

ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION R 618

PAPER

OVERALL TRIMMED SIZES OF ARTICLES OF STATIONERY
THAT INCLUDE DETACHABLE SHEETS

1st EDITION

September 1967

COPYRIGHT RESERVED

The copyright of ISO Recommendations and ISO Standards belongs to ISO Member Bodies. Reproduction of these documents, in any country, may be authorized therefore only by the national standards organization of that country, being a member of ISO.

For each individual country the only valid standard is the national standard of that country.

Printed in Switzerland

Also issued in French and Russian. Copies to be obtained through the national standards organizations.

BRIEF HISTORY

The ISO Recommendation R 618, *Paper — Overall Trimmed Sizes of Articles of Stationery that Include Detachable Sheets*, was drawn up by Technical Committee ISO/TC 6, *Paper, Board and Pulps*, the Secretariat of which is held by the Association Française de Normalisation (AFNOR).

Work on this question by the Technical Committee began in 1963 and led, in 1965, to the adoption of a Draft ISO Recommendation.

In January 1966, this Draft ISO Recommendation (No. 895) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies:

Argentina	Germany	Romania
Austria	India	Spain
Brazil	Iran	Sweden
Bulgaria	Israel	Switzerland
Canada	Korea, Rep. of	Turkey
Chile	Mexico	U.A.R.
Czechoslovakia	New Zealand	United Kingdom
Denmark	Norway	U.S.A.
Finland	Poland	U.S.S.R.
France	Portugal	Yugoslavia

One Member Body opposed the approval of the Draft:

Republic of South Africa

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in September 1967, to accept it as an ISO RECOMMENDATION.

PAPER**OVERALL TRIMMED SIZES OF ARTICLES OF STATIONERY
THAT INCLUDE DETACHABLE SHEETS****1. SCOPE**

This ISO Recommendation applies to the overall trimmed sizes of articles of stationery that include detachable sheets.

The phrase “articles of stationery that include detachable sheets” applies to pads, notebooks, duplicate pads, printed or otherwise, etc. from which sheets may be detached.

The sheets may be

- either stuck to a spine to form a pad,
- or detachable from a stub by means of perforations.

This ISO Recommendation does not apply to cases in which the stub includes printed information (except possibly the page number) or where it is intended for the entry of written information.

2. SIZES**2.1 General rule**

The overall trimmed sizes of articles of stationery that include detachable sheets should be one of the ISO-A Series given in ISO Recommendation R 216, *Trimmed Sizes of Writing Paper and Certain Classes of Printed Matter*.

2.2 Sheets stuck to a spine to form a pad

The overall trimmed sizes of the pads and sheets should be one of the ISO-A Series.

2.3 Sheets (in books, pads, etc.) detachable from a stub by means of perforations.**2.3.1 Perforations continuous along one side of the articles.**

- 2.3.1.1** The overall trimmed sizes of the combined stub and detachable sheet should be one of the ISO-A Series.