
INTERNATIONAL STANDARD 3388

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Patent documents — Bibliographic references — Essential and complementary elements

Documents de brevets — Références bibliographiques — Éléments essentiels et complémentaires

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Patent documents – Bibliographic references – Essential and complementary elements

0 INTRODUCTION

The International Standard Bibliographic Descriptions (ISBDs) are being used increasingly in national bibliographies and the catalogues of general library collections and have been adopted as a means of international communication. It is acknowledged, however, that the basic purpose of bibliographic records is to satisfy the needs of users and that to this extent standards for the bibliographic description of various types of material may require different approaches to satisfy the needs of specialist users or of a collection of specialist material.

This is the case with this International Standard, which is intended to satisfy the requirements of those making references to patent documents. Therefore, the ISBD order and pattern are not followed.

1 SCOPE

This International Standard gives rules for the uniform presentation of bibliographic references in the field of patent documents.

2 FIELD OF APPLICATION

For the purposes of this International Standard, the expression "patent documents" is intended to cover patents, inventors' (authors') certificates, utility certificates, utility models, etc., and published applications therefor.

3 TYPES OF BIBLIOGRAPHIC REFERENCE AND THEIR APPLICATIONS

3.1 Two types of bibliographic reference can be distinguished, namely

- a) short references, containing the essential elements for identifying a patent document;
- b) full references, containing all official elements giving complete documentary information, namely both essential and complementary elements.

3.2 Short references are commonly used in

- a) bibliographic citations in a publication (book, periodical, report, etc.), in the text, in a footnote, or partially in the text itself and partially in a footnote;
- b) bibliographic citations in a bibliography at the end of a paper, book, chapter, report, etc.

3.3 Full references are commonly used in

- a) library catalogues and card indexes;
- b) bibliographic cards included in periodicals or abstracts to be inserted in card indexes;
- c) bibliographic descriptions, lists and references;
- d) headings of abstracts;
- e) other sources of bibliographic information on patent documents.

4 BIBLIOGRAPHIC ELEMENTS OF THE REFERENCES

The bibliographic elements listed in 4.1 to 4.16 shall be used in a full reference. The elements in bold type shall be used in a short reference.

The order in which the bibliographic elements are listed below is the preferred order in which they should be used in a reference. This order is the same as that used in ICIREPAT Standard ST.9 mentioned in sub-clause 6.1 of this International Standard.

4.1 Kind of patent document (see 5.1)

4.2 Number of the patent document (see 5.2) (INID No. 11)



Documents

Document Sharing Hub

ISO 259, *Documentation — Transliteration of Hebrew characters into Latin characters.*

ISO 843, *Documentation — Transliteration of Greek characters into Latin characters.*

5.5 Date of publication in the country of origin

By date of publication is meant the date of making available to the public

- a) a patent document for inspection or supplying a copy on request (INID No. 41, 42 or 47);
- b) multiple copies of a patent document produced by printing or like process (INID No. 43 to 45).

5.6 International Patent Classification

The standardized abbreviation Int. Cl., which often appears on patent documents, may be used as such. As an alternative, the abbreviation IPC, which is also used for designating the International Patent Classification, may be indicated in the references. The abbreviation Int. Cl.² or IPC² shall be used in all references to patent documents published in the country of origin on or after January 1, 1975, if the abbreviation Int. Cl.² appears on these patent documents.

5.7 Title of the invention

The title shall be reproduced as it appears on the patent document. For multilingual countries, titles in different languages shall all be treated as original titles. Titles which are inconveniently long may be shortened according to sub-clause 6.1.2 of ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*. Meaningless titles should be completed so as to indicate in parentheses the subject of the invention. If the title is translated, this fact should be clearly indicated by citing the original language of the title, either in full or in abbreviated form (see in this respect ISO/R 639, *Symbols for languages, countries and authorities*.)

5.8 Grantee or applicant

This may be an individual or a legal entity (organization, company, institution, etc.). In the latter case, the exact and full name of the entity must be cited.

5.9 Abbreviations of descriptive words (see also 5.6)

The descriptive words occurring in the references (for example national patent classification, patent application, filed, granted, published, priority application, number of pages) may be abbreviated according to ISO 832, *Documentation — Bibliographical references — Abbreviations of typical words*, or according to the prevailing practice in each country.

6 ICIREPAT RECOMMENDATIONS

ICIREPAT (the Paris Union Committee for International Cooperation in Information Retrieval among Patent Offices, a technical body of the World Intellectual Property Organization) has elaborated a certain number of recommendations with a view to improving the information value of patent documents. The following two ICIREPAT recommendations are particularly relevant to the bibliographic references of patent documents, and are implemented by various countries on their published patent documents.

