

INTERNATIONAL STANDARD

ISO
12616

First edition
2002-03-15

Translation-oriented terminography

Terminographie axée sur la traduction



Reference number
ISO 12616:2002(E)

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Printed in Switzerland

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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.

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

ISO 12616 was prepared by Technical Committee ISO/TC 37, *Terminology and other language resources*, Subcommittee SC 2, *Terminology and lexicography*.

Annex A of this International Standard is for information only.

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Introduction

Translators have always had a need to record terminological information for later use. Translators dealing with specialized texts face an increasing need to record and retrieve terminological information, as it saves time and allows them to work more efficiently. Experience has shown that terminography facilitates translation by enabling translators

- to record and systematize terminology,
- to use terminology consistently over time, and
- to deal more efficiently with multiple languages.

By recording terminological information systematically, translators can enhance their performance, improve text quality and increase productivity. An organized collection of terminological information makes it possible for translators to keep track of, and reuse, their expertise, and facilitates cooperation between individuals or teams of translators.

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Translation-oriented terminography

1 Scope

This International Standard provides guidelines to enable translators and translation support staff to record, maintain and quickly and easily retrieve terminological information in connection with translation work.

The quality of a translation can be measured partly in terms of linguistic elements, such as style and grammar, and partly in terms of the accurate use of the terminology involved. The guidelines in this International Standard provide the necessary elements for quality control of terminological information in translations. The guidelines can also be adapted to provide a basis for the administration of source-language texts, parallel texts, translations, and other information (e.g. bibliographies, references) in the target language.

This International Standard is applicable to the work of an individual translator as well as the work of a team or a department. It also lays down guidelines that are essential for the interchange of terminological data.

2 Normative references

The following normative documents contain provisions which, through reference in this text, constitute provisions of this International Standard. For dated references, subsequent amendments to, or revisions of, any of these publications do not apply. However, parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the normative documents indicated below. For undated references, the latest edition of the normative document referred to applies. Members of ISO and IEC maintain registers of currently valid International Standards.

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

ISO 6156:1987, *Magnetic tape exchange format for terminological/lexicographical records (MATER)*

ISO 12200:1999, *Computer applications in terminology — Machine-readable terminology interchange format (MARTIF) — Negotiated interchange*

ISO 12620:1999, *Computer applications in terminology — Data categories*

3 Terms and definitions

For definitions specific to the field of terminology work, readers should refer to ISO 1087-1 and ISO 1087-2.

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

3.1

terminography

part of terminology work concerned with the recording and presentation of terminological data

[ISO 1087-1:2000]