



SLOVENSKI STANDARD
SIST ISO 5966:1996

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Documentation -- Presentation of scientific and technical reports

Documentation -- Présentation des rapports scientifiques et techniques

Ta slovenski standard je istoveten z: ISO 5966:1982

[SIST ISO 5966:1996](https://standards.iteh.ai/catalog/standards/sist/4dea90b3-6415-4799-83cc-900d39efa0a0/sist-iso-5966-1996)

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International Standard



5966

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

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Documentation — Présentation des rapports scientifiques et techniques

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Price based on 22 pages

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 5966 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in June 1978.

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

Austria	India	New Zealand
Belgium	Iran	Poland
Brazil	Ireland	Romania
Canada	Israel	South Africa, Rep. of
Czechoslovakia	Italy	Spain
Egypt, Arab Rep. of	Japan	Switzerland
France	Korea, Rep. of	USA
Germany, F.R.	Mexico	Yugoslavia
Hungary	Netherlands	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Denmark
Finland
Sweden

Documentation — Presentation of scientific and technical reports

0 Introduction

Reports now form one of the major sources of scientific and technical information, and many centres exist or are envisaged for their widespread dissemination. This growth in their volume and use has revealed a need for standard practices that will aid in their interpretation and understanding and will facilitate their processing through information systems.

Reports, however, differ from commercial publications in that they are prepared by a wide variety of organizations, of which very few have editing and printing facilities as extensive as those normally possessed by commercial publishers. The responsibility for applying standards in reports therefore rests predominantly either on local editors or on the authors themselves, using often very limited publishing facilities.

This International Standard has been prepared with such situations in mind. To facilitate its application by authors and local editors, the document has been made self-contained by summarizing or exemplifying important points from other International Standards when these apply. In addition, although it proposes ideals, at many points it also suggests alternatives that may be used if the ideal cannot be achieved through lack of suitable production facilities.

Moreover, it has recognized that an organization's policy may require, or production facilities permit, a more economic format than is conventionally used for scientific and technical reports. More economic layouts, which frequently require the use of photo-reduction, have therefore been suggested at various points in the text. For paper economy, a microform edition may be recommended.

1 Scope

This International Standard specifies the broad way in which scientific and technical reports should be presented and gives rules for those items where a uniform procedure will assist the

interchange of information either by aiding readers' understanding or facilitating the processing of the report in an information system. It does not consider matters of textual style or language, which must be guided at national or organizational levels.

Account has been taken throughout of the requirements laid on the producer of a scientific and technical report by the use of electronic or magnetic storage and retrieval, abstracting services and microform techniques in its eventual processing through information systems.

2 Field of application

This International Standard applies to monographic scientific and technical reports as defined below, whether referred to as reports, memoranda or notes. It may also be applied, in whole or in part, to other scientific or technical documents, such as annual reports, manuals, especially when these are published by organizations simultaneously publishing scientific and technical reports. This International Standard deals exclusively with technical aspects of the presentation of reports to the exclusion of the problems of copyright.

3 References

- ISO 4, *Documentation — International code for the abbreviation of titles of periodicals.*
- ISO 30, *Documentation — Bibliographic identification (biblid) of serial publications.*¹⁾
- ISO 31 (parts 0 to 13), *Quantities, units and symbols.*
- ISO 214, *Documentation — Abstracts.*
- ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series.*

1) At present at the stage of draft. (Revision of ISO/R 30-1956.)

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ISO 478, *Paper — Untrimmed stock sizes for the ISO-A series — ISO primary range.*

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

ISO 1000, *SI units and recommendations for the use of their multiples and of certain other units.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 2145, *Numbering of divisions and subdivisions in written documents.*

ISO 2955, *Information processing — Representation of SI and other units for use in systems with limited character sets.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*

ISO 6357, *Documentation — Spine titles on books and other publications.*¹⁾

International list of periodical title word abbreviations, by International Serials Data System (ISDS).

4 Definition

scientific and technical report : A document describing the progress or results of scientific or technical research, or the state of a scientific or technical problem.

NOTE — Such a report presents sufficient information, systematically or chronologically, that a qualified reader can judge, evaluate or propose modifications to its conclusions or recommendations.

Such a report is prepared for a sponsoring organization or person and generally constitutes one of a numbered occasional series for internal or wider distribution.

