ISO

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

ISO RECOMMENDATION

R 1149

LAYOUT OF MULTILINGUAL CLASSIFIED VOCABULARIES

1st EDITION

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BRIEF HISTORY

The ISO Recommendation R 1149, *Layout of multilingual classified vocabularies,* was drawn up by Technical Committee ISO/TC 37, *Terminology (Principles and co-ordination),* the Secretariat of which is held by the Österreichisches Normungsinstitut (ON).

Work on this question led to the adoption of a Draft ISO Recommendation.

In October 1968, this Draft ISO Recommendation (No. 1659) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Austria	India	South Africa, Rep. of
Czechoslovakia	Iran	Thailand
France	Israel	Turkey
Germany	Italy	United Kingdom
Greece	Romania	U.S.A.

No Member Body opposed the approval of the Draft.

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in November 1969, to accept it as an ISO RECOMMENDATION.

FOREWORD

Co-operation and communication between experts engaged in all branches of science and technology are assuming ever-increasing importance as essential conditions for progress, both within each country and between countries. For this exchange to be successful, technical terms should have the same meaning for everyone who uses them. This goal can be achieved only if there is general agreement on the meaning of these terms. Hence the importance of technical vocabularies, in which concepts and terms, as well as their definitions, are standardized (terminological standards). It is just such standards which aid to assure mutual understanding.

These vocabularies are prepared by the National Standards Associations and by the Technical Committees of ISO. During the work on terminology carried out by these bodies it quickly became apparent that it was necessary to have directives applicable to any field of knowledge and that it was possible to establish them.

Accordingly ISO set up a Technical Committee, known as ISO/TC 37, *Terminology (Principles and co-ordination)*, with the mission of finding out and formulating general principles on terminology and terminological lexicography.

The ISO Recommendations prepared by this Technical Committee deal with questions that fall under the following four classes :

1. Vocabulary of terminology;

2. Procedure for producing national or international standardized vocabularies;

3. National and international standardization of concepts, terms and their definitions : principles for their establishment and criteria of value;

4. Layout of monolingual and multilingual vocabularies, including lexicographical symbols.

The ISO Recommendation included in class 2 deals with guidance in the organization of the work, while the other classes are concerned with technical details.

The following ISO Recommendations have been or will be issued :

Class 1

ISO/R 1087, *Vocabulary of terminology*

Class 2

ISO/R 919, *Guide for the preparation of classified vocabularies (Example of method)*

Class 3

ISO/R 704, *Naming principles*
ISO/R 860, *International unification of concepts and terms*

Class 4

ISO/R 1149, *Layout of multilingual classified vocabularies*
ISO/R . . ., *Layout of monolingual classified vocabularies*
ISO/R . . .*, *Lexicographical symbols*
ISO/R 639, *Symbols for languages, countries and authorities*

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* At present, Draft ISO Recommendation No. 1951.

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LAYOUT OF MULTILINGUAL CLASSIFIED VOCABULARIES

INTRODUCTION

This ISO Recommendation deals with items included in class 4 as indicated in the Foreword.

Its purpose is to provide a detailed description of forms of layout which are appropriate for classified multilingual vocabularies – particularly for standardized vocabularies – as well as for manuscripts and record slips used in the preparation of vocabularies.

Sections 2 and 3 present only examples chosen from the different methods which may be employed.

It is recommended that this ISO Recommendation be used together with ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method)*, where the different stages of the work are specified.

1. THE VOCABULARY (PRINTED EDITION)

1.1 Introduction : Sequence of entries

1.1.1 *The concept "entry".* An "entry", "article" or "item" of a vocabulary or dictionary is its smallest independent unit.

An entry contains all the data either on a single   t e r m   (and its various meanings) or on a single c o n c e p t   (and all the synonymous terms related to it).

In very specialized vocabularies where only standardized terms and meanings are given, an entry generally deals only with a single term and a single concept. The difference between the two types of entries disappears in this case.

1.1.2 *The different types of sequence.* The sequence of entries of a vocabulary or dictionary may either be determined by the external resemblance of   w o r d s, i.e. follow the alphabet, or be determined by the relationship and contiguity of   c o n c e p t s.

The corresponding types of collections of terms as well as the entries in those collections are consequently called "alphabetic" or "classified" (or "systematic").

1.1.3 *Alphabetic collections of terms.* The alphabetic entries in alphabetic collections of terms are made up of "semantic sections".

Alphabetical arrangement is particularly   s u i t a b l e   for bilingual collections of terms, without explanations of the meanings, which are meant for a wide range of users.

1.1.4 *Classified collections of terms.* In a multilingual classified collection of terms each classified entry consists of several "monolingual sections" (see clause 1.3).

Classified arrangement is often   p r e f e r a b l e   for fundamental vocabularies (standardized, for instance) and, more generally, for the following types of collections of technical terms :

(1)   monolingual collections (with or without explanations);

(2)   bilingual collections containing explanations;

(3)   collections of three or more languages (with or without explanations).

1.1.5 *Classifying.* The systematic order of entries reflects the relations existing between the concepts incorporated in the vocabulary. Therefore a classification of concepts is necessary in preparing a classified vocabulary.

