
Terminological entries in standards —

Part 2:

**Adoption of standardized terminological
entries**

Articles terminologiques dans les normes —

Partie 2: Adoption d'articles terminologiques normalisés

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Contents

Page

Foreword	iv
Introduction	v
1 Scope	1
2 Terms and definitions	1
3 Principles for the adoption of standardized terminological entries	6
3.1 General principles	6
3.2 Degrees of correspondence	6
3.3 Specific principles related to the method of adoption	9
4 Adoption of internationally standardized terminological entries as a means of harmonization	9
4.1 General	9
4.2 Adoption of internationally standardized concepts	10
4.3 Adoption of internationally standardized concept systems	15
4.4 Adoption of internationally standardized definitions	18
4.5 Wording of other textual constituents of terminological entries	19
4.6 Non-verbal representations	19
4.7 Selection and formation of designations	19
5 Conventions of the adopting standardizing body for the presentation and layout of terminological entries	26
5.1 General observations	26
5.2 Modification of the standardized terminological data model	27
5.3 Indication of normative status	27
5.4 Lexicographical ordering	27
5.5 Lexicographical symbols	27
Annex A (informative) Template for reporting specific provisions concerning the adoption of standardized terminological entries	28
Bibliography	29

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

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*

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Introduction

The “Agreement on Technical Barriers to Trade” (TBT Agreement) of the World Trade Organization (WTO) requires its members to ensure that they do not create unnecessary barriers to trade through regulations or conformity assessment schemes that deviate from international standards. Under the TBT Agreement, WTO members are bound to use international standards whenever possible. According to the TBT Agreement, therefore, regional and national standards should be based on international standards, thus ensuring technical equivalence and avoiding any conflicts or inconsistencies with regard to trade. The same principle applies equally to the adoption of standardized terminological entries.

To ensure unambiguous comprehension and interpretation of the main terms and other kinds of designation used in their subject field, committees may specify all or part of their standardized terminology in the form of a terminology standard, or in sections defining terminology in other standards.

ISO/IEC Guide 21-1 specifies methods for the adoption of International Standards¹⁾ as regional or national standards: endorsement by authority, publication with a regional or national coversheet and publication by reprinting, translation and redrafting. When adopting international standards, specific care might be needed with regard to the terminological entries. For example, standardizing bodies using languages or language variants other than the official languages of the international standard being adopted often encounter difficulties in the preparation of equivalent terminological entries.

According to ISO/IEC Guide 21-1, “The adoption of an International Standard as a regional or national standard will be extremely difficult if the regional or national rules or traditions concerning structure and layout of regional or national standards differ from those of the standard being adopted. It is therefore recommended to apply, as far as possible, the ISO/IEC Directives, Part 2, for the preparation of regional and national standards.” Additionally, when preparing terminological entries in regional or national standards, there are issues specific to terminological entries that merit consideration in the adoption process.

ISO/IEC Guide 21 outlines the principles used to determine whether an International Standard can be adopted as a regional or national standard, including a method to assess the degree to which an International Standard corresponds to national or regional standardization needs. In comparison, this part of ISO 10241 defines rules for the adoption of terminological entries from international standards²⁾ into regional or national standards, as well as the principles used to determine the degree to which terminological entries, concepts, and concept systems from an international standard correspond to national or regional realities.

Issues similar to those involved in the adoption of a complete document from one cultural or linguistic environment into another can occur when adopting only the terminological entries because different cultural and linguistic communities perceive and conceptualize objects differently. In some communities, for instance, the “first floor” is the floor above the entrance or ground level, whereas in others “first floor” means the entrance or ground level. Such differences also have an impact on the standardization of terminological entries.

This part of ISO 10241 establishes guidelines for dealing with key issues to be considered in the process of adopting standardized terminological entries. It clarifies the challenges faced by standardizing bodies in the process of adopting internationally standardized terminological entries. It also indicates how nationally standardized terminological entries developed in accordance with the guidelines in ISO 10241-1 can serve as a resource or starting point for standardizing terminological entries at the international or regional level.

1) Where the first letter of each word in the term, *International Standard*, is capitalized, it is defined as “international standard where the international standards organization is ISO or IEC”.

2) Where the term, *international standard*, is entirely in lower-case letters, it is defined as “standard adopted by an international standardizing/standards organization and made available to the public”.

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Terminological entries in standards —

Part 2: Adoption of standardized terminological entries

1 Scope

This part of ISO 10241 addresses the introduction of standardized terminological entries into other cultural and linguistic environments, and in particular the adoption of internationally standardized terminological entries by regional and national standardizing bodies. It establishes principles and guidelines for dealing with the key issues to be considered in this process.

