

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 1149

iTeh STANDARD PREVIEW
LAYOUT OF MULTILINGUAL CLASSIFIED VOCABULARIES
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BRIEF HISTORY

The ISO Recommendation R 1149, *Layout of multilingual classified vocabularies*, was drawn up by Technical Committee ISO/TC 37, *Terminology (Principles and co-ordination)*, the Secretariat of which is held by the Österreichisches Normungsinstitut (ON).

Work on this question led to the adoption of a Draft ISO Recommendation.

In October 1968, this Draft ISO Recommendation (No. 1659) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

| | | |
|----------------|---------|-----------------------|
| Austria | India | South Africa, Rep. of |
| Czechoslovakia | Iran | Thailand |
| France | Israel | Turkey |
| Germany | Italy | United Kingdom |
| Greece | Romania | U.S.A. |

No Member Body opposed the approval of the Draft 9:1969

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The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in November 1969, to accept it as an ISO RECOMMENDATION.

FOREWORD

Co-operation and communication between experts engaged in all branches of science and technology are assuming ever-increasing importance as essential conditions for progress, both within each country and between countries. For this exchange to be successful, technical terms should have the same meaning for everyone who uses them. This goal can be achieved only if there is general agreement on the meaning of these terms. Hence the importance of technical vocabularies, in which concepts and terms, as well as their definitions, are standardized (terminological standards). It is just such standards which aid to assure mutual understanding.

These vocabularies are prepared by the National Standards Associations and by the Technical Committees of ISO. During the work on terminology carried out by these bodies it quickly became apparent that it was necessary to have directives applicable to any field of knowledge and that it was possible to establish them.

Accordingly ISO set up a Technical Committee, known as ISO/TC 37, *Terminology (Principles and co-ordination)*, with the mission of finding out and formulating general principles on terminology and terminological lexicography.

The ISO Recommendations prepared by this Technical Committee deal with questions that fall under the following four classes :

1. Vocabulary of terminology;
2. Procedure for producing national or international standardized vocabularies;
3. National and international standardization of concepts, terms and their definitions : principles for their establishment and criteria of value;
4. Layout of monolingual and multilingual vocabularies, including lexicographical symbols.

The ISO Recommendation included in class 2 deals with guidance in the organization of the work, while the other classes are concerned with technical details.

The following ISO Recommendations have been or will be issued :

Class 1

ISO/R 1087, *Vocabulary of terminology*

Class 2

ISO/R 919, *Guide for the preparation of classified vocabularies (Example of method)*

Class 3

ISO/R 704, *Naming principles*

ISO/R 860, *International unification of concepts and terms*

Class 4

ISO/R 1149, *Layout of multilingual classified vocabularies*

ISO/R . . . , *Layout of monolingual classified vocabularies*

ISO/R . . . *, *Lexicographical symbols*

ISO/R 639, *Symbols for languages, countries and authorities*

* At present, Draft ISO Recommendation No. 1951.

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LAYOUT OF MULTILINGUAL CLASSIFIED VOCABULARIES

INTRODUCTION

This ISO Recommendation deals with items included in class 4 as indicated in the Foreword.

Its purpose is to provide a detailed description of forms of layout which are appropriate for classified multilingual vocabularies – particularly for standardized vocabularies – as well as for manuscripts and record slips used in the preparation of vocabularies.

Sections 2 and 3 present only examples chosen from the different methods which may be employed.

It is recommended that this ISO Recommendation be used together with ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method)*, where the different stages of the work are specified.

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1. THE VOCABULARY (PRINTED EDITION)

1.1 Introduction : Sequence of entries

1.1.1 *The concept "entry"*. An "entry", "article" or "item" of a vocabulary or dictionary is its smallest independent unit.

An entry contains all the data either on a single term (and its various meanings) or on a single concept (and all the synonymous terms related to it).

In very specialized vocabularies where only standardized terms and meanings are given, an entry generally deals only with a single term and a single concept. The difference between the two types of entries disappears in this case.