5 Ordering of the report

5.1 Division [see table 1]²⁾

For the purposes of this International Standard, a report is considered to comprise the following major parts :

- a) front matter (including the front cover, if required);
- b) body of report;

- c) annexes;
- d) other end matter (including the back cover, if required).

These are composed as follows :

5.1.1 Front matter [see clause 6 and table 1]

The front matter shall consist of the following, in the order given :

- a) outside and inside front cover (cover pages 1 and 2), if required [6.1];
- b) title page [6.2];³⁾
- c) abstract [6.3];
- d) table of contents [6.4];
- e) glossary of signs, symbols, units, abbreviations, acronyms or terms [6.5];
- f) preface, if required [6.6].

5.1.2 Body of report [see clause 7 and table 1]

The body of the report shall consist of the following, in the order given :

- a) introduction [7.1];
- b) core of report, with essential illustrations and tables [7.2];
- c) conclusions and recommendations [7.3];
- d) acknowledgments, if any [7.4];
- e) list of references [7.5].

5.1.3 Annexes [see clause 8 and table 1]

These are considered separately from the other end matter because, although not always required, they may form a substantial part of some reports.

5.1.4 Other end matter [see clause 9 and table 1]

The other end matter shall consist of the following, in the order stated :

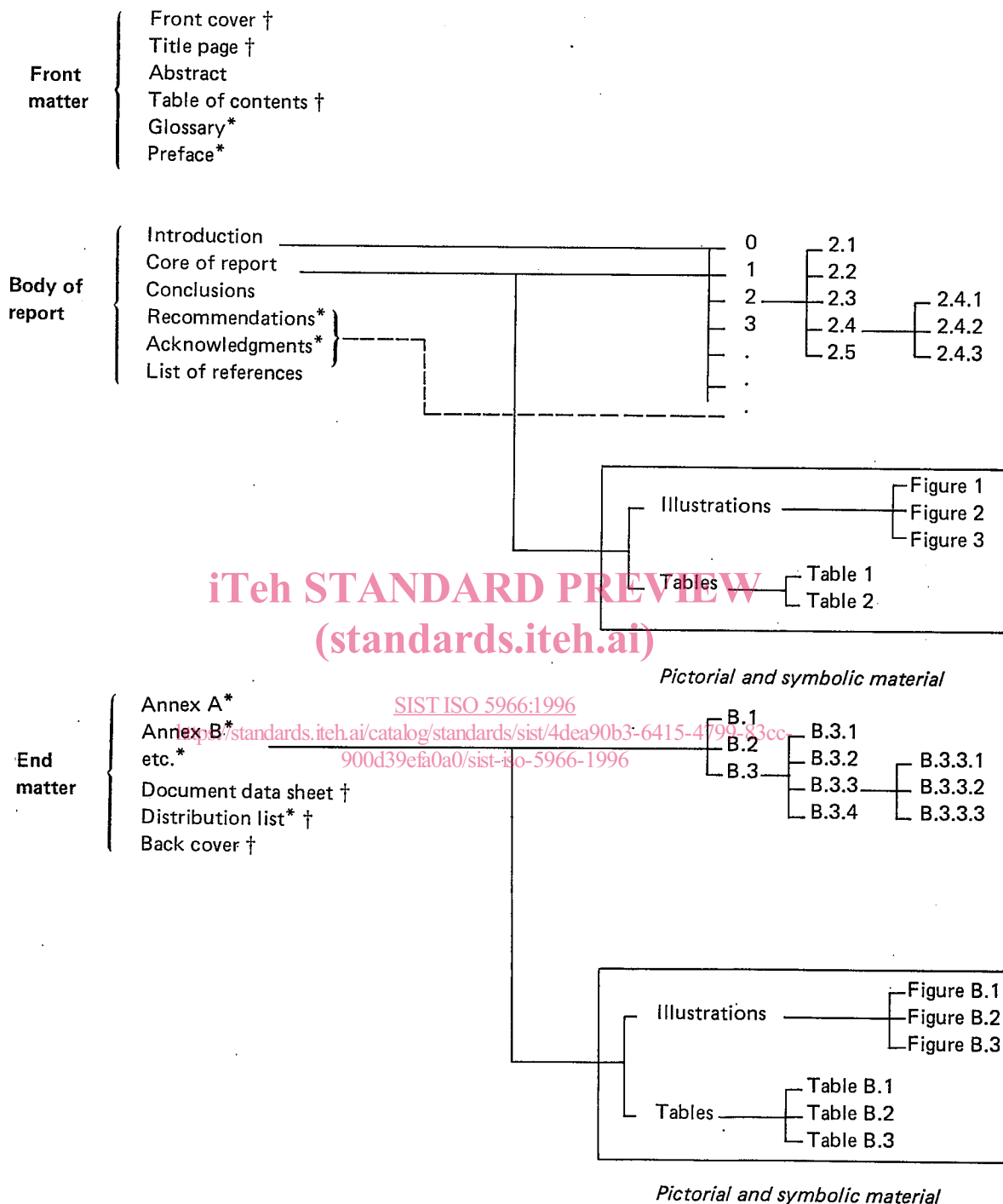
- a) document data sheet [9.1];³⁾
- b) distribution list and availability (sources and conditions), if required [9.2];
- c) inside and outside back cover (cover pages 3 and 4), if required [9.3].

