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Terminološki vnosi v standardih - 1. del: Splošne zahteve in primeri predstavitve

Terminological entries in standards -- Part 1: General requirements and examples of presentation

Articles terminologiques dans les normes -- Partie 1: Exigences générales et exemples de présentation

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INTERNATIONAL STANDARD

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Terminological entries in standards —

Part 1: General requirements and examples of presentation

Articles terminologiques dans les normes —

Partie 1: Exigences générales et exemples de présentation

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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 10241-1 was prepared by Technical Committee ISO/TC 37, *Terminology and other language and content resources*, Subcommittee SC 2, *Terminographical and lexicographical working methods*.

This first edition of ISO 10241-1 cancels and replaces ISO 10241:1992. The revision comprises the following main changes:

— a broadening of the scope to cover terminological entries in all types of standard;

— consideration of the fact that terminology work is increasingly carried out using computers;

— consideration of data in multilingual terminological entries in standards (including those residing in distributed databases);

— a more comprehensive and explicit structure of the individual terminological entries;

— a limitation of the normative technical content of this part of ISO 10241 to cover the drafting and structuring of terminological entries and not their layout and presentation (a typical example of layout and presentation are provided for information in Annex A).

ISO 10241 consists of the following parts, under the general title *Terminological entries in standards*:

— *Part 1: General requirements and examples of presentation*

— *Part 2: Adoption of standardized terminological entries*

Guidelines concerning large-scale terminological project management, leading to terminology standards or a series of terminology standards, are provided in ISO 15188. These guidelines supplement the rules contained in this part of ISO 10241.

Introduction

To ensure that communication in a particular domain is effective and that difficulties in understanding are minimized, it is essential that the various participants use the same concepts and concept representations. The standardization of terms and definitions is thus fundamental to all standardization activities.

Even when the immediate results of standardization are monolingual terminological entries, to facilitate communication in science and technology, cross-cultural communication, the exchange of goods and services, as well as the formulation of policies and strategies at national, regional and international levels, terminology work has to be multilingual in its approach. Even in countries with only one official national language, standardizing bodies sometimes prepare multilingual terminological entries for the purposes mentioned above.

Standardizing bodies often choose to standardize terms and definitions and to publish the result as terminological entries in standards. This part of ISO 10241 has been prepared to provide rules for the drafting and structuring of such terminological entries in standards; it is based on the principles and methods given in ISO 704.

Within ISO, the standardization of principles and methods for the preparation of terminological data primarily referring to concepts and terms is under the responsibility of ISO/TC 37.

ISO/TC 12 and IEC/TC 25 are responsible for the symbols for quantities and units. These symbols are often derived from terms, and often look like an abbreviated form of the term, although the symbols have an additional communicative function. They are the subject of the ISO 80000, IEC 80000 and IEC 60027 standards.

ISO/TC 145 is responsible within ISO for the overall coordination of standardization in the field of graphical symbols, with the exception of those for technical product documentation. This responsibility includes

— the standardization of graphical symbols, colours and shapes, whenever these elements form part of the message that a symbol is intended to convey (e.g. a safety sign), and

— the establishment of principles for the preparation, coordination and application of graphical symbols.

Although the work of ISO/TC 145 excludes the standardization of letters, numerals, syntactic signs, mathematical signs and symbols as well as symbols for quantities and units, such elements may be used as components of a graphical symbol.

Terminological entries in standards —

Part 1: General requirements and examples of presentation

1 Scope

This part of ISO 10241 specifies requirements for the drafting and structuring of terminological entries in standards, exemplified by terminological entries in ISO and IEC documents. Terms and other designations occurring in terminological entries can include letters, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic or other style conventions) governed by language-, domain- or subject-specific conventions. Terms can also include standardized symbols (which can be language independent or internationally harmonized, such as symbols for quantities and units as well as graphical symbols) which are under the responsibility of different committees in ISO and IEC.

