TERMINOLOGY CORNER

Terminology Standards and Guidelines

Instead of listing definitions for terms in the field of classification (as in the preceding issues) we should like this time to provide a survey on the standards and guidelines existing which comprise the principles for terminology work. The following list has been published among others in *Infoterm News Letter 4* (in: Lebende Sprachen 22 (1977) No.2) and was prepared by the *Infoterm Secretariat*, Vienna.

Language symbols used:

D	German	Pt	Portuguese
E	English	R	Russian
Nl	Dutch	Cs	Czech
Sv	Swedish	Pl	Polish
F	French		

Symbols and names of standards institutions:

AFNOR	Association Française de Normalisation	NF
BSI	British Standards Institution	BS
DIN	Deutsches Institut für Normung e.V. (previously DNA)	DIN
IGPAI	Repartição de Normalização (Portugal)	NP
ISO	International Organization for Standardisation (Geneva)	ISO
NNI	Nederlands Normalisatie-Instituut	NEN
PKNiM	Polski Komitet Normalizacji i Miar	PN
SEV	Sovet ekonomičeskoj vzaimopomšči (Council of mutual economic assistance)	ST SEV
SIS	Sveriges Standardiseringskommission	SIS

1. Recommendations and Standards prepared by ISO/TC37 and their national versions

1.1 Vocabulary of terminology

E ISO. Vocabulary of terminology. Genève: ISO, jun. 1969, 20 p., A4. (ISO/R 1087–1969).

F ISO. Vocabulaire de la terminologie. Genève: ISO, jun. 1969, 20 p., A4. (ISO/R 1087–1969).

D DNA. Wörterbuch der Terminologielehre. Deutsche Benennungen als Zusatzsprache zu ISO/DR 781. 3 p., A4. (3. Vorlage "ISO 781 D", mai 1967).

Cs ... Slovnik z oboru teorie názvosloví. 1968. (In: Normalizace 16, 1968, Annex, p. 1–16).

Cs ... Slovník teorie názvosloví. Ceske názvy jako přidavek k mezinárodní předloze ISO/DR 781., 3 p.

Pl PKNiM. Wytyczne opracowywania norm. Normy terminologiczne. Warszawa: Wydawnictwa Normalizacyjne, mai 1973, 5 p., A4. (PN-73/N-02004, jan. 1974). Extract/Extrait p. 2.

1.2 Preparation of classified vocabularies

E ISO. Guide for the preparation of classified vocabularies (Example of method). Genève: ISO, jan. 1969, 12 p., A4. (ISO/R 919–1969).

F ISO. Guide pour l'élaboration des vocabulaires systématiques (Exemple de méthode). Genève: ISO, jan. 1969, 12 p., A4. (ISO/R 919–1969).

D DNA. Fachwörterbücher. Stufen der Ausarbeitung. Berlin: Beuth, 10 p., A4. (DIN 2333, Vornorm, sep. 1974).

F AFNOR. Principes généraux de terminologie. Règles générales pour l'élaboration des vocabulaires techniques. Paris: AFNOR, 12 p., A4. (NF X 03-001, mar. 1967).

Pl PKNiM. Wytyczne opracowywania norm. Normy terminologiczne. Warszawa: Wydawnictwa Normalizacyjne, mai 1973, 5 p., A4. (PN-73/N-02004, jan. 1974). Extract/Extrait p. 2–5.

1.3 Naming principles

E ISO. Naming principles. Genève: ISO, apr. 1968, 15 p., A4 (ISO/R 704–1968).

F ISO. Principes de dénomination. Genève: ISO, apr. 1968, 15 p., A4. (ISO/R 704–1968).

D DNA. Begriffe und Benennungen. Allgemeine Grundsätze. Berlin: Beuth, 16 p., A4. (DIN 2330, Vornorm, nov. 1974).

E BSI. Recommendations for the selection, formation and definition of technical terms. London: BSI, 20 p., A5. (B.S. 3669:1963).

Nl NNI. Terminologie. Begripsvorming en definiering. Rijswijk: NNI, 17 p., A4. (Ontwerp, 3188, apr. 1962).

E ISO. International unification of concepts and terms. Genève: ISO, oct. 1968, 16 p., A4. (ISO/R 860–1968).

