

ISO 12616-1:2021-09 (E)

Terminology work in support of multilingual communication - Part 1: Fundamentals of translation-oriented terminography

Contents		Page
Foreword		v
Introduction		vi
1 Scope		1
2 Normative references		1
3 Terms and definitions		1
4 Fundamentals of terminology management		6
4.1 Goals		6
4.2 Work environments		6
4.3 Translation vs. terminology work		8
4.4 Working methods		8
4.4.1 Conceptual analysis		8
4.4.2 Systematic vs. ad hoc terminology work		9
4.4.3 Prescriptive vs. descriptive terminology work		9
4.4.4 Text corpora		10
5 Process steps and activities		11
5.1 Setting goals		11
5.2 Basic workflow		11
5.3 Setting up a terminology database		11
5.4 Collecting terminological data and initial assessment		12
5.5 Researching		12
5.6 Processing and documenting terminological data		13
5.7 Using and exchanging terminological data		13
5.8 Maintenance		13
6 Terminography		14
6.1 Best practices for open data categories		14
6.2 Term		14
6.3 Definition		14
6.4 Concept description		15
6.5 Context		15
6.6 Note		15
6.7 References and source identification		15
6.8 Abbreviations for names of languages and countries		16
7 Text elements for the Term field		17
7.1 General		17
7.2 Designations		18
7.2.1 Terms		18
7.2.2 Proper names		18
7.2.3 Symbols		19
7.2.4 Name-like designations		19
7.3 Other text elements		20
7.3.1 Phrases		20
7.3.2 Standard texts		20
8 Data management		20
8.1 Data categories for terminological data collections		20
8.2 Principles of modelling concept entries		21
8.2.1 Guidance on designing terminological data collections		21

8.2.2	Concept orientation.....	21
8.2.3	Term autonomy.....	22
8.2.4	Data elementarity.....	22
8.2.5	Data granularity.....	22
8.2.6	Repeatability.....	22
8.3	Open and closed data categories.....	23
8.4	Mandatory and optional data categories.....	23
8.5	Exchange and interoperability of terminological data.....	24
9	Tools.....	24
10	Skills and competences.....	25
10.1	Terminology tasks and the required skills.....	25
10.2	Basic terminology skills.....	25
10.3	Information technology skills and competences.....	26
10.4	Skills and competences related to term extraction.....	26
10.5	Language skills.....	27
10.6	Subject-matter expertise.....	27
10.7	Research competence.....	27
10.8	Social and cultural competences.....	27
Annex A (informative) Data categories for translation-oriented terminological data collections.....		29
Annex B (informative) Spreadsheet examples.....		32
Bibliography.....		34