1) At present at the stage of draft.

2) Footnote on page 3 states whether or not the items are obligatory.

3) For economic reasons the title page may be replaced by the document data sheet.

Clause Sub-clause Sub-sub-clause



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Table 1 — Ordering of a report

* Not obligatory

† Parts of a report require these items in each part.

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5.2 Numbering

5.2.1 Volume numbering [see table 2]

When reports are issued on a common subject, it is frequently convenient to associate them as a set with a common title, identifying each report as a volume of the set, with its own subtitle [see 10.2.5]. These volumes shall be identified by a consecutive series of arabic numbers, with abbreviations of the word "volume", or equivalent.

EXAMPLE : Vol. 1, Vol. 2, etc.

5.2.2 Part numbering [see table 2]

When a single report is too large to be handled conveniently, it should be issued in two or more parts under the same title [see 10.2.5]. These parts shall be identified by a consecutive series of arabic numbers.

EXAMPLE : Part 1, Part 2, etc.

5.2.3 Edition numbering

When various editions (drafts, versions, revisions, etc.) of a report, or parts of a report, are published they shall be identified and numbered as such [see 10.2.5].

5.2.4 Clause numbering [see table 1]

Narrower division of reports is principally concerned with the core of the report [see 7.2], which shall be divided into numbered clauses and may be further sub-divided into numbered sub-clauses and sub-sub-clauses. Still further subdivision is not recommended for most types of reports. The numbering of individual paragraphs in a single sequence is recommended only when the report is intended for later detailed discussion, for example by a committee.

Numbering of clauses, sub-clauses and sub-sub-clauses shall follow ISO 2145. Titles shall be printed in a manner that reflects the numeric hierarchy used.

EXAMPLE : Clause 2 : 2 RESULTS
 Sub-clause 1 : 2.1 Acoustic measurements
 Sub-sub-clause 1 : 2.1.1 Deep water

Some annexes may also require division. If so, they shall be divided in the manner described above, except that the annex letter shall precede the number.

EXAMPLE : Annex B
 B.1 B.2
 B.2.1
 B.2.1.1

5.2.5 Page or sheet numbering

Pages shall be identified by arabic numerals consecutively throughout the report, the title page, which shall be a recto page, being page 1. When sheets are typed or printed on both sides, blank pages should be avoided whenever possible, but if they occur they shall be counted in the page numbering so that recto pages always carry odd numbers.¹⁾ All pages of the report shall be numbered consecutively. When a report is bound in two or more parts [see 5.2.2], the numbering shall run consecutively throughout. When a set of reports is issued under a common title, the volumes [see 5.2.1] of the set shall normally have separate page numberings.

The identifying numbers shall be placed in the same prominent position on each page of the report.

6 Front matter

6.1 Front cover (cover pages 1 and 2)

As well as providing part of the physical protection of the report, the outside front cover (cover page 1) serves to give the first presentation of the report to the user. It should therefore be neat, distinctive and informative. The layout of the information carried on the outside front cover is specified in 10.1.1. Details on the reproduction of covers are given in 12.1 and 12.2.

For economy, the title page as described in 6.2 may serve as the outside front cover (cover page 1). This solution is strongly recommended. It should then also carry the report identifiers in the three positions described in 10.1.1a).

The inside of the front cover (cover page 2) may be used to carry some of the less important of the special notices described in 10.2.9. In some circumstances it may be used for a preface [see 6.6].

