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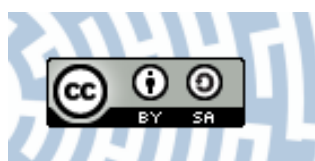
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TERMINOLOGY STANDARDS FOR USE IN THE TERMINOLOGY WORK: SELECTED EXAMPLES

Introduction

The purpose of this article is to discuss some terminology standards with particular attention paid to standardization documents published in Poland. To achieve this, the documents published by Technical Committee ISO/TC 37 *Terminology and other language and content resources* and its subcommittees (ISO/TC 37/SC 1 *Principles and methods*, ISO/TC 37/SC 2 *Terminographical and lexicographical working methods,* ISO/TC 37/SC 3 *Systems to manage terminology, knowledge and content*, ISO/TC 37/SC 4 *Language resource management* and ISO/TC 37/SC 5 *Translation, interpreting and related technology*) available on the ISO homepage were examined. These subcommittees published in the years 1998-2013, 39 standards and 17 standards are under development. The list of standards published by ISO/TC 37 is provided in the Appendix. As part of the ISO works also ISO/TC 46 Information and documentation but standards developed by the committee are not the subject of this article.

Some of these documents have been translated and published by the Polish Committee for Standardization (PKN). Terminology standards are of interest to committees: Technical Committee (KT) 256 *Principles and Methods of Terminology Work* and Technical Committee (KT) 242 *Information and Documentation*. KT 256 deals with issues such as: general principles and methods of terminology and industry standards in terms of terminology, preparation and presentation of standards and other terminology documents, computer aided terminology work and language management. KT 256 leads active cooperation with ISO/TC 37 *Terminology and other language and content resources* and all its subcommittees. KT 256 cooperates with the sector CEN/SS F06 *Terminology principles* at the international level [Plan działania KT 242]. The sub-

jects of the work of KT 242 are widely understood problems of librarian-ship, bibliography and information science. The work of the Committee includes issues as: terminology, document composition, identification and description of the documents, coding, converting letters, information languages, and the use of computers. On the international level KT 242 primarily works with the ISO/TC 46 *Information and documentation* and its subcommittees [Plan działania KT 242].

It should be remembered that the terminology of domain is also dependent of the standards of subject, published by individual ISO tech-nical committees, technical committees of other international organi-zations (CEN, CENELEC, IEC, ETSI, ITU) and the Technical Commit-tees operating within the PKN in Poland. For example, the ISO/IEC 27000:2012 *Technika informatyczna -- Techniki bezpieczeństwa -- Sys-temy zarządzania bezpieczeństwem informacji -- Przegląd i terminologia,* which introduces the ISO/IEC 27000:2009, was published in the work of the Technical Committee (KT) 182 *Information Technology - Security Tech-niques.* The PN-ISO 1803:2001 *Budownictwo -- Tolerancje -- Wyrażanie dokładności wymiarowej -- Zasady i terminologia,* which introduces the ISO 1803:1997, was published in the work of the Technical Commit-tee (KT) 232 *Construction Documentation.* The Technical Committee (KT) 8 *Terminology, Symbols of Quantities, Units, Documentation and Graphical Symbols Used In Electrotechnical Technology* and the Technical Commit-tee (KT) 170 *Information Technology Vocabulary, Coding Information and Office Equipment* are PKN Technical Committees (KT), which deal with the development of terminology standards.

Vocabulary and terminology presented in the standard terminology is also stored in databases. PKN has partnered with its German coun-terpart Deutsches Institut für Normung (DIN) [Deutsches]. This German resort provides a terminology database (available online) in the follow-ing languages: English, German and French. In the near future PKN will provide terms in the Polish language which will be incorporated into the DIN base. Other terminology databases include: Inter-Active Terminology for Europe (IATE) [Inter-Active], Translation Memory for the Acquis Com-munautaire (DGT-TM) [GT-Translation], EuroTermBank [Euro], UNTERM United Nations Multilingual Terminology Database [UNTERM].

The following section discusses some terminology standards published by ISO. Some of these standards have been translated and published by PKN as PN-ISO. The standards are grouped into five thematic categories: terminological entries in standards, terminology work, ordering of termi-nological data, standards of terminography and computer applications in terminology. These standards are presented in order of their reference numbers and the summary is presented at the end.

Terminological entries in standards

Standardization of terms and definitions is the basis of all the stand-ardization activities. Monolingual terminological entries can help to facili-tate communication in science and technology, intercultural communica-tion, the exchange of goods and services and the formulation of policies and strategies terminology at the national, regional and international lev-els. Equally important is a multilingual approach. The PN-ISO 10241:1997 *Normy terminologiczne -- Opracowanie i układ* (Norma wycofana), which introduced the ISO 10241:1992 *International terminology standards - Prep-aration and layout*, was published in 1997 [Normy].