1.1.2 *The different types of sequence*. The sequence of entries of a vocabulary or dictionary may either be determined by the external resemblance of words, i.e. follow the alphabet, or be determined by the relationship and contiguity of concepts.

The corresponding types of collections of terms as well as the entries in those collections are consequently called "alphabetic" or "classified" (or "systematic").

1.1.3 *Alphabetic collections of terms*. The alphabetic entries in alphabetic collections of terms are made up of "semantic sections".

Alphabetical arrangement is particularly suitable for bilingual collections of terms, without explanations of the meanings, which are meant for a wide range of users.

1.1.4 *Classified collections of terms*. In a multilingual classified collection of terms each classified entry consists of several "monolingual sections" (see clause 1.3).

Classified arrangement is often preferable for fundamental vocabularies (standardized, for instance) and, more generally, for the following types of collections of technical terms :

- (1) monolingual collections (with or without explanations);
- (2) bilingual collections containing explanations;
- (3) collections of three or more languages (with or without explanations).

- 1.1.5 *Classifying.* The systematic order of entries reflects the relations existing between the concepts incorporated in the vocabulary. Therefore a classification of concepts is necessary in preparing a classified vocabulary.

In certain cases, an existing classification system may be used, as, for instance, the Universal Decimal Classification (UDC).

Such an existing classification does not provide a specific number for every concept appearing in the vocabulary. Each concept has then to be classified under the closest genus represented in the classification adopted.

1.2 Indications contained in an entry

A classified entry should contain the following data in any sequence :

- 1.2.1 *An explanation of the concept.* A definition should be given for each concept. This definition need not be given in all languages of the vocabulary. Those languages in which the definition is given are called the "languages of the definitions". The languages for which only terms are given are called "additional languages". (See ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method)*, clause 1.2.1).

Wherever useful, definitions should be accompanied by one or more illustrations.

An illustration may be replaced by a reference to an illustration in another part of the same vocabulary. If a concept is followed by specific concepts, only the latter should be illustrated.

- 1.2.2 *A classification symbol.* The classification symbol denotes the place of a concept in the system of concepts of which it is a part; thus it is supplementary to the definition.

The elements of a classification symbol are generally ciphers, letters and typographical signs. The classification symbol may be, for example, an index of the UDC.

- 1.2.3 *The terms designating the concept.* For each concept the corresponding terms are given in several languages. Synonyms may also be included in the vocabulary for information or to advise against them.

All terms should correspond exactly to their definitions and not merely to one of the terms in the other languages.

Terms should not be listed with initial capital letters except in cases where the spelling requires initial capital letters when used within a sentence.

- 1.2.4 *Indications on the scope of terms and definitions.* Information of this type, if any, is provided by the language symbols, country symbols or authority symbols. These symbols are the subject of ISO Recommendation R 639, *Symbols for languages, countries and authorities*.

- 1.2.5 *A serial number.* A serial number denotes the place of an entry in the sequence of all entries of a vocabulary. Its purpose is to mark the entries in the alphabetical index and in the definitions of other concepts (references), and to classify slips in a file.

In general, serial numbers will be formed by the cardinal numbers 1, 2, 3, 4, etc. In certain cases, classification numbers (see clause 1.2.2) may be used as serial numbers, if they are short enough.

- 1.2.6 *A code symbol for the volume.* A code symbol for the volume identifies the vocabulary if the entries have the form of slips.

A code symbol for the volume might take, for example, the following form : ITV 29² – 1970 (ISO Technical Vocabulary No. 29, Second edition).

1.3 Sequence of data within a monolingual section

In the present ISO Recommendation a "monolingual section" denotes every part of an entry in a multilingual vocabulary covering only a single language.

Within a monolingual section the sequence of data should be as indicated below. (Data which may be omitted have been enclosed in brackets.)

1.3.1 (*Language symbol*)

1.3.2 *Preferred term*. The term may be preceded or followed by an explanatory note.

