

Å skrive en standard



1

Innhold i en standard

- Forord
- (Orientering)
- Omfang
- Normative referanser
- Termer og definisjoner
- (Symboler og forkortelser)
- Kravpunkter
- Tillegg
- Litteratur



2 Opplæringsstrinn II - Å skrive en standard

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Normativ eller informativ



- **Normativ** = en del av standardens krav
 - All tekst, figurer og tabeller
 - Normative tillegg
 - Normative referanser (andre standarder)
- **Informativ** = veiledning, litt hjelp på veien, kjekt å vite
 - Forord og orientering
 - Merknader
 - Eksempler
 - Informative tillegg
 - Litteraturliste

3 Opplæringstrinn II - Å skrive en standard

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Bruken av skal og bør

- Skal (shall) = krav
- Bør (should) = anbefaling
- Kan (can/may) = en tillatelse eller opsjon
- Må (must) - brukes **ikke** i standarder



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Forord (1)

- Fast tekst:
 - NS XXXX:årstall ble fastsatt i måned år
 - NS XXXX:årstall erstatter NS XXXX:årstall
 - Denne standarden er utarbeidet av SN/K XXX *Komiteenavn*
- Ved revisjoner:
 - Standarden er revidert og det er gjort følgende endringer av betydning i forhold til forrige utgave....(list opp)



Forord (2)

- Komiteen har vært sammensatt av representanter fra myndigheter, forbrukere, rådgivere, universitet, forskning...(frivillig å ha med dette punktet)
- Forord skal ikke inneholde
 - krav, anbefalinger, figurer eller tabeller
- For europeiske standarder
 - This document has been prepared by Technical Committee CEN/TC 227 Road Materials, the secretariate of which is held by BSI
 - Info om godkjenning/implementering
«This document shall be given the status of a national standard...conflicting national standards shall be withdrawn at the latest....»
- For ISO-standarder
 - Fast tekst + en setning om hvilken komité som har utarbeidet den



Orientering



- Formålet med standarden
- Denne standarden i relasjon til andre
- Vise til litteraturlisten
- Dette punktet skal **ikke** inneholde krav

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Omfang (punkt 1)

- Kort beskrivelse av **hva dokumentet omfatter**
- Eventuelt hva det ikke omfatter
- Skal ikke inneholde krav, tillatelser eller anbefalinger
- Fast tekst:
 - Dette dokumentet angir/spesifiserer/fastsetter/gir retningslinjer for/gir veiledning om/definerer termer



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Normative referanser (punkt 2)

- Inneholder standarder det vises til og som er nødvendig for bruken av standarden
 - Eksempel: Produktet skal tilfredsstille krav i punkt 7 i NS 1214:2018
- Andre henvisninger settes inn i litteraturlisten (informativt)
- Skal alltid med i alle standarder (også der det ikke er normative referanser)
- Vær bevisst på antall henvisninger (vær kritisk, færrest mulig)



Termer og definisjoner (punkt 3)



- Definerer termer og begreper som er viktige for forståelse av standarden
- Vanlige ord bør ikke defineres
- Skal alltid med i alle standarder (også der det ikke er termer og definisjoner)
- Det finnes også egne terminologistandarder



Terminologi

- Presis og konkret
- Substitusjonsprinsippet
 - En term skal hvor som helst i teksten kunne erstattes med definisjonen
- Gjenbruke definisjoner fra andre standarder så langt det passer. Husk å oppgi kilde
 - www.termlex.no
 - www.iso.org/obp
 - www.electropedia.org
- Systematisk satt opp (ikke alfabetisk)
- Husk
 - Ikke artikkel først i en definisjon
 - Kun én setning er lov

- **Eksempel:**

- 3.8**

- bygningsdel**

- fysisk del av en bygning eller et annet byggverk, vanligvis sammensatt av flere delprodukter

- Oppslagsmerknad 1: Med bygningsdel forstås de deler som er listet i NS 3451.

- [KILDE: NS 3461:2005, 3.1.4, modifisert – Oppslagsmerknaden er lagt til.]

Lære mer?

