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Case postale 56 • CH-1211 Geneva 20
Tel. + 41 22 749 01 11
Fax + 41 22 749 09 47
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*The **table of contents** is an optional preliminary element, but 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, 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.*

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 2.

The main task of the joint technical committee is to prepare International Standards. Draft International Standards adopted by the joint technical committee are circulated to national bodies for voting. Publication as an International Standard requires approval by at least 75 % of the national bodies casting a vote.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights.

ISO/IEC 12345-XX was prepared by Joint Technical Committee ISO/IEC JTC 1, *Information technology*, Subcommittee SC ??, *Subcommittee title*.

This second/third/... edition cancels and replaces the first/second/... edition (), [clause(s) / subclause(s) / table(s) / figure(s) / annex(es)] of which [has / have] been technically revised. *(Complete or delete this paragraph as are appropriate)*

ISO/IEC 12345 consists of the following parts, under the general title *Introductory element — Main element*:

- *Part 1: Part title*
- *Part 2: Part title*
- *Part XX: Part title*
- *Part [n]: Part title*
- *Part [n+1]: Part title*

Introduction

Text of introduction.

*The **Introduction** is an optional preliminary element used, if required, to give specific information or commentary about the technical content of the document, and about the reasons prompting its preparation. It shall not contain requirements.*

The introduction shall not be numbered unless there is a need to create numbered subdivisions. In this case, it shall be numbered 0, with subclauses being numbered 0.1, 0.2, etc. Any numbered figure, table, displayed formula or footnote shall be numbered normally beginning with 1.

Introductory element — Main element — Part XX: Part title

1 Scope

Text of scope clause.

*The **Scope** clause 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. The scope shall be succinct so that it can be used as a summary for bibliographic purposes.*

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

It shall be worded as a series of statements of fact. Forms of expression such as “This International Standard specifies [establishes] [gives guidelines for] [defines terms] ...” shall be used. Statements of applicability of the document shall be introduced by the wording such as “This International Standard is applicable to ...”. The wording shall be altered as a function of the document type concerned, i.e. “this International Standard”, “this part of ISO/IEC 12345”, “this Technical Report”.

2 Conformance

Text of conformance clause.

*The **Conformance** clause is only required in some standards in the Information technology field. Requirements concerning the conformance clause are not covered by the ISO/IEC Directives, Part 2^[1], but by ISO/IEC TR 10000-1^[2].*

3 Normative references

The following referenced documents are indispensable for the application 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.

ISO/IEC ab-c:199x, *General title of series of parts — Part c: Title of part*

ISO/IEC xyz (all parts), *General title of the series of parts*

*The **Normative reference(s)** clause is an optional element that gives 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. The list shall not include documents which are not publicly available, referenced documents which are only cited in an informative manner, referenced documents which have merely served as bibliographic or background material in the preparation of the document. Such referenced documents may be listed in a bibliography.*

Normative references may be dated (i.e. refer to a specific edition) or undated. Undated references shall be understood to include all amendments to and revisions of the referenced document. 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 (i.e. the introductory and main elements, see ISO/IEC Directives, Part 2, 2001^[1], Annex D).

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.

4 Terms and definitions

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

Or: “For the purposes of this document, the terms and definitions given in ... and the following apply.”

4.1

term

text of the definition

4.2

term

text of the definition

*The **Terms and definitions** clause is an optional element giving definitions necessary for the understanding of certain terms used in the document. Rules for the drafting and presentation of terms and definitions are given in the ISO/IEC Directives, Part 2, 2001^[1], annex C, and in ISO 10241^[3].*

5 Symbols (and abbreviated terms)

List of symbols (and abbreviated terms).

*The **Symbols (and abbreviated terms)** clause is an optional element giving a list of the symbols and abbreviated terms necessary for the understanding of the document.*

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

6 Clause

6.1 Subclause title

6.1.1 Subclause title

Text of subclause.

6.1.2 Subclause title

6.1.2.1 Subclause title

Text of subclause.

6.1.2.2 Subclause title

Text of subclause.

NOTE Text of note.

Notes 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. These elements shall not contain requirements or any information considered indispensable for the use of the document.

A single note in a clause or subclause shall be preceded by "NOTE", placed at the beginning of the first line of the text of the note. When several notes occur within the same clause or subclause, they shall be designated "NOTE 1", "NOTE 2", "NOTE 3", etc.

6.2 Subclause title

Text of subclause.

EXAMPLE Text of example.

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. These elements shall not contain requirements or any information considered indispensable for the use of the document.

A single example in a clause or subclause shall be preceded by "EXAMPLE", placed at the beginning of the first line of the text of the example. When several examples occur within the same clause or subclause, they shall be designated "EXAMPLE 1", "EXAMPLE 2", "EXAMPLE 3", etc.

