BS ISO 10241-1:2011

BSI Standards Publication

Terminological entries in standards

Part 1: General requirements and examples of presentation

bsi.

...making excellence a habit.™

Document Sharing Hub

Full document details: BS ISO 10241-1:2011

National foreword

This British Standard is the UK implementation of ISO 10241-1:2011.

The UK participation in its preparation was entrusted to Technical Committee TS/1, Terminology.

A list of organizations represented on this committee can be obtained on request to its secretary.

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

© BSI 2011

ISBN 978 0 580 54225 1

ICS 01.020; 01.120

Compliance with a British Standard cannot confer immunity from legal obligations.

This British Standard was published under the authority of the Standards Policy and Strategy Committee on 31 May 2011.

Amendments issued since publication

Date	Text affected

Documents
Document Sharing Hub

Full document details: BS ISO 10241-1:2011

INTERNATIONAL STANDARD

ISO 10241-1

First edition
2011-04-15

Terminological entries in standards —

Part 1: General requirements and examples of presentation

Articles terminologiques dans les normes —

Partie 1: Exigences générales et exemples de présentation

Reference number
ISO 10241-1:2011(E)

Documents
Document Sharing Hub

© ISO 2011

Full document details: BS ISO 10241-1:2011

COPYRIGHT PROTECTED DOCUMENT

© ISO 2011

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
E-mail copyright@iso.org
Web www.iso.org

Published in Switzerland

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub

Full document details: BS ISO 10241-1:2011

Contents

Page

Foreword iv

Introduction v

1 Scope 1

2 Normative references 1

3 Terms and definitions 2
3.1 Standardization of terms and definitions 2
3.2 Concepts and their arrangement 3
3.3 Domain and subject 3
3.4 Concept representation 4

4 Preparation of terminological entries 8
4.1 General principles 8
4.2 Scope of standards containing terminological entries 9
4.3 Organization of preparatory work 10
4.4 Implementation phase 12
4.5 Selection of concepts 16

5 Organization and structure of terminological entries and their data categories in standards 16
5.1 Organization of terminological entries 16
5.2 Information concerning the manner in which the terminological data are presented in a standard 17
5.3 Overview of data categories of a standardized terminological entry in accordance with this part of ISO 10241 18

6 Requirements for the content and drafting of terminological entries 20
6.1 Entry number 20
6.2 Terms 20
6.3 Symbols 25
6.4 Definitions 25
6.5 Non-verbal representations 27
6.6 Examples 28
6.7 Notes to entry 28
6.8 Source indication in a terminological entry 28
6.9 Reusing terminological entries 29

7 Terminological entries in multilingual international standards 30

8 Indexes 30
8.1 Objective of indexes 30
8.2 Indexes for multilingual terminology standards 30
8.3 Indexes for terminology standards with language-specific order 31
8.4 Indication of the normative status 31
8.5 Index of all keywords contained in the terms and other verbal designations of the terminological entries 31

Annex A (informative) **Examples of layout and presentation of terminological entries, and of terminological entries structured and drafted in accordance with this part of ISO 10241** 33

Bibliography 57

Documents
Document Sharing Hub

© ISO 2011 – All rights reserved

Full document details: BS ISO 10241-1:2011

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

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

ISO 10241-1 was prepared by Technical Committee ISO/TC 37, *Terminology and other language and content resources*, Subcommittee SC 2, *Terminographical and lexicographical working methods*.

This first edition of ISO 10241-1 cancels and replaces ISO 10241:1992. The revision comprises the following main changes:

— a broadening of the scope to cover terminological entries in all types of standard;

— consideration of the fact that terminology work is increasingly carried out using computers;

— consideration of data in multilingual terminological entries in standards (including those residing in distributed databases);

— a more comprehensive and explicit structure of the individual terminological entries;

— a limitation of the normative technical content of this part of ISO 10241 to cover the drafting and structuring of terminological entries and not their layout and presentation (a typical example of layout and presentation are provided for information in Annex A).

ISO 10241 consists of the following parts, under the general title *Terminological entries in standards*:

— *Part 1: General requirements and examples of presentation*

— *Part 2: Adoption of standardized terminological entries*

Guidelines concerning large-scale terminological project management, leading to terminology standards or a series of terminology standards, are provided in ISO 15188. These guidelines supplement the rules contained in this part of ISO 10241.

