



GUIDE 47

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Presentation of translations of ISO publications

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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 Guides are intended essentially for internal use in ISO committees or in some cases for the guidance of member bodies when dealing with matters that would not normally be the subject of an International Standard.

ISO Guide 47 was drawn up by the ISO Central Secretariat and was submitted directly to ISO Council who accepted it in September 1986.



GUIDE 47-1986 (E)

Presentation of translations of ISO publications

0 Introduction

Under the terms of the ISO Constitution, ISO member bodies may engage their own responsibility to make translations of ISO publications into their own national languages where these are other than the Organization's three official languages of English, French and Russian. Such translations are recognized by ISO as official translations following certification of their accuracy to the Secretary-General of ISO by the member body concerned.

This Guide has been drawn up with the object of ensuring good practice and achieving a degree of uniformity in the presentation of these translations, so that their origin and status may be easily recognized.

1 Scope and field of application

This Guide establishes rules¹⁾ for the presentation of translations of ISO publications into languages other than the official ISO languages. It applies to translations of

- draft International Standards;
- International Standards (except as indicated below);
- technical reports;
- guides;
- other copyrighted ISO publications.

It does not apply to translations of International Standards which are published in the form of national standards or regional standards.²⁾

2 References

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

ISO 639, *Code for the representation of names of languages*.

ISO 6357, *Documentation — Spine titles on books and other publications*.

3 Page size

The page size of printed translations of ISO publications should preferably correspond to that of the original ISO publication; in any case, it shall be one of the sizes specified in ISO 216.

4 Identification elements and their location

4.1 Draft International Standards, International Standards, technical reports and guides

4.1.1 Front cover page (see example in annex)

The front cover page shall bear at least the identification elements 4.1.1.1 to 4.1.1.7, in the order listed (see also 4.1.2).

4.1.1.1 Designation, *in the language of the translation*, of the type of document, i.e.

- "DRAFT INTERNATIONAL STANDARD", or
- "INTERNATIONAL STANDARD", or
- "TECHNICAL REPORT", or
- "GUIDE".

4.1.1.2 The letters and numerals identifying the original publication, *in the script of the original*, e.g. (following the sequence in 4.1.1.1, in the case of an English or French original) :

- ISO/DIS 9999
- ISO 9999
- ISO/TR 9999
- ISO GUIDE 99

This identifier shall be followed by an indication, in parentheses, of the language of the translation, in accordance with ISO 639.

If desired, the identifier may also be followed by its equivalent in the language/script of the translation.

1) Based on ISO 2384, *Documentation — Presentation of translations*.

2) See ISO/IEC Guide 3, *Identification of national standards that are equivalent to International Standards*, and ISO/IEC Guide 21, *Adoption of International Standards in national standards*.