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SMIIC DIRECTIVES, PART 2

RULES FOR THE STRUCTURE AND DRAFTING OF OIC/SMIIC DOCUMENTS

(Second Edition, April 2019)

THE STANDARDS AND METROLOGY INSTITUTE FOR ISLAMIC COUNTRIES (SMIIC)

Contents

Foreword

The SMIIC Directives, Part 2 states the general principles by which SMIIC documents (OIC/SMIIC Standards, Technical Specifications, Technical Reports or Guides) are drafted and stipulates certain rules to be applied in order to ensure that they are clear, precise and unambiguous. The rules are also intended to ensure that such documents, prepared by the committee secretariats of SMIIC, are drafted in as uniform a manner as practicable, irrespective of the technical content. These rules are important to maintain the effective contribution of the documents to the values and knowledge produced by SMIIC.

Those drafting SMIIC documents should try to be aware of the particular needs of their intended users and to write in a style that is likely to be readily understood. It is particularly important to be conscious of the likelihood that a document will be translated.

Following the first edition of the SMIIC Directives, Part 2 which were approved by SMIIC on 04 May 2012, this second edition was prepared and approved by SMC during its meeting held on 7 April 2019 in İstanbul, the Republic of TURKEY.

1 Scope

Directive 2 specifies rules for the structure and drafting of documents intended to become OIC/SMIIC Standards, Technical Specifications. As far as practicable, these rules also apply to documents intended to become Technical Reports or Guides. All these document types are referred to collectively hereinafter as *documents*, unless otherwise necessary.

2 Terms and Definitions

For the purposes of this document, the following terms and definitions apply.

2.1 Document Type

2.1.1
standard
document, established by consensus and approved by a recognized body, that provides, for common and repeated use, rules, guidelines or characteristics for activities or their results, aimed at the achievement of the optimum degree of order in a given context.

2.1.2
OIC/SMIIC Standard
standard which is published by SMIIC

2.1.3
technical specification
TS
document published by SMIIC for which there is the future possibility of agreement on an OIC/SMIIC Standard, but for which at present

• the required support for approval as an OIC/SMIIC Standard cannot be obtained,

• there is doubt on whether consensus has been achieved,

• the subject matter is still under technical development, or

• there is another reason precluding immediate publication as an OIC/SMIIC Standard.

Note 1 to entry: The content of a Technical Specification, including its annexes, may include requirements.

Note 2 to entry: A Technical Specification is not allowed to conflict with an existing OIC/SMIIC Standard.

2.1.4
technical report
TR
document published by SMIIC containing collected data of a different kind from that normally published as an OIC/SMIIC Standard or Technical Specification

Note 1 to entry: Such data may include, for example, data obtained from a survey carried out among the member bodies, data on work in other international organizations or data on the "state-of-the-art" in relation to standards of member bodies on a particular subject.

2.1.5
guide
document published by SMIIC giving rules, orientation, advice or recommendations relating to standardization

Note 1 to entry: Guides can address issues of interest to all users of documents published by SMIIC.

2.2 Elements of a document

2.2.1
normative element
element that describes the scope of the document or sets out provisions

2.2.2
informative element
element intended to assist the understanding or use of the document or that provides contextual information about its content, background or relationship with other documents

2.2.2.1
preliminary informative element
element that identifies the document, introduces its content and explains its background, its development and its relationship with other documents

2.2.2.2
supplementary informative element
element that provides additional information intended to assist the understanding or use of the document

2.2.3
mandatory element
element the presence of which in a document is obligatory

EXAMPLE The Scope is an example of a mandatory element.

2.2.4
conditional element
element the presence of which in a document is dependent on the provisions of the particular document

EXAMPLE The symbols and abbreviated terms clause is an example of a conditional element.

2.2.5
optional element
element that the writer of a document (3.1.1) may choose to include or not

EXAMPLE The Introduction is an example of an optional element.

2.3 Provision

2.3.1
provision
expression in the content of a normative document that takes the form of a statement, an instruction, a recommendation or a requirement

Note 1 to entry: These forms of provision are distinguished by the form of wording they employ; e.g. instructions are expressed in the imperative mood, recommendations by the use of the auxiliary "should" and requirements by the use of the auxiliary "shall".

2.3.2
statement
expression, in the content of a document, that conveys information

2.3.3
requirement
expression in the content of a document conveying criteria to be fulfilled if compliance with the document is to be claimed and from which no deviation is permitted

2.3.4
recommendation
expression in the content of a document conveying that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that a certain course of action is preferred but not necessarily required, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited

2.3.5
permission
expression, in the content of a document, that conveys consent or liberty (or opportunity) to do something

Note 1 to entry: Permissions are expressed using the verbal forms specified in the directive

2.3.6
possibility
expression, in the content of a document, that conveys expected or conceivable material, physical or causal outcome

Note 1 to entry: Possibility is expressed using the verbal forms specified in the directive.

2.3.7
capability
expression, in the content of a document, that conveys the ability, fitness, or quality necessary to do or achieve a specified thing

Note 1 to entry: Capability is expressed using the verbal forms specified in the directive

2.3.8
external constraint
constraint or obligation on the user of the document (e.g. laws of nature or particular conditions existing in some countries or regions) that is not stated as a provision of the document

Note 1 to entry: External constraints are referred to using the verbal form specified in the directive.

Note 2 to entry: Use of the word "must" does not imply that the external constraint referred to is a requirement of the document.

2.4
state of the Art

developed stage of technical capability at a given time as regards products, processes and services, based on the relevant consolidated findings of science, technology and experience.

3 General Requirements of Documents

The objective of documents published by SMIIC is to define clear and unambiguous provisions in order to facilitate intra-OIC trade and communication. To achieve this objective, the document shall

- be as complete as necessary within the limits specified by its scope,

  NOTE 1 When a document provides requirements or recommendations, these are either written explicitly, or made by reference to other documents

- be consistent, clear and accurate,

- take full account of the state-of-the-art,

- take into account the current market conditions,

  NOTE 2 There is sometimes a tension between what is technically feasible and what the market actually requires and is prepared to pay for.

- provide a framework for future technological development,

- be comprehensible to qualified people who have not participated in their preparation; and

- take into account the principles for the drafting of documents.

4 Structure

4.1 Subdivision of the Subject Matter

4.1.1 General

Documents are so diverse that no universally acceptable rules can be established for the subdivision of the subject matter.

However, as a general rule, an individual document shall be prepared for each subject to be standardized, and published as a complete entity. In specific cases and for practical reasons, for example if

a) the document is likely to become too voluminous,

b) subsequent parts of the content are interlinked,

c) portions of the document could be referred to in regulations, or

d) portions of the document are intended to serve for certification purposes,

the document may be split into separate parts under the same number.

This has the advantage that each part can be changed separately when the need arises.

In particular, the aspects of a product which will be of separate interest to different parties (e.g. manufacturers, certification bodies, legislative bodies) shall be clearly distinguished, preferably as parts of a document or as separate documents.

Such individual aspects are, for example,

- health and safety requirements,
- performance requirements,
- maintenance and service requirements,
- installation rules.

The terms which shall be used to designate the divisions and subdivisions that a document may have are shown in Table 1.

Table 1 — Names of divisions and subdivisions

English term	Example of numbering
Part	1
Clause Subclause Subclause Paragraph	1 1.1 1.1.1 [no number]
Annex	A

4.1.2 Subdivision of the subject matter within a series of parts

There are two ways of achieving this.

a) Each part deals with a specific aspect of the subject and can stand alone.