NS-ISO 704 Terminologiarbeid –
Prinsipp og metoder (på norsk)

11 Opplæringstrinn II - Å skrive en standard

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Utarbeidelse av kravpunkter (fra punkt 4 og utover)

- Vær bevisst ved bruken av **skal, kan og bør**
- Konsistent, **klar og tydelig**
- Krav skal være **mulig å verifisere** objektivt
 - Unngå «**strikk-ord**» som tilstrekkelig, tilfredsstillende, sjelden, nok
- Bruke **tilgjengelig kunnskap**
- Ikke utelukke **framtidig teknologi**, nye materialer og innovasjon
 - «... or any other material or product proven to be equally suitable»
- Ivareta dagens **marked og markedssituasjon**
- Formulere **krav til ytelse (performance)** framfor beskrivelser av design eller egenskaper
- Definere **prøvmingsmetode** for å verifisere produktets egenskaper i stedet for å sette krav til produsentens prosess

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Tillegg til standarden

- Normative tillegg
 - Integrert del av standardens krav
- Informative tillegg
 - Veiledningsstoff for forståelse av standarden
 - Nyttig informasjon
- Nasjonale tillegg
 - Veiledning
 - Krav der standarden gir anledning til det
 - Innhold kan ikke være i strid med standarden

13 Opplæringstrinn II - Å skrive en standard

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Tillegg ZA og ZB

- ZA-tillegg (ZZ-tillegg i elektrotekniske standarder)
 - Henviser til relevant mandat, direktiv/forordning
 - Ikke mulig med A-avvik på dette området
- Tillegg ZB (informativt tillegg om ev. A-avvik)

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Verktøykassa

- ISO/IEC Directives Part 2
 - Rules for the structure and drafting of international standards
 - Brukes for Norsk Standard
 - Brukes i CEN/CENELEC
- Andre standarder
- ISO/CEN Guider
- ISO brosjyre "How to write standards"
- OSD, Authoring (digitale skriveverktøy)
- Model manuscript of a draft International Standard
http://www.iso.org/iso/model_document-rice_model.pdf



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ISO- og CEN-guider

- Hva er guider og når brukes de?
 - Veiledninger til bruk i komiteer som utarbeider standarder
 - Gir regler, orientering, råd eller anbefalinger
 - Utarbeides av arbeidsgrupper eller policykomiteer
 - Er produkt og temaspesifikke
- CEN/CLC og ISO/IEC har utarbeidet en rekke Guider
- Guider er gratis for komitémedlemmer
- Oversikt over CEN Guider
[CEN-CENELEC Guides - CEN-CENELEC \(cencenelec.eu\)](http://cencenelec.eu)

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Bedre standarder med CEN/CLC Guide 17 for SMB



- Har du noen gang vært fortvilet over tungt språk og mange henvisninger i standarder?
- Den skal bidra til bedre standarder for alle

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Hvordan skrive gode standarder?

- Hva gjør en standard brukervennlig?
- Hvordan kommunisere
 - presist
 - effektivt
 - enkelt uten å bli for enkel
- Hvordan sikre at innholdet blir
 - forstått
 - lett å implementere
 -av alle?



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Hvordan skrive gode standarder?

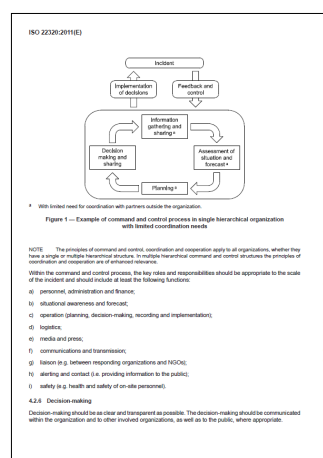
Guide 17 gir konkrete eksempler

1. Bruk av **eksempler og forklaringer**
2. Skriv **tilleggsinformasjon i orienteringen**
 - hvorfor standarden er utarbeidet
 - hvilke varer, tjenester, aktiviteter eller bransjer den dekker
 - hvem som er målgruppen
 - hvordan den forholder seg til andre standarder
 - hvordan den plasseres i verdikjeden
3. Gjør standarden **presis og komplett** innenfor bruksområdet



Hvordan skrive gode standarder?

