use

Welding Processes

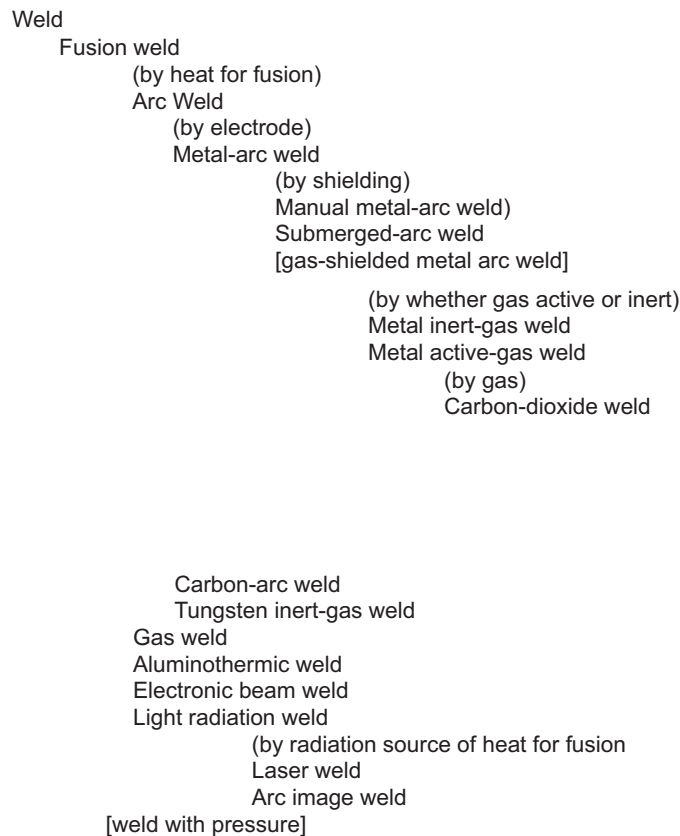


Figure 7 — The welding process concept system

4.2 Project management

Project management techniques need to be employed in all but the smallest terminology projects. The project leader has a choice between two organizational models — the committee work model and the terminology-centred model. In the traditional committee work model an individual with experience in terminology work is a member of (or consultant to) a working group; in the terminology-centred model an individual with experience in terminology work produces the vocabulary with a single subject specialist or with subject specialists as consultants.

BS ISO 15188 deals in greater depth with the committee work model, but its guidance can easily be adapted to the terminology-centred model. Some terminology projects are modest, e.g. drafting the terms and definitions clause of a standard. In such cases the terminology project will either be considered part of a larger project (from which it will derive its project management procedures) or it will use the general procedures followed by the organization carrying out the exercise (see Clause 7).