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

Introduction

To ensure that communication in a particular domain is effective and that difficulties in understanding are minimized, it is essential that the various participants use the same concepts and concept representations. The standardization of terms and definitions is thus fundamental to all standardization activities.

Even when the immediate results of standardization are monolingual terminological entries, to facilitate communication in science and technology, cross-cultural communication, the exchange of goods and services, as well as the formulation of policies and strategies at national, regional and international levels, terminology work has to be multilingual in its approach. Even in countries with only one official national language, standardizing bodies sometimes prepare multilingual terminological entries for the purposes mentioned above.

Standardizing bodies often choose to standardize terms and definitions and to publish the result as terminological entries in standards. This part of ISO 10241 has been prepared to provide rules for the drafting and structuring of such terminological entries in standards; it is based on the principles and methods given in ISO 704.

Within ISO, the standardization of principles and methods for the preparation of terminological data primarily referring to concepts and terms is under the responsibility of ISO/TC 37.

ISO/TC 12 and IEC/TC 25 are responsible for the symbols for quantities and units. These symbols are often derived from terms, and often look like an abbreviated form of the term, although the symbols have an additional communicative function. They are the subject of the ISO 80000, IEC 80000 and IEC 60027 standards.

ISO/TC 145 is responsible within ISO for the overall coordination of standardization in the field of graphical symbols, with the exception of those for technical product documentation. This responsibility includes

— the standardization of graphical symbols, colours and shapes, whenever these elements form part of the message that a symbol is intended to convey (e.g. a safety sign), and

— the establishment of principles for the preparation, coordination and application of graphical symbols.

Although the work of ISO/TC 145 excludes the standardization of letters, numerals, syntactic signs, mathematical signs and symbols as well as symbols for quantities and units, such elements may be used as components of a graphical symbol.

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

Documents
Document Sharing Hub

INTERNATIONAL STANDARD ISO 10241-1:2011(E)

Terminological entries in standards —

Part 1:
General requirements and examples of presentation

1 Scope

This part of ISO 10241 specifies requirements for the drafting and structuring of terminological entries in standards, exemplified by terminological entries in ISO and IEC documents. Terms and other designations occurring in terminological entries can include letters, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic or other style conventions) governed by language-, domain- or subject-specific conventions. Terms can also include standardized symbols (which can be language independent or internationally harmonized, such as symbols for quantities and units as well as graphical symbols) which are under the responsibility of different committees in ISO and IEC.

This part of ISO 10241 is based on the principles and methods given in ISO 704 and provides rules for both monolingual and multilingual terminological entries in standards and their indexes.

NOTE 1 Annex I of the IEC Supplement to the ISO/IEC Directives[1] for the work on the International Electrotechnical Vocabulary (IEV) is based on the standards prepared by ISO/TC 37. Due to specific requirements, the rules provided in this Supplement are sometimes different from the rules given in this part of ISO 10241.

This part of ISO 10241 is applicable to all standards that contain terminological entries. It does not deal with the administrative procedures or the technical specifications required by standardizing bodies for the preparation of terminology standards.

NOTE 2 Administrative procedures for the preparation of standards are specific to the standardizing body. For example, in ISO and IEC these rules are provided in the ISO/IEC Directives, Part 1[2].

Since presentation and layout rules by nature are very much tied to the script and to the publishing rules of the standardizing body, they are dealt with only on an abstract level in this part of ISO 10241. Examples and rules for a typical layout and presentation in documents are provided for information in Annex A.

2 Normative references

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.

ISO 639 (all parts), *Codes for the representation of names of languages*

ISO 704, *Terminology work — Principles and methods*

ISO 860, *Terminology work — Harmonization of concepts and terms*

ISO 3166 (all parts), *Codes for the representation of names of countries and their subdivisions*

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

ISO 12199, *Alphabetical ordering of multilingual terminological and lexicographical data represented in the Latin alphabet*

ISO 15924, *Information and documentation — Codes for the representation of names of scripts*

3 Terms and definitions

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

In the selection and formulation of the terminological entries contained in this clause, preference has been given to general understandability. Therefore, commonly used terms (which are understandable without a complex scientific discourse about the concepts which they represent) are not included in this clause. Where necessary, terminological entries have been modified to meet the needs of the target group of this part of ISO 10241. Such modifications are indicated by the string “modified —” following the source.