In certain cases, an existing classification system may be used, as, for instance, the Universal Decimal Classification (UDC).

Such an existing classification does not provide a specific n u m b e r for every concept appearing in the vocabulary. Each concept has then to be classified under the closest genus represented in the classification adopted.

1.2   Indications contained in an entry

A classified entry should contain the following data in any sequence :

1.2.1 *An explanation of the concept.* A d e f i n i t i o n should be given for each concept. This definition need not be given in all languages of the vocabulary. Those languages in which the definition is given are called the "languages of the definitions". The languages for which only terms are given are called "additional languages". (See ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method),* clause 1.2.1).

Wherever useful, definitions should be accompanied by one or more i l l u s t r a t i o n s.

An illustration may be replaced by a reference to an illustration in another part of the same vocabulary. If a concept is followed by specific concepts, only the latter should be illustrated.

1.2.2 *A classification symbol.* The classification symbol denotes the place of a concept in the system of concepts of which it is a part; thus it is supplementary to the definition.

The elements of a classification symbol are generally ciphers, letters and typographical signs. The classification symbol may be, for example, an index of the UDC.

1.2.3 *The terms designating the concept.* For each concept the corresponding terms are given in several languages. Synonyms may also be included in the vocabulary for information or to advise against them.

All terms should correspond exactly to their definitions and not merely to one of the terms in the other languages.

Terms should not be listed with initial capital letters except in cases where the spelling requires initial capital letters when used within a sentence.

1.2.4 *Indications on the scope of terms and definitions.* Information of this type, if any, is provided by the language symbols, country symbols or authority symbols. These symbols are the subject of ISO Recommendation R 639, *Symbols for languages, countries and authorities.*

1.2.5 *A serial number.* A serial number denotes the place of an entry in the sequence of all entries of a vocabulary. Its purpose is to mark the entries in the alphabetical index and in the definitions of other concepts (references), and to classify slips in a file.

In general, serial numbers will be formed by the cardinal numbers 1, 2, 3, 4, etc. In certain cases, classification numbers (see clause 1.2.2) may be used as serial numbers, if they are short enough.

1.2.6 *A code symbol for the volume.* A code symbol for the volume identifies the vocabulary if the entries have the form of slips.

A code symbol for the volume might take, for example, the following form : ITV $29^2 - 1970$ (ISO Technical Vocabulary No. 29, Second edition).

1.3 Sequence of data within a monolingual section

In the present ISO Recommendation a "monolingual section" denotes every part of an entry in a multi-lingual vocabulary covering only a single language.

Within a monolingual section the sequence of data should be as indicated below. (Data which may be omitted have been enclosed in brackets.)

1.3.1 (*Language symbol*)

1.3.2 *Preferred term.* The term may be preceded or followed by an explanatory note.

1.3.3 (*Country or authority symbol*)

1.3.4 (*Second preferred term*). Rare case. Example : in an international vocabulary, a synonym standardized by another country having the same language.

1.3.5 (*Country or authority symbol*)

1.3.6 *Definition.* The definition is preceded by a colon.

As a rule the definition is not given in all the languages of the vocabulary, but only in a restricted number, i.e. in the "languages of the definitions" (see clause 1.2.1).

1.3.7 (*Authority symbol*). This authority symbol does not refer to the term(s), but to the definition.

1.3.8 (*Permitted synonymous terms*). The permitted terms are preceded by the word : "Permitted :".

1.3.9 (*Deprecated synonymous terms*). The deprecated terms are preceded by the words : "To be avoided :".

The deprecated terms can be omitted in the vocabulary.

The deprecated terms may furthermore be marked by the symbol provided for this purpose (see ISO Recommendation R . . .*, *Lexicographical symbols*, under clause 2.2.3 *b* (4)). This possibility is important for the additional languages in a multilingual vocabulary, because no definitions for these languages appear there.

1.4 Sequence of monolingual sections in an entry

1.4.1 *Sequence of languages.* In a vocabulary containing many languages, these will be presented in the alphabetical order of their literal symbols. In any case, it may be useful to arrange the languages according to the following rules :

1.4.1.1 The languages of the d e f i n i t i o n s precede the additional languages.

1.4.1.2 Within each of these two classes the languages are grouped in f a m i l i e s : Germanic languages, Romance languages, Slav languages, etc.

1.3.1.3 Within the families the languages follow each other in the a l p h a b e t i c a l order of their letter symbols.

(For details see ISO Recommendation R 639, *Symbols for languages, countries and authorities.*)

1.4.2 *Extension of entries.* Monolingual sections may be arranged in h o r i z o n t a l succession ("horizontal entry"). Each language receives its own column, so that each page has the form of a table. A variant of this disposition is the following : All additional languages are accommodated in a common column (at the extreme right of the page), one above the other. (See sample page in Annex B.)

Monolingual sections may also be arranged in v e r t i c a l succession. Every entry then takes the form of a "square" ("vertical entry"). Under this arrangement the additional languages may be accommodated underneath the languages of the definitions, possibly in several columns. (See sample page in Annex A).

