

# ISO 12616-1:2021-09 (E)

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

---

<b>Contents</b>		<b>Page</b>
<b>Foreword</b> .....		v
<b>Introduction</b> .....		vi
<b>1 Scope</b> .....		<b>1</b>
<b>2 Normative references</b> .....		<b>1</b>
<b>3 Terms and definitions</b> .....		<b>1</b>
<b>4 Fundamentals of terminology management</b> .....		<b>6</b>
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
<b>5 Process steps and activities</b> .....		<b>11</b>
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
<b>6 Terminography</b> .....		<b>14</b>
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
<b>7 Text elements for the Term field</b> .....		<b>17</b>
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
<b>8 Data management</b> .....		<b>20</b>
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
<b>9</b>	<b>Tools.....</b>	<b>24</b>
<b>10</b>	<b>Skills and competences.....</b>	<b>25</b>
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
	<b>Annex A (informative) Data categories for translation-oriented terminological data collections.....</b>	<b>29</b>
	<b>Annex B (informative) Spreadsheet examples.....</b>	<b>32</b>
	<b>Bibliography.....</b>	<b>34</b>