Because most of the terminological entries listed here have been selected from other standards, complete concept systems are not represented. The terminological entries are thus presented in mixed order.

The terminological entries hereunder are formatted in accordance with the current ISO rules for the presentation of terminology standards (as outlined in Annex A) and with pertinent domain conventions. Thus cross-referenced terms are highlighted by using italic type and are followed by their entry number in this part of ISO 10241 or by an indication of the source (for terms defined in another standard).

3.1 Standardization of terms and definitions

3.1.1
terminology standard
standard that is concerned with *terms* (3.4.1.1.2) accompanied by their *definitions* (3.4.2.1), and sometimes by explanatory notes, illustrations, examples, etc.

[SOURCE: ISO/IEC Guide 2:2004, 5.2, modified — By omitting “usually” in front of “accompanied by their definitions” this terminological entry is made consistent with the other terms and definitions in this part of ISO 10241.]

3.1.2
terminological entry
part of a *terminological data collection* (ISO 1087-2:2000, 2.21) which contains the *terminological data* (3.1.3) related to one *concept* (3.2.1)

Note 1 to entry: A terminological entry prepared in accordance with the principles and methods given in ISO 704 follows the same structural principles whether it is monolingual or multilingual.

[SOURCE: ISO 1087-1:2000, 3.8.2, modified — Note 1 to entry has been added.]

3.1.3
terminological data
data related to *concepts* (3.2.1) or their *designations* (3.4.1.1.1)

[SOURCE: ISO 1087-1:2000, 3.8.1, modified — The accompanying note to the entry for terminological data has been omitted.]

3.1.4
data category
result of the specification of a specific type of *terminological data* (3.1.3)

[SOURCE: ISO 1087-2:2000, 6.14, modified — For consistency within this part of ISO 10241, “given data field” has been replaced by “specific type of terminological data” in the definition. The admitted term “data element type” has not been included.]

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

3.2 Concepts and their arrangement

3.2.1
concept
unit of knowledge created by a unique combination of *characteristics* (ISO 1087-1:2000, 3.2.4)

Note 1 to entry: Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background, which often leads to different categorizations.

[SOURCE: ISO 1087-1:2000, 3.2.1.]

3.2.2
concept field
unstructured set of thematically related *concepts* (3.2.1)

Note 1 to entry: Concept fields may be used as a starting point for establishing concept systems.

[SOURCE: ISO 1087-1:2000, 3.2.10.]

3.2.3
concept system
system of concepts
set of *concepts* (3.2.1) structured according to the relations among them

[SOURCE: ISO 1087-1:2000, 3.2.11.]

3.2.4
systematic order
systematic arrangement
order of *terminological entries* (3.1.2) reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.9, modified — The phrase "*macrostructure* in which the terminological entries appear in an order reflecting …" has been simplified to "order of *terminological entries* reflecting …". In this part of ISO 10241, "systematic order" is specified as the preferred term and "systematic arrangement" as the admitted term.]

3.2.5
mixed order
mixed arrangement
order of *terminological entries* (3.1.2) according to the preference of the standardizing body, grouped under headings reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.12, modified — The definition "macrostructure in which the terminological entries appear in alphabetical order within systematically or thematically arranged sections" has been reworded due to the fact that the terminological entries are structured on the basis of a concept-orientated approach rather than on the basis of a language-specific order. In this part of ISO 10241, "mixed order" is specified as the preferred term and "mixed arrangement" as the admitted term.]

3.2.6
language-specific order
order of *terminological entries* (3.1.2) according to ordering conventions specific to a given language or *script* (3.4.2.4)

3.3 Domain and subject

3.3.1
domain
subject field
field of special knowledge

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

Note 1 to entry: The borderlines of a domain are defined from a purpose-related point of view.

Note 2 to entry: The delimitation of a domain in terminological entries in standards is usually based on the International Classification for Standards (ICS). In ISO, if the ICS is not suitable in a given case, a domain or subject (see 3.3.2) should be selected to reflect a purpose, an application or specific requirements.

Note 3 to entry: If a domain is subdivided, the result is again a domain albeit at a higher level of detail.