Arrangement in s q u a r e s is increasingly used, because it has several important advantages :

(*a*) Advantages of arrangement,
- the entry may be more readily seen at a glance, even in vocabularies including a large number of languages;
- the manuscript can more readily be produced and printed;
- the number of languages covered can be readily increased at will;
- space is more readily available for illustrations within the entry (see clause 1.4.3);

(*b*) "Filability",
- every square can readily be accommodated on one or more index slips. For advantages of index-slip vocabulary, see clause 1.5.1.

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* At present, Draft ISO Recommendation No. 1951.

1.4.3 *Illustrations.* It is recommended that the illustrations be inserted at the end of an entry. Consequently illustrations are printed to the r i g h t of the monolingual sections, where the arrangement is horizontal, and u n d e r them, where the arrangement is vertical.

The illustrations are frequently placed in a separate a p p e n d i x, particularly in horizontally arranged vocabularies.

1.4.4 *Code symbol for the volume, serial number and classification symbol.* The code symbol for the volume, the serial number and the classification symbol should be placed in the heading of the entry.

1.5 Size of paper

1.5.1 *Filing slips.* For certain users of vocabularies, e.g. terminologists and lexicographers, translators and interpreters, the c a r d i n d e x form may present several advantages. In such an index every entry is placed on a separate index card.

The advantages of such an index-slip vocabulary are as follows :

(1) The user has the possibility of arranging the entries in an o r d e r according to any criterion important to him. Thus he might set up different files of the same vocabulary : one each according to two different systems of classification, and one for each language in alphabetical order with extra slips for synonyms.

(2) The user may i n s e r t supplementary slips containing additions or notes. Such addenda may also be published.

The user may also replace superseded cards.

(3) Since an index slip need not contain more than a single language unit or illustration, a multilingual vocabulary may be produced from several monolingual defining vocabularies by simple gathering of the vocabulary slips.

Vocabulary s l i p s may be produced in two different ways :

(*a*) the entries may be printed in a size identical with that of the index slips, or

(*b*) they may be printed in smaller dimensions, enabling the user to cut up the vocabulary and paste each entry on a separate card.

Among the most useful sizes of slips preference may be given to the two following : 74 mm × 105 mm (ISO A7) and 75 mm × 125 mm (international library size).

1.5.2 *Forms of publication for vertical arrangement.* Then entries are vertically arranged, a vocabulary may be published in four different f o r m s :

(1) separate index-slips;

(2) separate sheets, which may be cut up into index-slips;

(3) books which may be cut up into index-slips;

(4) books, the entries of which may be cut out and pasted on index-slips.

For (1) ISO size A7 is suitable. 2000 slips of that size may be accommodated in a file of A4 size (210 mm × 297 mm), provided with four holding mechanisms.

For (2) and (3), ISO sizes A4 and A5 will suit the purpose. 2 × 4 squares of size A7 may be placed on a page of the first of these sizes, while 2 × 2 squares fit on the second. (See sample page in Annex A. The details of this sample page do not pertain to the present ISO Recommendation.)

For (4) any other sizes may be used as well.

1.5.3 *Forms of publication for horizontal entries.* When entries are arranged horizontally, it is not readily possible to convert them into a card-index. In that case the book is the only form possible.

A suitable page size for this is ISO A4.

Annex B contains a relevant sample page reprinted from the 2nd edition of the IEC Vocabulary.

1.5.4 *Preferred arrangement.* For the reasons stated under clauses 1.4.2 and 1.5.1 the arrangement in s q u a r e s should generally be preferred.

However, the number of persons who wish to have an index-slip vocabulary is relatively low though not entirely negligible. For that reason the best form of publication would be, in most cases, that described in clause 1.5.2(3), i.e. b o o k s of size A4, which may be cut up into index slips of size A7.

1.6   Alphabetical indexes

At the end of every classified collection of terms alphabetical indexes should be added, listing all the terms contained in the main body. A separate index should be provided for each of the languages covered by the vocabulary. Every term will be marked by an appropriate serial number (see clause 1.2.5) referring to the concept to which the term belongs.

For the benefit of the reader, complex terms c o m p o s e d of several elements should be introduced in the index at the place corresponding to each constituent part that the reader may look for.

The following is an example of the manner in which the three English terms *clamp bolt, jack bolt* and *stud bolt* may be presented in the alphabetical index (one of several possibilities) :

bolt 650
— clamp bolt 950

— jack bolt 658

— stud bolt 682

clamp bolt 950

jack bolt 658

stud bolt 682

1.7   Tables of concepts

At the beginning of the vocabulary there should be a classified list of concept g r o u p s (sections, clauses, etc.) in the languages of the definitions.

If possible it should be complemented by one or more graphical representations — at least by one or more schedules of concepts — showing the classification of a l l the concepts dealt with in the vocabulary. The concepts here are symbolized by the corresponding preferred terms in the languages of the definitions only. Their serial numbers or their classification symbols (see clause 1.4.4) are added to these terms.

For the preparation of graphical representations see ISO Recommendation R . . .*, *Lexicographical symbols*, section 5, clause 5.1.

