



SLOVENSKI STANDARD SIST ISO 12616-1:2021

01-december-2021

Terminološko delo v podporo večjezičnemu komuniciranju - 1. del: Osnove prevodno usmerjene terminografije

Terminology work in support of multilingual communication - Part 1: Fundamentals of translation-oriented terminography

iTeh STANDARD PREVIEW

Travail terminologique appuyant la communication multilingue - Partie 1: Principes fondamentaux de la terminographie axée sur la traduction

[SIST ISO 12616-1:2021](https://standards.iteh.ai/catalog/standards/sist/25d2d9a0a67a/sist-iso-12616-1-2021)

Ta slovenski standard je istoveten z: [ISO 12616-1:2021](https://standards.iteh.ai/catalog/standards/sist/25d2d9a0a67a/sist-iso-12616-1-2021)

ICS:

01.020	Terminologija (načela in koordinacija)	Terminology (principles and coordination)
--------	--	---

SIST ISO 12616-1:2021

en,fr

iTeh STANDARD PREVIEW
(standards.iteh.ai)

[SIST ISO 12616-1:2021](#)

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021>

INTERNATIONAL
STANDARD

ISO
12616-1

First edition
2021-09

**Terminology work in support of
multilingual communication —**

**Part 1:
Fundamentals of translation-oriented
terminography**

iTeh STANDARD PREVIEW
*Travail terminologique appuyant la communication multilingue —
Partie 1: Principes fondamentaux de la terminographie axée sur la
traduction*
(standards.iteh.ai)

[SIST ISO 12616-1:2021](https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021)

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021>



Reference number
ISO 12616-1:2021(E)

© ISO 2021

iTeh STANDARD PREVIEW (standards.iteh.ai)

SIST ISO 12616-1:2021

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021>



COPYRIGHT PROTECTED DOCUMENT

© ISO 2021

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Email: copyright@iso.org
Website: www.iso.org

Published in Switzerland

Contents

Page

Foreword	v
Introduction	vi
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Fundamentals of terminology management	6
4.1 Goals.....	6
4.2 Work environments.....	6
4.3 Translation vs. terminology work.....	8
4.4 Working methods.....	8
4.4.1 Conceptual analysis.....	8
4.4.2 Systematic vs. ad hoc terminology work.....	9
4.4.3 Prescriptive vs. descriptive terminology work.....	9
4.4.4 Text corpora.....	10
5 Process steps and activities	11
5.1 Setting goals.....	11
5.2 Basic workflow.....	11
5.3 Setting up a terminology database.....	11
5.4 Collecting terminological data and initial assessment.....	12
5.5 Researching.....	12
5.6 Processing and documenting terminological data.....	13
5.7 Using and exchanging terminological data.....	13
5.8 Maintenance.....	13
6 Terminography	14
6.1 Best practices for open data categories.....	14
6.2 Term.....	14
6.3 Definition.....	14
6.4 Concept description.....	15
6.5 Context.....	15
6.6 Note.....	15
6.7 References and source identification.....	15
6.8 Abbreviations for names of languages and countries.....	16
7 Text elements for the Term field	17
7.1 General.....	17
7.2 Designations.....	18
7.2.1 Terms.....	18
7.2.2 Proper names.....	18
7.2.3 Symbols.....	19
7.2.4 Name-like designations.....	19
7.3 Other text elements.....	20
7.3.1 Phrases.....	20
7.3.2 Standard texts.....	20
8 Data management	20
8.1 Data categories for terminological data collections.....	20
8.2 Principles of modelling concept entries.....	21
8.2.1 Guidance on designing terminological data collections.....	21
8.2.2 Concept orientation.....	21
8.2.3 Term autonomy.....	22
8.2.4 Data elementarity.....	22
8.2.5 Data granularity.....	22
8.2.6 Repeatability.....	22

ISO 12616-1:2021(E)

8.3	Open and closed data categories.....	23
8.4	Mandatory and optional data categories.....	23
8.5	Exchange and interoperability of terminological data.....	24
9	Tools.....	24
10	Skills and competences.....	25
10.1	Terminology tasks and the required skills.....	25
10.2	Basic terminology skills.....	25
10.3	Information technology skills and competences.....	26
10.4	Skills and competences related to term extraction.....	26
10.5	Language skills.....	27
10.6	Subject-matter expertise.....	27
10.7	Research competence.....	27
10.8	Social and cultural competences.....	27
Annex A (informative) Data categories for translation-oriented terminological data collections.....		29
Annex B (informative) Spreadsheet examples.....		32
Bibliography.....		34

iTeh STANDARD PREVIEW (standards.iteh.ai)

[SIST ISO 12616-1:2021](https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021)

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1-25d2d9a0a67a/sist-iso-12616-1-2021>

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.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular, the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2 (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation of the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT), see www.iso.org/iso/foreword.html.

