

# ISO 24495-3:2026-05 (E)

## Plain language - Part 3: Science writing

---

<b>Contents</b>		<b>Page</b>
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