F ISO. Unification internationale des notions et des termes. Genève: ISO, oct. 1968, 16 p., A.4. (ISO/R 860–1968).

D DNA. Internationale Angleichung von Fachbegriffen und ihren Benennungen. Berlin: Beuth, 7 p., A4. (DIN 2332, Vornorm, jun. 1975).

Pt IGPAI – REPARTIÇÃO DE NORMALIZAÇÃO. Documentação. Unificação de conceitos e de termos de uso internacional. Principios. Lisboa: IGPAI – Repartiçao de normalizaçao, 8 p., A4. (I-1175, oct. 1971).

Cs ... Mezinárodní unificace pojmů a názvů. (In: Československý terminologický časopis, vol. 4, 1965, no. 2, p. 115–121).

1.4 Multilingual vocabularies

E ISO. Layout of multilingual classified vocabularies. Genève: ISO, nov. 1969, 23 p., A4. (ISO/R 1149–1969).

F ISO. Présentation des vocabulaires systématiques multilingues. Genève: ISO, nov. 1969, 23 p., A4. (ISO/R 1149–1969).

F AFNOR. Principes généraux de terminologie. Règles générales pour l'élaboration des vocabulaires techniques. Paris: AFNOR, 12 p., A4. (NF X 03-001, mar. 1967).

1.5 Lexicographical and other symbols

E ISO. Symbols for languages, countries and authorities. Genève: ISO, nov. 1967, 15 p., A4. (ISO/R 639–1967).

F ISO. Indicatifs de langue, de pays et d'autorité. Genève: ISO, nov. 1967, 15 p., A4. (ISO/R 639–1967).

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D DIN. Terminologie und Lexikographie. Sprachenzeichen und ihre Ergänzung durch Länderzeichen und Autoritätszeichen. Berlin: Beuth, 14 p., A4. (DIN 2335, Vornorm, jan. 1976).

E BSI. Recommendations for symbols for languages, geographical areas and authorities. London: BSI, feb. 1965, 18 p., A5. (B.S. 3862:1965).

Sv SIS. Ordlistor. Redigeringsregler. Stockholm: SIS, 10 p., A4. (SIS 01 11 05, jun. 1968). Extract/Extrait p. 6.

F AFNOR. Principes généraux de terminologie. Les langues dans les vocabulaires techniques multilingues. Indicatifs pour les désigner – Ordre de présentation. Paris: AFNOR, 3 p., A4. (NF X 03-002, fascicule de documentation, mar. 1967).

F AFNOR. Principes généraux de terminologie. Indicatifs de pays et d'autorité dans les vocabulaires techniques. Paris: AFNOR, 6 p., A4. (NF X 03-003, fascicule de documentation, mar. 1968).

Pt IGPAI – REPARTIÇÃO DE NORMALIZAÇÃO. Simbolos de linguas, paises e autoridades competentes. Lisboa: IGPAI – Repartição de Normalização, 11 p., A4. (NP-817, jul. 1970).

R SEV. Kody jazykov. Moskva: SEV, 26 p., A4. (ST SEV 251–76, projekt, jun. 1976).

E ISO. Lexicographical symbols particularly for use in classified defining vocabularies. Genève: ISO, nov. 1973, 31 p., A4. (ISO 1951–1973).

F ISO. Symboles lexicographiques particulièrement pour l'emploi dans les vocabulaires systématiques à définitions. Genève: ISO, nov. 1973, 31 p., A4. (ISO 1951–1973).

D DIN. Lexikographische Zeichen für manuell erstellte Fachwörterbücher. Berlin: Beuth, 20 p., A.4. (DIN 2336, Entwurf, apr. 1976).

1.6 Tape exchange format

E ISO. Magnetic tape exchange format for terminological records (in preparation by ISO/TC 37/WG 4).

F ISO. Format pour l'échange d'informations terminologiques sur bande magnétique (en cours d'élaboration par l'ISO/TC 37/GT 4).

D DIN. Magnetband-Austauschformat für terminologische/lexikographische Daten (MATER). Berlin: Beuth, 37 p., A4. (DIN 2341, Entwurf, 1976).

1.7 Other standards

F ISO. Principes généraux de la conversion des systèmes d'écriture. 4 p., A4. (ISO/TC 46/SC 2 89, nov.1976).