This document was prepared by Technical Committee ISO/TC 37, *Language and terminology*, Subcommittee SC 2, *Terminology workflow and language coding*.

This document cancels and replaces the ISO 12616:2002, which has been technically revised.

The main changes compared to the previous edition are as follows:

- updates to focus on the broader environment in which terminology workers operate;
- deepening of the aspect of terminological data management and addition of processes, tools and skills necessary for terminology tasks;
- updates to align with the technical state-of-art and the evolution of the profession.

Any feedback or questions on this document should be directed to the user's national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

ISO 12616-1:2021(E)

Introduction

Terminology work is conducted by people with different backgrounds and for different purposes. This document focuses on the fundamentals necessary to perform basic terminology work in translation contexts. While some details are occasionally given, the document provides the minimum information necessary to set up and work in the simplest form of a terminological data collection (TDC). The more complex tasks and processes performed by terminologists with more sophisticated technologies and in larger production environments will be covered in a future ISO 12616-2.

For clear communication, the title “terminology worker” has been chosen to represent anyone doing terminology work as an ancillary function of their professional activities. A terminology worker might be a translator, project manager or technical communicator, and might work as a single-person enterprise, for a language service provider, or in-house at a company or other organization. Terminologists and terminology workers share the same basic skill set covered in this document; however, terminologists have broader knowledge and competences, which will be discussed further in a future ISO 12616-2.

One of the most common scenarios for a terminology worker in translation contexts is the following: a client produces documentation in a particular subject field in a source language and asks a translator to translate a variety of interrelated documents. Since no terminology was provided, the translator recognizes that it would be beneficial to document the terminology found during translation work to maintain consistency across documents in the target language. This document provides terminographical best practices and data modelling principles to this end.

In this document’s examples, designations and other text elements are indicated by double quotation marks, whereas objects, concepts, properties, characteristics, and types of characteristics are indicated by single quotation marks. When referring to fields in a terminology database, the first letter of the field name is capitalized and the field name is followed by the word “field” (e.g. Term field, Transfer comment field). Data categories are indicated by slashes preceding and following the name of the data category (e.g. /term/, /transfer comment/). This markup is intended to facilitate the distinction between references to the three terminological levels and other text throughout this document.

Terminology work in support of multilingual communication —

Part 1: Fundamentals of translation-oriented terminography

1 Scope

This document specifies requirements and recommendations related to fundamentals of translation-oriented terminography for producing sound bilingual or multilingual terminology collections. It deals with the main tasks, skills, processes and technologies for translation-oriented terminography practiced by terminology workers who do terminology work in low-complexity settings as part of non-terminological activities. It does not cover terminology management involving sophisticated workflows, a multitude of roles, or advanced terminological skills and competences.

2 Normative references

The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 704, *Terminology work — Principles and methods*

ISO 16642, *Computer applications in terminology — Terminological markup framework*

ISO 26162-1, *Management of terminology resources — Terminology databases — Part 1: Design*

ISO 30042, *Management of terminology resources — TermBase eXchange (TBX)*

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

ISO and IEC maintain terminological databases for use in standardization at the following addresses:

- ISO Online browsing platform: available at <https://www.iso.org/obp>
- IEC Electropedia: available at <https://www.electropedia.org/>

3.1

terminology

set of *designations* (3.7) and *concepts* (3.4) belonging to one *subject field* (3.2) or subject

[SOURCE: ISO 1087:2019, 3.1.11, modified — “domain” replaced with “subject field”, which is the preferred term in this document.]

3.2

subject field

domain

field of special knowledge

Note 1 to entry: The borderlines and the granularity of a subject field are determined from a purpose-related point of view. If a subject field is subdivided, the result is again a subject field.

ISO 12616-1:2021(E)

[SOURCE: ISO 1087:2019, 3.1.4, modified — The preferred term in this document is “subject field”, instead of “domain”.]

3.3**object**

anything perceivable or conceivable

Note 1 to entry: Objects can be material (e.g. ‘engine’, ‘sheet of paper’, ‘diamond’), immaterial (e.g. ‘conversion ratio’, ‘project plan’) or imagined (e.g. ‘unicorn’, ‘scientific hypothesis’).