Terminological entries in standards are subject to standard ISO 10241 *Terminological entries in standards*. This standard consists of two parts: Part 1: *General requirements and examples of presentation* and Part 2: *Adoption of standardized terminological entries*. ISO 10241 was prepared by Technical Committee ISO/TC 37 *Terminology and other language and content resources*, Subcommittee SC 2 *Terminographical and lexicographi-cal working methods*. Below, are two parts of this standard:

ISO 10241-1:2011

The standard ISO 10241-1:2011 revises ISO 10241:1992 *International terminology standards - Preparation and layout.* Changes introduced in ISO 10241-1:2011 include: (1) broadening of the scope of standards to cover terminological entries in all types of standards, (2) drawing attention to the fact that terminological work is increasingly carried out using computers, (3) taking into account the data in multilingual terminological entries in standards (including those residing in distributed databases), (4) the intro-duction of a more comprehensive and clear structures of individual records of terminological entries, (5) the normative technical content of this part of ISO 10241 regarding the drafting and structuring of terminological entries and not their layout and presentation (a typical example of the layout and presentation are provided for information in Annex A of this standard). Guidelines for the management of large terminology projects, aiming to develop standards for terminology or series of standards in terminology, are included in ISO 15188:2001 *Project management guidelines for termi-nology standardization.* These guidelines supplement the provisions con-tained in this part of ISO 10241[ISO 10241-1:2011(E)].

This standard specifies requirements for the design and arrangement of records in the terminology standard, on the example of terminological entries in the documents of ISO and IEC. Terms and other signs appearing in termi-nological entries may contain letters, numbers, mathematical symbols, signs, typography, syntax characters (e.g. punctuation marks, dashes, parentheses,

brackets, and etc.), sometimes styles of characters (e.g. type of fonts, bold, italic, or other conventions) regulated by the style of language, convention, domain, or subject-specific conventions. The terms may also include standardized symbols (which may be independent of language or harmonized in terms of international impact, such as symbols for Quantities and units, as well as graphical symbols), which are part of the responsibility of each committee of ISO and IEC. ISO 10241-1:2011 uses the principles and methods given in ISO 704:2009 *Terminology work - Principles and methods* and contains rules for both monolingual and multilingual terminological entries in standards and their indexes. ISO 10241-1:2011 is applicable to all standards which include terminological entries. This standard is not applicable to administrative procedures nor the technical specifications required by the standardization bodies to prepare standards for terminology [ISO]. A translation of the English version of ISO 10241-1:2011 is under development by KT 256.

ISO 10241-2:2012

The second part of ISO 10241 applies to the introduction of standardized terminology entries in different cultures and language environments, in particular the adoption of standards for internationally standardized terminological entries by regional and national standards bodies. It also presents examples and solutions to problems that occur when a standardizing body introduces international standards for terminological entries.

The standard also specifies the rules for standardized terminological entries such as: (1) standardized terminology entries should be adopted, if possible, without technical deviation; (2) any changes shall be clearly explained; (3) in order to ensure identical technical content, standardizing body representing specific cultural and linguistic as well as domain-specific and subject-specific communities should, if necessary, take special measures to address the disparities between concept systems; (4) standardizing body shall take responsibility for any documentation on culture-, language-, domain- or subject -specific issues; (5) difficulties in adopting an internationally standardized terminological entry shall be recorded and reported to the appropriate international standardizing body that can serve information in this regard [ISO 10241-1:2012(E), p. 6]. A translation of the English version of ISO 10241-2:2012 is intended to be developed by the KT 256 in 2015.

Terminology work

Terminology work (fr. *travail terminologique*) is defined as "work concerned with the systematic collection, description, processing and presentation of concepts [...] and their designations [...]" [ISO 1087-1:2004, p. 18]. To the aspects of terminology such concepts as terminography, ter-

minology processing, terminology planning, concept harmonization, term harmonization, term excerption, term identification, corpus, context and others are related [ISO 1087-1:2004, p. 18].

Terminology work is the subject of many standards. The following section discusses the selected ones. The review includes the standards ISO 1087, which consists of two parts: ISO 1087-1 and ISO 1087-2.