1.8   Supplements

Supplementary volumes may be published to cover languages not included in the vocabulary. Such a volume may cover several languages which are closely related to each other.

As a rule a supplement will c o n t a i n no definitions. Only the corresponding terms, the serial numbers (see clause 1.2.5) and the classification symbols will be included (see clause 1.2.2).

The s e q u e n c e of terms is the same as in the basic volume. The serial numbers must also be the same.

At the end of a supplement there is an alphabetical i n d e x of the terms contained in the main body. At the beginning there is a c l a s s i f i e d list of concept groups (see clause 1.7) in the language(s) of the supplement.

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* At present, Draft ISO Recommendation No. 1951.

2. THE MANUSCRIPT (Example of method)

The manuscript of a vocabulary which is produced as a co-operative undertaking of many collaborators passes through three distinct stages. It becomes successively :

(1)   a working manuscript;

(2)   a manuscript distributed for study and comment ("discussion manuscript");

(3)   a "printer's manuscript".

A "w o r k i n g manuscript" is here taken to mean the vocabulary draft as it is drawn up d u r i n g the preparation.

When a draft manuscript is completed — at least in respect of one language — it is distributed as a "d i s c u s s i o n manuscript" to a larger number of persons for study and comment or, in case of need, for the purpose of translation into other languages.

When the comments have been processed, a "p r i n t e r ' s manuscript" must be prepared.

It is advisable to select the presentation of the manuscript for all the three stages of preparation in such a way as to keep changes from the previous stages to a minimum. Hence, the working manuscript should anticipate as far as practicable the presentation of the printed edition (see section 1). The following gives examples of a method that has been used with success.

2.1   Working manuscript (manuscript slips)

The working manuscript should preferably consist of index slips instead of sheets of letter size. Indeed, a c a r d   i n d e x has the following merits :

(1)   Any modification required during the preparation of the draft can be effected by e x c h a n g i n g a single manuscript slip;

(2)   any concept can easily be i n t e r p o l a t e d, removed and placed in any other position;

(3)   a "q u e r y   a n d   r e p l y slip" (see clause 2.1.4) can easily be inserted in the file under any concept for intermediate reference.

2.1.1 *Set of slips.* For every concept a set of manuscript slips is made out consisting of :

(1)   a slip for each language bearing the words (w o r d slip);

(2)   a single slip bearing an illustration, for all languages covered (i l l u s t r a t i o n slip).

All manuscript slips belonging to the same concept are indexed under the same serial n u m b e r. This number is placed at the beginning of the top line ("index line"), i.e. in the upper left-hand corner (see clauses 1.2.5 and 1.4.4).

The concept number noted on the manuscript slip at the time of preparation is provisional (see ISO Recommendation R 919, *Guide for the preparation of classified vocabulaires (Example of method)* clause 2.2.6). At a more advanced stage, when the schedule of concepts may be regarded as final (see ISO Recommendation R 919, clause 3.4), this provisional number is crossed out — but should remain legible — and the final serial number is written into the space next to its right.

It is recommended not to use, when changing slip numbers, a number already used for another concept. That refers particularly to the provisional numbering of the concepts during the work on the preparation of the vocabulary, but it may be useful to take it into consideration for the definitive numbering as well by using, for example, a series of numbers different from that of the provisional numbers. (See ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method)*, clauses 2.2.7 and 3.4)

At the bottom of every slip, a note may be included indicating by whom and on which date the slip was d r a w n u p.

A s a m p l e set of slips is shown in clause 2.2.1.2.

Several c o p i e s of every manuscript slip are required : for the alphabetical indexes and for distribution to the different collaborators. It is useful therefore to make approximately 6 copies of every slip. Using transparent paper for the original slip will be very useful. Should further copies be required, these can then be made by blue-printing from the original slip.

2.1.2 *Word slips.* Every word slip must contain, other than the serial number, all indications that should be reproduced in the vocabulary when printed (see clause 1.2); also the sequence of these indications should be the same (see clause 1.3). Hence, every word slip records the terms in one language for a given concept, and — for the defining languages — a definition.

The c l a s s i f i c a t i o n s y m b o l, for example a UDC number (see clause 1.2.2), need not be entered on more than one of the manuscript slips belonging to the same set. For this purpose it is preferable to use a word slip — and not an illustration slip — viz. that slip for the language in which the vocabulary is initially drafted. The appropriate space for inserting the classification symbol is the right-hand portion of the index line, on which is entered the serial number.

A l a n g u a g e s y m b o l must be entered on every word slip (see clauses 1.2.4 and 1.3.1), preferably underneath the serial number. Language symbols are required on manuscript slips, even if they are not reproduced in the printed vocabulary, because this enables even auxiliary personnel, not familiar with the languages involved, to handle them. The compositor, too, thus can easily ascertain the proper sequence of monolingual sections within an entry.

As an alternative device to language symbols, different c o l o u r s for word slips may be used, if such symbols are not to be printed in the vocabulary. However, it is impractical to provide for raw slips in various colours. In blue-printing, in any case, such colour distinctions cannot be reproduced.

At the end of every monolingual section, notes may be inserted to indicate the s o u r c e s where the terms and the definition have been found (see ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method),* clause 2.1.4). This practice is useful even though annotations of this kind may not be printed.

