

Project management guidelines for terminology standardization

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National foreword

This British Standard reproduces verbatim ISO 15188:2001 and implements it as the UK national standard.

The UK participation in its preparation was entrusted to Technical Committee TS/1, Terminology, which has the responsibility to:

- aid enquirers to understand the text;
- present to the responsible international/European committee any enquiries on the interpretation, or proposals for change, and keep the UK interests informed;
- monitor related international and European developments and promulgate them in the UK.

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

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This British Standard, having been prepared under the direction of the Management Systems Sector Committee, was published under the authority of the Standards Committee and comes into effect on 15 September 2001

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Project management guidelines for terminology standardization

*Lignes directrices pour la gestion de projets de normalisation
terminologique*



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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 3.

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

International Standard ISO 15188 was prepared by Technical Committee ISO/TC 37, *Terminology (principles and coordination)*, Subcommittee SC 2, *Layout of vocabularies*.

Annexes A, B, C and D of this International Standard are for information only.

Introduction

The use of consistent terminology upon which users publicly agree reflects the quality of the final version of a document in technical subjects. The objective of terminology standardization, which is the unification and harmonization of concepts, concept systems, terms and definitions, is to obtain a normative vocabulary in which only one term corresponds to one concept and only one concept corresponds to one term (ISO 10241), thus reducing ambiguity caused by polysemy, synonymy or homonymy and allowing for the creation of new terms in accordance with the principles and methods of terminology (ISO 704).

Standardized terminology, which results from the process of terminology standardization, consists of sets of single-concept designations belonging to special languages (ISO 1087-1) used in the various subject-fields of human knowledge. It improves communication and provides better access to and management of information. There are economic benefits to be derived when general consensus is achieved on the meaning of terms. This in turn contributes to the harmonization of concepts and terms (ISO 860), which facilitates trade and improves national productivity and access to international markets. Inconsistent use of terminology may lead to misunderstandings and potential economic losses.

The aim of standardization in terminology project management is to facilitate terminology standardization and to avoid the cost that would result from reworking proposed or existing standardized terminologies, and also from producing a terminology that lacks uniformity or fails to meet the requirements of the user. The ultimate objective is to keep the project productive and cost-efficient.

