
INTERNATIONAL STANDARD



2384

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

Documentation — Presentation of translations

Documentation — Présentation des traductions

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Descriptors : documentation, translations, presentation.

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 2384 was developed by Technical Committee ISO/TC 46, *Documentation*, in collaboration with the European Translations Centre (ETC) and was circulated to the member bodies in December 1975.

It has been approved by the member bodies of the following countries :

Austria	Germany	Poland
Belgium	Hungary	Romania
Brazil	Iran	South Africa, Rep. of
Canada	Israel	Sweden
Czechoslovakia	Italy	Switzerland
Denmark	Japan	United Kingdom
Egypt, Arab Rep. of	Mexico	U.S.A.
France	Netherlands	Yugoslavia

No member body expressed disapproval of the document.

Documentation – Presentation of translations

0 INTRODUCTION

To some extent, the object of a translation is to replace the original document, although chronologically every translation is secondary in its relation to the original publication. Nevertheless, even if the translation is regarded as a primary document, it must be possible to identify the original version. This International Standard deals with both these aspects of translations.

1 SCOPE

This International Standard sets out rules to ensure that translations are presented in a standard form which will simplify their use by different categories of user.

2 FIELD OF APPLICATION

This International Standard applies to the translation of all documents, whether the translation is complete, partial or abridged. It does not apply to abstracts. Four types of translation, which can be used as a guide to all other types, are discussed.

This International Standard does not deal with material details of presentation of a translation such as composition, size and other specifications concerning paper, margins, method of printing and typography. Translators and editors should comply with appropriate national and international standards for these subjects.

3 REFERENCES

ISO 8, *Documentation – Presentation of periodicals*.¹⁾

ISO 31, (Quantities, units and symbols).

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

ISO 690, *Documentation – Bibliographical references – Essential and supplementary elements*.

ISO 1086, *Documentation – Title leaves of a book*.

ISO 3388, *Patents – Bibliographical references – Essential and complementary elements*.

1) At present at the stage of draft. (Revision of ISO/R 8-1954.)

2) If the original is a thesis, this fact should be stated.

4 IDENTIFICATION ELEMENTS TO BE INCLUDED IN THE PRESENTATION OF A TRANSLATION

The identification of a translation consists of essential and complementary elements. Those listed below have been determined according to sub-clauses 3.1, 3.2 and 3.3 of ISO 690. These elements should be given in the heading, preferably in the order indicated.

Sub-clause 4.4 of this International Standard has been drawn up in conformity with ISO 3388.

Identification elements given in the title leaves of a book should comply with ISO 1086. For the presentation of periodicals it is recommended that reference be made to ISO 8.

4.1 Translation of a book or other separately issued publication²⁾

4.1.1 Elements relating to the translation

4.1.1.1 ESSENTIAL ELEMENTS

- Name(s) of author(s), with initial(s), forename(s) or other details of identification : chief editor, scientific editor or publisher, individual or corporate author of the original publication.
- Title of the translated work or translation of the title of the work.
- Type of translation : complete, partial or abridged. If partial or abridged, the parts translated should be stated. Parts not translated should be indicated as far as possible.
- Organization responsible for the translation, name(s) of translator(s), chief editor, scientific editor or publisher of the translation.
- Publisher, place and date of publication of the translation, or, if it has not been published, identification and address of those responsible for the translation.
- International Standard Book Number (ISBN).
- Mention of exclusive translation rights (see clause 19).

4.1.1.2 COMPLEMENTARY ELEMENTS

- Language of the translation, indicated according to ISO/R 639.
- Translation of title of collection or series.

4.1.2 *Elements relating to the original document only*

4.1.2.1 ESSENTIAL ELEMENTS

- Title in the original language (see clause 9).
- Place(s) and date(s) of publication in the original language.
- Edition number.
- Publisher(s) of the original publication.
- Language of the original document, indicated according to ISO/R 639.
- ISBN.

4.1.2.2 COMPLEMENTARY ELEMENT

- Title of collection or series, and the numbering within collection or series.