2.1.3 *Illustration slips.* Every illustration slip serves to record one or several illustrations. As a rule, these illustrations are drawings.

The reference on the s o u r c e s for the illustrations may be noted beside or underneath the illustration.

For many concepts no illustration can or should be recorded in the vocabulary. In that case, it is helpful to write out a "b l a n k s l i p" (nil report slip) which will be inserted in the card index instead of an illustration slip.

Some concepts cover constituent parts of objects which may have been provided with an illustration under another serial number : for still other concepts, the illustration of a species may later be recorded under a more advanced serial number. In both cases r e f e r e n c e to the corresponding entry is sufficient. An "illustration reference slip", in lieu of an illustration slip, is then inserted in the set of slips. This reference slip contains only the wording of the reference.

2.1.4 *Query and reply slip.* Throughout and after the preparation of the draft, a certain number of concepts and terms will give rise to discussions, for example by correspondence, between the authors of the work and persons to be consulted. Questions raised and the answers supplied must be formulated and placed on record.

It is of practical help for such communications to use slips of a width similar to that of the manuscript slips. (For their height see clause 2.1.5) They may thus be filed among the manuscript slips to remain there until the query has been settled.

2.1.5 *Format.* When selecting the size of the manuscript slips one may choose, for example, 105 mm × 148 mm (ISO A6), international size for post cards) or 74 mm × 105 mm (ISO A7). Both formats have the merits and drawbacks indicated below.

The A7 f o r m a t permits manuscript slips to be filed together with index slips which have been cut out from the published vocabulary pages (see clause 1.5.1). This is helpful, for example, in the event that a vocabulary with A7 entries has to be revised. On the other hand, format A7 has the disadvantage of being rather narrow for writing a text with an ordinary typewriter or by hand. It is quite adequate, nevertheless, if a typewriter with narrow script is used since this requires only half the space of standard type letters.

F o r m a t A6 is therefore generally to be preferred. In a card index with A6 slips, slips of the A7 format can also be filed when pasted on those of the A6 size.

A particular advantage may be derived from using A6 slips for vocabulary manuscripts if they are applied crosswise in full height only for illustration slips (and query and reply slips), whereas all word slips are cut down to a height of approximately 95 mm. With that device the illustration slips (reference slips, blank slips) serve as i n d e x m a r k e r s in the file, each set then forming a clearly identifiable unit.

2.1.6 *Filing of slips.* The slips forming the manuscript may be put into file boxes or into files. The use of correspondence f i l e s offers the advantage that they can be held as books in a library and that the slips cannot fall out when the files are moved.

In a correspondence file of A4 size and a width over the back of 80 mm, four ring mechanisms can be installed which h o l d together 2000 perforated A7 slips. This amounts to 400 concepts with text slips in four languages and with one illustration slip for each concept. The complete manuscript of a vocabulary could therefore be held in one, two or three correspondence files.

In a correspondence file of the same size (as above) two mechanisms may be installed, thus accommodating 1000 A6 slips which suffice for 200 concepts.

2.2 Discussion manuscript

2.2.1 *A4 sheets, dividable into A6 slips.* In most cases it is generally found convenient to prepare the discussion manuscript of multilingual vocabularies in the administrative or commercial size as used for letters, for instance the format 210 mm × 297 mm (ISO A4).

For this purpose, the contents of several interrelated manuscript slips, or more precisely of a complete set of slips (see clause 2.1.1), must be so arranged as to form an A4 page which then will be reproduced as such.

Amongst the possible methods for this r e p r o d u c t i o n, the following may be mentioned :

(1) Reproduction by m e c h a n i c a l means, such as stencil copying, hectography and small offset printing.

(2) D i r e c t c o n t a c t photocopying, particularly diazotype.

(3) I n d i r e c t contact photocopying, i.e. reflectography and thermic photocopying.

(4) O p t i c a l photocopying, including electrostatic photocopying.

Photocopying methods may be combined with mechanical methods; for example : photo-offset.

The working c o n d i t i o n s of these four processes for the reproduction of a lexical card-index differ widely :

(1) For the mechanical processes, the slips of the working manuscript must be t r a n s c r i b e d before being reproduced.

(2) For direct contact photocopying, the slips of the working manuscript must be t r a n s p a r e n t.

(3) Indirect contact photocopying allows the reproduction of a g r o u p of slips assembled into a page, without special preparations, but always in the scale 1 : 1 only.

(4) Optical photocopying offers, in addition to (3), the possibility of r e d u c i n g the size.

For processes (2) and (3) working slips must already be of A6 size in order to get an A4 size discussion manuscript.

Conversely, it seems desirable that the copies of the discussion manuscript could be converted (by c u t t i n g u p) into units having the size of the working manuscript slips. The minimum requirement for this would be that the text does not exceed the width of the slip size, i.e. that it is generally not larger than 105 mm (for the ISO format A6).

With regard to the v e r t i c a l s p a c i n g of entries in the manuscript, two solutions are possible : either the entries are spaced equally — corresponding to the height of the manuscript slips — or the texts are copied on manuscript pages continuously without regard for equal vertical distance between entries which then varies from one entry to the other.

