

ISO 24495-3:2026-05 (E)

Plain language - Part 3: Science writing

Contents		Page
Foreword		iv
Introduction		v
1	Scope	1
2	Normative references	1
3	Terms and definitions	1
4	Governing principles	2
5	Guidelines	2
5.1	Guidelines for Principle 1: Readers get what they need (relevant)	2
5.1.1	Initial steps	2
5.1.2	Characterize the readers	3
5.1.3	Identify the genre	3
5.1.4	Identify the purpose	3
5.1.5	Plan the document	4
5.1.6	Present content ethically	4
5.2	Guidelines for Principle 2: Readers can easily find what they need (findable)	5
5.2.1	Initial steps	5
5.2.2	Provide an overview	5
5.2.3	Structure the document for the intended readers	5
5.2.4	Provide navigational support	6
5.3	Guidelines for Principle 3: Readers can easily understand what they find (understandable)	6
5.3.1	Initial steps	6
5.3.2	Indicate the status of information	7
5.3.3	Use precise language	7
5.3.4	Design effective images	8
5.3.5	Identify important or critical data displays	9
5.3.6	Characterize data to aid understanding	9
5.3.7	Design effective tables	10
5.4	Guidelines for Principle 4: Readers can easily use the information (usable)	10
5.4.1	Initial steps	10
5.4.2	Steps to increase usability	11
5.4.3	Check usability	11
Annex A (informative)	Overview of plain language guidelines	12
Annex B (informative)	Checklist for science writing	13
Bibliography		15