4.1.3 *Elements relating to an intermediate translation (essential elements)*

- Title of the publication in the intermediate language.
- Date and place of publication in the intermediate language.
- Edition number.
- Publisher in the intermediate language.
- Intermediate language.
- ISBN.

4.2 Translation of a periodical or other serial publication

4.2.1 *Elements relating to the translation*

4.2.1.1 ESSENTIAL ELEMENTS

- Title of the serial, in the language of translation.
- Type of translation : complete, partial or abridged. If partial or abridged, the parts translated should be stated.
- Organization responsible for the translation, name of translator(s) and name of chief editor, scientific editor or publisher of the translation.
- Year of publication and number of volume, issue and part translated. Pagination.

- Publisher(s).

- Key title (established by the ISDS¹⁾), International Standard Serial Number (ISSN).

4.2.1.2 COMPLEMENTARY ELEMENTS

- Language of the translation, indicated according to ISO/R 639.
- Place(s) and date(s) of publication of the translation.
- Information about how the translation can be obtained (identification number, date, price).

4.2.2 *Elements relating to the original document only*

4.2.2.1 ESSENTIAL ELEMENTS

- Title of serial, in the original language (see clause 9).
- Year of publication, number of volume, issue and part, identification or other bibliographic elements if different from those of the translation.
- Language of the original document, indicated according to ISO/R 639.

- Pagination of the original document in brackets after the pagination of the translation.

- Key title (established by the ISDS¹⁾), International Standard Serial Number (ISSN).

4.2.2.2 COMPLEMENTARY ELEMENT

- Place of publication of the original document if this is necessary for identifying the periodical or serial publication.

4.3 Translation of a contribution or an article

4.3.1 *Elements relating to the translation*

4.3.1.1 ESSENTIAL ELEMENTS

- Name(s) of author(s) with initial(s), forename(s) or other details of identification : chief editor, scientific editor or publisher, individual or corporate author of the original document.
- Translation of the title of the article.
- Type of translation : complete, partial or abridged. If partial or abridged, the parts translated should be stated.
- Organization responsible for the translation, name(s) of the translator(s) and of the chief editor, scientific editor or publisher of the translation.
- Information about how the translation can be obtained (identification number, date, price).

1) International Serials Data System.

4.3.1.2 COMPLEMENTARY ELEMENTS

- Language of the translation, indicated according to ISO/R 639.
- Place and date of publication of the translation.
- If the publication is not a translation of articles taken from a periodical, the type of this document should be stated, for example paper presented at a certain conference, etc.
- If the publication is the translation of a preprint, this fact should be stated.

4.3.2 Elements relating to the original document only**4.3.2.1 ESSENTIAL ELEMENTS**

- Title of article, in the original language (see clause 9).
- Title of serial, in the original language (see clause 9).
- Year of publication, number of volume, issue or part, pagination and other details of bibliographic identification.
- ISSN or ISBN.

4.3.2.2 COMPLEMENTARY ELEMENT

- Place of publication of the original document if this is necessary for identifying the serial.

4.4 Translation of patents and similar documents**4.4.1 Elements relating to the translation****4.4.1.1 ESSENTIAL ELEMENTS**

- Type of document.
- Country of publication.
- Complete identification number.
- Name(s) of the country(ies) of the applicants or grantees, individual or corporate.
- Translation of the title.
- Full expansion data.

4.4.1.2 COMPLEMENTARY ELEMENTS

- Number, date and country of the application.
- Number and date of filing.
- Number and date of convention priority.
- Number and date of publication.
- Date of patenting.
- Number of claims.
- International Patent Classification.

- National or internal classification.
- Name(s) and initial(s) of the inventor(s).
- Language of the translation, indicated according to ISO/R 639.
- Date of publication of the translation.
- Pagination.

4.4.2 Elements relating to the original document only (essential elements)

- Title of the document.
- Language of the original document, indicated according to ISO/R 639.

5 PRESENTATION

Subdivisions of the original text into clauses, sub-clauses and paragraphs and their numbering shall be respected in the translation. Differences in content between the translation and the original document should be mentioned, stating what the differences are : omissions, corrections, abridgements or additions to parts of the text, to the index or to the bibliography.