[SOURCE: ISO 1087:2019, 3.1.1]

3.4**concept**

unit of knowledge created by a unique combination of characteristics

Note 1 to entry: Concepts are not necessarily bound to particular natural languages. They are, however, influenced by the social or cultural background which often leads to different categorizations.

[SOURCE: ISO 1087:2019, 3.2.1 modified — Removed Note 2 to entry.]

3.5**individual concept**

concept (3.4) that corresponds to a unique *object* (3.3)

EXAMPLE ‘Saturn’, ‘Eiffel Tower’, ‘Moon’, ‘serial number FRHR603928’, ‘2016 Nobel Prize in Physics’.

Note 1 to entry: Individual concepts are represented by *proper names* (3.10).

[SOURCE: ISO 1087:2019, 3.2.8]

3.6**general concept**

concept (3.4) that corresponds to a potentially unlimited number of *objects* (3.3) which form a group by reason of shared properties

EXAMPLE ‘planet’, ‘tower’, ‘moon’, ‘Nobel Prize in Physics’.

Note 1 to entry: For a general concept, it is essential that a number of corresponding objects greater than 1 can be perceived or conceived of. For example, ‘spaceship’ has been a general concept before such a material object existed, at the time when there existed only 1 such object, and later, when there existed several such objects.

[SOURCE: ISO 1087:2019, 3.2.9]

3.7**designation**

representation of a *concept* (3.4) by a sign which denotes it in a *subject field* (3.2) or subject

Note 1 to entry: A designation can be linguistic or non-linguistic. It can consist of various types of characters, but also punctuation marks such as hyphens and parentheses, governed by domain-, subject-, or language-specific conventions.

Note 2 to entry: A designation can be a *term* (3.8) including *appellations* (3.9), a *proper name* (3.10), or a *symbol* (3.11).

[SOURCE: ISO 1087:2019, 3.4.1; modified — Removed “designator” as a synonym. In the definition, “domain” replaced with “subject field”.]

3.8**term**

designation (3.7) that represents a *general concept* (3.6) by linguistic means

EXAMPLE “laser printer”, “planet”, “pacemaker”, “chemical compound”, “¾ time”, “Influenza A virus”, “oil painting”.

Note 1 to entry: Terms may be partly or wholly verbal.

[SOURCE: ISO 1087:2019, 3.4.2]

3.9

appellation

term (3.8) that is applied to a group of *objects* (3.3) whose relevant properties are identical

EXAMPLE “Nokia 7 Plus®” (mobile phone), “Adobe® Acrobat® X Pro” (software), “Road King®” (motorcycle)¹.

[SOURCE: ISO 1087:2019, 3.4.3]

3.10

proper name

designation (3.7) that represents an *individual concept* (3.5)

EXAMPLE “International Organization for Standardization”, “IBM®”², “British Isles”, “United Nations”.

[SOURCE: ISO 1087:2019, 3.4.4]

3.11

symbol

designation (3.7) that represents a *concept* (3.4) by non-linguistic means

Note 1 to entry: There are several types of symbols such as graphical symbols [ISO 3864 (all parts)] and letter symbols [ISO 80000 (all parts)].

[SOURCE: ISO 1087:2019, 3.4.5]

3.12

terminology work

terminology management

work concerned with the collection, description, processing and presentation of *concepts* (3.4) and their *designations* (3.7)

Note 1 to entry: Terminology work often aims at creating and maintaining *terminological data collections* (3.21).

Note 2 to entry: Terminology work often aims at terminology planning and can involve all of concept harmonization, term harmonization, and term formation.

Note 3 to entry: Terminology work can be carried out in a systematic or an ad hoc fashion.

[SOURCE: ISO 1087:2019, 3.5.1, modified — In the definition, removed “systematic”. In Note 1 to entry, “terminology resources” replaced with “terminological data collections”. Added Note 3 to entry.]

3.13

prescriptive terminology work

terminology work (3.12) that aims at deciding on preferred usage of *designations* (3.7)

3.14

descriptive terminology work

terminology work (3.12) that aims at documenting *designations* (3.7) as they are used in contexts without favouring preferred usage

1) Nokia 7 Plus® is a trademark of Nokia Corporation, Adobe® Acrobat® X Pro is a trademark of Adobe Systems, Road King® is a trademark of Harley-Davidson. This information is given for the convenience of users of this document and does not constitute an endorsement by ISO of the products named.

