

---

# INTERNATIONAL STANDARD



# 2384

---

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

---

## Documentation — Presentation of translations

*Documentation — Présentation des traductions*

First edition — 1977-03-15

## FOREWORD

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up 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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 2384 was developed by Technical Committee ISO/TC 46, *Documentation*, in collaboration with the European Translations Centre (ETC) and was circulated to the member bodies in December 1975.

It has been approved by the member bodies of the following countries:

Austria	Germany	Poland
Belgium	Hungary	Romania
Brazil	Iran	South Africa, Rep. of
Canada	Israel	Sweden
Czechoslovakia	Italy	Switzerland
Denmark	Japan	United Kingdom
Egypt, Arab Rep. of	Mexico	U.S.A.
France	Netherlands	Yugoslavia

No member body expressed disapproval of the document.

# Documentation — Presentation of translations

## 0 INTRODUCTION

To some extent, the object of a translation is to replace the original document, although chronologically every translation is secondary in its relation to the original publication. Nevertheless, even if the translation is regarded as a primary document, it must be possible to identify the original version. This International Standard deals with both these aspects of translations.

## 1 SCOPE

This International Standard sets out rules to ensure that translations are presented in a standard form which will simplify their use by different categories of user.

## 2 FIELD OF APPLICATION

This International Standard applies to the translation of all documents, whether the translation is complete, partial or abridged. It does not apply to abstracts. Four types of translation, which can be used as a guide to all other types, are discussed.

This International Standard does not deal with material details of presentation of a translation such as composition, size and other specifications concerning paper, margins, method of printing and typography. Translators and editors should comply with appropriate national and international standards for these subjects.

## 3 REFERENCES

ISO 8, *Documentation — Presentation of periodicals*.<sup>1)</sup>

ISO 31, (Quantities, units and symbols).

ISO/R 639, *Symbols for languages, countries and authorities*.

ISO 690, *Documentation — Bibliographical references — Essential and supplementary elements*.

ISO 1086, *Documentation — Title leaves of a book*.

ISO 3388, *Patents — Bibliographical references — Essential and complementary elements*.

## 4 IDENTIFICATION ELEMENTS TO BE INCLUDED IN THE PRESENTATION OF A TRANSLATION

The identification of a translation consists of essential and complementary elements. Those listed below have been determined according to sub-clauses 3.1, 3.2 and 3.3 of ISO 690. These elements should be given in the heading, preferably in the order indicated.

Sub-clause 4.4 of this International Standard has been drawn up in conformity with ISO 3388.

Identification elements given in the title leaves of a book should comply with ISO 1086. For the presentation of periodicals it is recommended that reference be made to ISO 8.

### 4.1 Translation of a book or other separately issued publication<sup>2)</sup>

#### 4.1.1 Elements relating to the translation

##### 4.1.1.1 ESSENTIAL ELEMENTS

- Name(s) of author(s), with initial(s), forename(s) or other details of identification : chief editor, scientific editor or publisher, individual or corporate author of the original publication.
- Title of the translated work or translation of the title of the work.
- Type of translation : complete, partial or abridged. If partial or abridged, the parts translated should be stated. Parts not translated should be indicated as far as possible.
- Organization responsible for the translation, name(s) of translator(s), chief editor, scientific editor or publisher of the translation.
- Publisher, place and date of publication of the translation, or, if it has not been published, identification and address of those responsible for the translation.
- International Standard Book Number (ISBN).
- Mention of exclusive translation rights (see clause 19).

1) At present at the stage of draft. (Revision of ISO/R 8-1954.)

2) If the original is a thesis, this fact should be stated.