In each entry of a printed multilingual vocabulary the different language sections are arranged either in vertical or in horizontal sequence (see clause 1.4.2). In preparing the discussion manuscript a choice must be made for either s e q u e n c e o f l a n g u a g e s. Such need not be identical to the final printed version of the vocabulary. Choosing the same layout would, however, facilitate later stages of the work.

2.2.1.1 PAGES COVERING ONE SINGLE LANGUAGE (= MONOLINGUAL PAGES; HORIZONTAL ARRANGEMENT)

2.2.1.1.1 Provided that the length of the lines on manuscript pages is restricted, on the one hand, to the length of the A6 format, and assuming that, on the other hand, it is not appreciably shorter, horizontal arrangement of languages can be achieved simply by juxtaposing t w o pages, each listing one language, in a folder. As a maximum, two languages may be listed side by side.

2.2.1.1.2 A4 pages listing one language each can either receive a running text, regardless of the height of each entry, or be subdivided into equidistant entry spaces :

Dimensions in millimetres

recto   recto
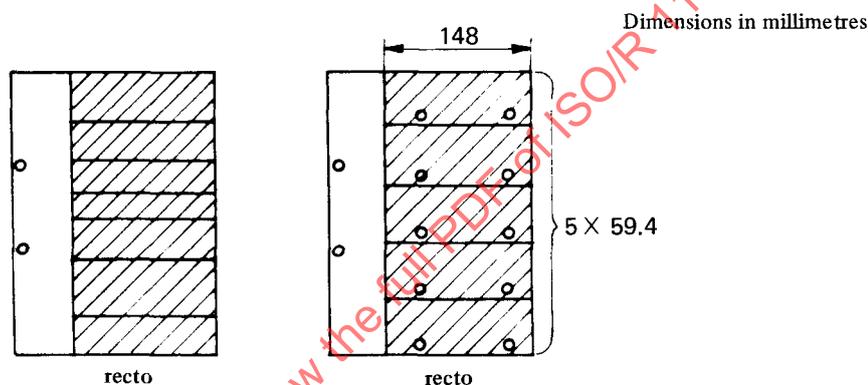
But when a b i l i n g u a l manuscript is to be produced by juxtaposing such monolingual pages, the text may be copied onto these i r r e s p e c t i v e o f s p a c i n g between entries :

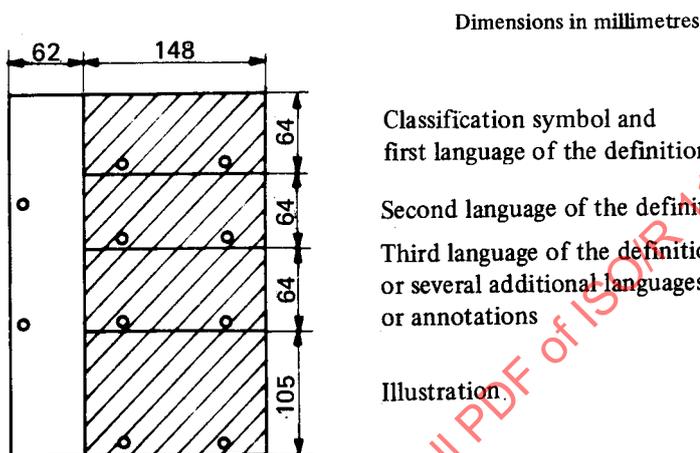verso of a sheet   recto of the following sheet
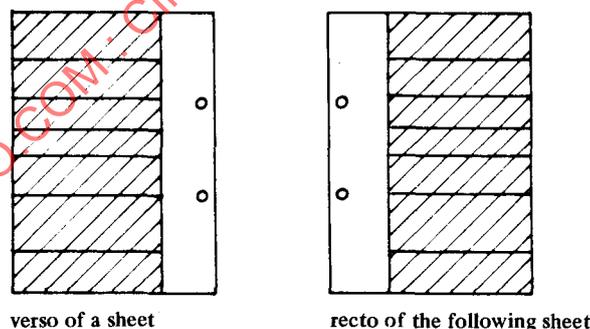
In this case, with the horizontal arrangement of languages the available space of a page is fully utilized, while much paper may be saved.

2.2.1.1.3 One sequence of horizontal arrangement of languages, however, is that possible i l l u s t r a t i o n s must be reproduced on separate sheets.

2.2.1.1.4 As a rule, the text is typed so that a given language is either always on the left-hand page (the verso) or always on the right-hand page (the recto). Thus a different language is found on the verso from that on the recto, and the concepts on verso and recto are also different; pages only are monolingual, sheets being bilingual.

