INTERNATIONAL STANDARD

Lexicographical symbols and typographical conventions for use in terminography

Symboles lexicographiques et conventions typographiques à utiliser en terminographie

Contents

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.

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.

International Standard ISO 1951 was prepared by Technical Committee ISO/TC 37, *Terminology (principles and coordination)*, Subcommittee SC 2, *Layout of vocabularies*.

This second edition cancels and replaces the first edition (ISO 1951:1973), of which it constitutes a technical revision.

Annex A of this International Standard is for information only.

Introduction

This International Standard deals with the use of lexicographical symbols and typographical conventions in terminological entries in specialized dictionaries in general, and standardized vocabularies in particular.

Its aim is to harmonize the use of symbols and typographical conventions in terminography by taking into account theoretical and scientific traditions as well as the development of computer hardware and software, in order to ensure that the user of specialized dictionaries and vocabularies is not confronted with identical or similar symbols or layout features representing different types of information.

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Lexicographical symbols and typographical conventions for use in terminography

1 Scope

This International Standard specifies lexicographical symbols and typographical conventions for use in

— specialized dictionaries,
— specialized lexicons,
— systematic vocabularies,
— alphabetical vocabularies,
— terminological databases,
— terminological data banks,
— works pertaining to lexicography and documentation.

It does not deal with the rules for use in the preparation and layout of international terminology standards, which are found in ISO 10241.

2 Normative references

The following standards contain provisions which, through reference in this text, constitute provisions of this International Standard. At the time of publication, the editions indicated were valid. All standards are subject to revision, and parties to agreements based on this International Standard are encouraged to investigate the possibility of applying the most recent editions of the standards indicated below. Members of IEC and ISO maintain registers of currently valid International Standards.

ISO 31-0:1992, *Quantities and units — Part 0: General principles*.

ISO 639:1988, *Code for the representation of names of languages*.

ISO 999:1975, *Documentation — Index of a publication*.

ISO 3166:1993, *Codes for the representation of names of countries*.

ISO/IEC 6937:1994, *Information technology — Coded graphic character set for text communication — Latin alphabet*.

ISO 10241:1992, *International terminology standards — Preparation and layout*.

ISO 10646-1:1993, *Information technology — Universal Multiple-Octet Coded Character Set (UCS) — Part 1: Architecture and Basic Multilingual Plane*.

3   Definitions

For the purposes of this International Standard, the following definitions apply.

3.1
lexicographical symbol
letter, punctuation mark, other typographical or graphic symbol or group of symbols or any combination thereof used to represent certain terminological or lexicographical data as displayed or output either singularly or in conjunction with another item of terminological data
NOTE — Even the space between two words can be interpreted as a meaningful "character".

3.2
terminography
terminology work concerned with the recording and presentation of terminological data
NOTE — Terminology may be presented in the form of term banks, glossaries, vocabularies or other publications.

3.3
typographical convention
predetermined design for the visual representation of handwritten, printed or displayed characters or character strings indicating certain data

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4   Typographical conventions and style

Boldface shall be used for preferred terms when they appear as entry terms and when they occur elsewhere in the entry.

Lightface shall be used for definitions, explanations, notes, admitted terms, pronunciation, etc.

EXAMPLE

variant
one of the different forms of a **term**
NOTE — Variants include spelling variants, morphological variants and syntactical variants.

Italics shall be used for Latin terms in nomenclatures and for symbols for physical quantities
(see ISO 31-0).

5 Brackets and parentheses

Additional information concerning a term (or other designation) or a definition (or other description or concept representation), which cannot be indicated by other symbols, typographical conventions or under "NOTE", shall be placed between parentheses or between brackets in such a way that it cannot be mistaken for part of the respective designation or description.

5.1 Square brackets

Square brackets, [ ], shall be used to enclose a reference to a source (preferably authoritative) of a term (or other designation), of a definition (or other description of a concept) or a part thereof, or of another kind of concept representation.

EXAMPLES (for the indication of the source of a designation)

1   [ISO 471:1995]
2   [IEV:1992]
3   [IEC 110:1992]

If the description (or other concept representation) taken from a certain source has been modified, this shall be indicated by "__" following the reference to the source.

EXAMPLE

natural language
language that evolves and whose rules reflect usage without necessarily being explicitly prescribed
[ISO/IEC 2382-7:1989__]

5.2 Angle brackets

Angle brackets, < >, (which can be represented by the less-than sign and the greater-than sign) shall be used to contain a subject field indication of a term (or other designation).

EXAMPLE

die, noun

5.3   Parentheses

If an addition to a definition or other description of a concept is not indicated by other lexicographical symbols, typographical conventions or by the indication "NOTE", the addition or description shall be placed between parentheses, ( ), following the definition (or some other kind of concept representation).

EXAMPLE

pressure (quotient of force on a surface and area of that surface)

Parentheses are also used to indicate qualifiers such as "deprecated", "neologism", etc.

EXAMPLE

radix
base (deprecated)

6   Indexes

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The type style (i.e. lightface, boldface, italics) used for the terms in the index shall be appropriate to the
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style used for the entries. ISO 999 also applies to indexes of vocabularies.

7   Language and country symbols

Language and country symbols applied to terms, definitions and other information contained in a terminological record shall comply with ISO 639 and ISO 3166.

8   Grammatical information

Grammatical information shall be printed in lightface and be separated by a comma from the term as well as any other grammatical information, in accordance with ISO 10241.

EXAMPLES

1   for word class:
       thermoplastic[1], noun
       thermoplastic[2], adj

2   for gender:
       (fr) **diaphragme**, m
       (fr) **membrane**, f
       (de) **Fenster**, n

3   for number:
       scissors, pl
       freedom, sing

4   for verbal feature:
       percolate[1], trans
       percolate[2], intrans

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