4. Unngå dyre og komplekse **prøvingsregimer** for prøving av produktet
5. Finn fram til enkle og **kostnadseffektive metoder** for kontroll av at krav er oppfylt
6. Skriv standarden så **kort** som mulig
7. Skriv så **klart** som mulig og sikre at de er lette å følge
 - God **struktur av innholdet**
 - Bruk **punktmerket liste** hvor det er mer enn to ting som nevnes
8. Bruk **figurer, grafer og tegninger** som støtte til teksten



Hvordan skrive gode standarder

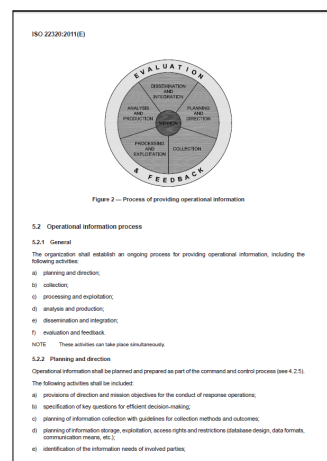
9. Bruk enkelt språk

- En fordel når den skal oversettes
- Bruk korte ord og setninger
- Fjern overflødige ord hvor det er mulig
- Bruk aktiv i stedet for passiv form

10. Reduser behovet for **normative referanser**

11. Vurder overgangsperioder for at brukerne skal tilpasse seg nye krav

12. Vurder behovet for **veiledning** for hjelp til implementering



Eksempel: Hva betyr denne teksten.... egentlig?

- Performance evaluation processes identify changing maturity, allow for comparison between teams, locations or capabilities and identify areas for development in future programmes. A consistent method of measuring the performance of participants, procedures and capabilities provides for effective evaluation of the performance of the exercise programme and should be included in the organization's evaluation process. Performance evaluation processes identify changing maturity and allow for comparison between teams, locations or capabilities. This evaluation process helps identify areas for development in future programmes.

Eller denne?

- During dissemination and integration, operational information is delivered based on its categorization and used by decision-makers and other users. Dissemination is facilitated by a variety of means. The means are determined by the needs of the users, the implications and criticality of the operational information, and the available transmission means.



Eksempel: «Estimate shelter demand» (FØR)

- Plans for shelter provision should include an estimate of the number of evacuees who intend to use the shelters. Shelters can include those provided by government, non-government, humanitarian and religious organizations and social groups, as well as alternative shelters that are provided by friends, family or themselves. Information from public surveys, post-evacuation reports and humanitarian agencies should be used to estimate shelter demand and the required shelter capacity and resources. Estimates of shelter demand can be differentiated by demographic groups, such as the elderly and immigrant groups. Within a diverse community, this can help to understand who is more likely to use shelters and their particular shelter requirements (see Table 1).

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Eksempel: «Estimate shelter demand» (ETTER)

- The organization should:
 - use information from public surveys, post-evacuation reports and humanitarian agencies to estimate shelter demand and the required shelter capacity and resources
 - include in plans for shelter provision an estimate of the number of evacuees who intend to use the shelters provided by government, non-government, humanitarian and religious organizations and social groups, and alternative shelters provided by friends, family or themselves
 - differentiate shelter demand within a diverse community by demographic groups, such as the elderly and immigrant groups to help to understand who is likely to use shelters and their particular shelter requirements (see Table 1)

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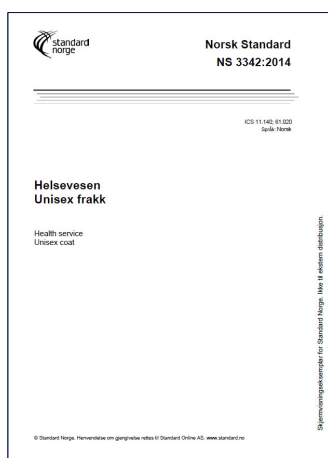


Eksempel: Aktiv eller passiv

- Aktive verb gjør ofte setninger kortere og teksten mer tydelig og direkte
- Passive verb gir ofte lengre og mer kronglete språk, og budskapet kan bli mer uklart



Gode eksempelstandarder (norske)



Gode eksempelstandarder (NS 3342)

10.342.2014

2.5 Trådvinkelret
 Sammenhæng skal være mindst 90°. Tådens skal bestå af 95 - 100 polyester.

3.6 Frakken målt og udførelse

3.6.1 Krav til målt og udførelse

Standard specifikationer to modeller for frakke til brude bryllupsbæst.

- Frakke skal 34 tangere være, se figur 1
- Frakke med 36 tangere være, se figur 2

Frakken skal have en hygiejniske brudekappe skal have tangere 34 tangere være.

Frakken skal have:

- lange, som vist på figur 1 og figur 2.
- raskelstykke
- knapet
- næppe raskelstykke

Frakken skal have brudekappe raskelstykke med tangere indlægget, indlægget brudekappe med brudekappe.

Frakken skal have raskelstykke være ca. 6 cm højt.

Faldet skal have raskelstykke skal være ca. 3 cm, overførsel og stakket i kanten.