2.2.1.2 PAGES COVERING SEVERAL LANGUAGES (= MULTILINGUAL PAGES; VERTICAL ARRANGEMENT). With the vertical sequence of languages, continuous writing upon the sheets is only useful if s e v e r a l complete sets of slips (entry units) can thereby be accommodated on one page.
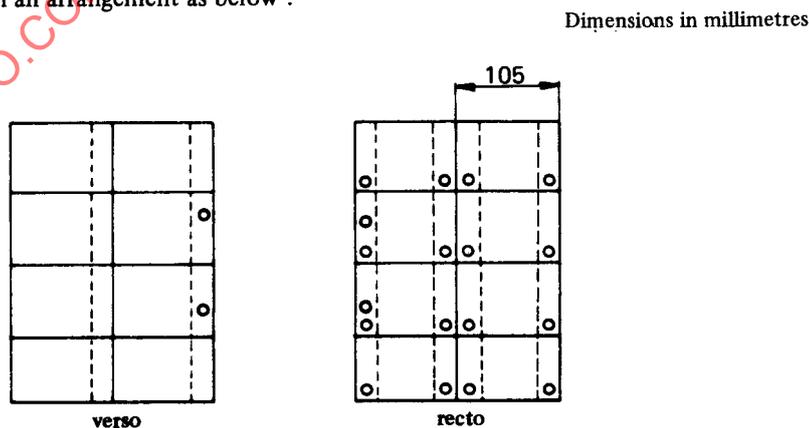
This, however, is generally not possible. Therefore the page layout for vertical arrangement, as far as the height is concerned, is normally subdivided into a given number of s q u a r e s. The layout below, as an example, shows a possible solution for a page of A4 size :

Dimensions in millimetres

Classification symbol and
first language of the definitions

Second language of the definitions

Third language of the definitions
or several additional languages
or annotations

Illustration

This arrangement makes it possible to accommodate at least three languages and one illustration on one page (or four languages without an illustration). (See Annex C.)

2.2.2 *A4 sheets, dividable into slips of A7 size.* Sometimes, it may seem desirable to use the A7 format for the monolingual sections in the discussion manuscript.

This would result in an arrangement as below :

Dimensions in millimetres

verso

recto

This arrangement makes it possible to accomodate three languages with illustrations (or four languages without illustrations) on two juxtaposed pages, either in horizontal or in vertical sequence.

This layout, however, may be applied only in two e x c e p t i o n a l cases :

(1) if the working manuscript already is of the A7 format (see clause 2.1.5);

(2) if the discussion manuscript is produced from the working manuscript by means of photographical reduction.

2.2.3 *Squares covering several languages (= multilingual squares), of the size A6 or A 7.* In the event that the majority of entries of a systematic multilingual vocabulary consists only of a few short terms and only brief or even no definitions, then it is possible to record, one beneath the other, several languages on a single A6 s l i p — for example, two languages of the definition and several additional languages (without definitions) — as well as the corresponding illustration.

If a typewriter with narrow script is used and illustrations are dispensed with, or if the text is reduced by photographical means, a multilingual entry may be reproduced within a s q u a r e of A7 size.

In this exceptional case the discussion manuscript may be prepared as an A6 card index or an an A4 booklet with A7 entries (see clause 2.2.2).

Entries in the discussion manuscript would then be identical in arrangement to the corresponding entry in a printed vocabulary with languages in vertical sequence (see clause 1.5.2). If this arrangement is envisaged for the printed version, an analogous arrangement of the discussion manuscript, and hence of the printer's manuscript, facilitates the c o m p o s i t o r's job.

2.3   Printer's manuscript

The "printer's manuscript" serves as working copy for the compositor.

However, for that purpose it is not always necessary to produce an entirely fresh manuscript because both the working manuscript, consisting of monolingual slips, and the discussion manuscript, consisting of sheets (or of multilingual slips), may be used.

Any m o d i f i c a t i o n resulting from the discussion must obviously be entered in the manuscript before sending it to the printer. This is particularly easy to perform with a manuscript made of individual slips. All modifications can be effected by simple substitution of correct slips. Whenever modifications on many unrelated concepts must be made, the use of the working manuscript as a basis for the printer's manuscript is highly preferable.

All indications which are not to appear in the published version must be c r o s s e d o u t in the manuscript ; for example, indications as to the person processing a slip or to the source of individual terms (see clauses 2.1.1 and 2.1.3).

Instead of crossing out unwanted indications, it may do to provide the compositor with general instructions as to the notes to be omitted. Such indications to be omitted would thus need to be marked from the first drafting of the entry. As an example, all source indications may immediately follow the definition but be separated from it by a hyphen.

When using the working manuscript, consisting of monolingual slips, for the purpose of printer's copy, in an appendix to the manuscript the compositor must be given explanations — preferably accompanied by a sample page — regarding the sequence of languages in the printed version (see clause 1.4).

3. RECORD SLIPS (Example of method)

A "record slip" is a slip upon which one records information about a concept — such as a term, a definition or an illustration — which has been extracted from a given source.

Record slips may be either location slips or integral record slips.

Record slips concern either a term or a passage of a text ("word record slip") or an illustration ("illustration record slip").

3.1   Layout of record slips

It is advisable to use a standard layout for all types of record slips.

3.1.1 *Format.* One may choose, for example, format 105 mm X 148 mm (ISO A6). In exceptional cases, format 74 mm X 105 mm (ISO A7) may be used.

3.1.2 *General indications.* The provisional serial n u m b e r of the concept is entered in the upper left-hand corner of the record slip (see ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method),* clause 2.2.6).