Note 4 to entry: In IEC (which develops standards in the electrotechnology domain), the usage information related to a term's "specific use" can be a complement to the term but is not necessarily a domain or subject as described in this part of ISO 10241. For further information, see the IEC Supplement to the ISO/IEC Directives, Annex I, *Implementation of the ISO/IEC Directives for the work on the International Electrotechnical Vocabulary (IEV)*[1].

[SOURCE: ISO 1087-1:2000, 3.1.2, modified — In this part of ISO 10241, "domain" is specified as the preferred term and "subject field" as the admitted term. Notes 2 to 4 to entry have been added.]

3.3.2
subject
general topic which is treated or handled in discussion, study, writing, painting, etc.

Note 1 to entry: A subject may touch upon two or more domains.

Note 2 to entry: If a subject is subdivided, the result is again a subject albeit at a higher level of detail.

[SOURCE: WEBSTER. *New universal dictionary of the English language*. 1972. p. 1813, modified — By replacing in the definition the all-comprising "that" by "general topic", the meaning of the general language word "subject" becomes clearer. Note 1 to entry has been added to distinguish "subject" from "domain".]

3.4 Concept representation

3.4.1 Designations

3.4.1.1 Terms, symbols and appellations

3.4.1.1.1
designation
representation of a *concept* (3.2.1) by a sign which denotes it

Note 1 to entry: In terminology work three types of designation are distinguished: terms, symbols and appellations.

Note 2 to entry: Designations can be verbal or non-verbal or a combination thereof.

[SOURCE: ISO 1087-1:2000, 3.4.1, modified — The admitted term "designator" has been omitted. Note 2 to entry has been added.]

3.4.1.1.2
term
verbal *designation* (3.4.1.1.1) of a *general concept* (ISO 1087-1:2000, 3.2.3) in a specific *domain* (3.3.1) or *subject* (3.3.2)

Note 1 to entry: Terms can include letters and letter symbols, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) governed by domain-, subject- or language-specific conventions.

Note 2 to entry: A term may have variants, e.g. different forms of spelling.

Note 3 to entry: Terms may be quite complex, containing two or more roots or two or more words.

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

Note 4 to entry: Several terms in a given language representing the same concept are synonymous terms (synonyms). Terms in different languages representing the same concept are equivalent terms (equivalents).

[SOURCE: ISO 1087-1:2000, 3.4.3, modified — For consistency within this part of ISO 10241, "subject field" has been replaced in the definition by "domain or subject", and the accompanying note (while retaining its content) has been split up into three notes adding further information. Note 4 to entry has been added.]

3.4.1.1.3
symbol
designation (3.4.1.1.1) comprising letter symbols, graphical symbols or other kinds of symbol

Note 1 to entry: Symbols may have variants (see the Example in 3.4.1.1.5).

Note 2 to entry: Symbols may have a normative status, such as preferred, admitted or deprecated.

Note 3 to entry: If there are two or more symbols representing the same concept, the addition of usage information to these symbols may be useful.

3.4.1.1.4
letter symbol
symbol (3.4.1.1.3) composed of one or several characters used to perform special communicative functions in a domain expert community

EXAMPLE International symbols for quantities and units are specified in ISO 80000[15], IEC 80000[16] and IEC 60027[14].

Note 1 to entry: There are letter symbols, such as some of the international symbols for quantities and units, which look like an abbreviated form of the respective name of the quantity or unit, but the symbols have additional communicative functions. Complex letter symbols can include also numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), whose character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) are governed by domain-, subject- or language-specific conventions.

Note 2 to entry: Letter symbols can be ordered in indexes according to linguistic rules (extended if necessary), whereas graphical symbols cannot.

3.4.1.1.5
graphical symbol
visually perceptible figure with a particular meaning used to transmit information independently of language

EXAMPLE Graphical symbol "recyclable" with two variants: .

Note 1 to entry: Graphical symbols comprise a range from conventional figural signs (bearing no relation to the concept they are assigned to) via more or less abstracted illustrations of the objects to which they refer (e.g. public symbols or safety symbols, icons such as those used in information technology) to highly concrete representations of the object to which they refer.

Note 2 to entry: Graphical symbols can include linguistic data within or outside the graphical component (such as in some traffic signs).

[SOURCE: ISO 7001:2007, 3.1, modified — The notes have been added.]