1.3.3 (*Country or authority symbol*)

1.3.4 (*Second preferred term*). Rare case. Example : in an international vocabulary, a synonym standardized by another country having the same language.

1.3.5 (*Country or authority symbol*)

1.3.6 *Definition*. The definition is preceded by a colon.

As a rule the definition is not given in all the languages of the vocabulary, but only in a restricted number, i.e. in the "languages of the definitions" (see clause 1.2.1).

1.3.7 (*Authority symbol*). This authority symbol does not refer to the term(s), but to the definition.

1.3.8 (*Permitted synonymous terms*). The permitted terms are preceded by the word : "Permitted :".

1.3.9 (*Deprecated synonymous terms*). The deprecated terms are preceded by the words : "To be avoided :".

The deprecated terms can be omitted in the vocabulary.

The deprecated terms may furthermore be marked by the symbol provided for this purpose (see ISO Recommendation R . . . *, *Lexicographical symbols*, under clause 2.2.3 b (4)). This possibility is important for the additional languages in a multilingual vocabulary, because no definitions for these languages appear there.

1.4 Sequence of monolingual sections in an entry

1.4.1 *Sequence of languages*. In a vocabulary containing many languages, these will be presented in the alphabetical order of their literal symbols. In any case, it may be useful to arrange the languages according to the following rules:

1.4.1.1 The languages of the definitions precede the additional languages.

1.4.1.2 Within each of these two classes the languages are grouped in families : Germanic languages, Romance languages, Slav languages, etc.

1.4.1.3 Within the families the languages follow each other in the alphabetical order of their letter symbols.

(For details see ISO Recommendation R 639, *Symbols for languages, countries and authorities*.)

1.4.2 *Extension of entries*. Monolingual sections may be arranged in horizontal succession ("horizontal entry"). Each language receives its own column, so that each page has the form of a table. A variant of this disposition is the following : All additional languages are accommodated in a common column (at the extreme right of the page), one above the other. (See sample page in Annex B.)

Monolingual sections may also be arranged in vertical succession. Every entry then takes the form of a "square" ("vertical entry"). Under this arrangement the additional languages may be accommodated underneath the languages of the definitions, possibly in several columns. (See sample page in Annex A.)

Arrangement in squares is increasingly used, because it has several important advantages :

(a) Advantages of arrangement,

- the entry may be more readily seen at a glance, even in vocabularies including a large number of languages;
- the manuscript can more readily be produced and printed;
- the number of languages covered can be readily increased at will;
- space is more readily available for illustrations within the entry (see clause 1.4.3);

(b) "Filability",

- every square can readily be accommodated on one or more index slips. For advantages of index-slip vocabulary, see clause 1.5.1.

* At present, Draft ISO Recommendation No. 1951.

1.4.3 *Illustrations.* It is recommended that the illustrations be inserted at the end of an entry. Consequently illustrations are printed to the right of the monolingual sections, where the arrangement is horizontal, and under them, where the arrangement is vertical.

The illustrations are frequently placed in a separate appendix, particularly in horizontally arranged vocabularies.

1.4.4 *Code symbol for the volume, serial number and classification symbol.* The code symbol for the volume, the serial number and the classification symbol should be placed in the heading of the entry.

1.5 Size of paper

1.5.1 *Filing slips.* For certain users of vocabularies, e.g. terminologists and lexicographers, translators and interpreters, the card index form may present several advantages. In such an index every entry is placed on a separate index card.

The advantages of such an index-slip vocabulary are as follows :

- (1) The user has the possibility of arranging the entries in an order according to any criterion important to him. Thus he might set up different files of the same vocabulary : one each according to two different systems of classification, and one for each language in alphabetical order with extra slips for synonyms.
- (2) The user may insert supplementary slips containing additions or notes. Such addenda may also be published.

The user may also replace superseded cards.