EXAMPLE 1

Part 1: Vocabulary
Part 2: Requirements
Part 3: Test methods
Part 4: …

EXAMPLE 2

Part 1: Vocabulary
Part 2: Harmonics
Part 3: Electrostatic discharge
Part 4: …

b) There are both common and specific aspects to the subject. The common aspects shall be given in Part 1. Specific aspects (which may modify or supplement the common aspects and therefore cannot stand alone) shall be given in individual parts.

EXAMPLE 3

Part 1: General requirements
Part 2: Thermal requirements
Part 3: Air purity requirements
Part 4: Acoustical requirements

EXAMPLE 4

Part 1: General requirements
Part 2: Particular requirements for electric irons
Part 3: Particular requirements for spin extractors
Part 4: Particular requirements for dishwashers

4.1.3 Subdivision of the subject matter within an individual document

The elements that together form a document may be classified in two different ways:

a) by their normative or informative nature and their position within the structure, i.e. preliminary informative elements, general and technical normative elements, and supplementary informative elements;

b) by their mandatory or conditional presence.

An example of a typical arrangement is given in Table 2. Table 2 also lists the permitted content of each of the elements constituting the arrangement.

Table 2 — Example of a typical arrangement of elements in a document

Type of element	Arrangement of elements [a] in document	Permitted content [a] of element(s) in document
Preliminary informative	*Title page*	**Title**
	Table of contents	
	Foreword	***Text*** *Notes* *Footnotes*
	Introduction	*Text* *Figures* *Tables* *Notes* *Footnotes*
General normative	**Title**	**Text**
	Scope	**Text** Figures Tables *Notes* *Footnotes*
	Normative references [b]	References *Footnotes*
Technical normative	**Terms and definitions** [b] Symbols and abbreviated terms ⋮ Normative annex	Text Figures Tables *Notes* *Footnotes*
Supplementary informative	*Informative annex*	*Text* *Figures* *Tables* *Notes* *Footnotes*
Technical normative	Normative annex	Text Figures Tables *Notes* *Footnotes*
Supplementary informative	*Bibliography*	*References* *Footnotes*
	Indexes	

[a] **Bold type** = mandatory element; upright type = normative element; *italic type* = informative element.

[b] When no normative references or terms are listed, use the introductory texts provided in the directive.

A document need not contain all the normative technical elements shown and it may contain normative technical elements other than those shown. Both the nature of the normative technical elements and their sequence are determined by the nature of the document in question.

A document may also contain notes and footnotes to figures and tables.

Terminology standards have additional requirements for the subdivision of content.

4.2 Description and Numbering of Divisions and Subdivisions

4.2.1 Part

The number of a part shall be indicated by Arabic numerals, beginning with 1.

All the individual titles in a series of parts shall contain the same introductory element (if present) and main element, while the complementary element shall be different in each case in order to distinguish the parts from one another. The complementary element shall be preceded in each case by the designation "Part …:" An example is shown below.

EXAMPLE

Cereals and pulses — Specification and test methods — Part 1: Rice

Each part of a multipart document shall be drafted in accordance with the same rules as those used for an individual document.

Parts cannot be further subdivided.

4.2.2 Clause

A clause is the basic component in the subdivision of the content of a document.

The clauses in each document or part shall be numbered with Arabic numerals, beginning with 1 for the "Scope" clause. The numbering shall be continuous up to but excluding any annexes.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it.

EXAMPLE

4 Products/Services

The following products and services are covered by this standard.

4.2.3 Subclause

A subclause is a numbered subdivision of a clause. A primary subclause (e.g. 7.1, 7.2, etc.) may be subdivided into secondary subclauses (e.g. 7.1.1, 7.1.2, etc.), and this process of subdivision may be continued as far as the fifth level (e.g. 7.1.1.1.1.1, 7.1.1.1.1.2, etc.).

Subclauses shall be numbered with Arabic numerals.

A subclause shall not be created unless there is at least one further subclause at the same level. For example, text in Clause 10 shall not be designated subclause "10.1" unless there is also a subclause "10.2".

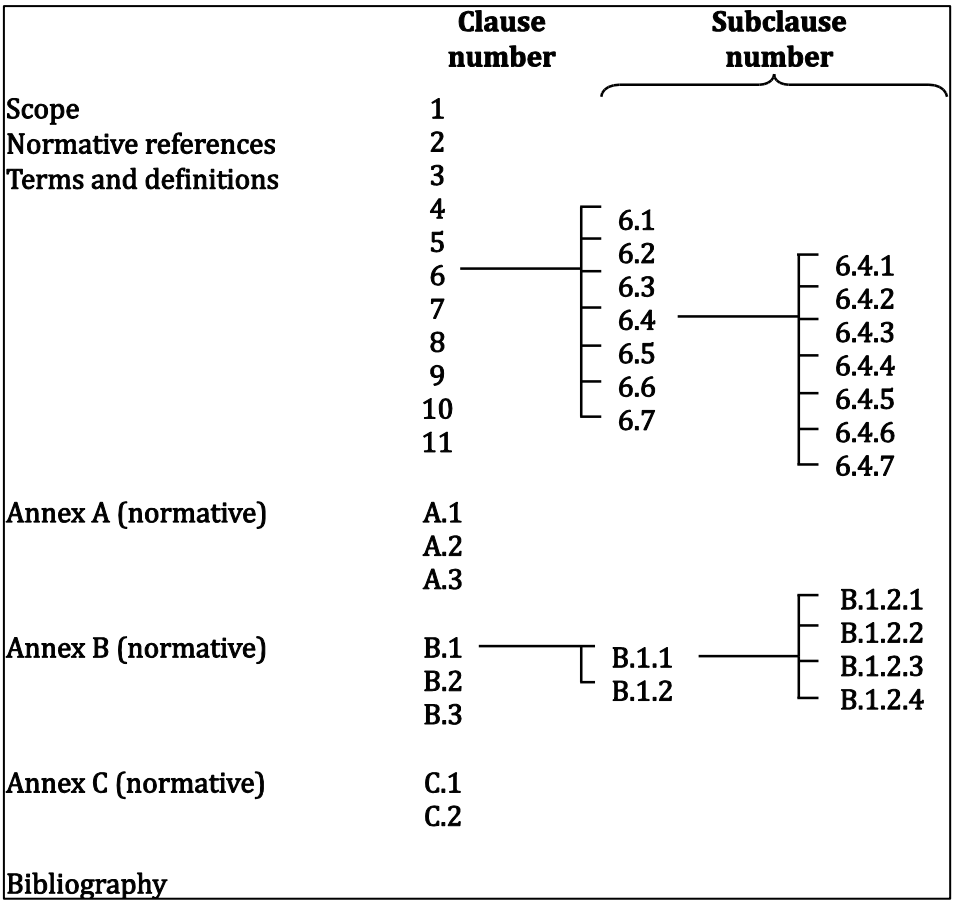


Figure 1 — Example of numbering of divisions and subdivisions

Each primary subclause should preferably be given a title, which shall be placed immediately after its number, on a line separate from the text that follows it. Secondary subclauses may be treated in the same way. Within a clause or subclause, the use of titles shall be uniform for subclauses at the same level, e.g. if 10.1 has a title, 10.2 shall also have a title. In the absence of titles, key terms or phrases (composed in distinctive type) appearing at the beginning of the text of the subclause may be used to call attention to the subject matter dealt with. Such terms or phrases shall not be listed in the table of contents.

