



SLOVENSKI STANDARD oSIST ISO/DIS 704:2021

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Terminološko delo - Načela in metode

Terminology work -- Principles and methods

Travail terminologique -- Principes et méthodes

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01.020	Terminologija (načela in koordinacija)	Terminology (principles and coordination)
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Terminology work — Principles and methods

Travail terminologique — Principes et méthodes

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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 1, *Principles and methods*.

This fourth edition cancels and replaces the third edition (ISO 704:2009), which has been technically revised.

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

- structure and content have been adapted based on ISO 1087;
- concept models according to ISO 24156-1 have been introduced;
- clauses on associative concept relations have been extended;
- appellations and proper names are treated more comprehensively and more systematically;
- where necessary, existing examples have been adapted or replaced, and new examples have been introduced.

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.

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Introduction

0.1 Overview

This document specifies state-of-the-art principles and methods of terminology work. According to ISO 1087:2019, 3.5.1, terminology work is “work concerned with the systematic collection, description, processing and presentation of concepts and their designations” in various domains and subjects. It is multidisciplinary and draws support from a number of disciplines (e.g. logic, epistemology, philosophy of science, linguistics, translation studies, information science and cognitive science). It combines elements from many theoretical approaches that deal with the description, ordering and transfer of knowledge.

Terminology work according to this document is concerned with terminology used for unambiguous communication in natural language, in particular special languages. The goal of terminology work as described in this document is, thus, a clarification and standardization of terminology for communication between humans. Terminology work can also support knowledge modelling, information modelling, data modelling and classification, but this document does not cover these fields.

This document is intended to standardize the essential elements for terminology work. The general purposes of this document are to provide a common theoretical framework and to explain how this framework should be implemented by organizations or individuals involved in terminology work. This document also provides the fundamentals for terminology science teaching and training, in particular for the training of terminologists.

Thus, this document is intended to provide assistance to those carrying out various terminology work activities. The principles and methods should be observed not only for the manipulation of terminological information but also in the planning and decision-making involved in managing terminology. The main activities include, but are not limited to, the following:

- identifying concepts and concept relations;
- analysing and structuring concept fields on the basis of identified concepts and concept relations;
- analysing and developing concept systems on the basis of concept fields;
- visualising concept systems, for example by means of traditional concept diagrams or Unified Modeling Language-based concept models;
- defining concepts;
- attributing linguistic or non-linguistic designations to concepts;
- creating and maintaining terminology resources, principally in print and electronic media (terminography).

Objects, concepts, definitions and designations are fundamental to terminology work and therefore form the basis of this document. Objects are perceived or conceived and abstracted into concepts. Concepts are represented by designations and/or definitions. The set of designations and concepts belonging to one special language constitutes the terminology of a specific domain or subject.

For referencing objects, concepts, definitions, and designations in accordance with the current state of the art, the following wording conventions are used in this document:

- Objects
are **perceived** or **conceived**;
are **abstracted** into or **conceptualized** as concepts.
- Concepts
depict or **correspond to** objects or groups of objects;
are **represented** or **expressed** by linguistic or non-linguistic designations or by definitions;
are **organized** into **concept systems**.
- Definitions
define, represent or **describe** concepts;
- Designations
designate or **represent** concepts;
are **attributed to** concepts;
refer to objects.

0.2 Notations

In running text of this document, the following notations are used:

- Terms designating concepts defined in ISO 1087 and in this document are in italics.
- Other terms and proper names are indicated by double quotation marks.
- Objects, concepts, properties, characteristics, types of characteristics and criteria of subdivision are indicated by single quotation marks.
- Examples are boxed.
- (Symbols do not have any specific markup.)

These notations are intended to facilitate the distinction between different types of references and other text throughout this document.

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It should be noted that the examples in this document have been chosen for illustrative purposes and are specific to the language(s) in question. Translation into other languages can necessitate the selection of other examples to illustrate the points.

NOTE In the case of standardized terminology, this provision does not violate the rules on the degree of correspondence as an identical version in another language according to ISO/IEC Guide 21-1, Subclause 4.2.

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Terminology work — Principles and methods

1 Scope

This document establishes the basic principles and methods for preparing and compiling terminologies both inside and outside the framework of standardization. It describes the links between objects, concepts, definitions and designations. It also establishes general principles for the formation of terms and proper names and the writing of definitions. This document is applicable to terminology work in scientific, technological, industrial, legal, administrative and other fields of knowledge.

This document does not stipulate rules for the presentation of terminological entries in international standards, which are treated in ISO 10241-1 and ISO 10241-2.

