

# DIN ISO 10241-1:2020-06 (E)

## Terminological entries in standards - Part 1: General requirements and examples of presentation (ISO 10241-1:2011)

---

<b>Contents</b>	<b>Page</b>
National foreword.....	5
National Annex NA (informative) Bibliography.....	6
Foreword .....	7
Introduction .....	8
1 Scope .....	9
2 Normative references .....	9
3 Terms and definitions.....	10
3.1 Standardization of terms and definitions .....	10
3.2 Concepts and their arrangement .....	11
3.3 Domain and subject.....	11
3.4 Concept representation.....	12
3.4.1 Designations .....	12
3.4.2 Concept description.....	15
4 Preparation of terminological entries.....	16
4.1 General principles.....	16
4.2 Scope of standards containing terminological entries.....	17
4.3 Organization of preparatory work .....	18
4.3.1 Extent of and procedures for preparatory work.....	18
4.3.2 Target group considerations .....	18
4.3.3 Domain or subject delimitation.....	18
4.3.4 Choice of languages.....	19
4.3.5 Sources.....	19
4.3.6 Evaluation of sources .....	20
4.4 Implementation phase.....	20
4.4.1 General .....	20
4.4.2 Collecting terminological data .....	20
4.4.3 Recording terminological data .....	21
4.4.4 Establishing a term list.....	23
4.4.5 Establishing concept fields and concept systems .....	23
4.5 Selection of concepts .....	24
5 Organization and structure of terminological entries and their data categories in standards .....	24
5.1 Organization of terminological entries .....	24
5.1.1 Order of terminological entries.....	24
5.1.2 Systematic order.....	25
5.1.3 Mixed order .....	25
5.1.4 Language-specific order.....	25
5.2 Information concerning the manner in which the terminological data are presented in a standard .....	25
5.3 Overview of data categories of a standardized terminological entry in accordance with this part of ISO 10241 .....	26
6 Requirements for the content and drafting of terminological entries .....	28
6.1 Entry number .....	28
6.2 Terms .....	28

6.2.1	Criteria for determining the normative status .....	28
6.2.2	Selection of the normative status.....	29
6.2.3	Written form, grammatical information and usage information.....	30
6.2.4	Avoidance of homographs and inconsistencies in term usage .....	31
6.2.5	Use of preferred terms elsewhere in the text of a standard .....	32
6.2.6	Homographs and antonyms .....	32
6.2.7	Equivalent terms in different languages.....	32
6.3	Symbols.....	33
6.3.1	General rules.....	33
6.3.2	Normative status .....	33
6.4	Definitions .....	33
6.4.1	Drafting of definitions.....	33
6.4.2	Assignment of domain or subject.....	34
6.4.3	Requirements in definitions .....	34
6.4.4	Preferred type of definition .....	34
6.4.5	Applying the principle of substitution.....	34
6.4.6	Avoidance of duplication, citation and adaptation of definitions, and modification of definitions.....	34
6.4.7	References to terms and symbols in definitions .....	35
6.5	Non-verbal representations.....	35
6.6	Examples .....	36
6.7	Notes to entry .....	36
6.8	Source indication in a terminological entry .....	36
6.9	Reusing terminological entries.....	37
6.9.1	Avoidance of contradictions between terminological entries representing the same or similar concepts.....	37
6.9.2	Dealing with major modifications of definitions.....	37
6.9.3	Cross-referencing of terminological data .....	37
7	Terminological entries in multilingual international standards.....	38
8	Indexes.....	38
8.1	Objective of indexes.....	38
8.2	Indexes for multilingual terminology standards .....	38
8.3	Indexes for terminology standards with language-specific order .....	39
8.4	Indication of the normative status.....	39
8.5	Index of all keywords contained in the terms and other verbal designations of the terminological entries .....	39
Annex A	(informative) Examples of layout and presentation of terminological entries, and of terminological entries structured and drafted in accordance with this part of ISO 10241 .....	41
A.1	Examples of layout and presentation of terminological entries.....	41
A.1.1	Introduction .....	41
A.1.2	Typical layout and presentation of a terminological entry containing terminological data of all data categories.....	42
A.1.3	Typical rules for presentation of each of the primary data categories and their related secondary data categories.....	42
A.2	Examples of terminological entries structured and drafted in accordance with this part of ISO 10241 .....	47
A.2.1	General.....	47
A.2.2	Example of a terms and definitions clause with two terminological entries .....	50
A.2.3	Examples showing a preferred term comprising an upper case character .....	50
A.2.4	Example showing a preferred term and two admitted terms, the second of which is an abbreviated form.....	50
A.2.5	Examples showing deprecated terms .....	50
A.2.6	Examples showing several preferred terms and deprecated terms.....	51
A.2.7	Example showing two preferred terms together with language indicators.....	51

A.2.8	Example showing a terminological entry in which there is no preferred term in one of the languages .....	52
A.2.9	Example showing a terminological entry in three languages together with equivalent terms in other languages .....	52
A.2.10	Example showing pronunciation .....	52
A.2.11	Examples showing symbols .....	52
A.2.12	Example showing homographs within the same standard and parts of speech .....	53
A.2.13	Examples showing homographs within the same standard differentiated by the use of different subjects within the same domain .....	53
A.2.14	Examples showing different types of list within a definition, and grammatical information .....	55
A.2.15	Examples showing definitions cited from other standards and a language, script and geographical use indication .....	55
A.2.16	Examples showing a definition modified from another standard (see also A.2.11 and A.2.18) .....	56
A.2.17	Example showing a terminological entry cited from another standard and a source indication for another standard within the definition .....	57
A.2.18	Examples showing various types of source .....	57
A.2.19	Examples showing non-verbal representations within definitions, and grammatical information .....	57
A.2.20	Example showing a non-verbal representation within a note .....	59
A.2.21	Example showing a non-verbal representation replaced by a reference "SEE:" .....	59
A.2.22	Examples showing non-verbal representations common to more than one language, and grammatical information .....	59
A.2.23	Example showing a cited terminological entry containing an example .....	60
A.2.24	Example showing how to modify a terminological entry containing a footnote for conformity with this part of ISO 10241 .....	61
A.2.25	Example showing a terminological entry with a note to entry containing a table .....	61
A.2.26	Examples showing terminological entries containing provisions in a note to entry .....	62
A.2.27	Examples showing an example .....	63
A.2.28	Example showing a cross-reference to another term .....	63
A.2.29	Example showing a term in its grammatical base form .....	64
A.3	Example of the presentation of various elements in an index .....	64
	Bibliography .....	65

## Figures

Figure A.1	— Typical layout and presentation of a terminological entry containing all primary data categories and their related secondary data categories .....	42
------------	--	----

## Tables

Table 1	— Overview of data categories of a standardized terminological entry in accordance with this part of ISO 10241 .....	27
Table A.1	— Overview of the data categories and rules covered in each example .....	47