3.4.1.1.6
appellation
name
verbal *designation* (3.4.1.1.1) of an *individual concept* (ISO 1087-1:2000, 3.2.2)

EXAMPLE 1 Letter symbol "pi" (π) meaning the ratio of the circumference of a circle to its diameter.

EXAMPLE 2 "sievert", the derived SI unit, is a synonym for "dose equivalent" (ISO 80000-10:2009, 10-86.a).

AVA Documents
Document Sharing Hub

© ISO 2011 – All rights reserved

Full document details: BS ISO 10241-1:2011

Note 1 to entry: Appellations can also be part of a term, such as in “critical Reynolds number”.

[SOURCE: ISO 1087-1:2000, 3.4.2, modified — The Examples and Note 1 to entry have been added.]

3.4.1.2 Kinds and forms of term

3.4.1.2.1
borrowed term
term (3.4.1.1.2) taken from another language or from another *domain* (3.3.1) or *subject* (3.3.2)

[SOURCE: ISO 1087-1:2000, 3.4.6, modified — “Subject field” has been replaced in the definition by “domain or subject” for consistency within this part of ISO 10241.]

3.4.1.2.2
variant
<terminology work> one of the alternative forms of a *designation* (3.4.1.1.1)

EXAMPLE 1 Variants of terms:

“colour” UK ↔ “color” US
“multi-word term” ↔ “multiword term”

EXAMPLE 2 Variants of the graphical symbol “recyclable”: .

[SOURCE: ISO 24613:2008, 3.46, modified — “Lexeme” has been replaced in the definition by “designation” for consistency within this part of ISO 10241. Examples 1 and 2 have been added.]

3.4.1.2.3
full form
complete representation of a *designation* (3.4.1.1.1)

EXAMPLE “compact disc” is the full form of “CD”.

3.4.1.2.4
abbreviated form
representation of a *designation* (3.4.1.1.1) resulting from the omission of any part of the *full form* (3.4.1.2.3)

EXAMPLE “CD” is the abbreviated form of “compact disc”.

Note 1 to entry: For some full forms, two or more abbreviated forms may exist. For example, the “World Wide Web” has the following abbreviated forms: “W3” and “WWW”.

3.4.1.3
normative status
<terminology standardization> rating related to the use of a *designation* (3.4.1.1.1) in a standardized *terminological entry* (3.1.2) by a standardizing body

Note 1 to entry: The normative status of a term is one of three types: preferred term, admitted term or deprecated term. For any of these, there can be more than one term. By analogy, normative status applies also to symbols and appellations.

3.4.1.3.1
preferred term
<terminology standardization> *term* (3.4.1.1.2) rated as the primary term for a given *concept* (3.2.1) by a standardizing body

Note 1 to entry: There can be more than one preferred term. If there is only one term representing the concept in a terminological entry of a standard, this term is automatically preferred. By analogy, “preferred” can apply also to symbols and appellations.

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

[SOURCE: ISO 1087-1:2000, 3.4.15, modified — By omitting “according to the scale of the term acceptability rating” and adding “by a standardizing body”, the definition has been made more easily understandable by the target group of this part of ISO 10241 without changing the substance of the definition. In addition, Note 1 to entry has been added.]

3.4.1.3.2
admitted term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but not rated as a preferred term by a standardizing body

Note 1 to entry: There can be more than one admitted term. By analogy, “admitted” can apply also to symbols and appellations.

Note 2 to entry: The definition of an admitted term given in ISO 1087-1:2000, 3.4.16, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.3.3
deprecated term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but rated as undesired by a standardizing body

Note 1 to entry: There can be more than one deprecated term. By analogy, “deprecated” may apply also to symbols and appellations.

Note 2 to entry: The definition of a deprecated term given in ISO 1087-1:2000, 3.4.17, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.4
homograph
designation (3.4.1.1.1) having the same written form as another designation representing a different *concept* (3.2.1)

EXAMPLE 1 The homographic term “die” as a noun represents different concepts in the domains of manufacturing, integrated circuits and table-top games.

EXAMPLE 2 The homographic graphical symbol ↑ (e.g. in an airport or train station) may mean “up” (e.g. an escalator) or “straight ahead” depending on the location's surroundings.

3.4.1.5
antonym
term (3.4.1.1.2) in a given language representing an opposite *concept* (3.2.1) of that represented by another term in the same language

EXAMPLE 1 “encoding” and “decoding”.