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 1087, *Terminology work and terminology science — Vocabulary*

ISO 10241-1, *Terminological entries in standards — Part 1: General requirements and examples of presentation*
<https://standards.iteh.ai/catalog/standards/sist/d8e6e341-4451-483b-8e0a-dae59f0a5770/osist-iso-dis-704-2021>

ISO 10241-2, *Terminological entries in standards — Part 2: Adoption of standardized terminological entries*

ISO 24156-1, *Graphic notations for concept modelling in terminology work and its relationship with UML — Part 1: Guidelines for using UML notation in terminology work*

ISO/IEC Guide 21-1, *Regional or national adoption of International Standards and other International Deliverables — Part 1: Adoption of International Standards*

3 Terms and definitions

For the purposes of this document, the terms and definitions given in ISO 1087 and the following apply.

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

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

3.1

single-word term

term that consists of one word

EXAMPLE: “cherry”, “ship”, “iron”, “barrier”.

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Note 1 to entry: This definition does not apply equally to all natural languages. Individual natural languages have different types of units in their lexicons.

[SOURCE: ISO 1087:2019, 3.4.7, modified for better consistency by removing “simple” before “term” in the definition and by adding Note 1 to entry]

3.2

simple term

single-word term (3.2) or term that consists of one lexical unit

EXAMPLE: “sound”, “accessorize”, “viral” (single-word terms); “mega-”, “giga-”, “tera-” (lexical units used as prefixes according to the International System of Units); “-itis”, “-ia”, “-osis” (lexical units used as suffixes in the domain of medicine); “chron(o)-”, “laryng(o)-” (lexical units used as combining forms in the domain of medicine).

Note 1 to entry: Simple terms include terms coined by derivation.

Note 2 to entry: This definition does not apply equally to all natural languages. Individual natural languages have different types of units in their lexicons.

Note 3 to entry: Prefixes, suffixes and combining forms in certain domains or subjects (e.g. medicine, chemistry) are part of nomenclatures and are considered simple terms. In combination with other terms, they can form compound terms or complex terms.

[SOURCE: ISO 1087:2019, 3.4.6, modified for better consistency by adding “single-word” before “term”, adding “or term” before “that” and replacing “a single word or” by “one” in the definition, by adding elements to the Example and by adding Note 2 to entry and Note 3 to entry]

3.3

compound term

single-word term (3.2) that can be split morphologically into separate components

EXAMPLE: “steamship”, “blackbird”, “afterbirth”, “laryngitis”.

Note 1 to entry: Components that result from splitting can include words and lexical units.

Note 2 to entry: This definition does not apply equally to all natural languages. Individual natural languages have different types of units in their lexicons.

[SOURCE: ISO 25964-1:2011, 2.9, modified for better consistency by adding “single-word” before “term” in the definition, by replacing examples, by replacing Note 1 to entry, and by adding Note 2 to entry]

3.4

multi-word term

term that consists of more than one word

EXAMPLE: “bird cherry”, “bulk carrier ship”, “steam and spray iron”, “vegetative noise barrier”, “all-in-one toner cartridge”.

Note 1 to entry: In some natural languages, there is a preference for writing multi-word terms as separate words, or even a rule so stating.

Note 2 to entry: This definition does not apply equally to all natural languages. Individual natural languages have different types of units in their lexicons.

[SOURCE: ISO 1087:2019, 3.4.10, modified for better consistency by removing “complex” before “term” in the definition, by adding “all-in-one toner cartridge” in the example, by replacing “single” by “separate” in Note 1 to entry, and by adding Note 2 to entry]

3.5

complex term

multi-word term (3.5) or term that consists of more than one lexical unit

EXAMPLE: “computer mouse”, “fault recognition circuit” (multi-word terms).

Note 1 to entry: This definition does not apply equally to all natural languages. Individual natural languages have different types of units in their lexicons.

[SOURCE: ISO 1087:2019, 3.4.9, modified for better consistency by adding “multi-word” before “term”, adding “or term” before “that” and removing “word or” in the definition, and by adding Note 1 to entry]

3.6

full form

complete representation of a designation

EXAMPLE: “solid-state drive” is the full form of “SSD”.

[SOURCE: ISO 10241-1:2011, 3.4.1.2.3., modified by replacing the Example]

3.7

terminological entry

concept entry

collection of terminological data related to only one concept

Note 1 to entry: A terminological entry prepared in accordance with the principles and methods given in this document follows the same structural principles whether it is monolingual or multilingual.

[SOURCE: ISO 1087:2019, 3.6.2, modified for better consistency by adding “concept entry” as an admitted term and replacing “ISO 704” by “this document” in Note 1 to entry]

3.8

domain

subject field

field of special knowledge

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

EXAMPLE 1 The domain of physics can be subdivided into astrophysics and geophysics.

EXAMPLE 2 Amongst others, the domains of agriculture and food production relate to the subject of cereals.

[SOURCE: ISO 1087:2019, 3.1.4, modified by adding Examples]

3.9

subject

area of interest or expertise

Note 1 to entry: A subject may touch upon two or more domains.