ISO 704:2009

In the ISO 704:2009 *Terminology work - Principles and methods* basic principles and methods of preparation and compilation of terminology both in the standardization activities and outside it, and the relationship between the objects, concepts and their terminology representations are described. General principles for the creation of terms and names and to formulate a definition were also established. Full understanding of these principles requires some basic knowledge of terminology. The rules are general in nature. This standard can be used in terminology work in science, technology, industry, government and other fields. The standard does not specify the procedures relating to the system of international terminology standards concerning ISO 10241. The standard contains 6 terms and definitions [ISO]. A translation of the English version of ISO 704:2009 was published in the Polish language as ISO 704:2012 *Działalność terminologiczna - Zasady i metody.*

PN-ISO 860:2007

ISO 860:2007 *Terminology work - Harmonization of concepts and terms* is an extension of ISO 704 and revises ISO 860:1996. ISO 860:2007 specifies a methodological approach to the harmonization of concepts, concept systems, definitions and terms. The standard definitions of the terms: harmonization of concepts and harmonization of terms. It describes the harmonization of concepts and terms as a process that begins at the level of concepts and continued at the level of terms. It involves comparing and matching concepts and systems concepts in one or more languages and themes. The standard is intended for use when developing national and international terminology [ISO]. A translation of the English version of ISO 860:1996 was published in the Polish language as ISO 860:1998 *Działalność terminologiczna -- Harmonizacja pojęć i terminów.*

ISO 1087-1:2000

ISO 1087-1:2000 *Terminology work - Vocabulary - Part 1: Theory and application* the basic terminology concerning the theory and application of terminology was established. The main purpose of the standard is to

provide a systematic description of the concepts in the field of terminology and an explanation of terms used in this field. The standard is intended for people involved in terminology work, as well as for users of different terminology. Statement of the standard provides a basis for analyzing, discussing and coordinating the key terms used in the standards of ISO Technical Committee 37. 93 terms for: language and reality, concepts, definitions, designations, terminology work, aspects of terminology, products, terminological products and terminological data were defined [PKN]. A translation of the English version of ISO 1087-1:2000 was published in Polish as ISO 1087-1:2004 *Działalność terminologiczna -- Terminologia -- Część 1: Teoria i zastosowanie.*

ISO 1087-2:2000

ISO 1087-2:2000 *Terminology work - Vocabulary - Part 2: Computer applications* includes terminology for language processing and information that is applicable in terminology work and terminography. 120 terms relating to: general concepts, data organization, filtering terminology data, characters, storage data, information retrieval, data handling, data validation, operations and related fields of applications were discussed. Dates are given in English and French [PKN]. A translation of the English version of ISO 1087-2:2000 was published in Polish as ISO 1087-2:2001 *Działalność terminologiczna -- Terminologia -- Zastosowania komputerów* (Norma wycofana).

ISO 15188:2001

The ISO 15188:2001 *Project management guidelines for terminology standardization* provides guidance setting out the stages and mode of operation recommended in projects in the field of standardization of terminology. Project management guidelines are discussed in terms of harmonization and standardization of terminology, both in international standardization and outside this framework [PKN]. A translation of the English version of ISO 15188:2001 was published in the Polish language as PN-ISO 15188:2005 *Wytyczne zarządzania przedsięwzięciem w zakresie normalizacji terminologii* (Norma wycofana).

Ordering of terminological data

Data are defined as "a representation of the information in a formalized manner, suitable for communication, interpretation and processing" [PN-ISO 5127:2005, p. 15]. The terminological or lexicographical

data include terms, components of terms or words. Alphabetic ordering of terminology and lexicographical data recorded in the Latin alphabet is the subject of the ISO 12199 standard.

ISO 12199:2000

The ISO 12199:2000 *Alphabetical ordering of multilingual terminological and lexicographical data represented in the Latin alphabet* language character sets presented in the Latin alphabet, which occurred in the recorded terminological or lexicographical data were described. In addition, a set of characters used in international standardized transliteration to Latin characters was included. In the standard the following definitions are applied: digit, character, diacritical mark, letter, ligature, ordering, polygraph, special character. In the main part of the standard, a set of ordering rules based on strings of letters (letter by letter) was defined and in normative Annex, the ordering rules of words (word by word) was provided, used as an alternative to this standard. An alphabetical order of characters is only for multilingual collections. The standard did not include the alphabetic ordering in particular languages [PKN]. A translation of the English version of ISO 12199:2000 was published in the Polish language as ISO 12199:2005 *Szeregowanie alfabetyczne wielojęzycznych danych terminologicznych i leksykograficznych przedstawianych w alfabecie łacińskim.*

Standards of terminography

Terminography is defined "as part of terminology work concerned with the recording and presentation of terminological data" [PN-ISO 12616:2005, p. 7]. Terminography facilitates translation and allows translators to record and systematize terminology to use it consistently over time. It also supports the efficient work with several languages [PN-ISO 12616:2005, p. 5]. The following section discusses the standards for translational terminography and symbols used in terminography.

