

ISO 18968:2026-08 (E)

Translation-oriented writing - Text production and text evaluation

Contents	Page
Foreword	iv
Introduction	v
1 Scope	1
2 Normative references	1
3 Terms and definitions	1
4 Recommendations for specialized content intended for translation	4
4.1 General	4
4.2 Formatting	4
4.2.1 General	4
4.2.2 Formatting in terms of text flow and segmentation	5
4.2.3 Formatting graphic layout of texts	14
4.2.4 Formatting text content and references	17
4.3 Terminology	18
4.3.1 General	18
4.3.2 Synonymy	19
4.3.3 Uncommon or unknown abbreviations	19
4.3.4 Orthographic variants	20
4.3.5 Ambiguities	20
4.3.6 Compound terms and constructions	22
4.3.7 Assuring correct use of terminology	23
4.4 Grammar, syntax and style	23
4.4.1 General	23
4.4.2 Sentence structure	23
4.4.3 Word choice and word formation	26
4.4.4 Unambiguous references	29
4.4.5 Style and reader engagement	31
4.4.6 Gender-sensitive language	33
4.5 Presentation of content	33
4.5.1 Culture	33
4.5.2 Logic	37
5 Recommendations for the handover from text production to translation	37
5.1 General	37
5.2 File formats	37
5.3 Layout	39
5.4 Contextual information, reference material and terminology aids	40
5.5 Locales, document templates and styles	41
5.6 Lists, indices and glossaries	41
5.7 Reviewing source language content	41
6 Translation-oriented texts: Evaluation	42
6.1 General	42
6.2 Criteria	42
6.3 Evaluation methods	43
Annex A (informative) List of evaluation criteria	44
Annex B (informative) Checklist of recommendations	47
Bibliography	50