
INTERNATIONAL STANDARD



618

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

Paper — Articles of stationery that include detachable sheets — Overall trimmed sizes

Papier — Articles de papeterie comportant des feuilles détachables — Formats finis d'encombrement

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[ISO 618:1974](#)

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UDC 676.06 (ISO) A : 686.811

Ref. No. ISO 618-1974 (E)

Descriptors : papers, detachable sheets, dimensions.

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 Standards. As part of this process, Technical Committee ISO/TC 6 has reviewed ISO Recommendation R 618 and found it suitable for transformation. International Standard ISO 618 therefore replaces ISO Recommendation R 618-1967.

ISO 618:1974

ISO Recommendation R 618 was approved by the Member Bodies of the following countries :

Argentina	France	Portugal
Austria	Germany	Romania
Brazil	India	Spain
Bulgaria	Iran	Sweden
Canada	Israel	Switzerland
Chile	Korea, Rep. of	Turkey
Czechoslovakia	Mexico	United Kingdom
Denmark	New Zealand	U.S.A.
Egypt, Arab Rep. of	Norway	U.S.S.R.
Finland	Poland	Yugoslavia

The Member Body of the following country expressed disapproval of the Recommendation on technical grounds :

South Africa, Rep. of

The Member Bodies of the following countries disapproved the transformation of ISO/R 618 into an International Standard :

New Zealand
Romania

Paper – Articles of stationery that include detachable sheets – Overall trimmed sizes

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1 SCOPE AND FIELD OF APPLICATION

This International Standard specifies the overall trimmed sizes of articles of stationery that include detachable sheets.

The phrase “articles of stationery that include detachable sheets” applies to pads, notebooks, duplicate pads, printed or otherwise, etc. from which sheets may be detached.

The sheets may be

- either stuck to a spine to form a pad.
- or detachable from a stub by means of perforations.

This International Standard does not apply to cases in which the stub includes printed information (except possibly the page number) or where it is intended for the entry of written information.

2 REFERENCE

ISO/R 216, *Trimmed sizes of writing paper and certain classes of printed matter.*

ISO 618:1974 3 SIZES

3.1 General rule

The overall trimmed sizes of articles of stationery that include detachable sheets shall be one of the ISO-A Series given in ISO/R 216.

3.2 Sheets stuck to a spine to form a pad

The overall trimmed sizes of the pads and sheets shall be one of the ISO-A Series.

3.3 Sheets (in books, pads, etc.) detachable from a stub by means of perforations

3.3.1 Perforations continuous along one side of the articles

The overall trimmed sizes of the combined stub and detachable sheet shall be one of the ISO-A Series.

The maximum width of the stub shall be 12 mm.

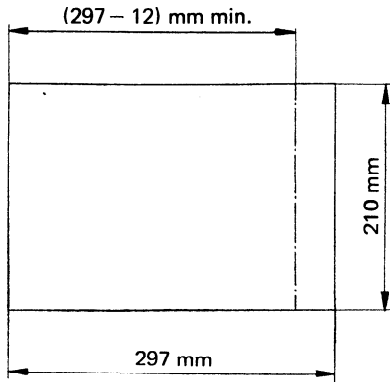


FIGURE 1 – Sheet detachable along the shorter edge

2 If because of office techniques the detached sheet is required to be of one of the ISO-A Series sizes, the overall trimmed size of the combined stub and detachable sheet may be greater in one direction by the width of the stub.

This special requirement shall be clearly indicated in the order.

3.3.2 Perforations along one side at the ends but discontinuous (see figure 3) leaving the centre part as part of the detachable sheet for use as a filing margin.

The overall trimmed size of the combined stub and detachable sheet shall be one of the ISO-A Series.

The maximum width of each part of the stub shall be 12 mm.

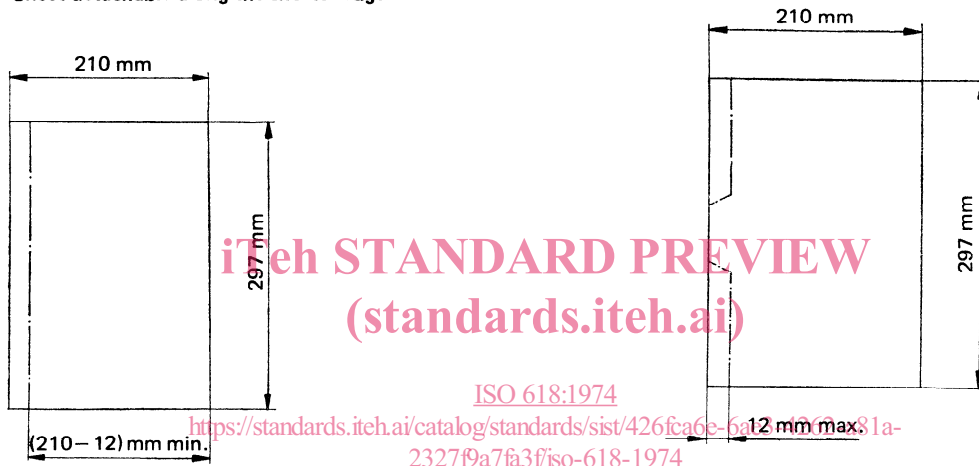


FIGURE 2 – Sheet detachable along the longer edge

FIGURE 3 – Detachable sheet with filing margin

NOTES

1 The overall size of the detached sheet will be less than one of the ISO-A Series sizes in one direction by the width of the stub.

NOTE – The overall size of the detached sheet, including the filing margin, shall be one of the overall trimmed sizes of the ISO-A Series.