INTERNATIONAL STANDARD

ISO 353

Processed writing paper and certain classes of printed matter — Method of expression of dimensions

Papiers d'écriture et certaines catégories d'imprimés — Mode d'expression des dimensions d'utilisation

First edition — 1975-09-01

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.

Prior to 1972, the results of the work of the Technical Committees were published as ISO Recommendations; these documents are now in the process of being transformed into International Standard. As part of this process, Technical Committee ISO/TC 6 has reviewed ISO Recommendation R 353 and found it technically suitable for transformation. International Standard ISO 353 therefore replaces ISO Recommendation R 353-1963 to which it is technically identical.

ISO Recommendation R 353 was approved by the Member Bodies of the following countries :

Belgium	India	Romania
Brazil	Iran	South Africa, Rep. of
Chile	Japan	Sweden
Czechoslovakia	Mexico	Turkey
Denmark	New Zealand	United Kingdom
Germany	Poland	
Greece	Portugal	

The Member Bodies of the following countries expressed disapproval of the Recommendation on technical grounds :

France
U.S.S.R.

No Member Body disapproved the transformation of ISO/R 353 into an International Standard.

Processed writing paper and certain classes of printed matter — Method of expression of dimensions

0 INTRODUCTION

The object of this International Standard is to facilitate communication between producers, converters and users by establishing rules relating to the designation of sizes of papers in sheets, loose or bound, when ruled or printed by any process; pads; leaflets; notebooks, etc.

It applies to all stages of production.

It does not necessarily apply to all classes of ultimate users : librarians, archivists, etc.

The method of expression of dimensions and direction of manufacture of unprocessed papers is the subject of ISO 217, *Unprocessed writing and printing paper — Method of expression of dimensions and direction of manufacture.*

The present International Standard cannot take into account all possible eventualities. For example, the rules given in clause 4 presuppose that the line of printing is always horizontal.

If there is any doubt concerning the possible uses or the exact meaning of the present International Standard, especially in unusual circumstances, the supplier should be given precise data in addition to the ISO designation, and a pattern of what is required, in the form of either a sample or a diagram.

1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies methods of expressing the dimensions of processed papers in such a manner that the shape of the finished article is indicated.

"Processed" in this context means converted, for example by the printer or stationer; examples of such processing are printing, ruling, punching, folding and stitching.

2 SEPARATE SHEETS IN THE FLAT (PRINTED, RULED, PUNCHED, ETC.)

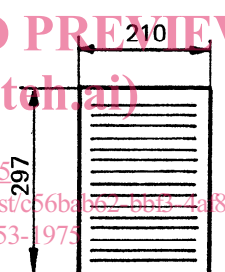### 2.1 General

2.1.1 *ISO sizes*

Designate the ISO size by its symbol.

2.1.1.1 The symbol without any additional letter means that the shorter edge is parallel to the direction of reading or writing.
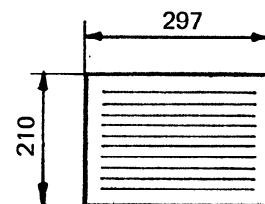
Example (see figure 1) : A4

2.1.1.2 The symbol followed by the letter L means that the longer edge is parallel to the direction of reading or writing.

Example (see figure 2) : A4 L

Designation : A4
FIGURE 1

Designation : A4 L
FIGURE 2

2.1.2 *Sizes other than ISO sizes*

Designate the size by its two dimensions, in millimetres or in inches, separated by the sign X, giving the smaller dimension first.

Where there is danger of confusion, for example in transactions between countries using the metric system and those using inch dimensions, the unit shall be stated (for example for the metric system : 30 mm X 40 mm; for the inch system : 30 in X 40 in).