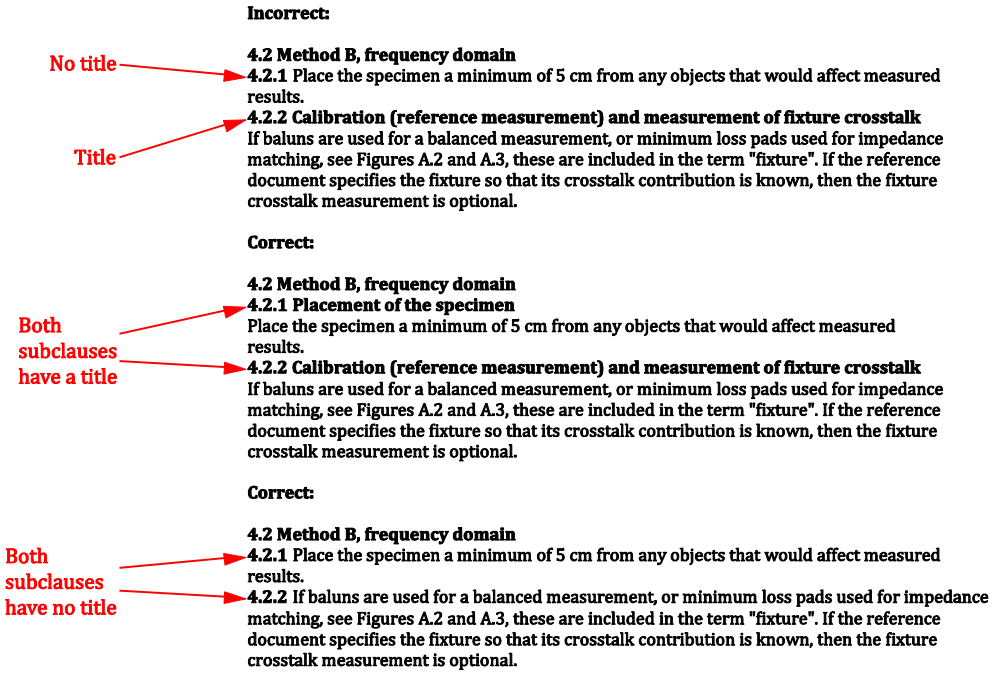


Figure 2 — Correct and incorrect use of subclause titles

4.2.4 Paragraph

A paragraph is an unnumbered subdivision of a clause or subclause.

“Hanging paragraphs” such as those shown in the following example shall be avoided since reference to them is ambiguous.

In the example given in Figure, the hanging paragraph indicated cannot be uniquely identified as being in “Clause 5” since the paragraphs in 5.1 and 5.2 also form part of Clause 5. To avoid this problem it is necessary to identify the hanging paragraph as subclause “5.1 General” (or other suitable title) and to renumber the existing 5.1 and 5.2 accordingly (as shown), or to move the hanging paragraph elsewhere, or to delete it.

Incorrect	Correct
5 Uncertainty of the certified value	**5 Uncertainty of the certified value**
The combined expanded uncertainty of the measurement is calculated... } hanging paragraph	**5.1 General**
	The combined expanded uncertainty of the measurement is calculated...
5.1 Budget of uncertainty	**5.2 Budget of uncertainty**
[...]	[...]

4.2.5 Lists

Lists should be introduced by a sentence, a complete grammatical proposition followed by a colon, or by the first part of a proposition (without a colon), completed by the items in the list.

Each item in a list shall be preceded by a dash or a bullet or, if necessary for identification, by a lower case letter followed by a parenthesis. If it is necessary to subdivide further an item in

the latter type of list, Arabic numerals followed by a parenthesis shall be used.

EXAMPLE 1

5.2.1 Halal Cosmetic products shall be suitably packed using that packaging material which fulfills the following requirements:

a) It shall not be made from non - halal and najis materials,

b) It shall not be prepared, processed or manufactured using equipment that is non-halal and najis,

c) During the preparation processing, storage or transportation of the packaging material, it shall be physically separated from any other packaging material that does not meet the requirements stated in item a) or b).

EXAMPLE 2

Vibrations in the apparatus may be caused by

– unbalance in the rotating elements,
– slight deformations in the frame,
– the rolling bearings, and
– aerodynamic loads.

4.2.6 Annex

Annexes are used to provide additional information to the main body of the document and are developed for several reasons, for example:

• when the information or table is very long and including it in the main body of the document would distract the user;

• to set apart special types of information (e.g. software, example forms, results of interlaboratory tests, alternative test methods, tables, lists, data);

• to present information regarding a particular application of the document.

Annexes shall appear in the order in which they are cited in the text. Each annex shall be designated by a heading comprising the word “Annex” followed by a capital letter designating its serial order, beginning with “A”, e.g. “Annex A”. The annex heading shall be followed by the indication “(normative)” or “(informative)”, and by the title, each on a separate line.

EXAMPLE 1

Annex A
(informative)
Example form

Annexes may be subdivided into clauses, subclauses, paragraphs and lists.

Numbers given to the clauses, subclauses, tables, figures and mathematical formulae of an annex shall be preceded by the letter designating that annex followed by a full stop. The numbering shall start afresh with each annex.

EXAMPLE 2

In the case of Annex A, the first clause would be numbered A.1, the first figure would be Figure A.1, the first table would be Table A.1 and the first formula would be Formula (A.1).

Each annex shall be explicitly referred to within the text.

EXAMPLE 3

"Annex B provides further information…";

"Use the methods described in Annex C";

"See Figure A.6";

"Clause A.2 describes…";

"…as specified in C.2.5.".

4.2.7 Bibliography

The Bibliography lists, for information, those documents which are cited informatively in the document, as well as other information resources.

The Bibliography is an informative element. It shall not contain requirements, permissions or recommendations.

The Bibliography is a conditional element. Its inclusion is dependent on whether informative references are present in the document.

A bibliography, if any, shall appear after the last annex without a clause number.

EXAMPLE 1

In the following case, the citation is not normative but informative. The document cited shall be listed not in the Normative references clause but in the Bibliography:

Wiring of these connectors should take into account the wire and cable diameter of the cables defined in IEC 61156.

In the following case, the citation is normative and the document shall be listed in the Normative references clause:

The GMP shall be in compliance with the requirements of ISO 22716.

EXAMPLE 2

Bibliography

1. EC 76/768/EEC and its amendments EC 1223, Cosmetics Products Regulation

2. EC1907, REACH Regulation

4.2.8 Indexes

Indexes, if any, shall appear as the last element.

5 Drafting

5.1 Preliminary Informative Elements

5.1.1 Title page

The title page shall contain the title of the document.

The wording of the title shall be established with the greatest care; while being as concise as possible, it shall indicate, without ambiguity, the subject matter of the document in such a way as to distinguish it from that of other documents, without going into unnecessary detail.

Any necessary additional particulars shall be given in the scope.

The title shall be composed of separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than the following three elements shall be used:

a) an introductory element (conditional) indicating the general field to which the document belongs (this can often be based on the title of the committee which prepared the document);

b) a main element (mandatory) indicating the principal subject treated within that general field;

c) a complementary element (conditional) indicating the particular aspect of the principal subject or giving details that distinguish the document from other documents, or other parts of the same document. (see 4.2.1 Example)

EXAMPLE The introductory element is necessary to indicate the field of application. Correct: *Petroleum and natural gas industries — Drilling fluid materials — Specifications and tests* Incorrect: *Drilling fluid materials — Specifications and tests*

5.1.2 Table of contents

The table of contents is a conditional preliminary element, but it is necessary if it makes the document easier to consult. The table of contents shall be entitled “Contents” and shall list clauses and, if appropriate, subclauses with titles (maximum secondary level, e.g. 7.1.1), annexes together with their status in parentheses, the bibliography, indexes, figures and tables. The order shall be as follows: clauses and subclauses with titles; annexes (including clauses and subclauses with titles if appropriate); the bibliography; indexes; figures; tables. All the elements listed shall be cited with their full titles. Terms in the “Terms and definitions” clause shall not be listed in the table of contents.

5.1.3 Foreword

The foreword shall appear in each document. It shall not contain requirements, recommendations, figures or tables.

