
**Terminology products and services —
Overview and guidance**

Produits et services en terminologie — Aperçu et orientation



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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

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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 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 22128 was prepared by Technical Committee ISO/TC 37, *Terminology and other language and content resources*, Subcommittee SC 2, *Terminographical and lexicographical working methods*.

Terminology products and services — Overview and guidance

1 Scope

This International Standard identifies and describes a wide range of terminology products and services so that suppliers of these products and services and their clients can have a common understanding as well as shared expectations in their delivery. This International Standard outlines some of the generally-accepted terminology practices to be followed in the development and delivery of terminology products and services as well as some of the desired quality features that should characterize the products and services produced. This International Standard is intended as guidance for work contracts in the field of terminology. This International Standard focuses on terminology in specialized language as opposed to general language resources.

For general language resources, i.e. lexicographical products, a standard is under development and will be available in the future.

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 1951:2007, *Presentation/representation of entries in dictionaries — Requirements, recommendations and information*

3 Terms and definitions

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

3.1

candidate terminology

set of designations that has been extracted from one or more documents but has not been reviewed to determine its validity as actual terminology

3.2

deliverable

(project management) any measurable, verifiable outcome, result or item to be produced within a specific timeframe to complete a project or part of a project

NOTE Often used more narrowly in reference to an external deliverable, which is a deliverable that is subject to approval by the project sponsor, client or other stakeholder.

3.3

designation

representation of a concept by a sign which denotes it

NOTE In terminology work, three types of designation are distinguished: symbols, appellations and terms.

[ISO 1087-1:2000, definition 3.4.1]