Frakken skal have raskelstykke målt og udførelse i udførelse og figur 1 og figur 2. Målene gælder for alle størrelser.

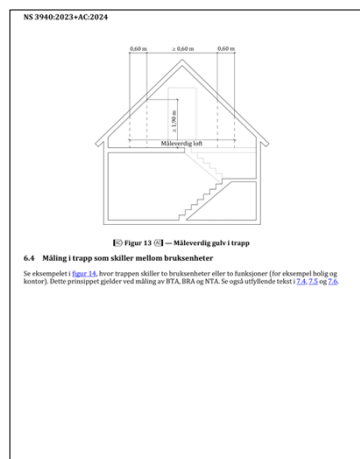
Korrekturen pågik de 100 tangere.

Tablet 1 - Målingerne for ansatte frakke

Mål oppt = 1 cm

Mål	X- SMALL (104 116)	X- SMALL (116 128)	SMALL (128 140)	MIDKROP (140 152)	LARGE (152 164)	X- LARGE (164 176)	LARGE (176 188)	Tall størrelse 188 200
A. Bystidende	100	104	108	112	116	124	132	140
C. Vidske mende	114	118	122	126	130	144	152	160
D. Tangere/ste	6	6	6	6	6	6	6	6
E. Tangere/ste	18	22	26	30	34	41	42	43
F1. Tangere/ste for korter	41	42	43	44	46	48	50	52
F2. Tangere/ste for korter	28	27	29	31	32	33	35	37
G. Tangere/ste for korter	6	7	8	9	10	12	12	13
H. Tangere/ste for korter	68	68	100	102	104	128	128	110

10.342.2014



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Oversikt over vedlegg

- How to write standards (ISO-brosjyre)
- Vocabularies and Terminologies (ISO-brosjyre)
- SN-CEN/CLC Guide 17:2010 Rettleiing i å skrive standardar som tek omsyn til mikro-, små og mellomstore bedrifter (SMB) og deira behov
- Bruken av skal-kan-bør i standarder

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standards

How to write standards

Tips for standards writers

How to

.....

write standards



Contents

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How this brochure can help you

This brochure is designed to help people write clear, concise and user-friendly International Standards and other ISO documents. For more detailed drafting and editorial rules, see the **ISO/IEC Directives, Part 2, 2016, Principles and rules for the structure and drafting of ISO and IEC documents**. References to the Directives are given in parentheses next to the relevant header.



Writing plain language

Write your document with the user in mind. Using plain language is an effective means of getting your message across.

By being clear and concise – but not simplistic – writers can avoid misinterpretation. This reduces time and cost in translation.

Because plain language is easier to understand, it also reduces discussion during drafting.

Using plain language does not mean reducing the length of your message, changing its meaning or oversimplifying your text.

How to use plain language:

- ▶ Be clear to yourself about your main message – try reading it to yourself out loud
- ▶ Put yourself in the place of the reader
- ▶ Keep your sentences short
- ▶ Have one idea per sentence
- ▶ Leave out words you don't need
- ▶ Use lists when you can
- ▶ Use the active voice when you can
- ▶ Be concise, use short, simple words and avoid turning verbs into nouns
- ▶ Punctuate your writing carefully
- ▶ Use more full stops, fewer commas and brackets
- ▶ Phrase your points positively
- ▶ Use everyday language whenever possible and reduce jargon
- ▶ Plain language is particularly important in the Scope

HINT

Use the same term for the same concept everywhere. Don't use synonyms

Verbal forms

In all clauses, be clear about what is a requirement and what is a recommendation or other type of statement. In order to make clear what the user must do, the following verbal forms are used in ISO documents:

- ▶ Requirements – shall, shall not
- ▶ Recommendations – should, should not
- ▶ Permission – may, need not
- ▶ Possibility and capability – can, cannot

HINT

Check that information is not duplicated between the Introduction and the Scope

Title (Clause 11)

The Title must be clear and concise, containing a maximum of three elements:

- ▶ an introductory element
- ▶ a main element
- ▶ a complementary element

Cereals and pulses – Specification and test methods – Part 1: Rice

(introductory)

(main)

(complementary)

Table of contents

The Table of contents is automatically generated.

Foreword (Clause 12)

The Foreword of an ISO document contains generic text which is inserted by ISO Central Secretariat during editing and publishing. When revising an existing standard, include a list of the major changes compared with the previous edition.

Introduction (Clause 13)

The Introduction is optional but ISO encourages its inclusion. It can describe the content of the document and give information on why the document is needed.