6.1 Recommendation concerning bibliographic data (Identification by INID Codes and Minimum required) on the first page of a patent document and in entries in official gazettes (ICIREPAT Standard ST.9)

This recommendation provides for a numbering system (INID numbers : ICIREPAT numbers for the identification of data) of the various bibliographic data pertaining to patent documents whereby these data can be identified without knowledge of the language used and the laws applied. It is attached as annex A to this International Standard.

6.2 Standard Code for Identification of different kinds of patent documents (ICIREPAT Standard SI.8)

This recommendation provides for groups of letter codes for distinguishing different kinds of patent documents according to their numbering series and to their publication level. It is attached as annex B to this International Standard.

7 EXAMPLES

The rules established by this International Standard are illustrated by the following nine non-restrictive examples, in full and short forms, in the English language.

7.1 Full references

- a) Offenlegungsschrift, 1630303, DE. Appl. P 1630303.0, F. 24 June 67. Pub. 13 May 71. Int. Cl. B 606 11/22; F16F 1/38. Nat. Cl. 63c, 40; 47 a 3, 1/38. *Gummilager insbesondere für Kraftfahrzeuge* [Rubber bearings, particularly for powered vehicles]. Daimler-Benz A.G., DE. (Inv. Karl Hutzenlaub). [6p].
- b) Specification, 102195, IN. Appl. F. 22 Oct 65. Pub. 6 Nov 65. *Process for the preparation of substituted benzimidazoles and their salts*. (Divided from 92117). Fisons Pest Control Limited, GB. [4p] In English.
- c) Patent Specification, 34127, IE. Appl. 560/70, F. 1 May 1970 (Pr. Appl. 822428, F. 7 May 69, US). Pub. 19 Feb 75. Int. Cl. H05K 7/00; H01L 1/14. *Improvements in or relating to bonding methods*. Western Electric Company Incorporated, US. [4p].
- d) Brevet d'invention, 678306, BE. Appl. F. 23 Mar 66. Pub. 23 Sept 66. Int. Cl. B01J. *Nouveaux catalyseurs de polymérisation* [New polymerisation catalysts]. Imperial Chemical Industries Limited, GB. [15p].

ANNEX A
(Not part of the standard)

WIPO

ICIREPAT Manual

Ref: Standards--ST.9 (E)

page: 3.9.1(E)

RECOMMENDATION CONCERNING BIBLIOGRAPHIC DATA
(Identification by INID Codes and Minimum Required)
ON THE FIRST PAGE OF A PATENT DOCUMENT
AND IN ENTRIES IN AN OFFICIAL GAZETTE

Introduction

1. The recommendation STAC III No. 62d of September 1967 provides for means whereby the various data appearing on the first page of a patent document can be identified without knowledge of the language used and the laws applied. This recommendation is already successfully applied by various Patent Offices.
2. The recommendation STAC III No. 77a of September 1967 likewise provides for means whereby the various data appearing in entries in official gazettes and like publications can be identified.
3. It was considered necessary to revise these recommendations in certain respects in the light of experience with their use.
4. It was also considered necessary to include in the recommendation an indication of the minimum bibliographic data to be provided on the first page of such a document, and in an entry in such a gazette, in order to give the information required for subject matter and legal patent searches, including finding patent families, and for documentation purposes, such as the compiling of indexes.

Definitions

5. "Patent documents" includes patents, inventors' certificates, utility models or certificates, and applications therefor. "Documents" means patent documents unless otherwise stated.
6. "Making available to the public" means (a) publication by printing or similar process or (b) laying open for public inspection and copying on request.
7. "Entry in an official gazette" means at least one comprehensive announcement in an official gazette, regarding the making available to the public of the complete text, claims (if any) and drawings (if any) of a patent document.

WIPO

ICIREPAT Manual

Ref: Standards--ST.9 (E)

page: 3.9.3(E)

14. In order that the users of patent documents and official gazettes may be enabled to make maximum use of these INID codes, it is recommended that a list of the codes be published in Patent Office or other official publications, e.g. official gazettes, at regular intervals.

Implementation

15. It is, of course, open to each Patent Office to implement this recommendation either in its entirety or to some lesser extent, whichever it finds more convenient.

(10) Document identification

*(11) Number of the document

** (19) ICIREPAT country code, or other identification, of the country publishing the document

(**Minimum data element for documents only)

(20) Domestic filing data

*(21) Number(s) assigned to the application(s), e.g. "Numéro d'enregistrement national", "Aktenzeichen"

*(22) Date(s) of filing application(s)

*(23) Other date(s) of filing, including exhibition filing date and date of filing complete specification following provisional specification

(30) Convention priority data

*(31) Number(s) assigned to priority application(s)

*(32) Date(s) of filing of priority application(s)

*(33) Country (countries) in which priority application(s) was (were) filed