The Foreword shall not have a clause number and shall not be subdivided.

The Foreword provides information on:

- the organization responsible for publishing the document;
- the committee that developed the document;
- the procedures and rules under which the document was developed;
- the voting process;
- relationships between the present document and other documents.

The following text shall be used as the first paragraph of the each "Foreword":

"The Standards and Metrology Institute for the Islamic Countries (SMIIC) as an intergovernmental organization, aims to set common standards to be implemented across the Organisation of the Islamic Cooperation (OIC) region and the world where the Institute aims to ensure the protection of consumers and the interoperability of products, and also to strengthen marketplace position of the OIC Member States in the global economy while fostering innovation and free trade initiatives."

5.1.4 Introduction

The introduction is a conditional preliminary element containing commentary about the technical content of the document or background information.

It shall not contain requirements.

The Introduction shall not have a clause number. If there is a need to create numbered subdivisions, the subclauses are numbered 0.1, 0.2, etc. Any figure, table, displayed formula or footnote shall be numbered starting with 1.

5.2 General Normative Elements

5.2.1 Scope

This element shall appear at the beginning of each document and define without ambiguity the subject of the document and the aspects covered, thereby indicating the limits of applicability of the document or particular parts of it. It shall not contain requirements.

If necessary, the Scope should indicate subjects that might be reasonably inferred to be covered but actually excluded from the document.

EXAMPLE This document excludes ….

In documents that are subdivided into parts, the Scope of each part shall define the subject of that part of the document only.

The Scope shall be succinct so that it can be used as a summary for bibliographic purposes, for example, as an abstract. If further details and background information are necessary, these shall be included in either the Introduction or in an annex.

The Scope is a normative element. It shall not contain requirements, permissions or recommendations.

The Scope is a mandatory element.

The Scope shall be numbered as Clause 1. It may be subdivided; however, this is not normally necessary as it is meant to be succinct.

The Scope shall only appear once in each document and shall be worded as a series of statements of fact. Forms of expression such as the following shall be used:

"This document

— specifies { the dimensions of …" / a method of …" / the characteristics of …"
— establishes { a system for …" / general principles for …"
— gives guidelines for …"
— defines terms …"

Statements of applicability of the document shall be introduced by wording such as:

- "This document is applicable to …"
- "This document does not apply to …"

5.2.2 Normative references

This conditional element shall give a list of the referenced documents cited in the document in such a way as to make them indispensable for the application of the document. For dated references, each shall be given with its year of publication, or, in the case of enquiry or final drafts, with a dash together with a footnote "To be published.", and full title. The year of publication or dash shall not be given for undated references. When an undated reference is to all parts of a document, the publication number shall be followed by the indication "(all parts)" and the general title of the series of parts.

The Normative references clause shall only appear once in each document.

The list of normative references shall be introduced by the following wording:

"The following documents are referred to in the text in such a way that some or all of their content constitutes requirements of this document. For dated references, only the

edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies."

The above wording is also applicable to a part of a multipart document.

If no references exist, include the following phrase below the clause title:

"There are no normative references in this document."

Only references cited in the text in such a way that some or all of their content constitutes requirements of the document shall be listed in the Normative references clause.

EXAMPLE 1

In the following case, the citation is normative and the document shall be listed in the Normative references clause:

- The GMP shall be in compliance with the requirements of ISO 22716.

In the following case, the citation does not express a requirement so the document cited is not a normative reference. Instead, the document cited shall be listed in the Bibliography:

- The categories of fuel in this document have been classified in accordance with ISO 8216-1.

When citing other documents, avoid using potentially ambiguous expressions, where it is unclear whether a requirement or a recommendation is being expressed. For example, the expressions "see …" and "refer to …" should only be used informatively.

EXAMPLE 2

In the following case, the reference is informative.

- For additional information on food additives, see OIC/SMIIC 1.

5.3 Technical Normative Elements

5.3.1 Terms and definitions

5.3.1.1 General

The Terms and definitions clause provides definitions necessary for the understanding of certain terms used in the document.

If necessary, terminological entries can be supplemented by information (including requirements) given in the notes to entry.

EXAMPLE 1

3.7
genetically modified organisms
GMO
organism whose genetic material has been altered using genetic engineering techniques

Note 1 to entry: Organisms that have been genetically modified include genes of micro-organisms, insects, plants, fish, mammals etc.

Terminology may take the form of an independent terminology standard (a vocabulary, nomenclature, or list of equivalent terms in different languages) or be included in a Terms and definitions clause in a document that also deals with other aspects.

The Terms and definitions clause is a normative element. It defines the way in which the listed terms shall be interpreted. The Terms and definitions clause is a mandatory element, even if it contains no terminological entries.

The Terms and definitions clause shall be numbered as Clause 3. It may be subdivided. Terminological entries shall be numbered. The numbering and structure shall be identical in all language versions.

NOTE These numbers are not considered as subclause numbers.

EXAMPLE 2

3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

3.1
boundaries
physical or site limits and/or organizational limits as defined by the organization

Terms and definitions should preferably be listed according to the hierarchy of the concepts (i.e. systematic order). Alphabetical order is the least preferred order.

For convenience, the symbols and abbreviated terms may be combined with the terms and definitions in order to bring together terms and their definitions, symbols and abbreviated terms under an appropriate composite title, for example “Terms, definitions, symbols and abbreviated terms”.

The Terms and definitions clause shall only appear once in each document.

EXAMPLE 3

3 Terms and definitions

[…]

3.2 Surface properties

3.2.1
abrasion
loss of material from a surface due to frictional forces

[…]

3.5 Optical properties

[…]

3.5.8
colour retention
degree of permanence of a colour

Note 1 to entry: Colour retention can be influenced by weathering.

If all the specific terms and definitions are provided in Clause 3, use the following introductory text:

For the purposes of this document, the following terms and definitions apply.

If reference is given to an external document, use the following introductory text:

For the purposes of this document, the terms and definitions given in [external document reference xxx] apply.

If terms and definitions are provided in Clause 3, in addition to a reference to an external document, use the following introductory text:

For the purposes of this document, the terms and definitions given in [external document reference xxx] and the following apply.

If there are no terms and definitions provided, use the following introductory text:

No terms and definitions are listed in this document.

NOTE The introductory text is not a hanging paragraph, as the Terms and definitions clause consists of a list of terminological entries and not subclauses.

5.3.1.2 Terms

Only terms which are used in the document shall be listed in the Terms and definitions clause.

This rule does not apply to terminology standards, whose terms are intended for wider use. Common terms, which a qualified user of the document will already know, should not be defined.

Types of term:

— **Preferred terms** are the primary terms for a given concept. The preferred term is the form which is used throughout the main body of the text. They are written in bold type (with the exception of symbols, which shall be presented as used in running text).
— **Admitted terms** are accepted synonyms for the preferred term. They are written in regular type.
— **Deprecated terms** are synonyms of the preferred term which are no longer in use or whose use is discouraged. They are written in regular type.
There can be more than one term of each type. An abbreviated term or a symbol can constitute a term.

EXAMPLE 1	
	3.1
Preferred term	**implant body**
Admitted term	dental implant body
Deprecated term	DEPRECATED: implant fixture
Definition	primary single component or portion of a dental implant which is intended to remain within tissues

Terms shall be written in lower case characters. Upper case characters, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) as well as their character styles (i.e. fonts and bold, italic, bold italic, or other style conventions) shall be used in a term only if they constitute part of the normal written form of the term. Terms shall in general be presented in their basic grammatical form, i.e. nouns in the singular, verbs in the infinitive.

EXAMPLE 2	
Correct use of parentheses:	
bis(dimethylthiocarbamyl) disulfide	The parentheses and the content therein are part of the term.
Incorrect use of parentheses:	
integrity (of system)	The words in parentheses are not part of the term.