Introduction

This document was developed in response to worldwide demand for minimum specifications for rice traded internationally, since most commercial bulks of grain, which have not been screened or aspirated, contain a proportion of other grains, weed seeds, chaff, straw, stones, sand, etc.

Scope (Clause 14)

The Scope is mandatory and it describes what the document does. For example, this document

- ▶ specifies ...
- ▶ establishes ...
- ▶ gives guidelines for ...
- ▶ defines terms ...

The Scope is written as a series of statements of fact. Don't put any requirements, recommendations or permissions in the Scope.

1 Scope

This document specifies minimum requirements and test methods for rice (*Oryza sativa* L.).

It is applicable to husked rice, husked parboiled rice, milled rice and milled parboiled rice, suitable for human consumption, directly or after reconditioning.

It is not applicable to cooked rice products.

Normative references (Clause 15 and 10.2)

The Normative references clause is mandatory, even if there are no normative references in the document. It lists reference documents which are cited in the text in such a way that some or all of their content constitutes requirements of the document (e.g. “Sampling shall be carried out in accordance with ISO 24333:2009, Clause 5”). Remember to date the reference if it refers to a specific clause, sub-clause, figure, table, etc., in that reference document. References are generally made to other ISO and IEC standards. Documents from other organizations can also be referenced under certain conditions. References must be publicly available.

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 712, *Cereals and cereal products – Determination of moisture content – Reference method*

ISO 24333:2009, *Cereals and cereal products – Sampling*

Terms and definitions (Clause 16)

The Terms and definitions clause is a mandatory clause clarifying the meaning of certain words in the context of the document. Only terms which are used in the document shall be defined.

HINT

For guidance
on terminological
entries,
see ISO 10241-1

HINT

Abbreviated terms and symbols can be listed in a separate clause immediately after Clause 3

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

Terms and definitions from ISO documents are available on the ISO Online Browsing Platform (www.iso.org/obp). Search the OBP by committee and by standard to find terms that are already defined. A **definition** is a single phrase that can replace the term wherever used. It does not start with an article (e.g. “a”, “the”) or end with a full-stop. It does not take the form of, or contain, a requirement or recommendation. Additional information can be included in a Note to entry or an Example. The example below shows a range of elements that can be included in a terminological entry.

3.2

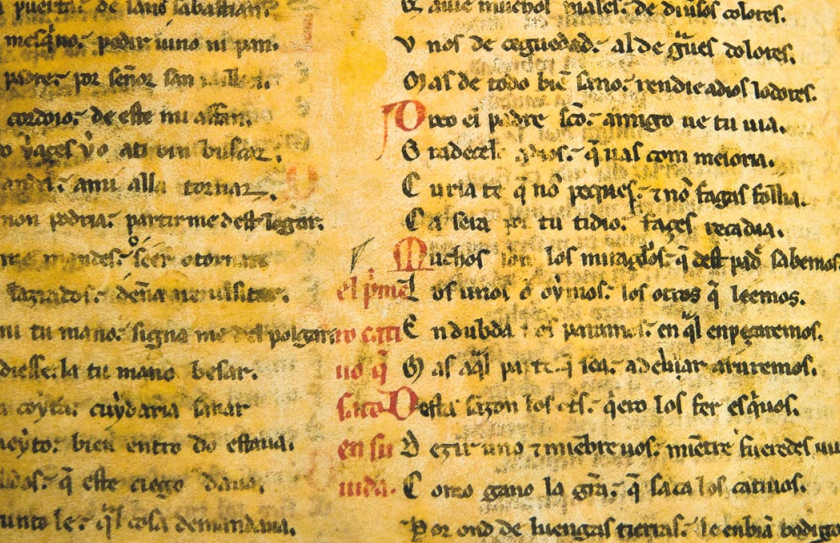
special language

language for special purposes

LSP

language used in a *domain* (3.1.2) and characterized by the use of specific linguistic means of expression

Note 1 to entry: The specific linguistic means of expression always include domain- or subject-specific terms and other kinds of designations as well as phraseology and also may cover stylistic or syntactic features.



Clauses and subclauses (Clause 22)

Clauses and subclauses form the main part of any ISO document. They tell users of the document what they need to do to implement it.

Number the clauses and subclauses to help people reference key parts of the document.

ISO does not allow its documents to mandate the use of services, such as testing or certification (e.g. by another company). Write the requirements so they can be verified by anyone.