EXAMPLE 2 “positive” and “negative”.

Note 1 to entry: There are pairs of antonyms which occur in several languages, while others are language-dependent (“antonymy” is defined in ISO 1087-1:2000, 3.4.20).

3.4.2 Concept description

3.4.2.1
definition
representation of a *concept* (3.2.1) by a descriptive statement which serves to differentiate it from related concepts

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

Note 1 to entry: Usually a non-verbal representation can only complement a definition, and not replace it. However, in certain domains or subjects, e.g. within a system of interdependent formulae, non-verbal representations are conventionally used instead of a descriptive statement.

[SOURCE: ISO 1087-1:2000, 3.3.1, modified — By adding Note 1 to entry.]

3.4.2.2
context
text which illustrates a *concept* (3.2.1) or the use of a *designation* (3.4.1.1.1)

[SOURCE: ISO 1087-1:2000, 3.6.10.]

3.4.2.3
non-verbal representation
representation of a *concept* (3.2.1) by means other than a descriptive statement, while revealing characteristics of this concept

EXAMPLE See the examples given in A.2.19 and A.2.22.

Note 1 to entry: A non-verbal representation can be a chemical or mathematical formula, a pictographic representation or a figure, table or other kind of visual or non-visual representation revealing characteristics of the concept concerned.

3.4.2.4
script
set of graphic characters used for the written form of one or more languages

Note 1 to entry: Names of scripts are coded in accordance with ISO 15924.

[SOURCE: ISO/IEC 10646:2003, 4.37, modified — Note 1 to entry has been added.]

4 Preparation of terminological entries

4.1 General principles

4.1.1 In terminology work, a basic principle is that one designation (i.e. term, symbol or appellation) corresponds to one concept and only one concept corresponds to one designation in a given domain or subject in a given language.

The respect of this principle facilitates the structuring of concepts and the selection of appropriate preferred designations (i.e. preferred terms, preferred symbols or preferred appellations). Accordingly, in terminology standardization

a) every effort shall be made to avoid use of a single term for multiple concepts and multiple terms for a single concept,

b) every effort shall be made to avoid contradictions occurring in terminological entries in closely related standards,

c) only the concepts relevant to the domain, subject or scope of the standard shall be defined, and

d) the form of a definition shall be such that it can replace the term in context (i.e. principle of substitution).

Meanwhile, although the fulfilment of this basic principle is the objective of the standardization of terms and definitions, it is acknowledged that there are many cases across different domains or subjects where several terms correspond to a given concept and where several concepts are represented by the same term (i.e. a homograph).

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

4.1.2 One purpose of terminological entries in multilingual standards is to harmonize the concepts, the concept systems and the terms in different languages. Accordingly, in such standards

a) a concept system shall be established for the particular standard (see ISO 704 for further information), and any differences between the concept systems for the languages present in the standard shall be stated (see also Clause 7),

b) the definitions of a concept given in different languages shall be equivalent in content and, when possible, similar structures shall be used in their formulation,

c) all terms and definitions shall be given in at least one of the official languages of the standardizing body concerned,

d) any usage-specific information (such as information referring to language, domain or subject) relating to a terminological entry shall be added as a secondary data category to designations or shall be placed in a note to entry as specified in 6.7,

e) if a note to entry applies to only one language section and not to another language section, the other language section shall contain a note to entry which either

   1) provides a translation of the note together with an indication of the language(s) concerned, for example “In English, …” (for clarity, it is useful to include the indication of the language in the notes in all language sections) or

   2) states “Note # to entry: This note applies to the … language only.” (see the example in A.2.16), and

f) if a source applies to only one language section and not to another language section, the other language section shall contain a source which either

   1) provides a translation of the source together with an indication of the language(s) concerned, for example “In English, …” (for clarity, it is useful to include the indication of the language in the sources in all language sections) or

   2) states “[SOURCE: This source exists only in the ... language.”

NOTE ISO 704 provides further information on the principles and methods of terminology work. ISO 860 provides further information on the harmonization of concepts and terms in terminology work. ISO 15188 provides guidelines for large-scale terminological project management leading to terminology standards or a series of terminology standards; it supplements the rules contained in this part of ISO 10241.

4.2 Scope of standards containing terminological entries

Terminological entries can be published in a “Terms and definitions” clause in a standard or in the form of an independent terminology standard.

