



GUIDE 47

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Presentation of translations of ISO publications

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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 Guides are intended essentially for internal use in ISO committees or in some cases for the guidance of member bodies when dealing with matters that would not normally be the subject of an International Standard.

ISO Guide 47 was drawn up by the ISO Central Secretariat and was submitted directly to ISO Council who accepted it in September 1986.

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GUIDE 47-1986 (E)

Presentation of translations of ISO publications

0 Introduction

Under the terms of the ISO Constitution, ISO member bodies may engage their own responsibility to make translations of ISO publications into their own national languages where these are other than the Organization's three official languages of English, French and Russian. Such translations are recognized by ISO as official translations following certification of their accuracy to the Secretary-General of ISO by the member body concerned.

This Guide has been drawn up with the object of ensuring good practice and achieving a degree of uniformity in the presentation of these translations, so that their origin and status may be easily recognized.

1 Scope and field of application

This Guide establishes rules¹⁾ for the presentation of translations of ISO publications into languages other than the official ISO languages. It applies to translations of

- draft International Standards;
- International Standards (except as indicated below);
- technical reports;
- guides;
- other copyrighted ISO publications.

It does not apply to translations of International Standards which are published in the form of national standards or regional standards.²⁾

2 References

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

ISO 639, *Code for the representation of names of languages*.

ISO 6357, *Documentation — Spine titles on books and other publications*.

3 Page size

The page size of printed translations of ISO publications should preferably correspond to that of the original ISO publication; in any case, it shall be one of the sizes specified in ISO 216.

4 Identification elements and their location

4.1 Draft International Standards, International Standards, technical reports and guides

4.1.1 Front cover page (see example in annex)

The front cover page shall bear at least the identification elements 4.1.1.1 to 4.1.1.7, in the order listed (see also 4.1.2).

4.1.1.1 Designation, *in the language of the translation*, of the type of document, i.e.

- "DRAFT INTERNATIONAL STANDARD", or
- "INTERNATIONAL STANDARD", or
- "TECHNICAL REPORT", or
- "GUIDE".

4.1.1.2 The letters and numerals identifying the original publication, *in the script of the original*, e.g. (following the sequence in 4.1.1.1, in the case of an English or French original) :

- ISO/DIS 9999
- ISO 9999
- ISO/TR 9999
- ISO GUIDE 99

This identifier shall be followed by an indication, in parentheses, of the language of the translation, in accordance with ISO 639.

If desired, the identifier may also be followed by its equivalent in the language/script of the translation.

1) Based on ISO 2384, *Documentation — Presentation of translations*.

2) See ISO/IEC Guide 3, *Identification of national standards that are equivalent to International Standards*, and ISO/IEC Guide 21, *Adoption of International Standards in national standards*.

4.1.1.3 Identification, *in the language of the translation*, of the edition (first, second, etc.) of the original publication and of its date of issue.

4.1.1.4 The title, *in the language of the translation*. Where the title of the original publication is presented as a hierarchical structure of concepts (e.g. *Rolling bearings — Tolerances — Definitions*), this structure shall be maintained in the translation.

4.1.1.5 The title of the original publication, as published by ISO, *in at least one of the official ISO languages and corresponding scripts*.

4.1.1.6 The following statement, completed as appropriate, *in the language of the translation* :

"This document is a translation from the original ... [English/French/Russian] ... text published by the International Organization for Standardization (ISO), Geneva, Switzerland. The ISO member body for ... [country] ... (... [organization] ...) has certified its accuracy to the ISO Secretary-General, and it is therefore recognized by ISO as an official translation. Whenever reference is made, in the event of dispute, to an ISO standard as published by the Organization (ISO), the three official languages are equally valid."

4.1.1.7 The logo and/or name of the ISO member body acting as publisher of the translation.

4.1.2 *Inside front cover*

The inside front cover should bear at least the identification elements 4.1.2.1 to 4.1.2.3, in the order listed. Alternatively, these elements shall appear on the front cover page, following the elements listed in 4.1.1.