This part of ISO 10241 is based on the principles and methods given in ISO 704 and provides rules for both monolingual and multilingual terminological entries in standards and their indexes.

NOTE 1 Annex I of the IEC Supplement to the ISO/IEC Directives[1] for the work on the International Electrotechnical Vocabulary (IEV) is based on the standards prepared by ISO/TC 37. Due to specific requirements, the rules provided in this Supplement are sometimes different from the rules given in this part of ISO 10241.

This part of ISO 10241 is applicable to all standards that contain terminological entries. It does not deal with the administrative procedures or the technical specifications required by standardizing bodies for the preparation of terminology standards.

NOTE 2 Administrative procedures for the preparation of standards are specific to the standardizing body. For example, in ISO and IEC these rules are provided in the ISO/IEC Directives, Part 1[2].

Since presentation and layout rules by nature are very much tied to the script and to the publishing rules of the standardizing body, they are dealt with only on an abstract level in this part of ISO 10241. Examples and rules for a typical layout and presentation in documents are provided for information in Annex A.

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 639 (all parts), *Codes for the representation of names of languages*

ISO 704, *Terminology work — Principles and methods*

ISO 860, *Terminology work — Harmonization of concepts and terms*

ISO 3166 (all parts), *Codes for the representation of names of countries and their subdivisions*

ISO 12199, *Alphabetical ordering of multilingual terminological and lexicographical data represented in the Latin alphabet*

ISO 15924, *Information and documentation — Codes for the representation of names of scripts*

3 Terms and definitions

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

In the selection and formulation of the terminological entries contained in this clause, preference has been given to general understandability. Therefore, commonly used terms (which are understandable without a complex scientific discourse about the concepts which they represent) are not included in this clause. Where necessary, terminological entries have been modified to meet the needs of the target group of this part of ISO 10241. Such modifications are indicated by the string "modified —" following the source.

Because most of the terminological entries listed here have been selected from other standards, complete concept systems are not represented. The terminological entries are thus presented in mixed order.

The terminological entries hereunder are formatted in accordance with the current ISO rules for the presentation of terminology standards (as outlined in Annex A) and with pertinent domain conventions. Thus cross-referenced terms are highlighted by using italic type and are followed by their entry number in this part of ISO 10241 or by an indication of the source (for terms defined in another standard).

3.1 Standardization of terms and definitions

3.1.1
terminology standard
standard that is concerned with *terms* (3.4.1.1.2) accompanied by their *definitions* (3.4.2.1), and sometimes by explanatory notes, illustrations, examples, etc.

[SOURCE: ISO/IEC Guide 2:2004, 5.2, modified — By omitting "usually" in front of "accompanied by their definitions" this terminological entry is made consistent with the other terms and definitions in this part of ISO 10241.]

3.1.2
terminological entry
part of a *terminological data collection* (ISO 1087-2:2000, 2.21) which contains the *terminological data* (3.1.3) related to one *concept* (3.2.1)

Note 1 to entry: A terminological entry prepared in accordance with the principles and methods given in ISO 704 follows the same structural principles whether it is monolingual or multilingual.

[SOURCE: ISO 1087-1:2000, 3.8.2, modified — Note 1 to entry has been added.]

3.1.3
terminological data
data related to *concepts* (3.2.1) or their *designations* (3.4.1.1.1)

[SOURCE: ISO 1087-1:2000, 3.8.1, modified — The accompanying note to the entry for terminological data has been omitted.]

3.1.4
data category
result of the specification of a specific type of *terminological data* (3.1.3)

[SOURCE: ISO 1087-2:2000, 6.14, modified — For consistency within this part of ISO 10241, "given data field" has been replaced by "specific type of terminological data" in the definition. The admitted term "data element type" has not been included.]