It also provides examples of, and solutions to, problems that occur when the adopting standardizing body

- adopts internationally standardized terminological entries,
- aligns the concept systems of the adopting standardizing body with internationally standardized concept systems, and
- prepares standardized terminological entries as additions or supplements to internationally standardized terminological entries.

2 Terms and definitions

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

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NOTE 1 In the selection and wording of the terminological entries contained in this clause, preference has been given to general comprehensibility. Therefore, commonly used terms (which are generally understandable) are not defined. Some terminological entries that have been taken from other sources have been modified to meet the needs of the target group of this part of ISO 10241. In accordance with ISO 10241-1, the modifications are indicated by the string “modified” following the source.

NOTE 2 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.

2.1

standard

document, established by consensus and approved by a recognized body, that provides for common and repeated use, rules, guidelines and characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context

Note 1 to entry: Standards should be based on the consolidated results of science, technology and experience, and aimed at the promotion of optimum community benefits.

[SOURCE: ISO/IEC Guide 2:2004, 3.2]

2.2

standardizing body

standardizing organization

standards developing organization

SDO

body or organization that carries out recognized activities in the area of standardization such as the development, adoption and publication of *standards* (2.1) and whose membership may be composed of national, regional or other standardizing bodies, or of organizations such as companies, governmental, academic or other institutions and individuals.

[SOURCE: ISO/IEC Guide 2:2004, 4.3, modified — By extending the definition to any kind of standards developing organization, the definition now covers all standardizing bodies and organizations.]

2.3.1

terminology standardization

development of *terminological entries* (2.3.3) in *terminology standards* (2.3.2) and of terminology sections in other standards, and their approval by a *standardizing body* (2.2)

[SOURCE: ISO 15188:2001, 3.5, modified— “establishment of terminology standards” has been replaced by “development of terminological entries in terminology standards”, “technical standards” has been replaced by “other standards” and “approval by an authoritative body” has been replaced by “approval by a standardizing body” for the sake of consistency in this part of ISO 10241.]

2.3.2

terminology standard

standard (2.1) that is concerned with *terms* (2.6.2) accompanied by their *definitions* (2.5), and sometimes by explanatory notes, illustrations, examples, etc.

Note 1 to entry: As a rule, both terminology standards and terminology sections in other standards comprise more than a single standardized terminological entry, i.e. they comprise a terminological data collection.

Note 2 to entry: A terminology standard can be an international, regional or national terminology standard.

[SOURCE: ISO 10241-1:2011, 3.1.1 — Notes 1 and 2 to entry have been added to explain the broader use of the term terminology standard within the scope of this part of ISO 10241.]

2.3.3

terminological entry

part of a terminological data collection that contains the *terminological data* (ISO 10241-1:2011, 3.1.3) related to one *concept* (2.4.1.1)

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.

2.3.4

standardized terminological entry

terminological entry (2.3.3) that has been standardized by a *standardizing body* (2.2)

Note 1 to entry: A concept is considered standardized if the entire terminological entry or the definition (or non-verbal representation in those domains or subjects in which non-verbal representations are conventionally used) and the designations assigned to it have been standardized.

Note 2 to entry: A terminological entry can be standardized at the international, regional or national level.

Note 3 to entry: ISO 10241-1:2011, Annex A, provides examples of monolingual and multilingual standardized terminological entries.

2.3.5**terminological data model**

<terminology management> conceptual structure for organizing terminological data, typically for implementation in database management systems, on which a terminological entry (2.3.3) is based, including the terminological *data categories* (ISO 10241-1:2011, 3.1.4) with their properties and inter-relationships

Note 1 to entry: In terminology standardization, the terminological data model is based on the terminological data categories referred to in ISO 10241-1:2011, together with their properties and inter-relationships. It is not equivalent to the structure of a standard (ISO/IEC Guide 21-1:2005, 3.10) or other document, defined in ISO/IEC Guide 21-1 as the “order of the clauses, subclauses, paragraphs, tables, figures, annexes”.

Note 2 to entry: If demanded by the culture or language of the adopting standardizing body, it is possible both to add or delete language- or culture-related terminological data categories and to adapt the presentation of the terminological data (to different renderings depending on user needs, the purpose of the terminological data collection, etc.) without changing the technical content of the adopted terminological entry or its underlying terminological data model.