After completion of the final schedule of concepts this number could be crossed out and the f i n a l number be entered next to it in the space at the right-hand side as it is on the manuscript slips; (see clause 2.1.1). With record slips, however, this is not essential, as they are rarely used again after completion of the manuscript. Should this case ever arise, the record slip can easily be found via a concordance of numbers (see ISO Recommendation R 919, clause 3.4.3). It is therefore sufficient to file the record slips in the order of their provisional numbers.

In the right-hand portion of the same line on which the serial number has been written, a c l a s s i f i c a t i o n   s y m b o l (for example a UDC number) could be entered in much the same way as for the manuscript slips (see clause 2.1.2). On record slips, however, this information is unnecessary; should it ever be wanted, it could be obtained via the schedule of concepts (see ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method),* clause 2.2).

At the bottom of the record slip a note is entered indicating by whom and on what date the record is e s t a b l i s h e d.

Any c o m m e n t by the person establishing the slip should be entered immediately above these instructions.

3.1.3 *Language symbols.* On every record slip a language symbol should be placed at the beginning of the text in exactly the same fashion as for manuscript slips (see clause 2.1.2).

3.2   Location slips

A "location slip" contains, beyond the general indications mentioned above (see clause 3.1.2), only the term and an indication giving the location of the p a s s a g e in the source from which it was taken. If, furthermore, a definition or an illustration is available in the same reference, this is also noted, for example by adding the abbreviations "def." and "fig." respectively.

It is advisable to note the reference of the passage immediately below the term. If a source has to be noted on several record slips, an abbreviated symbol should be used (see ISO Recommendation R 919, *Guide for the preparation of classified vocabularies (Example of method),* clause 2.1.5).

3.3   Integral record slips

"Integral record slips" differ from "location slips" (see clause 3.2 above) in that they bear additional quotations.
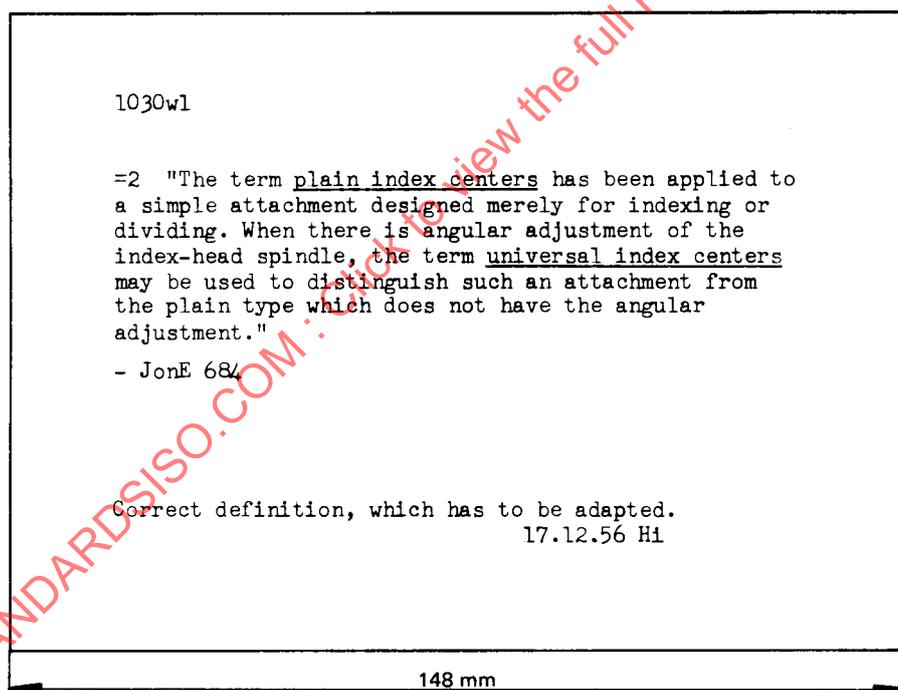
According to the nature of these additional quotations, t h r e e   t y p e s of integral record slips may be distinguished :

(1)   The slip contains, in lieu of the term, an example of application, i.e. a complete sentence or part of it, in the context of which the term is used.

(2)   The slip contains, in lieu of the abbreviated indication "def.", the full wording of the definition.

(3)   The slip contains, in lieu of the abbreviated indication "fig.", the illustration itself.

The   l o c a t i o n   of the passage is recorded immediately below these indications.

P r e p a r a t i o n of integral record slips : texts are copied onto the slip. Illustrations can be redrawn on the slip from the original, or a photographic copy may be made from the original source, or they are cut out from the original and pasted on the slip (see clause 2.2.1).

Example of an Integral record slip :

```
1030w1


=2   "The term plain index centers has been applied to
a simple attachment designed merely for indexing or
dividing. When there is angular adjustment of the
index-head spindle, the term universal index centers
may be used to distinguish such an attachment from
the plain type which does not have the angular
adjustment."

- JonE 684



Correct definition, which has to be adapted.
                        17.12.56 Hi
```

|← 148 mm →|

The details of this example are not the subject of the present ISO Recommendation.