

### SLOVENSKI STANDARD SIST ISO 2145:1996

01-april-1996

### Dokumentacija - Številčenje oddelkov in pododdelkov v pisnih dokumentih

Documentation - Numbering of divisions and subdivisions in written documents

Documentation - Numérotation des divisions et subdivisions dans les documents écrits

# Ta slovenski standard je istoveten z: ISO 2145:1978

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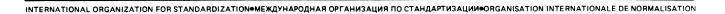
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# Documentation – Numbering of divisions and subdivisions in written documents

Documentation - Numérotation des divisions et subdivisions dans les documents écrits

# Second edition – 1978-12-15 **STANDARD PREVIEW** (standards.iteh.ai)

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2145

### SIST ISO 2145:1996

#### 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.

International Standard ISO 2145 was developed by Technical Committee VIEW ISO/TC 46, *Documentation*.

### (standards.iteh.ai)

This second edition was submitted directly to the ISO Council, in accordance with clause 6.13.1 of the Directives for the technical work of USO 4 transfer and replaces the first edition (i.e. ISO 2145-1972), which had been approved by the member bodies of the following countries: 1c13ed290efc/sist-iso-2145-1996

Belgium
Chile
Cze <b>c</b> hoslovakia
Denmark
France
Germany, F.R.
Greece
India

Iran Ireland Israel Italy Japan Netherlands New Zealand Portugal Romania South Africa, Rep. of Sweden Switzerland Thailand Turkey United Kingdom

The member bodies of the following countries had expressed disapproval of the document on technical grounds :

Austria Poland

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# Documentation – Numbering of divisions and subdivisions in written documents

### 1 SCOPE AND FIELD OF APPLICATION

This International Standard establishes a system for numbering divisions and subdivisions in written documents. It applies to all kinds of written documents, for example manuscripts, printed works, books, journal articles, directions for use and standards.

Numbering of divisions and subdivisions in a written document is advocated if this

 clarifies the sequence, importance and interrelation of individual divisions and subdivisions;

 simplifies search and retrieval of certain passages in the text, and makes possible the citation of single parts of the text;

- facilitates references within a writtes workdards.itah.ai) His

### 2 NUMBERING OF DIVISIONS AND SUBDIVISIONS 0 2145:19

2.1 Arabic numerals shall besein proyeds it hambering standards/sist/e23ede8 1c13ed290efc/sist-iso-2143-199

**2.2** The main divisions (first level) of a written document shall be numbered continuously beginning with 1.

**2.3** Every main division in its turn can be divided into any number of subdivisions (second level), which are also continuously numbered. This method of division and numbering can be continued to any number of further subdivisions (third and further levels).

It is, however, advisable to limit the number of subdivisions so that the reference numbers remain easy to identify, to read and to cite.

**2.4** A full stop is placed between the numbers designating subdivisions of different levels (see example below). A full stop after the number designating the final level shall not be used.

#### Example :

1st level	2nd level	3rd level
1	2.1	2.11.1
2	2.2	2.11.2
3	2.3	2.11.3
		•
9	2.9	2.11.9
10	2.10	2.11.10
11	2.11	2.11.11

**2.5** A number 0 (zero) can be assigned to the first division of each level if this forms a foreword, a preface, an introduction, or other division of similar type.

Example of a table of contents :

0	Introduction
1	Morphology
1.1	Cytology
1.1.1	Form and size of cells
1.1.2	Living content of cells
1.1.2.1	Parts of cells (component parts)
1.1.2.2	Physical properties of cells
1.1.2.3	Inanimate inclusions of protoplasts
t <u>e</u> h.ai	Histology
1.2.1	Tissue formation
<u>996</u> <u>1.2.2</u>	Kinds of cells
14 <b>2-1</b> -1996	Formative tissues
1.3	Organography
1.3.1	Vegetative organs
•	
1.3.1.20	Corm, generalities
1.3.1.21	Structure of typical corm
•	
2	Physiology
2.1	Metabolism
2.1.1	Chemical composition of the plant
2.1.2	Ingestion and movement of nutrients
2.2	Development
2.2.1	Conditions of growth
2.2.1.1	Measurement of growth
	•
2.3	Movements
2.3.1	Locomotive movements

### 3 CITATION OF DIVISION AND SUBDIVISION NUMBERS IN TEXT

Division or subdivision number are cited in text as in the following examples.

### Examples<sup>1)</sup>:

- ... in clause 4 ...
- ... see 9.2 ...
- ... 3rd paragraph in 1.1.2.2 ...

#### **4 SPOKEN FORM**

When a division or subdivision number is spoken, full stops are not expressed.

Examples<sup>1)</sup>:

- 2 "two"
- 2.1.1 "two one one"
- 2.11 "two eleven"
- 2.27 "two twenty-seven"

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<sup>1)</sup> For terms used to designate divisions and subdivisions, reference may be made to clause 4 of ISO Guide 1, *Presentation of International Standards and Technical Reports*.