EXAMPLE 3	
Incorrect expression of equivalent terms:	
live working (work)	It is incorrect to indicate a synonymous term using parentheses.
Correct expression of equivalent terms:	
live working **live work**	The preferred term and any synonyms are written on separate lines.

EXAMPLE 4	
Correct use of capitalization:	
Reynolds number	“Reynolds” is a proper noun. It is capitalized.
Incorrect use of capitalization:	
Planned outage	“Planned” is not a proper noun. Do not capitalize this.

5.3.1.3 Definitions

The definition shall be written in such a form that it can replace the term in its context. It shall not start with an article (“the”, “a”) nor end with a full stop. A definition shall not take the form of, or contain, a requirement.

Only one definition per terminological entry is allowed. If a term is used to define more than one concept, a separate terminological entry shall be created for each concept and the domain shall be included in angle brackets before the definition.

EXAMPLE

2.1.17
die
<extrusion> metal block with a shaped orifice through which plastic material is extruded

2.1.18
die
<moulding> assembly of parts enclosing the cavity from which the moulding takes its form

Circular definitions, which repeat the term being defined, are not allowed.

5.3.1.4 Examples

Examples provide information that illustrates the concept. Examples shall not contain requirements (use of “shall”) or any information considered indispensable for the use of the document, for example instructions (imperative mood), recommendations (use of “should”) or permission (use of “may”). Examples should be written as a statement of fact.

Examples to terminological entries are designated “EXAMPLE” and shall be numbered starting with “1” within each terminological entry. A single example in a terminological entry shall not be numbered.

5.3.1.5 Non-verbal representations

Figures and formulae may be included within a terminological entry. The definition may take the form of a formula.

5.3.1.6 Notes to entry

A note to a terminological entry (referred to as "Note # to entry") follows different rules from a note ("NOTE #") integrated in the text. It provides additional information that supplements the terminological data, e.g.:

— provisions (statements, instructions, recommendations or requirements) relating to the use of a term,
— information regarding the units applicable to a quantity, or
— an explanation of the reasons for selecting an abbreviated form as the preferred term.

Notes to entry shall be numbered starting with "1" within each terminological entry. A single note to entry shall be numbered.

EXAMPLE 1

3.1.4
continuous scale
scale with a continuum of possible values

EXAMPLE Interval scale and ratio scale.

Note 1 to entry: A continuous scale can be transformed into a discrete scale, by grouping "values". This inevitably leads to some loss of information. Often the resulting discrete scale will be ordinal.

Note 2 to entry: Scale resolution can be adversely affected by measurement system limitations. Such measurement limitations can, sometimes, give rise to measurements being represented on a discrete, ordinal, scale.

[SOURCE: ISO 3534-2:2006,]

EXAMPLE 2

3.6
moisture content mass by volume
mass of evaporable water divided by volume of dry material

Note 1 to entry: The method of evaporating water from a moist material shall be stated when this term is used.

5.3.1.7 Source

If a terminological entry is reproduced from another document, the source shall be given at the end of the entry. If any changes are made to the original terminological entry, this shall be indicated, along with a description of what has been modified. A document given as a source of a terminological entry is informative. Within a terminological entry, cross-references can also be made to terms defined elsewhere.

EXAMPLE

3.1.2
terminological entry
part of a terminological data collection which contains the *terminological data* (3.1.3) related to one *concept* (3.2.1)

Note 1 to entry: A terminological entry prepared in accordance with the principles and methods given in ISO 704 follows the same structural principles whether it is monolingual or multilingual.

[SOURCE: ISO 1087-1:2000, 3.8.2, modified — Note 1 to entry has been added.]

5.3.1.8 Footnotes

Footnotes to any part of a terminological entry are not allowed.

Figure 1 gives an overview of the main elements of a terminological entry.

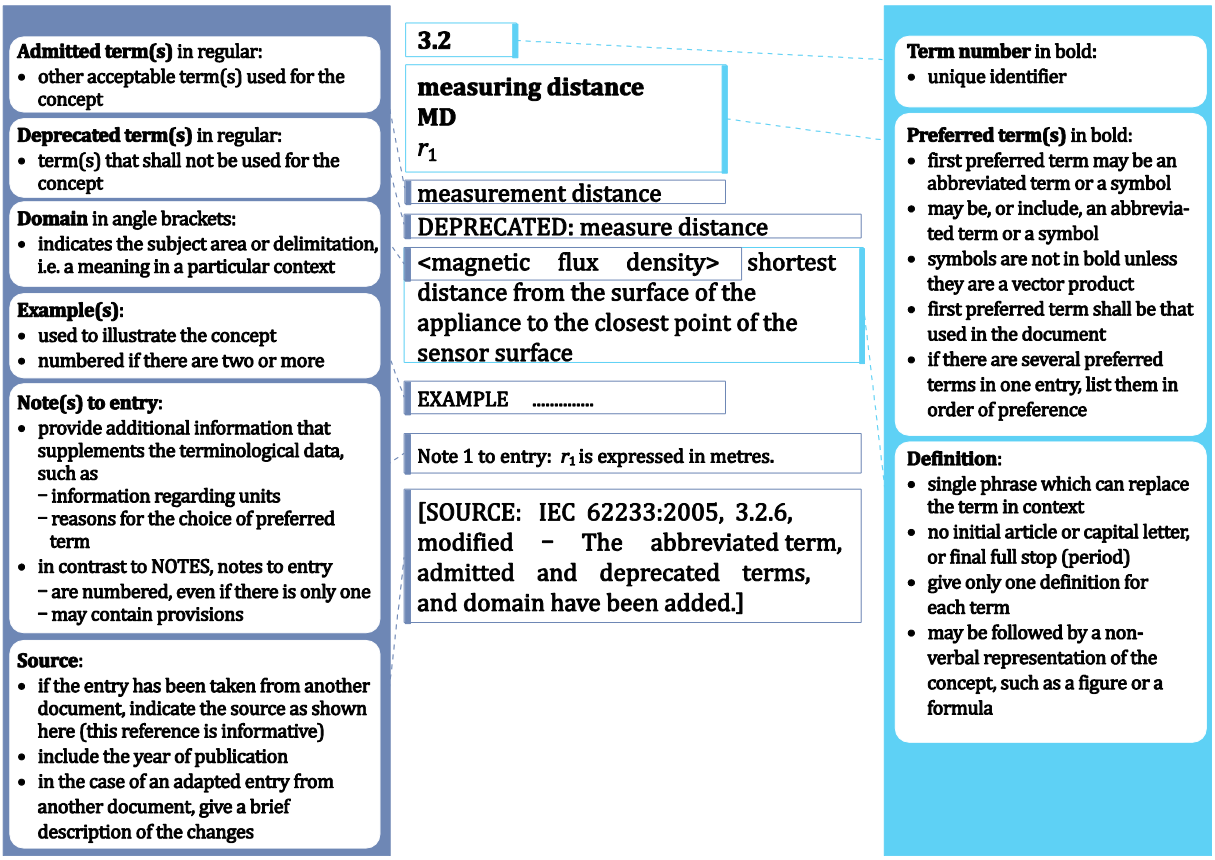


Figure 3 — Overview of the main elements of a terminological entry

5.3.2 Symbols and abbreviated terms

This is a conditional element giving a list of the symbols and abbreviated terms necessary for the understanding of the document.

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order in the following sequence:

- upper case Latin letter followed by lower case Latin letter (*A*, *a*, *B*, *b*, etc.);

- letters without indices preceding letters with indices, and with letter indices preceding numerical ones (B, b, C, C_m, C_2, c, d, d_{ext}, d_{int}, d_1, etc.);

- Greek letters following Latin letters (Z, z, A, α, B, β, …, Λ, λ, etc.);

- Any other special symbols.