ISO documents should avoid referring to trademarks or companies. Patented items can be referred to under certain conditions (see [ISO/IEC Directives, Part 1](#)).

ISO documents do not contain legal or contractual requirements.

Notes (Clause 24) and Examples (Clause 25)

Notes and Examples are used for giving additional information intended to assist the understanding or use of the document. Don't put any requirements, recommendations or permissions in the notes or examples.

HINT

If the note is removed,
do you lose essential
information?

If so, it should not
be a note

4 Specifications

4.1 General characteristics

Kernels of rice, whether parboiled, husked or milled, and whether whole or broken, shall be sound, clean and free from foreign odours or odour which indicates deterioration.

4.2 Physical and chemical characteristics

4.2.1 The mass fraction of moisture, determined in accordance with ISO 712, using an oven complying with the requirements of IEC 61010-2, shall not be greater than 15 %.

The mass fraction of extraneous matter and defective kernels in husked and milled rice, whether or not parboiled, determined in accordance with Annex A, shall not be greater than the values specified in Table 1.

NOTE Lower mass fractions of moisture are sometimes needed for certain destinations depending on the climate, duration of transport and storage. For further details, see ISO 6322-1, ISO 6322-2 and ISO 6322-3.

4.2.2 The defect tolerance for the categories considered, and determined in accordance with the method given in Annex A, shall not exceed the limits given in Table 1.

5 Sampling

Sampling shall be carried out in accordance with ISO 24333:2009, Clause 5.

HINT

Subclauses can be
with or without headings.
But be consistent
within a subclause

Tables (Clause 29) and Figures (Clause 28)

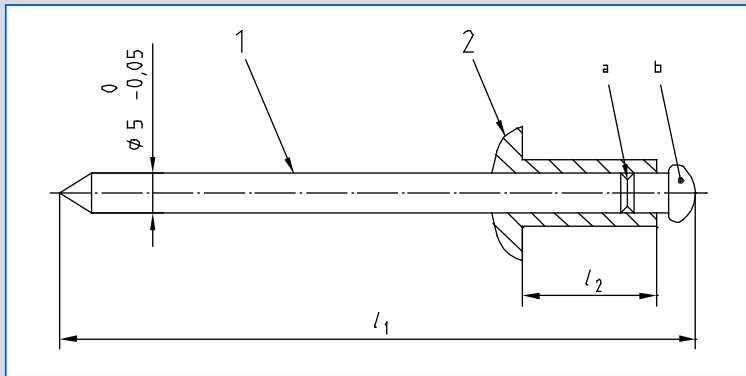
HINT
Cite all tables and figures in the text

Tables and figures should have labels and titles as shown below.

Table 1 – Maximum permissible mass fraction of defects				
Defect	Maximum permissible mass fraction of defects			
	$w_{\max}$ %			
	in husked rice	in milled rice (non-glutinous)	in husked parboiled rice	in milled parboiled rice
Extraneous matter:				
— organic ^a	1,0	0,5	1,0	0,5
— inorganic	0,5	0,5	0,5	0,5
NOTE 1 Only full red husked (cargo) rice is considered in this table.				
NOTE 2 Some commercial contracts require information in addition to that provided in this table.				
^a Organic extraneous matter includes foreign seeds, husks, bran, parts of straw, etc.				

Notes used in tables and figures follow the same guidelines as notes to text.