6.2 Title page

The title page of any document is the preferred source of bibliographic information required for efficient document processing and retrieval [see 10.1.3]. It is therefore essential that each report includes a title page. As long as it does not substitute for the outside front cover (cover page 1), it is not essential that this so-called "title page" occupy a complete page. For economy it may form a masthead above the abstract [see 6.3] or above the abstract and table of contents [see 6.4]. For further economy a document data sheet [see 9.1 and 10.1.4] may replace the title page and the abstract. This is recommended when the front cover replaces the title page.

When a report is bound in two or more parts [see 5.2.2] each part shall contain a title page, on which the appropriate part number is indicated.

1) Reproduction : if one sheet reproduces each page, it follows that the blank pages are missing; in this case the odd page should carry the two numbers.

Example : p. 8 blank; p. 7 must carry : "7 (8 blank)"; and p. 8 is deleted in the copy set.

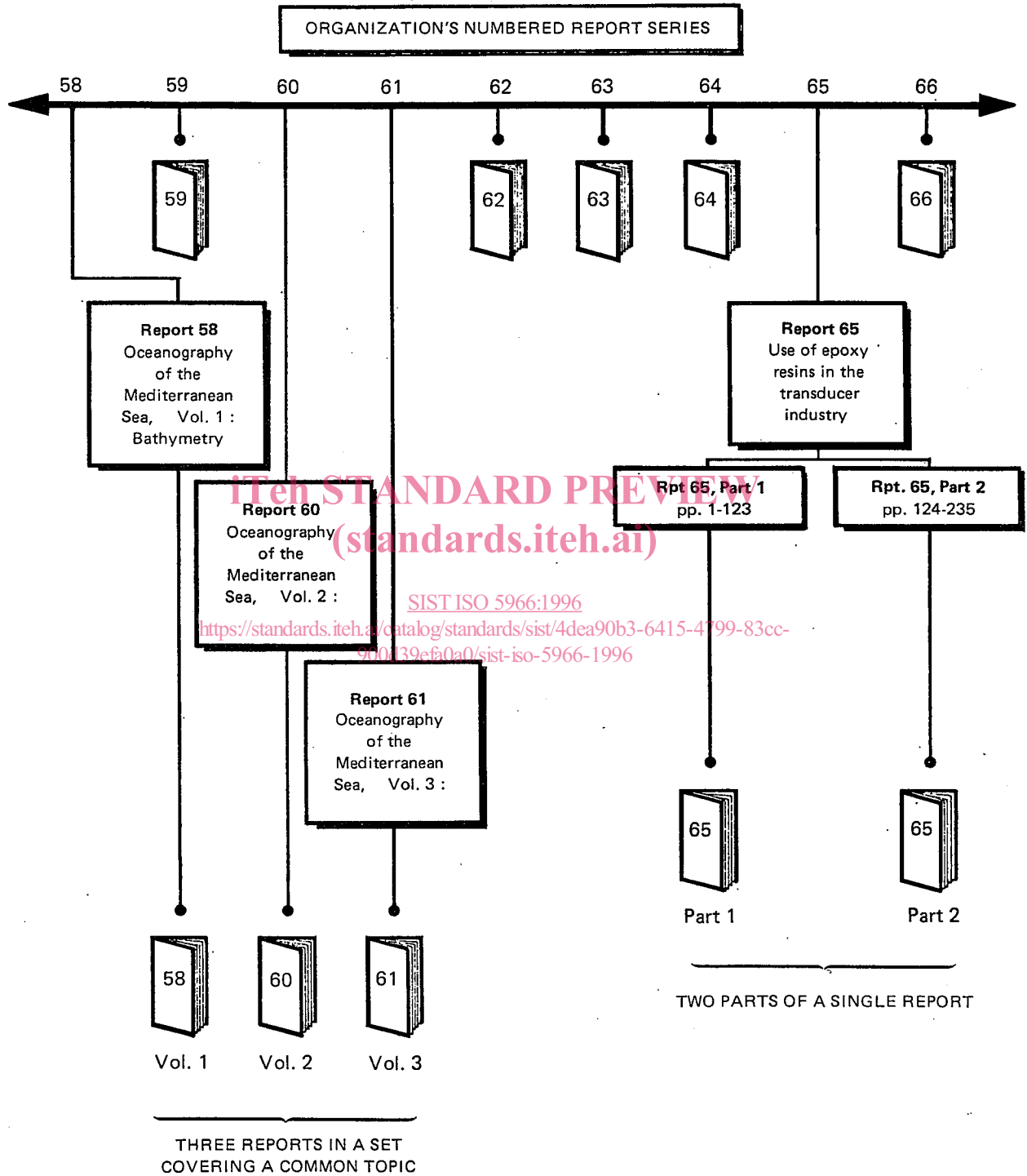


Table 2 — Example of the use and interrelation of the terms *report, series, set, volume, and part*