7 Clause

7.1 Level 1 subclause without a title. Text of subclause.

7.1.1 Level 2 subclause without a title. Text of subclause.

7.1.2 Level 2 subclause without a title. Text of subclause.

7.1.2.1 Level 3 subclause without a title. Text of subclause.

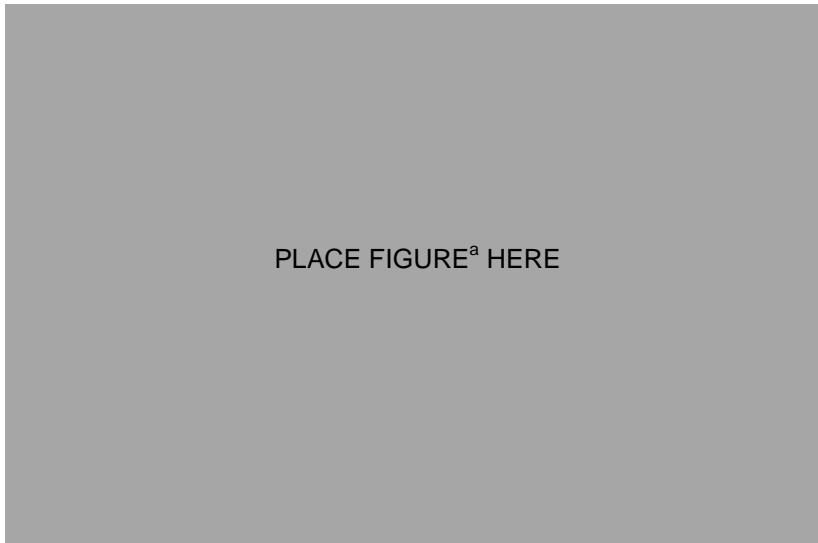
7.1.2.2 Level 3 subclause without a title. Text of subclause.

7.1.3 Level 2 subclause without a title. Text of subclause.

7.2 Level 1 subclause without a title. Text of subclause.

Paragraph containing an ordered list:

- a) first list item at level 1, text of list item;
- b) second list item at level 1;
 - 1) first list item at level 2, text of list item:
 - first list item at level 3, text of list item;
 - second list item at level 3, text of list item;
 - 2) second list item at level 2.



Paragraph containing a requirement.

NOTE Figure note.

^a Figure footnote.

Figure 1 — Figure title

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 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 numbering shall be continuous up to but excluding any annexes. Numbers given to the figures 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.

For further information, see the ISO/IEC Directives, Part 2, 2001^[1], 6.6.5.

Notes to figures shall be treated independently from notes integrated in the text. They shall be located above the designation of the relevant figure and shall precede figure footnotes.

Footnotes to figures shall be treated independently from footnotes to the text. They shall be located immediately above the designation of the relevant figure. Footnotes to figures shall be distinguished by superscript lower case letters, beginning with “a”. The footnotes shall be referred to in the figure by inserting the same superscript lower case letter. See the example above. Footnotes to figures may contain requirements.

8 Clause title

Text of clause.

Table 1 — Table title

Dimensions in millimetres

Type	Length	Diameter
	l_1^a	d_1
	l_2	d_2^b
	l_3	d_3
Paragraph containing a requirement.		
NOTE 1	Table note.	
NOTE 2	Table note.	
a	Table footnote.	
b	Table footnote.	

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.

Tables shall be designated "Table" and numbered with Arabic numerals, beginning with 1. The numbering rules given above for figures also apply to tables.

When a table is continued over several pages, 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.

Footnotes to tables shall be treated independently from footnotes to the text. They 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.

Annex A (normative)

Annex title

A.1 General

Text of clause.

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. 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. A single annex shall be designated “Annex A”.

Normative annexes give provisions additional to those in the body of the document. Their presence is optional. 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.

A.2 Clause

A.2.1 Subclause title

A.2.1.1 Subclause title

Text of subclause.

A.2.1.2 Subclause title

Text of subclause.

A.2.2 Subclause title

Text of subclause.

A.3 Clause title

A.3.1 Level 1 subclause without a title. Text of subclause.

A.3.2 Level 1 subclause without a title. Text of subclause.

A.3.3 Level 1 subclause without a title. Text of subclause.

Annex B
(informative)

Annex title

Text of Annex.

Informative annexes give additional information intended to assist the understanding or use of the document. They shall not contain requirements, except as described in the following paragraph. Their presence is optional. An annex's informative status (as opposed to normative) 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.

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.

Bibliography

- [1] ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards*, 2001
- [2] ISO/IEC TR 10000-1, *Information technology — Framework and taxonomy of International Standardized Profiles — Part 1: General principles and documentation framework*
- [3] ISO 10241, *International terminology standards — Preparation and layout*
- [4] ISO 128-30, *Technical drawings — General principles of presentation — Part 30: Basic conventions for views*
- [5] ISO 128-34, *Technical drawings — General principles of presentation — Part 34: Views on mechanical engineering drawings*
- [6] ISO 128-40, *Technical drawings — General principles of presentation — Part 40: Basic conventions for cuts and sections*
- [7] ISO 128-44, *Technical drawings — General principles of presentation — Part 44: Sections on mechanical engineering drawings*
- [8] ISO 31 (all parts), *Quantities and units*
- [9] IEC 60027 (all parts), *Letter symbols to be used in electrical technology*
- [10] ISO 1000, *SI units and recommendations for the use of their multiples and of certain other units*
- [11] ISO 690, *Documentation — Bibliographic references — Content, form and structure*
- [12] ISO 690-2, *Information and documentation — Bibliographic references — Part 2: Electronic documents or parts thereof*

*A **Bibliography**, if present, shall appear after the last annex. The drafting rules set out in ISO 690^[11] shall be followed.*

The bibliography may include

- documents that are not publicly available,*
- documents which are only cited in an informative manner, and*
- documents which have merely served as bibliographic or background material in the preparation of the document.*

For online referenced documents, information sufficient to identify and locate the source shall be provided. Preferably, the primary source of the referenced document should be cited, in order to ensure traceability. Furthermore, the reference should, as far as possible, remain valid for the expected life of the document. The reference shall include the method of access to the referenced document and the full network address, with the same punctuation and use of upper case and lower case letters as given in the source (see ISO 690-2^[12]).