Key

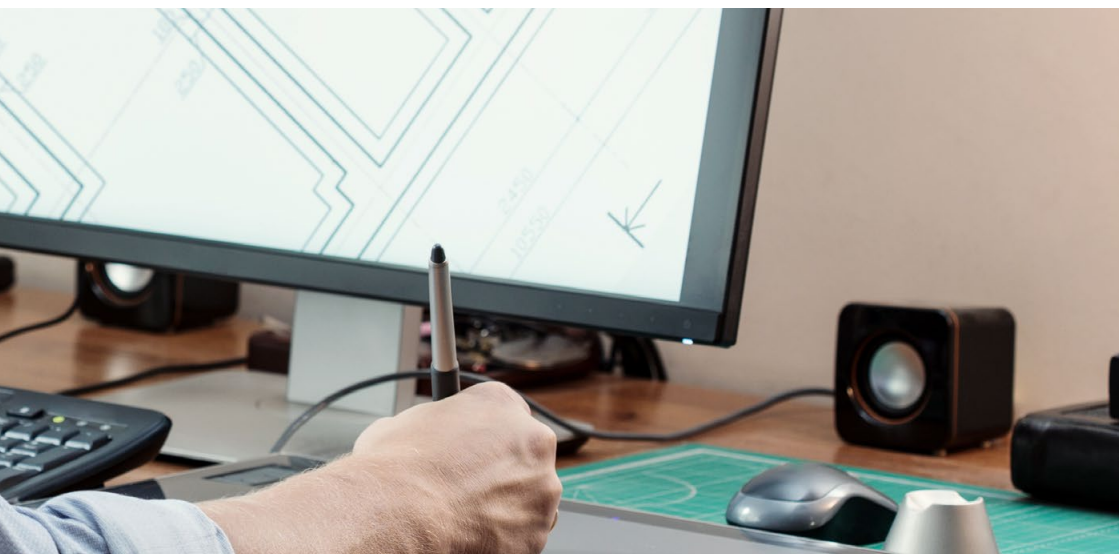
- 1 mandrel shank
- 2 blind rivet head

The mandrel shall be designed such that the blind rivet end deforms during installation, and the shank can expand.

NOTE Figure 1 illustrates a type A rivet head.

- ^a The break area shall be milled.
- ^b The mandrel head is commonly chromium plated.

Figure 1 – Blind rivet



Mathematical formulae (Clause 27)

Use the International System of Units (SI units). Explain the meaning of the symbols used in a list underneath the formula. Number your formulae sequentially in the text, as shown below.

Formulae are generally preceded by an introductory sentence.

Calculate the mass fraction, expressed as a percentage, of the waxy rice, w_{wax} , using Formula (1):

$$w_{\text{wax}} = \frac{m_1}{m_1 + m_2} \times 100 \quad (1)$$

where

m_1 is the mass, expressed in grams, of the waxy rice portion

m_2 is the mass, expressed in grams, of the non-waxy rice portion

HINT

Commonly used symbols include:

t = time

l = length

m = mass

v = velocity

Annexes (Clause 20)

Annexes are used to provide additional information. They can be normative (e.g. a test method that the user is required to follow) or informative (additional information that complements the user's understanding). The status (normative or informative) is determined by how the annex is cited in the main body of the document. Annexes are designated by a capital letter (A, B, C, ...).

Annex A (informative)

Attributes of enhanced risk management

A.1 General

All organizations should aim at the appropriate level of performance of their risk management framework in line with the criticality of the decisions that are to be made. The list of attributes below represents a high level of performance in managing risk. To assist organizations in measuring their own performance against these criteria, some tangible indicators are given for each attribute.

A.2 Key outcomes

A.2.1 The organization has a current, correct and comprehensive understanding of its risks.

A.2.2 The organization's risks are within its risk criteria.

A.3 Attributes

A.3.1 Continual improvement

An emphasis is placed on continual improvement in risk management through the setting of organizational performance goals...

A.3.2 Full accountability for risks

Enhanced risk management includes comprehensive accountability for risks...

Bibliography (Clause 21)

List documents in the Bibliography that provide background information. Be sure to list all references cited in the document either in the Bibliography or in Clause 2 (depending on how they are cited in the text).

Bibliography

- [1] ISO 78-2, *Chemistry – Layouts for standards – Part 2: Methods of chemical analysis*
- [2] ISO 31000, *Risk management – Principles and guidelines*
- [3] ISO/IEC 15288, *Systems and software engineering – System life cycle processes*
- [4] IEC 31010, *Risk management – Risk assessment techniques*
- [5] ASTM E 2608, *Standard Practice for Equipment Control Matrix*
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- [7] GRUEN E. Collisional Balance of Meteoritic Complex. *Icarus*. 1985, **62**, pp. 244-272
- [8] The Conference Board of Canada, 2012. Municipal Waste Generation [viewed 2013-01-10]. Available from www.conferenceboard.ca/hcp/details/environment/municipal-waste-generation.aspx

HINT

Keep your Bibliography as concise as possible

HINT

For guidance on styling, see ISO 690

Graphical symbols

If your document contains graphical symbols, contact **ISO/TC 145, *Graphical symbols***, to have them reviewed and visit <http://isotc.iso.org/livelink/livelink?func=ll&objid=8755210&objAction=browse> for the procedure for standardizing new graphical symbols.

Search the OBP to find existing graphical symbols (www.iso.org/iso/home/store/graphical_symbols.htm).





Conformity assessment (Clause 33)

If your document mentions conformity assessment, consult CASCO and visit www.iso.org/iso/Casco for information.