ISO 1951:2007

ISO 1951:2007 *Presentation/representation of entries in dictionaries – Requirements, recommendations and information* revises ISO 1951:1997. ISO 1951:2007 deals with monolingual and multilingual, and general and specialized dictionaries. The aim of this standard is to facilitate the production, merging, comparison, extraction, exchange, dissemination and retrieval of data from lexicographical dictionaries. The standard specifies lexicographical symbols and typographical conventions for use in dictionaries and lexicons of specialized terminology databases, works

on lexicography and documentation. In the standard formal description of dictionary entries (data elements, hierarchical structures: dictionary and entries, compositional elements), content models (content elements, embedded elements, basic elements, pointer, formal grammar for embedded containers and data category content, general qualifiers) and means of presentation (layout aids, general, compacting mechanisms, general abbreviations, repeat symbols, nesting and other) was provided. Symbols and their alternative representations and the names of symbols, the corresponding ASCII code mark and the explanations and examples were given in the table [ISO]. A translation of the English version of ISO 1951:1997 was published in the Polish language as ISO 1951:1998 *Symbole leksykograficzne i konwencje typograficzne przeznaczone do stosowania w terminografii.*

ISO 12616:2002

ISO 12616:2002 *Translation-oriented terminography* provides guidance to enable translators and interpreters and auxiliary personnel to save, maintain and retrieve terminology information for translation purposes. The standard provides guidelines to enable translators and translation support staff to record, maintain, and quickly and easily retrieve terminological information in connection with translation work. Specified items necessary for quality control of terminological information in translation, including password terminology, categories of data relating to the time and information related terms, information about concepts, and administrative elements were determined. The guidelines for the work of an individual translator as well as the work of a team or a department were provided. It also lays down the guidelines that are essential for the interchange of terminological data [PKN]. A translation of the English version of ISO 12616:2002 was published in the Polish language as ISO 12616:2005 *Terminografia translacyjna.*

Computer applications in terminology

Computer applications are widely used in the work of creating, organizing and developing terminology. Advanced grammar recognition, with the ability to adapt to new languages, the development of a list of common words with the possibility of self-learning, auto-search of the database during translation, the ability to automatically validate the use of terminology in the translated files (regardless of the language and grammar) - are just some of the applications. Computer-assisted translation (CAT) is a form of the translation conducted using a computer utilizing special software to streamline the process of translation. A selection of standards, defin-

ing the categories of data used to record the information of terminology, data exchange format and terminology markup language terminology is presented below.

ISO 6156:1987

ISO 6156:1987 *Magnetic tape exchange format for terminological/lexi-cographical records (MATER)* gives requirements for a generalized format, definitions and data layout of terminological/lexigraphological data on magnetic tape and the layout of the tags associated with each element. In addition, the standard describes the principles of the exchange between data processing systems. The annexes provide examples of possible applications of the standard. The standard is intended for the exchange of information on magnetic tape and allows the user to enter mutually compatible data categories to exchange terminological/lexicographical information for data processing. It is designed for information exchange on magnetic tape and also meant to enable the user to implement a set of mutually compatible data interchange categories. The category is terminological/lexi-cographical information formed with the aid of data processing technique [ISO]. A translation of the English version of ISO 6156:1987 was published in the Polish language as PN-ISO 6156:1998 *Format do wymiany rekordów terminologicznych/leksykograficznych na taśmie magnetycznej (MATER)*.

ISO 12200:1999

The primary objective of ISO 12200:1999 *Computer applications in terminology - Machine- readable terminology interchange format (MARTIF) - Negotiated interchange* is to provide guidance for programmers and analysts in designing export and import software for data interchange between terminology databases. The standard gives the general Document Type Definition (DTD) for MARTIF. MARTIF format has been designed to allow interchange of terminological data residing in terminology databases of any structure [tts-org-CLS]. In addition, the standard sets out the principles of structuring terminology information, terminological entries in MARTIF, the character and the *lang* attribute, terminology interchange with MARTIF. The standard specified categories of data used for the exchange of terminology in accordance with ISO 12620. The standard provides examples illustrating the possible applications. ISO 12200:1999 was developed from ISO 8879:1986 *Information processing -- Text and office systems -- Standard Generalized Markup Language (SGML)*. The requirements in this standard have been developed in close cooperation with the Text Encoding Initiative (TEI) and the Localisation Industry Standard Association (LISA). A translation of the English version of ISO 12200:1999 was

published in the Polish language as ISO 12200:2002 *Zastosowania komputerów w terminologii -- Format wymiany danych terminologicznych odczytywalnych komputerowo (MARTIF) -- Wymiana negocjowana.*