D DNA. Regeln für die alphabetische Ordnung (ABC-Regeln). Berlin: Beuth, 7 p., A4. (DIN 5007, nov. 1962).

D DNA. Regeln für die alphabetische Ordnung. Berlin: Beuth, 49 p., A4. (DNA-Normvorlage 005007, oct. 1967).

D DNA. Regeln für das alphabetische Ordnen. Berlin: Beuth, 13 p., A4. (DIN 5007, Entwurf, Auswahlblatt, apr. 1971).

D DNA. Begriffssystem Zeichen. Berlin: Beuth, 17p., A4. (DIN 2338, Entwurf, oct. 1971).

D DIN. Begriffssysteme und ihre Darstellung. Berlin: Beuth, 22 p., A4. (DIN 2331, Vornorm, feb. 1976).

D DNA. Abkürzungsregeln für Benennungen von Fachbegriffen. Berlin: Beuth, 3 p., A4. (DIN 2340, Vornorm, apr. 1971).

These standards are sold by the national standards organizations of the respective countries.

2. Standard of the International Electrotechnical Commission (IEC)

E/F CEI/IEC. Directives générales relatives aux travaux d'élaboration du Vocabulaire électrotechnique international / General directives relating to the preparation of the International Electrotechnical Vocabulary. Genève: CEI/IEC, mai 1972, 19 p., A4. (1 (Bureau Central/Central Office) 1029).

3. Non standardized guidelines for terminology and terminological lexicography

Adrianov, S. M.: Nektorye voprosy postroenija slovarej special'noj terminologii [Some questions on the establishment of vocabularies for special terminology]. In: Tetradi perevodčika, Nr. 2. Moskva, 1964, p. 78–91.

Akademija Nauk SSSR: Rukovodstvo po razrabotke i uporjadočeniju naučno-techničeskoj terminologii [Manual on elaboration and preparation of scientific and technical terminology]. Moskva: Izdatel'stvo Akademii Nauk SSSR, 1952, 56 p., 167 x 252.

Akademija Nauk SSSR. Komitet Naučno-techničeskoj Terminologii. Kak rabotat' nad terminologiej. Osnovy i metody [How to work on terminology. Basic methods] Moskva: Izdatel'stvo Nauka, 1968, 76 p., A5.

CIOMS. Medical terminology and lexicography. Basel; New York: S. Karger, 1966, 56 p.

Deutscher Zentralausschuß für Chemie. Internationale Regeln für die chemische Nomenklatur und Terminologie [International principles for chemical nomenclature and terminology]. Weinheim: Verlag Chemie 1975, Loseblattausgabe. Lieferung 1 = Grundwerk.

Ignatiev, B. I.: Principy postroenija otraslevogo dvujazyčnogo slovarja [Principles of the establishment of bilingual technical vocabularies]. Nauč.-techn. inform. Ser. 1 (1974) Nr.5, p. 24–30.

Jušmanov, N. V.: Elementy meždunarodnoj terminologii. Slovar'-spravočnik [Elements of international terminology. Vocabulary manual.]. Moskva: Izdatel'stvo Nauka, 1968, 72 p., 103 x 139.

Lotte, D. S.: Osnovy postroenija naučno-techničeskoj terminologii [Principles for the elaboration of scientific and technical terminology]. Moskva: Izdatel'stvo Akademii Nauk SSSR, 1961, 158 p., 170 x 260.

Manuila, A.; Manuila, L.: Guide de lexicographie médicale [Guide to medical lexicography]. In: CIOMS. Terminologie et lexicographie medicales, Paris: Masson et Cie, nov. 1965, p. 43–59, 156 x 240.

Office de la Langue Française. Guide de travail en terminologie [Guide to terminology work]. Québec: Ministère de l'Education 1973, 103 p., A5.

PHILIPS. Concern Standardization Department: Terminology. Directives relating to the preparation of classified vocabularies. Eindhoven: N. V. Philips' Gloeilampenfabrieken, 33 p., A4. (Publication NLN.D 1163 (10), jun. 1969).

TNC. Om teknikens språk [On specialized language]. Stockhohn: TNC, 1970, 117 p., A5 (TNC 44).

Tscherne, F.: Zur Terminologie der Leibesübungen [On the terminology of physical education]. Wien; München: Österreichischer Bundesverlag, 1965, 92 p.

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