2.1.2.1 A statement of the two dimensions, expressed as above, with no additional letter, means that the shorter edge is parallel to the direction of reading or writing.
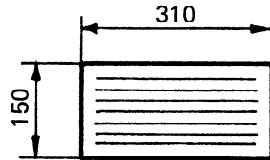
Example (see figure 3) : 150 X 310

2.1.2.2 A statement of the two dimensions, expressed as above, followed by the letter L, means that the longer edge is parallel to the direction of reading or writing.
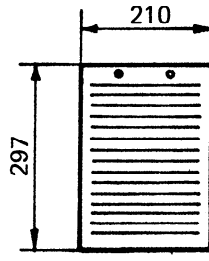
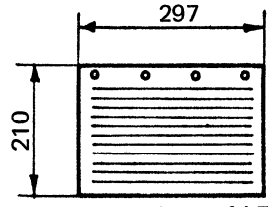*Example* (see figure 4) : 150 X 310 L
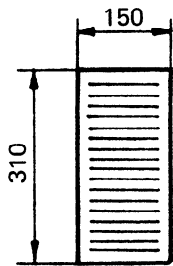
Designation : 150 × 310
FIGURE 3

Designation : 150 × 310 L
FIGURE 4

Designation : A4 T
FIGURE 9

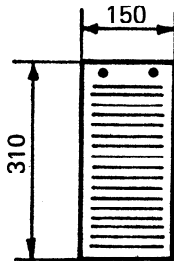**Designation : A4 LT**
FIGURE 10

2.2 Special cases of separate sheets in the flat, punched

2.2.1 If the line of punching is at right angles to the direction of reading or writing, apply the rules laid down in 2.1.1 and 2.1.2.
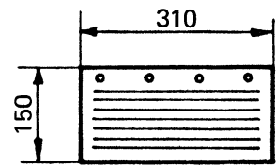
Examples (see figures 5 to 8)

for ISO sizes :   A4 or A4 L
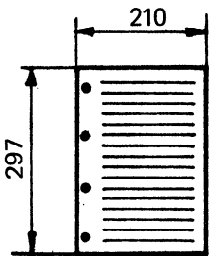
for other sizes :   150 × 310 or 150 × 310 L

Designation : 150 × 310 T
FIGURE 11

Designation : 150 × 310 LT
FIGURE 12

3 FLY SHEETS

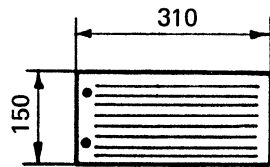By folding a sheet once into two equal parts, the half sheet *fly* is obtained.

3.1 Regular ISO sizes

3.1.1 If the fold is parallel to the longer edge of the unfolded sheet, designate the size obtained after folding by the symbol of the half sheet arrived at by applying sub-clause 5.3 of ISO 216, followed by the word "fly".
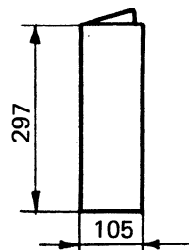
Example (see figure 13)
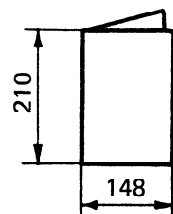sheet of size A4 :   1/4 A3 fly

Designation : A4
FIGURE 5

Designation : A4 L
FIGURE 6

3.1.2 If the fold is parallel to the shorter edge of the unfolded sheet, designate the size obtained after folding by the symbol of the half sheet followed by the word "fly".

Example (see figure 14)
sheet of size A4 :   A5 fly
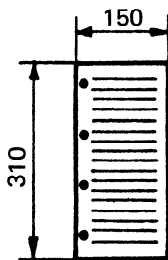
Designation : 150 × 310
FIGURE 7

Designation : 150 × 310 L
FIGURE 8

Designation : 1/4 A3 fly
FIGURE 13

Designation : A5 fly
FIGURE 14

2.2.2 If the line of punching is parallel to the direction of reading or writing, apply the rules laid down in 2.1.1 and 2.1.2, adding at the end the letter T.

Examples (see figures 9 to 12)

for ISO sizes :   A4 T or A4 LT

for other sizes :   150 × 310 T or 150 × 310 LT
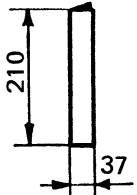
3.2 Long ISO sizes

3.2.1 If the fold is parallel to the longer edge of the unfolded sheet, apply the rule in 3.1.1.

Example (see figure 15)
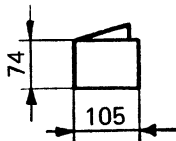sheet of size 1/4 A4 : 1/8 A4 fly

3.2.2 If the fold is parallel to the shorter edge of the unfolded sheet, ignore the symbol and designate the size obtained after folding by its two dimensions.

Apply the rule in 3.3.2 (see figure 18).