ISO 5966-1982 (E)

6.3 Abstract

Every report shall contain an abstract, which shall be presented immediately after the title-page information [see 6.2] and/or included in the document data sheet [see 10.1.4]. When the abstract is on a separate page it shall be preceded or followed by the full bibliographic identification (biblid) of the report : author(s), title, report identifier, responsible organization, and date of publication, as described in ISO 30.

The text of the abstract shall follow the style of ISO 214. In brief, be as informative as the nature of the document permits, so that readers may decide whether they need to read the entire document. State the purpose, methods, results and conclusions presented in the original document, either in that order or with initial emphasis on the results and conclusions. Make the abstract self-contained, since it must be intelligible without reference to the document itself. Be concise without being obscure, retaining the basic information and tone of the original document. Keep abstracts of most reports to fewer than 250 words and at most not more than 500 words. Write the abstract in a single paragraph. Normally employ complete sentences, active verbs, and the third person. Use pictorial or symbolic material, such as short tables and structural formulae, only when no acceptable alternative exists. Employ standard nomenclature, or define unfamiliar terms, abbreviations, and symbols when they first occur in the abstract.

Where several reports are issued as separate volumes of a set [see 5.2.1], each report shall carry an abstract relevant to that volume, stating, if necessary, its relation to the other volumes.

Descriptors or keywords and/or subject classification notations assigned to the report may follow the abstract. Keywords should appear in the document data sheet [see 10.1.4 and figure 3].

6.4 Table of contents

A table of contents is essential for all but the shortest reports. It shall be placed immediately after the abstract. It shall consist of the titles of the principal sub-divisions of the report and of any annexes, together with the numbers of the pages on which these appear. A list of illustrations and tables should be included.

Where a report is bound in two or more parts [see 5.2.2] the complete table of contents shall appear in each part. Where several reports are issued as separate volumes of a set [see 5.2.1], each report shall contain a table of contents for that particular volume and may also contain a list of titles of the volumes in the set; the final volume may also contain a common table of contents for the whole set.

6.5 Glossary of signs, symbols, units, abbreviations, acronyms or terms

Where the report contains any signs, symbols, units, abbreviations, acronyms or terms that may not be immediately understood by the expected readership, they should be defined in one or more lists after the table of contents. The existence of such lists does not justify omission of an explanation in the text where the item first appears.

6.6 Preface

A preface may be considered as a covering note to define the study, emphasize certain of its aspects, show its relation to associated work, or trace the historical circumstances that led to its initiation. It is not always needed.

If a preface is required, it should appear at the end of the front matter, immediately before the body of the report. However, for some purposes it may be convenient to draw attention to the statements contained in the preface by placing it on the inside front cover (cover page 2).

Where a report is bound in two or more parts [see 5.2.2] the preface shall appear only in the first part. Where several reports are issued as separate volumes of a set [see 5.2.1], each report may contain its own preface.

7 Body of report

7.1 Introduction

Each report shall start with an introduction that states briefly the scope and objectives of the work described, its relation to other work and the broad line of approach. It shall not repeat or paraphrase the abstract, nor give a detailed account of experimental theory, method, or results, nor anticipate the conclusions or recommendations. If there is no separate preface, the information that would have been contained there may be included in the introduction. The introduction does not form part of the main text of the report and shall not be numbered, except, if desired, with the cypher 0 (zero) [see ISO 2145].

7.2 Core of report, with illustrations and tables

The core of the report should be divided into numbered clauses that cover such items as theory, method, results and discussion.

It is frequently convenient to divide clauses into sub-clauses and sub-sub-clauses, each with its own heading [see table 1]. Further sub-divisions are not normally recommended except for the numbering of items in a list. The numbering of clauses, sub-clauses and sub-sub-clauses shall follow ISO 2145 [see 5.2.4].

The information given in the core of the report should not be too detailed. Descriptions of theory, methods and results should be sufficient to enable an adequately skilled worker in the field to retrace the steps of the investigation without undue difficulty. If full mathematical proofs or full details of experimental procedure are required, they should be presented in annexes. Emphasis should be placed on new work, with only a brief description of, or reference to, standard techniques or equipment.