For convenience, this element may be written as "Terms, definitions, symbols, units and abbreviated terms" in order to bring together terms and their definitions, symbols, abbreviated terms and perhaps units under an appropriate composite title.

5.3.3 Requirements

This element is conditional. If present, it shall contain the following:

a) all characteristics relevant to the aspects of the products, processes or services covered by the document, either explicitly or by reference;

b) the required limiting values of quantifiable characteristics;

c) for each requirement, either a reference to the test method for determining or verifying the values of the characteristic, or the test method itself.

5.3.4 Sampling

This conditional element specifies the conditions and methods of sampling, as well as the method for the preservation of the samples. This element may appear at the beginning of element test methods (5.3.5).

5.3.5 Test methods

5.3.5.1 General

This conditional element gives all the provisions concerning the procedure for determining the values of characteristics or checking conformity to stated requirements, and for ensuring the reproducibility of the results. If appropriate, tests shall be identified to indicate whether they are type tests, routine tests, sampling tests and so on. In addition, the document shall specify the sequence of testing if the sequence can influence the results.

5.3.5.2 Reagents and/or materials

This is a conditional element giving a list of the reagents and/or materials used in the document.

The content of a reagents and/or materials clause will usually comprise an optional introductory text together with a list detailing one or more reagents and/or materials.

EXAMPLE

3 Reagents

Use only reagents of recognized analytical grade and only distilled water or water of equivalent purity.

3.1 Cleaning Medium, for example methanol or water containing a few drops of liquid detergent.

5.3.5.3 Apparatus

This is a conditional element giving a list of the apparatus used in the document.

EXAMPLE

A.2 Apparatus

The usual laboratory apparatus and, in particular, the following.

A.2.1 Sample divider,

consisting of a conical sample divider or multiple-slot sample divider with a distribution system, e.g. ‘‘Split-it-right’’ sample divider, such as that shown in Figure A.1.

A.2.2 Sieve,

with round perforations of diameter 1,4 mm.

5.3.6 Classification, designation and coding

This conditional element may establish a system of classification, designation and coding of products, processes or services that conform to stated requirements. For convenience, this element may be combined with the Clause 5.3.3. It is left to the relevant committee to decide whether requirements concerning designation are to be included in a given document.

5.3.7 Marking, labelling and packaging

5.3.7.1 General

Marking, labelling and packaging are complementary aspects that shall be included wherever relevant, particularly for product standards concerning consumer goods.

If necessary, the means of marking shall also be specified or recommended.

EXAMPLE

12.1 Packaging and Labelling

12.1.1 Packaging

a) Halal food shall be suitably packed using packaging materials that fulfil the Clause 5.14.

b) Packaging process shall be carried out in a clean and hygienic manner and in sound sanitary conditions and temperature satisfies safety and quality of the product.

c) Carcass shall be appropriately packed in clean, new, sound, odorless packages that shall in no way adversely affect the quality and safety of meat.

12.1.2 Labelling

12.1.2.1 In addition to requirements specified in ISO 22000 or Codex CAC/RCP 1 and CODEX STAN 1 each package shall be marked legibly and indelibly or a label shall be attached to the package with the following information.

a) name of product,

5.3.8 Normative annexes

Normative annexes give provisions additional to those in the body of the document. Their presence is conditional. An annex's normative status (as opposed to informative) shall be made clear by the way in which it is referred to in the text, by an indication in the table of contents and under the heading of the annex.

Normative annexes provide additional normative text to the main body of the document.

EXAMPLE

[…] the test method shall be carried out as specified in Annex B The status of Annex B is normative. […]

5.4 Informative Supplementary Elements

5.4.1 Informative annexes

Informative annexes give additional information intended to assist the understanding or use of the document.

Informative annexes may contain optional requirements. For example, a test method that is optional may contain requirements but there is no need to comply with these requirements to claim compliance with the document.

EXAMPLE

[…] see Annex A for additional information […]	The status of Annex A is informative.

5.4.2 Bibliography

The bibliography is an optional element; it is not an annex. When present, it shall be placed after the last annex and before any indexes. And it shall be used as seen in the example below. (See 4.2.7 for details)

5.5 Other Informative Elements

5.5.1 Notes and examples integrated in the text

Notes and examples integrated in the text of a document shall only be used for giving additional information intended to assist the understanding or use of the document.

The type face of examples and notes may be one size smaller than normal text so that the extent of the note is clearly distinguishable.

Notes and examples should be placed after the paragraph to which they refer.

Notes and examples are not numbered unless more than one appears in the same clause, subclause, figure or table.

Notes do not need to be specifically referred to in the text.

If notes or examples are referred to, use for example, the following forms for references:

• “an explanation is provided in 7.1, Note 2”;

• “see 8.6, Note 3”

• see 6.6.3, Example 5”;

•“Clause 4, Example 2 lists.

Notes and examples shall not contain requirements (e.g. use of “shall”,) or any information considered indispensable for the use of the document, for example instructions (imperative mood), recommendations (e.g. use of “should”) or permission (e.g. use of “may”). Notes and examples should be written as a statement of fact.

An example can cite text to illustrate a point. If the cited text contains requirements, recommendations and permissions, this is acceptable.

EXAMPLE 1

Each label shall have a length of between 25 mm and 40 mm and a width of between 10 mm and 15 mm.

NOTE The size of the label was chosen so that it will fit most sizes of syringe without obscuring the graduation marks.

EXAMPLE 2

Incorrect examples of the use of a note:

NOTE In this context a part *shall* be regarded as a separate document …	"*shall*" constitutes a requirement
NOTE Alternatively, *test* at a load of …	"*test*" constitutes a requirement, expressed here in the form of an instruction using the imperative
NOTE Where a laboratory is part of a larger organization, the organizational arrangements *should* be such that departments having conflicting interests …	"*should*" constitutes a recommendation
NOTE Individuals *may* have more than one function …	"*may*" constitutes a permission

EXAMPLE 3

The generic model can be applicable to other possible manufacturing operations categories or for other operations areas within the enterprise.

EXAMPLE A company could apply the model to receiving operations management and associated services.

5.5.2 Footnotes to the text

Footnotes to the text give additional information; their use shall be kept to a minimum. As is the case for notes and examples integrated in the text footnotes shall not contain requirements or any information considered indispensable for the use of the document.

Footnotes to the text shall be placed at the foot of the relevant page and be separated from the text by a short thin horizontal line on the left of the page.

EXAMPLE

B3. Conditions of the Water

The conditions of the water are:

a) shall be natural (mutlaq);

b) not musta'mal [1]; and

c) free from najs.

[1] Musta'mal water is the water that is less than two qullah (approximately 192 L) that had been used for cleansing

5.6 Common Rules and Elements

5.6.1 General format of documents

Acceptable font shall be the Arial font type. Font size shall be 12-point in the text and may be 11-point in the notes, examples, figures and tables (where appropriate). All headings, subheadings, table titles, and figure captions shall be in 12-point. Please note that bold text is not allowed anywhere in the text.

All margins may be 2.5 cm from the edge of the page. In some cases left margin may be 4 cm from the edge.

Text should be justified.

The main text line spacing should be single. Double spacing shall be used between two paragraphs and may be used between paragraphs and headings.

Paragraphs should not be indented.

Page number shall be at the footer of the page and centered as in the text format.

5.6.2 Verbal forms for the expression of provisions

A document does not in itself impose any obligation upon anyone to follow it. However, such an obligation may be imposed, for example, by legislation or by a contract. In order to be able to claim compliance with a document, the user needs to be able to identify the requirements he/she is obliged to satisfy. The user also needs to be able to distinguish these requirements from other provisions where there is a certain freedom of choice.