The scope of a standard that specifies “Terms and definitions” and that of an independent terminology standard shall be defined according to the rules for the drafting of standards of the standardizing body concerned. The terminological entries shall cover all concepts relevant to the domain, subject and scope, minimizing overlap with other standards. Within any standard, the terms specified shall be used consistently.

NOTE In ISO and IEC, the rules for the drafting of scopes are defined in the ISO/IEC Directives, Part 2[3].

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

4.3 Organization of preparatory work

4.3.1 Extent of and procedures for preparatory work

The extent of preparatory work shall be appropriate to the terminology standardization project. It is recommended that the rules contained in this part of ISO 10241 be applied in addition to the procedures for standards development of the standardizing body. For larger projects, it is recommended that ISO 15188[11] be applied in addition.

NOTE In ISO and IEC, the procedures for standards development are provided in the ISO/IEC Directives, Part 1[2].

4.3.2 Target group considerations

The target group of the standard shall be clearly defined. The nature of the target group will affect

a) the delimitation of the domain or subject to be studied,

b) the number of concepts to be included,

c) the choice of language(s),

d) the formulation of definitions,

e) the number of synonymous terms and their normative status, and

f) the number and type of examples.

4.3.3 Domain or subject delimitation

4.3.3.1 A careful delimitation of the domain or subject shall be the starting point of the preparatory work as it will facilitate

a) the collection, evaluation and use of documentation,

b) the breakdown into subdivisions of the selected domain or subject,

c) the distribution of work and its processing, especially when several groups are involved,

d) the structuring of concepts in the preliminary stages, and

e) the coordination of activities with terminology standardizing groups working in related fields.

4.3.3.2 The delimitation procedure is as follows.

a) The scope of the domain or subject shall be ascertained by consulting

   1) the scope of the technical committee or standardizing body in question, e.g. ISO/TC 6, *Paper, board and pulps*,

   2) general classifications, e.g. International Classification for Standards (ICS),

   3) special subject classifications, e.g. ISO 2148, *Continuous handling equipment — Nomenclature*,

   4) general literature on the subject, including manuals, textbooks, national standards, catalogues and reports, and

   5) terminological data collections and thesauri.

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

b) The subdivisions of the selected domain or subject to be covered shall be selected in light of the purpose of the standard and the needs of the target group.

c) The considerations under 4.3.3.2 b) shall result in a detailed delimitation of the domain or subject, showing the subdivisions of the selected domain or subject.

4.3.4 Choice of languages

4.3.4.1 The preparation of terminological entries for use in a standard is most effective when it is carried out simultaneously in all the official languages of the standardizing body. If the planned standard will only cover one or some of the official languages of the standardizing body, the equivalent terms in the other official languages should be recorded.

4.3.4.2 The following points shall be kept in mind when deciding whether to include any language other than the official languages of the standardizing body:

a) the possibility of obtaining sufficient and reliable documentation in that language;

b) the possibility of obtaining assistance from native-speaker specialists, because their input is essential for the formulation of definitions, examples, notes and comments.

4.3.4.3 The points mentioned in 4.3.4.1 and 4.3.4.2 also apply for terms in languages other than the official languages of the standardizing body, if it is decided to use them in standardized terminological entries.

NOTE The official languages for the International Standards of ISO and IEC are English, French and Russian, as stipulated by the ISO/IEC Directives, Part 1[2].

4.3.5 Sources

4.3.5.1 General

For each language to be covered in the standard, an analysis of the terminological usage of the domain or subject is required.

4.3.5.2 Types of source

The main types of source to be considered include the following:

a) legal documents;

NOTE Definitions of concepts in laws and regulations are sometimes broader or narrower than the use of the concept in domain communication.

b) standards;

c) documents generally recognized by the scientific community (e.g. textbooks, scientific dissertations and scientific periodicals);

d) current but not necessarily generally recognized material (e.g. pamphlets, directions for use, parts lists and reports);

e) human sources (e.g. the members of the working group and other experts);

f) terminology databases;

g) terminological data collections, dictionaries and encyclopaedias;

h) terminological data found in websites, networks and other electronic sources.

Authoritative sources shall be given preference.