2) IBM® is a trademark of International Business Machines Corporation. This information is given for the convenience of users of this document and does not constitute an endorsement by ISO of the product named.

ISO 12616-1:2021(E)

3.15

terminography

terminology work (3.12) aimed at creating and maintaining *terminological data collections* (3.21)

[SOURCE: ISO 1087:2019, 3.5.2, modified — “terminology resources” replaced with “terminological data collections”.]

3.16

term extraction

terminology work (3.12) that involves the identification and excerption of *terminological data* (3.19) by searching through a *text corpus* (3.17)

Note 1 to entry: *Terminological data* (3.19) of primary interest are typically *designations* (3.7), definitions and contexts.

Note 2 to entry: Term extraction is often supported by dedicated software tools.

[SOURCE: ISO 1087:2019, 3.5.6]

3.17

text corpus

corpus

collection of natural language data

Note 1 to entry: Text corpora can be used for various activities such as text analysis or *terminology work* (3.12).

[SOURCE: ISO 1087:2019, 3.6.4]

ITeh STANDARD PREVIEW
(standards.iteh.ai)

3.18

candidate term

string of characters that has been collected by means of *term extraction* (3.16) but has not yet been selected as a text element to be documented in the *terminological data collection* (3.21)

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-86c1-25d2d9a0a67a/sist-iso-12616-1-2021>

3.19

terminological data

data related to *concepts* (3.4) and their *designations* (3.7)

Note 1 to entry: Common terminological data include *designations* (3.7), definitions, contexts, notes to entry, grammatical labels, subject labels, language identifiers, country identifiers, and source identifiers.

[SOURCE: ISO 1087:2019, 3.6.1]

3.20

terminological entry**concept entry**

CE

collection of *terminological data* (3.19) related to only one *concept* (3.4)

[SOURCE: ISO 1087:2019, 3.6.2, modified — Added “concept entry” and “CE” as preferred and admitted terms, respectively.]

3.21

terminological data collection**TDC**

terminology resource

resource consisting of *concept entries* (3.20) with associated metadata and documentary information

[SOURCE: ISO 26162-1:2019, 3.2.4, modified — Added “terminology resource” from ISO 1087:2019, 3.7.1.]

3.22**data category**

class of data items that are closely related from a formal or semantic point of view

EXAMPLE /part of speech/, /subject field/, /definition/.

Note 1 to entry: A data category can be viewed as a generalization of the notion of a field in a database.

Note 2 to entry: In running text, such as in this document, data category names are enclosed in forward slashes (e.g. /part of speech/).

[SOURCE: ISO 26162-1:2019, 3.2.11]

3.23**terminology management system**

TMS

software tool specifically designed with a metadata structure for collecting, maintaining, and accessing *terminological data* ([3.19](#))

[SOURCE: ISO 1087:2019, 3.6.13]

3.24**concept orientation**

principle whereby a *concept entry* ([3.20](#)) describes a single *concept* ([3.4](#))

Note 1 to entry: When two or more different *concepts* ([3.4](#)) are represented by the same *designation* ([3.7](#)) (in the same language), this designation is considered a homograph. Such *concepts* ([3.4](#)) are documented in separate *concept entries* ([3.20](#)).

[SOURCE: ISO 26162-1:2019, 3.2.13]

3.25**term autonomy**

SIST ISO 12616-1:2021

<https://standards.iteh.ai/catalog/standards/sist/85bb2a74-583c-4489-8bc1->

principle whereby all *terms* ([3.8](#)) in a *concept entry* ([3.20](#)) are considered independent sub-units and can be described using the same set of *data categories* ([3.22](#))

Note 1 to entry: By analogy, this principle applies to *designations* ([3.7](#)) as well as other text elements.

[SOURCE: ISO 26162-1:2019, 3.2.14]

3.26**data granularity**

degree of precision of data

Note 1 to entry: For example, the set of individual *data categories* ([3.22](#)) /part of speech/, /grammatical gender/, and /grammatical number/ provides for greater data granularity than does the single data category /grammar/.

[SOURCE: ISO 26162-1:2019, 3.2.15]

3.27**repeatability**

principle whereby a *data category* ([3.22](#)) can be repeated within a database definition and whereby it can also be combined with other data categories

[SOURCE: ISO 26162-1:2019, 3.2.12]

3.28**data elementarity**

principle whereby a data field contains only one data element

EXAMPLE For example, including both a full form and an abbreviation of a term in the same data field would be a violation of data elementarity.

[SOURCE: ISO 26162-1:2019, 3.2.16]