- (3) Since an index slip need not contain more than a single language unit or illustration, a multilingual vocabulary may be produced from several monolingual defining vocabularies by simple gathering of the vocabulary slips.

Vocabulary slips may be produced in two different ways :

- (a) the entries may be printed in a size identical with that of the index slips, or
- (b) they may be printed in smaller dimensions, enabling the user to cut up the vocabulary and paste each entry on a separate card.

Among the most useful sizes of slips preference may be given to the two following : 74 mm × 105 mm (ISO A7) and 75 mm × 125 mm (international library size).

1.5.2 *Forms of publication for vertical arrangement.* Then entries are vertically arranged, a vocabulary may be published in four different forms :

- (1) separate index-slips;
- (2) separate sheets, which may be cut up into index-slips;
- (3) books which may be cut up into index-slips;
- (4) books, the entries of which may be cut out and pasted on index-slips.

For (1) ISO size A7 is suitable. 2000 slips of that size may be accommodated in a file of A4 size (210 mm × 297 mm), provided with four holding mechanisms.

For (2) and (3), ISO sizes A4 and A5 will suit the purpose. 2 × 4 squares of size A7 may be placed on a page of the first of these sizes, while 2 × 2 squares fit on the second. (See sample page in Annex A. The details of this sample page do not pertain to the present ISO Recommendation.)

For (4) any other sizes may be used as well.

1.5.3 *Forms of publication for horizontal entries.* When entries are arranged horizontally, it is not readily possible to convert them into a card-index. In that case the book is the only form possible.

A suitable page size for this is ISO A4.

Annex B contains a relevant sample page reprinted from the 2nd edition of the IEC Vocabulary.

1.5.4 Preferred arrangement. For the reasons stated under clauses 1.4.2 and 1.5.1 the arrangement in squares should generally be preferred.

However, the number of persons who wish to have an index-slip vocabulary is relatively low though not entirely negligible. For that reason the best form of publication would be, in most cases, that described in clause 1.5.2(3), i.e. books of size A4, which may be cut up into index slips of size A7.

1.6 Alphabetical indexes

At the end of every classified collection of terms alphabetical indexes should be added, listing all the terms contained in the main body. A separate index should be provided for each of the languages covered by the vocabulary. Every term will be marked by an appropriate serial number (see clause 1.2.5) referring to the concept to which the term belongs.

For the benefit of the reader, complex terms composed of several elements should be introduced in the index at the place corresponding to each constituent part that the reader may look for.

The following is an example of the manner in which the three English terms *clamp bolt*, *jack bolt* and *stud bolt* may be presented in the alphabetical index (one of several possibilities) :

bolt 650

– clamp bolt 950

– jack bolt 658

– stud bolt 682

clamp bolt 950

jack bolt 658

stud bolt 682

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1.7 Tables of concepts

At the beginning of the vocabulary there should be a classified list of concept groups (sections, clauses, etc.) in the languages of the definitions.

If possible it should be complemented by one or more graphical representations – at least by one or more schedules of concepts – showing the classification of all the concepts dealt with in the vocabulary. The concepts here are symbolized by the corresponding preferred terms in the languages of the definitions only. Their serial numbers or their classification symbols (see clause 1.4.4) are added to these terms.

For the preparation of graphical representations see ISO Recommendation R...*, *Lexicographical symbols*, section 5, clause 5.1.

1.8 Supplements

Supplementary volumes may be published to cover languages not included in the vocabulary. Such a volume may cover several languages which are closely related to each other.

As a rule a supplement will contain no definitions. Only the corresponding terms, the serial numbers (see clause 1.2.5) and the classification symbols will be included (see clause 1.2.2).

The sequence of terms is the same as in the basic volume. The serial numbers must also be the same.

At the end of a supplement there is an alphabetical index of the terms contained in the main body. At the beginning there is a classified list of concept groups (see clause 1.7) in the language(s) of the supplement.

* At present, Draft ISO Recommendation No. 1951.