2.4.1.1**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]

2.4.1.2**concept harmonization**

activity leading to the establishment of a correspondence between two or more closely related or overlapping *concepts* (2.4.1.1) having professional, technical, scientific, social, economic, linguistic, cultural or other differences, in order to eliminate or reduce minor differences between them

Note 1 to entry: The purpose of concept harmonization is to improve communication.

[SOURCE: ISO 860:2007, 3.1] <https://standards.iteh.ai/catalog/standards/sist/e87addea-430e-4349-8a22-69283e31fa26/iso-10241-2-2012>

2.4.2.1**concept system**

DEPRECATED: system of concepts

<terminology standardization> set of *concepts* (2.4.1.1) structured according to the relations among them

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

2.4.2.2**concept system harmonization**

activity leading to the establishment of a correspondence between two or more closely related or overlapping *concept systems* (2.4.2.1) having professional, technical, scientific, social, economic, linguistic, cultural or other differences, in order to eliminate or reduce minor differences between them

Note 1 to entry: The purpose of concept system harmonization is to improve communication.

[SOURCE: ISO 860:2007, 3.2]

2.5**definition**

<terminology standardization> representation of a *concept* (2.4.1.1) by a descriptive statement which serves to differentiate it from related *concepts*

Note 1 to entry: Usually, a non-verbal representation can only complement a definition, and not replace it. However, in certain domains or subjects (e.g. within a system of interdependent formulae), non-verbal representations are conventionally used instead of a descriptive statement.

[SOURCE: ISO 10241-1:2011, 3.4.2.1]

2.6.1

designation

designator

<terminology standardization> representation of a *concept* (2.4.1.1) by a signifier which denotes it

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

Note 2 to entry: In everyday language, the word representation can have several meanings. Here, it means expressing or denoting by means of words, a figure or a symbol. In accordance with ISO 10241-1, 3.4.1.1.3, symbols can be letter symbols, graphical symbols or other kinds of symbol.

[SOURCE: ISO 1087-1:2000, 3.4.1, modified — By adding Note 2 to entry so that it is consistent with ISO 10241-1.]

2.6.2

term

verbal *designation* (2.6.1) of a *general concept* (ISO 1087-1:2000, 3.2.3) in a specific *domain* (ISO 10241-1:2011, 3.3.1) or *subject* (ISO 10241-1:2011, 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 10241-1:2011, 3.4.1.1.2]

2.6.3

borrowed term

term (2.6.2) taken from another language or from another *domain* (ISO 10241-1:2011, 3.3.1) or *subject* (ISO 10241-1:2011, 3.3.2)

2.7.1

adoption

<standards development> publication of a regional or national normative document based on a relevant International Standard, or endorsement of the International Standard as having the same status as a national normative document, with any deviations from the International Standard identified

Note 1 to entry: Adapted from ISO/IEC Guide 2:2004, definition 10.1.

Note 2 to entry: The term “taking over” is sometimes used to cover the same concept as “adoption”.

Note 3 to entry: For the conditions of adoption of an International Standard as a regional or national standard, see ISO/IEC Guide 21-1:2004, 4.1.

[SOURCE: ISO/IEC Guide 21-1:2004, 3.6, modified — By adding <standards development> in front of the definition in order to make the context of ISO/IEC Guide 21-1 clear. For the same reason, “ISO/IEC Guide 21-1:2004,” has been added to Note 3 to entry.]

2.7.2

adoption of a standardized terminological entry

<terminology standardization> taking over of a *standardized terminological entry* (2.3.4) by another *standardizing body* (2.2), with any *technical deviations* (2.8.3) identified

Note 1 to entry: While the adoption of an International Standard concerns the entire document, the basic principles and rules of adopting standards largely apply also to the adoption of terminological entries. The latter concerns individual terminological entries, concepts and concept systems, and the constituent elements of terminological entries. Therefore, the kinds of information to be adopted are different from those of entire standards texts, and the adoption processes might differ accordingly.

Note 2 to entry: In practice, the adoption of a standardized terminological entry can involve “translating” a standardized terminological entry. In terminology standardization, “translating” refers to the expression of some or all of the textual data from a standardized terminological entry in the language of the adopting standardizing body, together with the adaptation of textual or non-textual data to the language or terminological data model of the adopting standardizing body.

2.7.3.1

translated text translation

<terminology standardization> text expressing the equivalent of a source text in another language

2.7.3.1.1

faithful translation

<terminology standardization> *translated text* (2.7.3.1) without *technical deviation* (2.8.3)

Note 1 to entry: Textual information in a terminological entry; formally speaking, a text is any string of characters that can be interpreted as linguistically meaningful.