Documents
Document Sharing Hub

© ISO 2011 – All rights reserved

Full document details: BS ISO 10241-1:2011

4.3.6 Evaluation of sources

4.3.6.1 All sources shall be carefully evaluated. In evaluating documents mentioned under 4.3.5.2 a) to d), the following points shall be taken into consideration:

a) the terminological data might not be reliable because the documents are out-of-date;

b) the author should be a recognized authority in the domain or subject;

c) the terminological data in the document shall not reflect a specific school of thought, if the latter is not widely accepted as state of the art.

In the case of an existing terminological data collection, recognized terminological research methods, as specified in the International Standards prepared by ISO/TC 37, should have been followed to produce the source.

4.3.6.2 It is important to determine whether or not the documents used as sources are translations. If they are, the reliability of the translation shall be assessed. Translated documents may be used as a starting point

a) when there are no original documents in the working language, if for instance the domain or subject is quite new, or

b) when the translated document is widely used in the domain or subject and thus represents the state of the art, or

c) when there are parallel texts as in the case of official versions of documents published by an authoritative body, such as the United Nations and the European Commission.

A list of all sources shall be compiled. The list shall include bibliographical data needed to retrieve the documents or data.

NOTE It can be practical to use a coding system for indicating or recording sources.

4.4 Implementation phase

4.4.1 General

The implementation phase shall be carried out in accordance with the rules of the standardizing body.

NOTE 1 In ISO and IEC, the rules for the implementation phase are provided in the ISO/IEC Directives[2][3].

NOTE 2 ISO 15188 provides guidelines for large-scale terminological project management leading to terminology standards or a series of terminology standards.

4.4.2 Collecting terminological data

Concepts belonging to the domain or subject shall be identified by analysing the source material to establish term lists in the languages of the standard (or series of standards), as discussed in 4.4.4.

Initially, any term or concept description that seems relevant to the domain or subject shall be included even though it may later be determined that it belongs to a different domain or subject.

Sometimes, available sources give a definition but no equivalent term in a language for a given concept. In such cases, the definition and all explanations shall be recorded. The lack of a term shall be explicitly indicated by means of a sign indicating the non-existence of a term. However, during the further development of the collection, every effort should be made to provide a term in accordance with the principles and examples for term formation given in ISO 704.

© ISO 2011 – All rights reserved
Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011

NOTE When no adequate term is found in a given language for a defined concept, and when no new term can be formed, ISO and IEC indicate this by means of a string of five half-high dots "·····" in place of the term.

All information (definitions, terms, synonymous terms, antonyms, contexts, etc.) provided by a source shall be collected at the time that the source is consulted.

4.4.3 Recording terminological data

4.4.3.1 General

In order to ensure uniform work methods, before recording terminological data, a coding system shall be established for such data categories as date of record, sources, and person or organization recording the data.

The terminological data for each language shall be recorded in a uniform manner.

Each term and other kind of designation shall be recorded separately with a preliminary concept identifier that is unique for the concept in question within the respective standard. The same preliminary concept identifier shall be used for synonymous terms and equivalent terms in all languages.

The data categories in 4.4.3.2, 4.4.3.3 and 4.4.3.4 shall be taken into consideration for each language when recording terminological data.

4.4.3.2 Designation-related data

4.4.3.2.1 General

Designation-related data comprise

— term-related data, and

— data related to other kinds of designations.

4.4.3.2.2 Term-related data

Term-related data refer to verbal designations, including multiword and other complex terms, and can consist of letters, letter symbols, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) as well as the respective character styles (i.e. fonts and bold, italic, bold italic or other style conventions) to render them.

NOTE 1 In practice, any combination of verbal and non-verbal designations can occur in scientific technical literature and technical documentation.

NOTE 2 The rules provided here for terms also apply largely to appellations.

Term-related data may include the following:

a) terms:

   1) verbal designations [i.e. designations (see 3.4.1.1.1) excluding graphical symbols (see 3.4.1.1.5)];

   2) abbreviated forms (see 3.4.1.2.4);

   3) full forms (see 3.4.1.2.3);

   4) letter symbols (see 3.4.1.1.4);

   5) variants (see 3.4.1.2.2);

   6) equivalent terms in other languages (including a note indicating the degree of equivalence if relevant);

© ISO 2011 – All rights reserved

Documents
Document Sharing Hub
Full document details: BS ISO 10241-1:2011