3.2 Concepts and their arrangement

3.2.1
concept
unit of knowledge created by a unique combination of *characteristics* (ISO 1087-1:2000, 3.2.4)

Note 1 to entry: Concepts are not necessarily bound to particular languages. They are, however, influenced by the social or cultural background, which often leads to different categorizations.

[SOURCE: ISO 1087-1:2000, 3.2.1.]

3.2.2
concept field
unstructured set of thematically related *concepts* (3.2.1)

Note 1 to entry: Concept fields may be used as a starting point for establishing concept systems.

[SOURCE: ISO 1087-1:2000, 3.2.10.]

3.2.3
concept system
system of concepts
set of *concepts* (3.2.1) structured according to the relations among them

[SOURCE: ISO 1087-1:2000, 3.2.11.]

3.2.4
systematic order
systematic arrangement
order of *terminological entries* (3.1.2) reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.9, modified — The phrase "*macrostructure* in which the terminological entries appear in an order reflecting …" has been simplified to "order of *terminological entries* reflecting …". In this part of ISO 10241, "systematic order" is specified as the preferred term and "systematic arrangement" as the admitted term.]

3.2.5
mixed order
mixed arrangement
order of *terminological entries* (3.1.2) according to the preference of the standardizing body, grouped under headings reflecting the underlying *concept system* (3.2.3)

[SOURCE: ISO 1087-1:2000, 3.7.12, modified — The definition "macrostructure in which the terminological entries appear in alphabetical order within systematically or thematically arranged sections" has been reworded due to the fact that the terminological entries are structured on the basis of a concept-orientated approach rather than on the basis of a language-specific order. In this part of ISO 10241, "mixed order" is specified as the preferred term and "mixed arrangement" as the admitted term.]

3.2.6
language-specific order
order of *terminological entries* (3.1.2) according to ordering conventions specific to a given language or *script* (3.4.2.4)

3.3 Domain and subject

3.3.1
domain
subject field
field of special knowledge

Note 1 to entry: The borderlines of a domain are defined from a purpose-related point of view.

Note 2 to entry: The delimitation of a domain in terminological entries in standards is usually based on the International Classification for Standards (ICS). In ISO, if the ICS is not suitable in a given case, a domain or subject (see 3.3.2) should be selected to reflect a purpose, an application or specific requirements.

Note 3 to entry: If a domain is subdivided, the result is again a domain albeit at a higher level of detail.

Note 4 to entry: In IEC (which develops standards in the electrotechnology domain), the usage information related to a term's "specific use" can be a complement to the term but is not necessarily a domain or subject as described in this part of ISO 10241. For further information, see the IEC Supplement to the ISO/IEC Directives, Annex I, *Implementation of the ISO/IEC Directives for the work on the International Electrotechnical Vocabulary (IEV)*[1].

[SOURCE: ISO 1087-1:2000, 3.1.2, modified — In this part of ISO 10241, "domain" is specified as the preferred term and "subject field" as the admitted term. Notes 2 to 4 to entry have been added.]

3.3.2
subject
general topic which is treated or handled in discussion, study, writing, painting, etc.

Note 1 to entry: A subject may touch upon two or more domains.

Note 2 to entry: If a subject is subdivided, the result is again a subject albeit at a higher level of detail.

[SOURCE: WEBSTER. *New universal dictionary of the English language*. 1972. p. 1813, modified — By replacing in the definition the all-comprising "that" by "general topic", the meaning of the general language word "subject" becomes clearer. Note 1 to entry has been added to distinguish "subject" from "domain".]

3.4 Concept representation

3.4.1 Designations

3.4.1.1 Terms, symbols and appellations

3.4.1.1.1
designation
representation of a *concept* (3.2.1) by a sign which denotes it

Note 1 to entry: In terminology work three types of designation are distinguished: terms, symbols and appellations.

Note 2 to entry: Designations can be verbal or non-verbal or a combination thereof.

[SOURCE: ISO 1087-1:2000, 3.4.1, modified — The admitted term "designator" has been omitted. Note 2 to entry has been added.]