4.1.2.1 The name and address of the member body acting as publisher of the translation.

4.1.2.2 The date of publication of the translation.

4.1.2.3 Notice of copyright.

4.2 **Other copyrighted ISO publications**

4.2.1 *Front cover page*

The front cover page shall bear at least the identification elements 4.2.1.1 to 4.2.1.3, in the order listed.

4.2.1.1 The title/subtitle *in the language of the translation*.

4.2.1.2 The title/subtitle of the original publication, as published by ISO, *in at least one of the official ISO languages and corresponding scripts*.

NOTE — If, for design reasons, it is considered inappropriate for this identification element to be placed on the front cover page, then it may instead be placed on the inside front cover or on the title page (see 4.2.2).

4.2.1.3 The logo and/or name of the ISO member body acting as publisher of the translation.

4.2.2 *Inside front cover, and title page*

The identification elements 4.2.2.1 to 4.2.2.3 shall be given either on the inside front cover or on the recto or verso of the title page (if any), in the order listed.

4.2.2.1 The following wording, completed as appropriate, *in the language of the translation* :

"Original text published in ... [language] ... by the International Organization for Standardization (ISO), Geneva, Switzerland, ... [date] ...; ... edition; ISBN

This translation published by ... [name and address] ..., ... [date]"

4.2.2.2 The ISBN of the translation (when available).

4.2.2.3 Notice of copyright.

4.2.3 *Spine*

If the thickness of the publication, and its method of binding, permit, the identification elements 4.2.3.1 to 4.2.3.3 shall appear on the spine, in the manner specified in ISO 6357.

4.2.3.1 The logo or the abbreviation of the name of the member body acting as publisher of the translation.

4.2.3.2 The translated title of the publication.

4.2.3.3 The year of publication.

4.2.4 *Back cover page*

The identification elements 4.2.4.1 to 4.2.4.3 should preferably appear on the back cover page.

4.2.4.1 The name and address of the member body acting as publisher of the translation.

4.2.4.2 The year of publication.

4.2.4.3 The ISBN of the translation (when available).

5 Structure of the translation

Subdivisions of the original text into clauses, sub-clauses and paragraphs and their numbering shall be respected in the translation. If, exceptionally, differences exist between the translation and the original text, whether omissions, corrections, abridgements or additions to parts of the text, or to any index or bibliography, they shall be clearly indicated and justified in explanatory notes.

6 Notes, footnotes and references

The titles of publications and articles cited in notes, footnotes and references 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 and units

Formulae, equations and symbols should preferably be given as in the original text, without being translated. Any modification of a symbol or subscript should be mentioned in a translator's note. Units given in the original text shall not be converted to any other system of units.

8 Figures, legends and titles of figures and tables

Figures and tables should preferably be presented as and where they appear in the original text. If the method of reproduction leads to a figure or table 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 figures or tables are reproduced from the original (duplicates of which may be obtained on request from the ISO Central Secretariat), 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, transliteration shall be in accordance with any relevant International Standard.

10 Names and acronyms of organizations

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, possibly abbreviated, of an organization's name and its acronym may be given in brackets the first time they appear in the text. In bibliographical references, the names of organizations shall 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 any technical field concerned should be used in the translation, the translator should choose appropriate equivalents for any 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 fact should be stated.

13 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 — London. They should conform to appropriate International Standards.

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

Annex

Example of layout of front cover page for translations of draft International Standards, International Standards, technical reports and guides

The following example is intended only to indicate the required identification elements and their order, and does not specify the exact position or area allocated to each element.

Elements indicated within double lines are to be given in the language of the original publication. All other elements are to be given in the language of the translation.

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[4.1.1.1]

DOCUMENT TYPE

[4.1.1.2]

Original reference



Translation
language
(ISO 639 code)

[4.1.1.2]

Translated/
transliterated
reference (optional)

[4.1.1.3]

Original edition No. and date

[4.1.1.4]

Translated title

[4.1.1.5]

Original title

[4.1.1.6]

Statement regarding source, and certification of accuracy

[4.1.1.7]

Logo/name of ISO member body

[4.1.2.1]

Address of ISO member body

[4.1.2.2]

Date of publication of translation

[4.1.2.3]

Notice of copyright

Here
or on
inside
front
cover

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