Clear rules for the use of verbal forms (including modal auxiliaries) are therefore essential.

The Verbal form which indicates:

a) strictly to be followed in order to conform to the document is “Shall”. This is for REQUIREMENTS.

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
shall	is to is required to it is required that has to only … is permitted it is necessary

shall not	is not allowed [permitted] [acceptable] [permissible] is required to be not is required that … be not is not to be do not
EXAMPLE 1 The organization shall ensure that all the employees who are involved in the production of cosmetics are suitably qualified and competent with clearly defined responsibilities and authorities.	
Imperative mood: The imperative mood is frequently used in English to express requirements in procedures or test methods. EXAMPLE 2 Switch on the recorder. EXAMPLE 3 Do not activate the mechanism before…	
Do not use "must" as an alternative for "shall". This avoids confusion between the requirements of a document and external constraints. Do not use "may not" instead of "shall not" to express a prohibition.	

b) that among several possibilities one is **recommended** as especially suitable is "Should". This is for RECOMMENDATION.

Preferred verbal form	**Equivalent phrases or expressions for use in certain cases**
should	it is recommended that ought to
should not	it is not recommended that ought not to
EXAMPLE	
Packaging of palletized goods should safeguard the means of safe handling, transport, storage and identification, and minimize damage and spillage.	
In French, do not use "devrait" in this context.	

c) a course of action **permissible** within the limits of the document is "May". This is for PERMISSION**.**

Preferred verbal form	**Equivalent phrases or expressions for use in certain cases**
may	is permitted is allowed is permissible
may not	it is not required that no … is required
EXAMPLE 1	
If appropriate, recycling of the remaining materials after using the contents may be done in accordance with the guidelines given in 6.9.2 to 6.9.4. All recycling should be done in accordance with local instructions and in compliance with the local regulatory administration concerned.	

EXAMPLE 2	
	Within an EPB document, if the quantity is not passed to other EPB documents, one or more of the subscripts may be omitted provided that the meaning is clear from the context.
Do not use “possible” or “impossible” in this context. Do not use “can” instead of “may” in this context. Do not use “might” instead of “may” in this context. “May” signifies permission expressed by the document, whereas “can” refers to the ability of a user of the document or to a possibility open to him/her. The French verb “pouvoir” can indicate both permission and possibility. If there is a risk of misunderstanding, the use of other expressions is advisable.	

d) which is used in case of statements of possibility and capability is “Can”. **(**POSSIBILITY AND CAPABILITY**)**

Preferred verbal form	**Equivalent phrases or expressions for use in certain cases**
can	be able to there is a possibility of it is possible to
cannot	be unable to there is no possibility of it is not possible to
EXAMPLE 1	
	Use of this connector in corrosive atmospheric conditions can lead to failure of the locking mechanism.
EXAMPLE 2	
	These measurements can be used to compare different sprayer setups on the same sprayer.
EXAMPLE 3	
	Only the reverse calculation approach given in E.3 can be used for calculated energy performance.
EXAMPLE 4	
	The sum over time can be related either to consecutive readings or to readings on different time slots (e.g. peak versus off-peak).
Do not use “may” instead of “can” in this context. “May” signifies permission expressed by the document, whereas “can” refers to the ability of a user of the document or to a possibility open to him/her. The French verb “pouvoir” can indicate both permission and possibility. If there is a risk of misunderstanding, the use of other expressions is advisable.	

e) which shall be used to indicate constraints or obligations defined outside the document is “must”. (EXTERNAL CONSTRAINTS)

NOTE External constraints are not requirements of the document. They are given for the information of the user.

Preferred verbal form	Equivalent phrases or expressions for use in certain cases
must	
EXAMPLE 1 Particular conditions existing in a country:	
Because Japan is a seismically active country, all buildings must be earthquake-resistant.	
EXAMPLE 2 A law of nature:	
All fish must maintain a balance of salt and water in their bodies to stay healthy.	
Do not use "must" as an alternative for "shall". This avoids confusion between the requirements of a document and external constraints.	

5.6.3 Spelling and abbreviation of names of organizations, style, reference works and abbreviated terms

The spelling of the names of organizations, and their abbreviations, shall be as used by those organizations, in English, French or Arabic.

To facilitate understanding by all readers, the style shall be as simple and concise as possible.

Abbreviated terms shall be used with care, and their use shall be limited to those cases where it is not likely to cause confusion.

If a list of abbreviated terms is not given in the document, then the first time that an abbreviated term is used, the full term shall be given with the abbreviated term following in parentheses.

An abbreviated term shall be specified only if used subsequently in the document.

5.6.4 Use of trade names and trademarks

A correct designation or description of a product shall be given rather than a trade name or trademark. Proprietary trade names or trademarks for a particular product should as far as possible be avoided, even if they are in common use.

If, exceptionally, trade names or trademarks cannot be avoided, their nature shall be indicated, e.g. by the symbol ® for a registered trademark and by the symbol ^{TM} for a trademark.

EXAMPLE

Instead of "Teflon®", write "polytetrafluoroethylene (PTFE)".

5.6.5 Patent rights

Where appropriate, patent rights shall be clearly indicated in the documents.

5.6.6 Figures

Figures should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each figure explicitly within the text.

Figures shall be in the form of line drawings. Photographs may be used only if it is not possible to convert them into the line drawings.

Figures shall be designated “Figure” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any tables. A single figure shall be designated “Figure 1”.

The figure designation and title (if present) shall be centered horizontally below the figure.

The figure designation and title shall be separated by a dash.

Figures shall be language independent. The axes shall be labelled using symbols or using X and Y rather than using words.

When a figure is continued over several pages, it may be useful to repeat the figure designation, followed by the title (optional) and by “(1 of #)”, where # is the total number of pages on which the figure appears, as in the following example:

Figure # (1 of #)

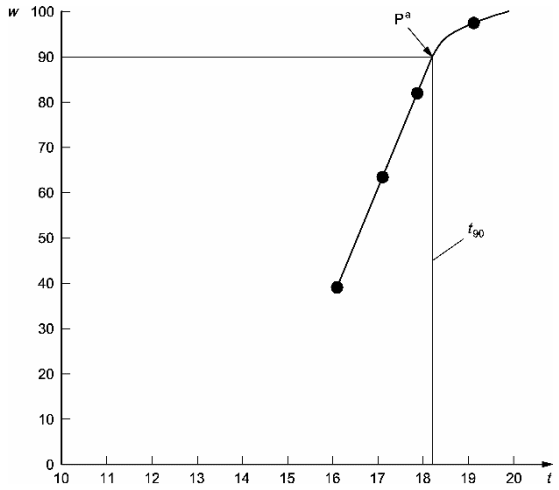
Any statements concerning units shall be repeated on all pages after the first, where applicable.

Notes to figures shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a figure shall be given in the text, in a footnote to the figure or as a paragraph between the figure and its title. It is not necessary that notes to figures be referred to.

Footnotes to figures shall be treated independently from footnotes to the text. They shall be located immediately above the designation of the relevant figure.

EXAMPLE 1

Figure C.1 gives an example of a typical gelatinization curve.



Key

w mass fraction of gelatinized kernels, expressed in per cent

t cooking time, expressed in minutes

t_{90} time required to gelatinize 90 % of the kernels

P point of the curve corresponding to a cooking time of t_{90}

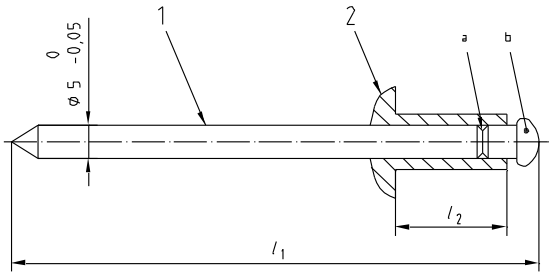
NOTE These results are based on a study carried out on three different types of kernel.