3.4.1.1.2
term
verbal *designation* (3.4.1.1.1) of a *general concept* (ISO 1087-1:2000, 3.2.3) in a specific *domain* (3.3.1) or *subject* (3.3.2)

Note 1 to entry: Terms can include letters and letter symbols, numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), sometimes in character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) governed by domain-, subject- or language-specific conventions.

Note 2 to entry: A term may have variants, e.g. different forms of spelling.

Note 3 to entry: Terms may be quite complex, containing two or more roots or two or more words.

Note 4 to entry: Several terms in a given language representing the same concept are synonymous terms (synonyms). Terms in different languages representing the same concept are equivalent terms (equivalents).

[SOURCE: ISO 1087-1:2000, 3.4.3, modified — For consistency within this part of ISO 10241, “subject field” has been replaced in the definition by “domain or subject”, and the accompanying note (while retaining its content) has been split up into three notes adding further information. Note 4 to entry has been added.]

3.4.1.1.3
symbol
designation (3.4.1.1.1) comprising letter symbols, graphical symbols or other kinds of symbol

Note 1 to entry: Symbols may have variants (see the Example in 3.4.1.1.5).

Note 2 to entry: Symbols may have a normative status, such as preferred, admitted or deprecated.

Note 3 to entry: If there are two or more symbols representing the same concept, the addition of usage information to these symbols may be useful.

3.4.1.1.4
letter symbol
symbol (3.4.1.1.3) composed of one or several characters used to perform special communicative functions in a domain expert community

EXAMPLE International symbols for quantities and units are specified in ISO 80000[15], IEC 80000[16] and IEC 60027[14].

Note 1 to entry: There are letter symbols, such as some of the international symbols for quantities and units, which look like an abbreviated form of the respective name of the quantity or unit, but the symbols have additional communicative functions. Complex letter symbols can include also numerals, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters), whose character styles (i.e. fonts and bold, italic, bold italic or other style conventions) are governed by domain-, subject- or language-specific conventions.

Note 2 to entry: Letter symbols can be ordered in indexes according to linguistic rules (extended if necessary), whereas graphical symbols cannot.

3.4.1.1.5
graphical symbol
visually perceptible figure with a particular meaning used to transmit information independently of language

EXAMPLE Graphical symbol “recyclable” with two variants:  .

Note 1 to entry: Graphical symbols comprise a range from conventional figural signs (bearing no relation to the concept they are assigned to) via more or less abstracted illustrations of the objects to which they refer (e.g. public symbols or safety symbols, icons such as those used in information technology) to highly concrete representations of the object to which they refer.

Note 2 to entry: Graphical symbols can include linguistic data within or outside the graphical component (such as in some traffic signs).

[SOURCE: ISO 7001:2007, 3.1, modified — The notes have been added.]

3.4.1.1.6
appellation
name
verbal *designation* (3.4.1.1.1) of an *individual concept* (ISO 1087-1:2000, 3.2.2)

EXAMPLE 1 Letter symbol “pi” (π) meaning the ratio of the circumference of a circle to its diameter.

EXAMPLE 2 “sievert”, the derived SI unit, is a synonym for “dose equivalent” (ISO 80000-10:2009, 10-86.a).

Note 1 to entry: Appellations can also be part of a term, such as in “critical Reynolds number”.

[SOURCE: ISO 1087-1:2000, 3.4.2, modified — The Examples and Note 1 to entry have been added.]

3.4.1.2 Kinds and forms of term

3.4.1.2.1
borrowed term
term (3.4.1.1.2) taken from another language or from another *domain* (3.3.1) or *subject* (3.3.2)

[SOURCE: ISO 1087-1:2000, 3.4.6, modified — “Subject field” has been replaced in the definition by “domain or subject” for consistency within this part of ISO 10241.]

