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International terminology standards — Preparation and layout

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Foreword

ISO (the International Organization for Standardization) is a world-wide 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.

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.

International Standard ISO 10241 was prepared by Technical Committee ISO/TC 37, *Terminology (principles and coordination)*, Subcommittee SC 2, *Layout of vocabularies*.

It cancels and replaces ISO Recommendations R 919:1969 and R 1149:1969, of which documents it constitutes a technical revision.

It also constitutes a technical revision of certain aspects of International Standard ISO 1951:1973. The provisions of International Standard ISO 10241 should be considered to prevail in all cases of difference between the two documents. A new edition of ISO 1951, with reduced scope, is currently in preparation and will eliminate these differences.

Annex A forms an integral part of this International Standard.

Introduction

The standardization of terminologies is essential to all standardization activities. It is therefore necessary to apply uniform principles and methods to terminology work.

Uniform methods

- a) help to organize terminology work in a practical and efficient manner;
- b) guarantee the consistency and coherence of terminologies both within a specific subject field and between related fields;
- c) contribute to the harmonization of concept systems and terms in different languages;
- d) promote the efficient application of information technology to terminology work.

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International terminology standards — Preparation and layout

1 Scope

This International Standard establishes rules for use in the preparation and layout of international terminology standards. It does not stipulate principles and methods of terminology, which are treated in ISO 704.

It does not deal with the administrative procedures required by international standardizing organizations for the preparation of a given terminology standard. Such provisions may be found in the ISO/IEC Directives.

This International Standard does not deal with changes that may be necessary when an International Standard is adopted as a national standard.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 31:1992, *Quantities and units*.

ISO 639:1988, *Code for the representation of names of languages*.

ISO 704:1987, *Principles and methods of terminology*.

ISO 860:—¹⁾, *International harmonization of concepts and terms*.

ISO 1087:1990, *Vocabulary of terminology*.

ISO 2145:1978, *Documentation — Numbering of divisions and subdivisions in written documents*.

ISO 3166:1988, *Codes for the representation of names of countries*.

ISO 7154:1983, *Documentation — Bibliographic filing principles*.

IEC 27:—, *Letter symbols to be used in electrical technology*.

International Phonetic Association. *The principles of the International Phonetic Association: being a description of the international phonetic alphabet and the manner of using it*. 1984, London.

3 Definitions

For the purposes of this International Standard, the definitions given in ISO 1087 apply.

4 Standardization of terminology

One aim of an international terminology standard is to harmonize the concepts, concept systems and the terms of different languages (see ISO 860). The ultimate objective of the standardization process is to obtain a normative vocabulary in which only one term corresponds to one concept and only one concept corresponds to one term. Accordingly, in international terminological standardization,

- a concept system shall be established for the particular International Standard;
- the form of a definition shall be such that it can

¹⁾ To be published. (Revision of ISO/R 860:1968.)