[a] The time t_{90} was estimated to be 18,2 min for this example.

Figure C.1 — Typical gelatinization curve

EXAMPLE 2

Dimensions in millimetres



l_1	l_2
60	*10,5*
80	*15*
100	*19*

Key

1 mandrel shank
2 blind rivet head

The mandrel shall be designed such that the blind rivet end deforms during installation, and the shank can expand.

NOTE Figure # illustrates a type A rivet head.

[a] The break area shall be milled.

[b] The mandrel head is commonly chromium plated.

Figure # — Blind rivet

In general, the use of subfigures should be avoided whenever possible since it complicates document layout and management.

Only one level of subdivision of a figure is permitted. Subfigures shall be identified by a lower case letter [e.g. Figure 1 may comprise subfigures a), b), c), etc.]. Other forms of identification of the subfigures such as 1.1, 1.2, ..., 1-1, 1-2, ..., etc. shall not be used.

5.6.7 Tables

Tables should be used when they are the most efficient means of presenting information in an easily comprehensible form. It shall be possible to refer to each table explicitly within the text.

A table within a table is not permitted. Subdivision of a table into subsidiary tables is not permitted.

Tables shall be designated “Table” and numbered with Arabic numerals, beginning with 1. This numbering shall be independent of the numbering of the clauses and of any figures. A single table shall be designated “Table 1”. The table designation and title (if present) shall be centered horizontally above the table. When a table is continued over several pages, it may be useful to repeat the table designation, followed by the title (optional) and by “(1 of #)”, where # is the total number of pages on which the table appears, as in the following example:

Table # (1 of #)

The column headings together with any statement concerning units shall be repeated on all pages after the first.

Notes to tables shall be treated independently from notes integrated in the text. They shall be located within the frame of the relevant table and shall precede table footnotes.

Notes to tables shall not contain requirements or any information considered indispensable for the use of the document. Any requirements relating to the content of a table shall be given in the text, in a footnote to the table or as a paragraph within the table. It is not necessary that notes to tables are referred to.

EXAMPLE

Table 1 — Mechanical properties

Type	**Length** mm	**Inside diameter** mm	**Outside diameter** mm
	l_1 [a]	d_1	
	l_2	d_2 [b c]	
A paragraph containing a requirement. NOTE 1 Table note. NOTE 2 Table note.			
[a] Table footnote. [b] Table footnote. [c] Table footnote.			

Footnotes shall be located within the frame of the relevant table, and shall appear at the foot of the table.

Footnotes to tables shall be distinguished by superscript lower case letters, beginning with “a”. The footnotes shall be referred to in the table by inserting the same superscript lower case letter.

Footnotes to tables may contain requirements. As a consequence, it is particularly important when drafting the text of the table footnote to distinguish clearly between different types of provision by using the appropriate verbal forms.

5.6.8 References

As a general rule, references to particular pieces of text shall be used instead of repetition of the original source material, since such repetition involves the risk of error or inconsistency and increases the length of the document. However, if it is considered necessary to repeat such material, its source shall be identified precisely.
Use, for example, the following forms

- "OIC/SMIIC 198" (reference to a complete series of parts).
- "in accordance with Clause 3";
- "according to 3.1";
- "as specified in 3.1 b)";
- "details as given in 3.1.1";
- "see Annex B";
- "see 6.6.3, Example 2";
- "see 3.1, Formula (3)".
- "shown in Figure A.6";
- "(see Figure 3)";
- "given in Table 2";
- "(see Table B.2)".
- " … see OIC/SMIIC …".
- " … carry out the tests given in OIC/SMIIC 12-1:2015 … " (dated reference to a published document);

5.6.9 Representation of numbers and numerical values

The decimal sign shall be a comma on the line in all language versions.

If the magnitude (absolute value) of a number less than 1 is written in decimal form, the decimal sign shall be preceded by a zero.

EXAMPLE 1	0,001.

Each group of three digits reading to the left and to the right of a decimal sign shall be separated by a small space from preceding digits or following digits respectively, except for four-digit numbers designating years.

EXAMPLE 2	23 456	2 345	2,345	2,345 6	2,345 67	but the year 2011.

The multiplication cross (×) shall be used to indicate the multiplication of numbers and numerical values written in decimal form, in vector products and in Cartesian products. The half-high dot (·) shall be used to indicate a scalar product of vectors and comparable cases. It

may also be used to indicate a product of scalars and in compound units such as shown in Example 5 and Example 7 respectively.

EXAMPLE 3 $A = 80\ \text{mm} \times 25\ \text{mm}$.

EXAMPLE 4 $\vec{I}_G = \vec{I}_1 \times \vec{I}_2$.

EXAMPLE 5 $U = R \cdot I$.

EXAMPLE 6 $l = 3{,}5 \times 10^3$ mm.

EXAMPLE 7 rad · m^2/kg.

To express values of physical quantities, Arabic numerals followed by the international symbol for the unit shall be used.

5.6.10 Quantities, units, symbols and signs

The International System of units (SI) shall be used.

The units in which any values are expressed shall be indicated.

The unit symbols for degree, minute and second for plane angle shall follow immediately the numerical value; all other unit symbols shall be preceded by a space.

5.6.11 Mathematical formulae

Mathematical formulae between quantities are preferred to mathematical formulae between numerical values (because mathematical formulae between quantities are independent of the choice of units whereas mathematical formulae between numerical values are not). Mathematical formulae shall be expressed in mathematically correct form, the variables being represented by letter symbols the meanings of which are explained in connection with the formulae, unless they appear in a "Symbols and abbreviated terms" clause.

The style shown in Example 1 shall be followed.

EXAMPLE 1

$$V = \frac{l}{t}$$

where

V is the speed of a point in uniform motion;

l is the distance travelled;

t is the duration.

As far as possible, symbols having more than one level of subscript or superscript (see Example 2) shall be avoided, as shall any symbols and mathematical formulae that would involve printing more than two lines of type.

EXAMPLE 2 $D_{1,\,\max}$ is preferable to $D_{1_{\max}}$.

EXAMPLE 3 In the text, a / b is preferable to $\frac{a}{b}$.

If it is necessary to number some or all of the formulae in a document in order to facilitate cross-reference, Arabic numbers in parentheses shall be used, beginning with 1:

$$x^2 + y^2 < z^2 \qquad (1)$$

The numbering shall be continuous and independent of the numbering of clauses, tables and figures. Subdivision of formulae [e.g. (2a), (2b), etc.] is not permitted.

5.6.12 Values, dimensions and tolerances

Values and dimensions shall be indicated as being minimum or maximum, and specified with their tolerances in an unambiguous manner.

EXAMPLE 1 80 mm × 25 mm × 50 mm (not 80 × 25 × 50 mm)

EXAMPLE 2 80 μF ± 2 μF or (80 ± 2) μF

EXAMPLE 3 10 kPa to 12 kPa (not 10 to 12 kPa or 10 – 12 kPa)

EXAMPLE 4 0 °C to 10 °C (not 0 to 10 °C or 0 – 10 °C)

In order to avoid misunderstanding, tolerances on values expressed in percent shall be expressed in a mathematically correct form.

EXAMPLE 5 Write “from 63 % to 67 %” to express a range.

EXAMPLE 6 Write “(65 ± 2) %” to express a centre value with tolerance.

The form “65 ± 2 %” shall not be used.

The degree should be divided decimally, for example write 17,25° rather than 17°15′.

Any value or dimension that is mentioned for information only shall be clearly distinguishable from requirements.