3.4.1.2.2
variant
<terminology work> one of the alternative forms of a *designation* (3.4.1.1.1)

EXAMPLE 1 Variants of terms:

“colour” UK ↔ “color” US
“multi-word term” ↔ “multiword term”

EXAMPLE 2 Variants of the graphical symbol “recyclable”:  .

[SOURCE: ISO 24613:2008, 3.46, modified — “Lexeme” has been replaced in the definition by “designation” for consistency within this part of ISO 10241. Examples 1 and 2 have been added.]

3.4.1.2.3
full form
complete representation of a *designation* (3.4.1.1.1)

EXAMPLE “compact disc” is the full form of “CD”.

3.4.1.2.4
abbreviated form
representation of a *designation* (3.4.1.1.1) resulting from the omission of any part of the *full form* (3.4.1.2.3)

EXAMPLE “CD” is the abbreviated form of “compact disc”.

Note 1 to entry: For some full forms, two or more abbreviated forms may exist. For example, the “World Wide Web” has the following abbreviated forms: “W3” and “WWW”.

3.4.1.3
normative status
<terminology standardization> rating related to the use of a *designation* (3.4.1.1.1) in a standardized *terminological entry* (3.1.2) by a standardizing body

Note 1 to entry: The normative status of a term is one of three types: preferred term, admitted term or deprecated term. For any of these, there can be more than one term. By analogy, normative status applies also to symbols and appellations.

3.4.1.3.1
preferred term
<terminology standardization> *term* (3.4.1.1.2) rated as the primary term for a given *concept* (3.2.1) by a standardizing body

Note 1 to entry: There can be more than one preferred term. If there is only one term representing the concept in a terminological entry of a standard, this term is automatically preferred. By analogy, “preferred” can apply also to symbols and appellations.

[SOURCE: ISO 1087-1:2000, 3.4.15, modified — By omitting “according to the scale of the term acceptability rating” and adding “by a standardizing body”, the definition has been made more easily understandable by the target group of this part of ISO 10241 without changing the substance of the definition. In addition, Note 1 to entry has been added.]

3.4.1.3.2
admitted term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but not rated as a preferred term by a standardizing body

Note 1 to entry: There can be more than one admitted term. By analogy, “admitted” can apply also to symbols and appellations.

Note 2 to entry: The definition of an admitted term given in ISO 1087-1:2000, 3.4.16, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.3.3
deprecated term
<terminology standardization> synonymous *term* (3.4.1.1.2) for a *preferred term* (3.4.1.3.1), but rated as undesired by a standardizing body

Note 1 to entry: There can be more than one deprecated term. By analogy, “deprecated” may apply also to symbols and appellations.

Note 2 to entry: The definition of a deprecated term given in ISO 1087-1:2000, 3.4.17, was not considered easily understandable by the target group of this part of ISO 10241. Therefore, the definition has been rewritten without changing the substance of the original definition.

3.4.1.4
homograph
designation (3.4.1.1.1) having the same written form as another designation representing a different *concept* (3.2.1)

EXAMPLE 1 The homographic term “die” as a noun represents different concepts in the domains of manufacturing, integrated circuits and table-top games.

EXAMPLE 2 The homographic graphical symbol  (e.g. in an airport or train station) may mean “up” (e.g. an escalator) or “straight ahead” depending on the location's surroundings.

3.4.1.5
antonym
term (3.4.1.1.2) in a given language representing an opposite *concept* (3.2.1) of that represented by another term in the same language

EXAMPLE 1 “encoding” and “decoding”.

EXAMPLE 2 “positive” and “negative”.

Note 1 to entry: There are pairs of antonyms which occur in several languages, while others are language-dependent (“antonymy” is defined in ISO 1087-1:2000, 3.4.20).

3.4.2 Concept description

3.4.2.1
definition
representation of a *concept* (3.2.1) by a descriptive statement which serves to differentiate it from related concepts