Note 2 to entry: The faithful translation of an internationally standardized terminological entry results in a terminological entry which is identical, in terms of technical content, in the language of the adopting standardizing body.

2.7.3.1.2

adapted translation

<terminology standardization> *translated text* (2.7.3.1) with adaptations

Note 1 to entry: The adaptations can relate to different conventions or to the specificities of the language of the adopting standardizing body.

Note 2 to entry: The adapted translation of a terminological entry results in a “modified” terminological entry in the language of the adopting standardizing body.

2.8.1

technical content

<terminology standardization> set of characteristics of a *concept* (2.4.1.1) in a *standardized terminological entry* (2.3.4) expressed through a *definition* (2.5) and other *terminological data* (ISO 10241-1:2011, 3.1.3)

2.8.2

editorial change

<terminology standardization> any change that does not alter the *technical content* (2.8.1)

Note 1 to entry: A list of editorial changes permitted in the case of an identical adoption is given in 3.2.2.

[SOURCE: ISO/IEC Guide 21-1:2004, 3.7, modified — By adding “<terminology standardization>” in front of the definition, cross-referencing to entry 2.8.1 “technical content”, removing “permitted” after “change”, and adapting the cross-reference in Note 1 to entry so that it reflects the scope of this part of 10241.]

2.8.3

technical deviation

<terminology standardization> any difference between the *technical content* (2.8.1) of the internationally *standardized terminological entry* (2.3.4) and that of the adopted *standardized terminological entry* (2.3.4)

[SOURCE: ISO/IEC Guide 21-1:2004, 3.8, modified — By adding “<terminology standardization>” in front of the definition and adapting the definition so that it reflects the scope of this part of 10241.]

2.8.4

change in wording

<terminology standardization> replacement of single words or phrases in the regionally or nationally *standardized terminological entry* (2.3.4) by synonyms to reflect domain-, subject- and language-specific conventions in the region or country of the adopting standardizing body

EXAMPLE: Some countries use “lift” whereas others use “elevator” for the same device.

[SOURCE: ISO/IEC Guide 21-1:2004, 3.9, modified — By adding “<terminology standardization>” in front of the definition and adapting the definition so that it reflects the scope of this part of 10241.]

2.8.5

vice versa principle

<terminology standardization> principle whereby anything that is contained in an internationally *standardized terminological entry* (2.3.4) in terms of *technical content* (2.8.1) is contained in the regionally or nationally standardized terminological entry and vice versa

Note 1 to entry: Adherence to the terminological data model (2.3.1) as provided in ISO 10241-1 facilitates the fulfilment of the *vice versa principle*.

[SOURCE: ISO/IEC Guide 21-1:2004, 3.11, modified — By adding “<terminology standardization>” in front of the definition as well as adapting the definition and adding Note 1 to entry so that it reflects the scope of this part of 10241.]

2.9

special language

language for special purposes

DEPRECATED: LSP

language used in a *domain* (ISO 10241-1:2010, 3.3.1) or *subject* (ISO 10241-1:2010, 3.3.2), and characterized by the use of specific linguistic means of expression

Note 1 to entry: The specific linguistic means of expression always include domain- and subject-specific terminology and phraseology, as well as other kinds of designation, and can also cover ways of presentation (e.g. character styles such as script fonts, typeface such as bold, italic, bold italic and other style conventions) governed by domain-, subject- and language-specific conventions.

3 Principles for the adoption of standardized terminological entries

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3.1 General principles

The following principles shall be applied when deciding how to adopt standardized terminological entries:

- standardized terminological entries should be adopted, if possible, without technical deviation;
- any modification shall be clearly explained;
- to ensure identical technical content, a standardizing body representing specific cultural and linguistic as well as domain-specific and subject-specific communities should, if necessary, take special measures to address discrepancies between concept systems;
- the adopting standardizing body shall take responsibility for any documentation on culture-, language-, domain- or subject-specific issues;
- difficulties in adopting an internationally standardized terminological entry shall be recorded and reported to the respective international standardizing body so that the latter can serve as a resource for future harmonization of the terminological entries involved.

If there are distinct rules in a given standardizing body for the terminological data model, the wording or presentation of individual standardized terminological entries, the presentation of the respective concept systems or other constituent elements of terminological entries, these rules, or at least a reference to them, can be provided using Annex A.

3.2 Degrees of correspondence

3.2.1 General

To enable the comparison of regionally or nationally standardized terminological entries with the respective internationally standardized terminological entries, an indication of their degree of correspondence is essential