Example (see figure 16)
sheet of size 1/4 A4 : 74 X 105 L fly
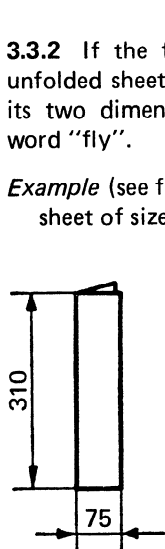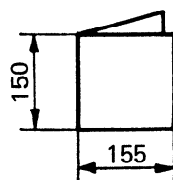
Designation : 1/8 A4 fly
FIGURE 15

Designation : 74 X 105 L fly
FIGURE 16

NOTE — In this instance the size, exceptionally, corresponds to A7 L fly, but such a designation might cause confusion with the instances provided for in 3.1 as this size cannot be derived from a sheet of a regular ISO size.

3.3 Sizes other than ISO sizes

3.3.1 If the fold is parallel to the longer edge of the unfolded sheet, designate the size obtained after folding by its two dimensions, followed by the word "fly".

Example (see figure 17)
sheet of size 150 X 310 : 75 X 310 fly

3.3.2 If the fold is parallel to the shorter edge of the unfolded sheet, designate the size obtained after folding by its two dimensions, followed by the letter "L" and the word "fly".

Example (see figure 18)
sheet of size 150 X 310 : 150 X 155 L fly

Designation : 75 X 310 fly
FIGURE 17

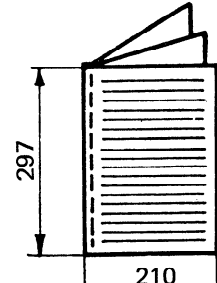**Designation : 150 X 155 L fly**
FIGURE 18

4 SEWN, STITCHED, STAPLED, BOUND PRODUCTS

4.1 If the line of binding is at right angles to the direction of reading or writing, apply the rules given in 2.1.1 and 2.1.2.
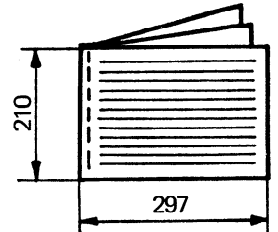
Examples (see figures 19 to 22)
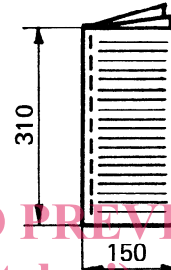
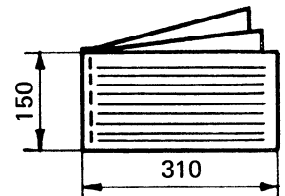for ISO sizes : A4 or A4 L

for other sizes : 150 X 310 or 150 X 310 L

Designation : A4
FIGURE 19

Designation A4 L
FIGURE 20

Designation : 150 X 310
FIGURE 21

Designation : 150 X 310 L
FIGURE 22

4.2 If the line of binding is parallel to the direction of reading or writing, apply the rules given in 2.1.1 and 2.1.2, adding at the end the letter T.
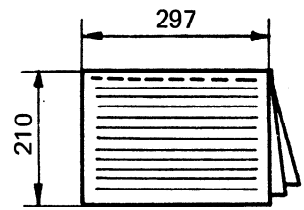
Examples (see figures 23 to 26)
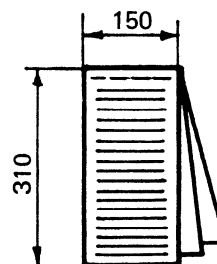
for ISO sizes : A4 T or A4 LT
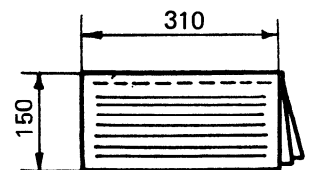
for other sizes : 150 X 310 T or 150 X 310 LT
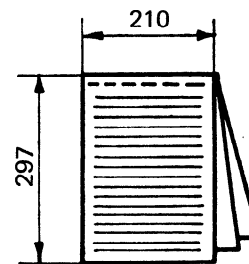
Designation : A4 T
FIGURE 23

Designation : A4 LT
FIGURE 24

Designation : 150 X 310 T
FIGURE 25

Designation : 150 X 310 LT
FIGURE 26

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