6 NOTES, FOOTNOTES AND BIBLIOGRAPHICAL REFERENCES

The titles of the works and articles cited in notes, footnotes and bibliographical references or in translator's notes may be translated, in which case it is recommended that the citation in the original language should follow in brackets (see clause 9). Translator's comments may either be given at the foot of the page or be appended at the end of the translation. They should be preceded by the words "Translator's note" or a corresponding phrase in the language of the translation.

7 FORMULAE, EQUATIONS, SYMBOLS, UNITS

Formulae, equations, symbols and units should preferably be given as in the original text, without being translated.

Any modification of a symbol or index should be mentioned in a translator's note.

If the conversion of units is undertaken, values in the original units should be supplied in brackets after the values produced as the result of the conversion.

In every case the translation should comply with the relevant parts of ISO 31.

8 FIGURES, LEGENDS AND TITLES OF FIGURES AND TABLES

Figures should preferably be presented as and where they appear in the original text. If the method of reproduction leads to a figure being moved, a reference should be given at the appropriate place in the translation.

The text accompanying figures and tables (titles, legends and other matter) should be translated in full.

If the figures or tables are reproduced from the original, all the text and notes that go with them should be translated and suitably marked.

9 transliteration

If a translation is printed in a script different from that used in the original, the titles of the publication and names of authors and organizations should be transliterated in accordance with the appropriate International Standard.

10 names and symbols of organizations

The names of organizations should be given as they appear in the text and notes, unless an equivalent exists in the language of translation. If this is not the case, a translation or abbreviation of an organization's name and symbol may be given in brackets the first time they appear in the text. In bibliographical references, the names of organizations are to be given in the original language (see clause 9). Translations of names may be given in brackets.

11 abbreviations

Abbreviations used in the original text should be given in their equivalents in the language of translation, if they exist. If there is no known equivalent, the expression represented by the abbreviation should, if possible, be explained the first time it appears in the text.

12 terminology

As the terminology of the science or profession concerned should be used in the translation, the translator should choose appropriate equivalents for new concepts or terms. It is recommended that the original term should follow the translation of such concepts or terms in brackets.

If the terminology conforms to a particular standard, this should be stated.

13 identification of authors

Details helping identification of

- an individual author (or individual authors), such as Jr for Junior, Sr for Senior, should be given in the language of the translation, if the equivalent is sanctioned by usage;
- an individual author's (or individual authors') title and qualifications should be given in the language of the translation, if the equivalent is sanctioned by usage;
- an author's (or authors') authority, such as "Member of the Academy of Sciences", should be given in the language of the translation;

- an author's (or authors') part in the preparation of a document, such as chief editor, scientific editor or publisher, should be given in the language of the translation.

14 retranslation

When a translation is made of another translation, reference should be made both to the intermediate translation and to the original publication.

15 geographical names

Geographical names should be kept in the language of the original document, unless an equivalent of these names exists in the language of the translation, such as London — Londres — Londen. They should conform to appropriate International Standards.

In bibliographical references, geographical names are to be given in the original language (see clause 9).

16 dates

The date(s) of the original publication should be quoted in the language of the translation, for example June 1958, Autumn 1973. If a publication is dated according to an era different from that used in the language of the translation, for example the Japanese era, the corresponding year should be given in brackets.

17 translations of serial publications

Publishers of serials are advised to avoid using titles other than the original title or its translation, if that is valid and authorized. They are also advised to use volume, issue and part numbers in the translation which coincide with corresponding parts of the original document. The year of publication of the original should appear before the year of publication of the translation, for example original published in May 1937 (translated October 1940). The pagination of the translation should be followed by the pagination of the original publication in brackets.

18 name(s) of translator(s)

The translator's name should always appear among the essential elements for identifying a translation (in accordance with the advice of the International Federation of Translators and Recommendation No. 5 adopted by UNESCO).¹⁾

19 authority to publish a translation

A statement of authority to publish, with or without exclusive rights, should accompany the reference to the original document in the heading of the translation.

1) With the exception of translations of patents and similar documents.

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