Management system standards (MSS) (Clause 34)

If your document is a management system standard, or you think it might deal with management system themes, contact your committee's Technical Programme Manager and visit www.iso.org/iso/home/standards/management-standards.htm for information.



Templates and preferred file formats

Templates and information about preferred formats are available at the following link:

www.iso.org/iso/home/standards_development/resources-for-technical-work/iso_templates.htm

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*November 2016

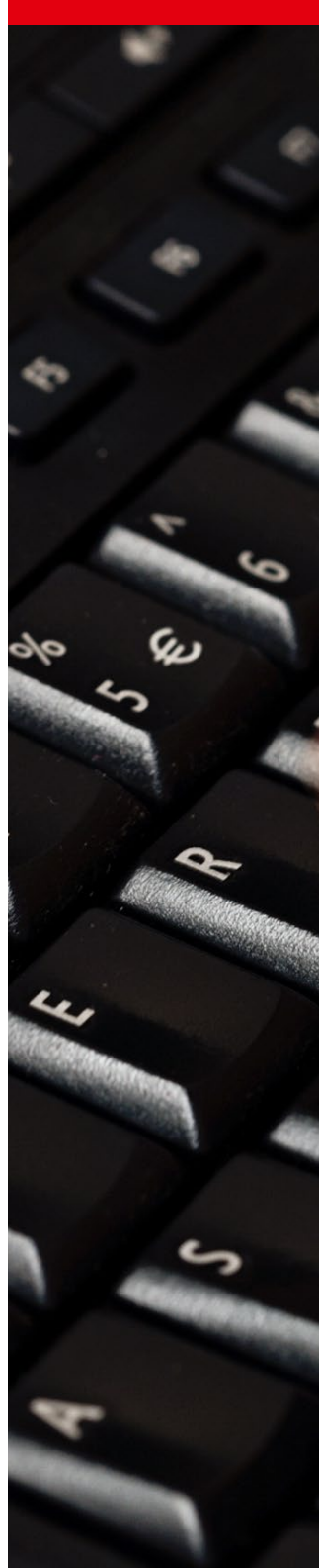
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ISBN 978-92-67-10686-1



ISO produces International Standards using XML files. From these files, the terms and definitions in terminologies and vocabularies are uploaded automatically on the Online Browsing Platform (OBP) (www.iso.org/obp) where they can be browsed free of charge by members of the public (but not downloaded).

Here are some tips to help you best prepare your drafts.

1 – Prepare and submit the different languages as separate Word files



Vocabularies and terminologies can no longer be published in electronic files with the different languages displayed in separate aligned columns. Such a display is now offered by the OBP viewing options.

2 – When structuring and styling the document, follow the basic rules listed on page 2



Do not put terms and definitions in an annex.

3 – Prepare indexes (optional)



Indexes are no longer automatically generated. They are not needed as terms can be found on the OBP and a PDF file can be searched. However, indexes can be published if provided by the committee.

For more information



The requirements for the drafting and structuring of terminological entries in International Standards are available in [ISO 10241-1:2011](#)
See also Clause 16 of [ISO/IEC Directives, Part 2](#)

Should you need assistance, please contact your Technical Programme Manager or your Editorial Programme Manager.

Find out more about the search capabilities of the OBP [here](#).



Vocabularies and terminologies

Basic rules for structure

Clauses shall be numbered as in other documents, i.e. the Scope has to be numbered

A fixed structure consisting of

1 Scope

2 Normative references

3 Terms and definitions

is required in all documents; there shall be a clause for normative references even if there are no normative references in the document

All vocabularies shall contain one clause with a heading labelled "Terms and definitions" including the introductory text with the references to the ISO and IEC terminological databases

Sub-headings for categories of terms are allowed only if they are sub-divisions of the parent "Terms and definitions" clause

Even if there is only one note to entry in a terminological entry, it shall be numbered

Italics shall be used for cross-referenced terms

Terms from other vocabularies should be, as far as possible, only referred to and not actually repeated or copied

1 Scope

This document defines terms relating to ...

2 Normative references

There are no normative references in this document.

3 Terms and definitions

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

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

3.1 Terms for structure properties

3.1.1

void

enclosed cavity of an undefined shape, containing air or some other gas

Note 1 to entry: In cable insulation, voids may contain water.
.../...

3.5 Terms for optical properties

.../...

3.5.8

colour retention

degree of permanence of a *colour* (3.5.1)