All illustrations and tables essential to the understanding of the core text should be included in the core of the report. They shall be placed as indicated in 11.2 and 11.3 [see, however, 8.2.2].

A separate discussion clause may elaborate on any new aspects of the reported work and interpret or comment on the results

and the reasoning on which the report's conclusions and recommendations are founded. Alternatively, discussion sub-clauses may be included in the clauses that describe results.

7.3 Conclusions and recommendations

The conclusions shall represent a clear and orderly presentation of the deductions made after full consideration of the work reported in the core of the report. Quantitative data may be included but the details of an involved argument or result should not be given here.

Recommendations are concise statements of further action deemed necessary as a direct result of the conclusions reached or of experience during the work reported. They are not always required, but if presented shall be fully justified by the work reported. In most reports the conclusions and recommendations should be combined in a single final clause. Where, however, the recommendations are extensive they may form a separate clause.

The clause(s) of conclusions and recommendations do(es) not form part of the core of the report and need not carry clause numbers.

7.4 Acknowledgments

Acknowledgments of help in performing the work and in preparing the report can be made, although it is not usual to acknowledge routine checking, minor assistance, or general advice. If a colleague or assistant of the author has made a major contribution he should appear as co-author or, when his contribution can be presented independently, as author of an annex [see 8.2.4].

Acknowledgment of other work used shall be made in the form of references [see 7.5]. Acknowledgment to quoted text and to the use of illustrations and tables may also require the acknowledgment of a copyright; reference should be made in conformity with the provisions of law.

7.5 References

7.5.1 Reference list

A list of all sources on which the report depends shall be given at the end of the body of the text and citations shall be made to this list at appropriate places in the text. General references on the broad subject of the report may be cited in the introduction and hence included in this list; however, supplementary literature not cited in the text but considered of interest to the reader shall be listed in a separate bibliography as an annex [see 8.2.3].

Entries in the reference list shall comply with ISO 690, which, stated briefly, requires that the elements of all bibliographic references be given in the general order :

Author/Title/Facts of publication

EXAMPLES :

Book : PETERSSSEN, Sverre. Introduction to Meteorology. New York, McGraw Hill, 1941 : pp. 200-210.

Paper in a collection : HOWLAND, D. A model for hospital system planning. In : KREWERAS, G. and MORLAT, G., eds. Actes de la 3^e conférence internationale de recherche opérationnelle, Oslo 1963. Paris, Dunod, 1964 : pp. 203-212.

Article in periodical : BACHMANN, Wolfgang. Verallgemeinerung und Anwendung der Rayleighschen Theorie der Schallstreuung (Generalization and application of Rayleigh theory of scattering of sound). *Acustica* 28 (4) 1973 : pp. 223-228.

Report : LLOYD, John Charles. Application of electronic toning to shipbuilding, Vol 1 : Anticorrosion, ELTON-TR-54. Birkenfield, U.K., Electronic Toning Laboratory, 1974.

Because of the large number of periodicals and the frequent changes in their titles, references to periodicals in the reference list should state their titles in full. If abbreviations are used they shall comply with ISO 4.

References to parts of books or long papers should state the specific page(s). (References to articles in periodicals are required to do this by ISO 690.)

Terms such as op.cit., loc.cit., ibid. and idem, or equivalent terms in other languages shall not be used.

When references are made to "personal communication", the full name and working address of the communicator shall be given, and also the date of the communication.

The ordering of entries in the reference list shall follow one of two methods, depending on which form of text citation is preferred [see 7.5.3] :

- a) The entries shall be listed in the alphabetic order of the first author's name; when there are two or more entries by the same author or group of authors these shall be listed in the order of publication date. The name(s) of the author(s), the publication date and, where appropriate, the specific page number, shall serve as citations in the text (name(s)/date citations).

or

- b) The entries shall be listed in the order in which they are first cited in the text. Consecutive numbers shall be placed before the entries to serve as citations in the text (numbered citations).

Form a) is considered to have practical advantages over form b).

7.5.2 Reference footnotes

To facilitate reading microform copies of the report it is recommended that reference information should appear on the same page as the citation as well as in the reference list. When name(s)/date citations are used these are generally adequate for the specialist reader, although footnotes may also be added, if required. When numbered citations are used, footnotes provide the only method of meeting this recommendation.