INTERNATIONAL STANDARD 2014

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

Writing of calendar dates in all-numeric form

Représentation numérique des dates

First edition — 1976-04-01

UDC 529.2 : 003.35 **Ref. No. ISO 2014-1976 (E)**

Descriptors : calendar dates, writing, numeric representation.

Price based on 1 page

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 154 has reviewed ISO Recommendation R 2014 and found it technically suitable for transformation. International Standard ISO 2014 therefore replaces ISO Recommendation R 2014-1971 to which it is technically identical.

ISO Recommendation R 2014 was approved by the Member Bodies of the following countries :

- Austria
- Belgium
- Canada
- Egypt, Arab Rep. of
- France
- Germany
- Greece
- Hungary
- India
- Italy
- Japan
- Korea, Dem. P. Rep. of
- Korea, Rep. of
- Netherlands
- Poland
- Portugal
- South Africa, Rep. of
- Spain
- Sri Lanka
- Sweden
- Switzerland
- Thailand
- United Kingdom
- U.S.A.
- Yugoslavia

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

- Czechoslovakia
- Iraq
- Ireland

No Member Body disapproved the transformation of ISO/R 2014 into an International Standard.

Writing of calendar dates in all-numeric form

0 INTRODUCTION

In all forms of international traffic and exchange, dates must be clearly designated and able to be compared without any ambiguity.

This International Standard for writing of calendar dates in all-numeric form has been prepared to obviate the confusion arising from misinterpretation of the significance of the numerals in a date written with numerals only; it is considered that similar confusion does not arise when the month is spelled out, either in full or in abbreviated form.

The occasions on which an all-numeric date might be used have been examined and the advantages for these occasions of the descending order year—month—day have been found to outweigh those for the ascending order day—month—year, established in many parts of the world.

The advantages of this descending order include the following in particular :

— the ease with which the whole date may be treated as a single numeral for the purpose of filing and classification (for example for insurance or social security systems);

— arithmetic calculation, particularly in some computer uses;

— the possibility of continuing the order by adding digits for hour—minute—second.

1 SCOPE

This International Standard specifies the writing of dates of the Gregorian calendar in all-numeric form, signified by the elements year, month, day.

2 FIELD OF APPLICATION

This International Standard is applicable whenever a calendar date containing the elements year, month, day is written in all-numeric form.

3 RULES FOR WRITING CALENDAR DATES

3.1 Sequence

An all-numeric date shall be written in the following order :

year—month—day

3.2 Characters

An all-numeric date shall be expressed exclusively in arabic numerals, i.e. by using only the decimal digits 0, 1, 2, . . ., 9 and, if required, the hyphen (see 3.4).

3.3 Elements

An all-numeric date shall consist of

— four digits to represent the year;

NOTE — Two digits may be used where no possible confusion can arise from the omission of the century; however, four digits should be applied especially in correspondence and for documentation purposes to indicate clearly that the descending order is used.

— two digits to represent the month;

— two digits to represent the day.

3.4 Separator

Where a separator is used in an all-numeric date, only a hyphen or a space shall be used between year and month, and between month and day.

3.5 Examples

The 1st July 1976 shall be written in one of the following ways :

a) 19760701

b) 1976-07-01

c) 1976 07 01