ISO 12620:2009

ISO 12620:2009 *Terminology and other language and content resources - Specification of data categories and management of a Data Category Registry for language resources* revises ISO 12620:1999. The standard defines the categories of data used to record terminology information in both computing devices and others. Categories of data were set in order to harmonize the content of the categories of data in different systems and facilitate the mutual exchange of data. The categories of specification of the data of categories for recording terminological information in computerized and non-computerized environments include: term, term-related information, equivalence, subject field, concept-related description, concept relation, conceptual structures, note, documentary language and administrative information. The systematic arrangement of categories of data is determined for the sake of ordering the database and does not reflect any of the terms related to the theoretical terms and concepts used in other standards [PKN]. A translation of the English version of the standard 12620:1999 was published in the Polish language as PN-ISO 12620:2002 *Zastosowania komputerów w terminologii -- Kategorie danych* (Norma wycofana).

ISO 16642:2003

ISO 16642:2003 *Computer applications in terminology - Terminological markup framework sets out a framework* determines the framework designed, which provides guidance to the basic principles for representing data recorded in terminological data collections. The framework comprises the meta-model and methods for describing specific Terminological Markup Languages (TMLs) expressed in XML. The mechanisms for implementing constraints in a TML are defined in the standard. These mechanisms are not specific to individual TMLs, with the exception of three TMLs specified in the annexes to ISO 16642:2003. The standard sets out a Generic Mapping Tool (GMT). In addition, the standard describes a generic model for describing linguistic data. The standard aims to support the development and use of computer applications for terminological data and the exchange of data between different applications. The exact standardization of data categories and methods for the specification of data structures are given in ISO 12620 [ISO].

Summary

The purpose of the terminology work is obtaining various terminology products, such as terminology standards, dictionaries, specialized language (SPL), glossaries, terminology databases, etc. The standardization of terminology includes two aspects, reflecting two different infrastructures: (1) standardization of terminological principles and methods within the following horizontal infrastructures in the sense that it runs through all areas, (2) standardization of terminology across the various fields (i.e. terminology work, conducted primarily through technical committees) reflecting vertical structures. This standardization should be based on the principles and methods of standardization, which in turn should be based on scientific theory [Guidelines].

Terminological standards as a result of the work on standardization principles and methods of terminological work have different uses. They are applied in various industries such as the industry standard in the field of the binding processes (BN-73/7401-01 *Poligrafia. Podstawowe nazwy i określenia*), and the medicine, technology and other industries. For example, ISO/TS 19104:2008 2008 *Geographic information – Terminology* is used in international communication in the field of geographic information and provides guidelines for the collection and maintenance of terminology in this area. In terms of informatology PN-N-09127:1987 *Informacja naukowa – Zagadnienia organizacyjne i prawne – Terminologia* and ISO 5127:2005 *Informacja i dokumentacja – Terminologia*[1] was prepared. In terminography standard terminology banks allow you to organize your data (consisting of the output of the data stored and output), and multilingual terminology dictionaries are fundamental tools in the work of translators. Regardless of time and place terminology plays a fundamental role in various fields, in which information and knowledge is: generated (e.g. tested or developed), used (e.g. in specialized texts), perpetuated and processed (e.g. databases), passed (through training or teaching), implemented (e.g. in technology or knowledge transfer) or translated [Guidelines, p. 2].

The use of terminology standards is therefore very broad and the advantages of standardization of vocabulary cannot be overestimated especially in the face of the following changes. These changes include the creation and use of vocabulary. With the introduction of digital support and computer networks (digital support and networking) the use of dictionaries has been revised and expanded. Dictionaries have become a source of terminological data that can be reused, updated and changed over time, as well as supplemented and modified by experts. The traditional relation-

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[1] Issues of standardization of terminology in the field of information and documentation were also the subject of numerous works, including: [Grabowska, 2001; Grochowska, 2003; Grochowska, 2005; Matysek, 2011].

ship between the author, the publisher and the user was changed. This relationship has been extended to other partners, such as data- providers -either publishers or institutions or industry-partners, software developers, and language-tool providers [Derouin and Le Meur, 2008]. Standard for dictionaries has been published: the ISO 1951 in 1973 and then revised in 1997 (ISO 1951:1997 *Lexicographical symbols and typographical conventions for use in terminography*). This standard has been revised to ISO 1951:2007 *Presentation/representation of entries in dictionaries -- Requirements, recommendations and information.*

The above-mentioned changes are accompanied by the policies of the terminology. On the request of UNESCO, the International Information Centre for Terminology (Infoterm) developed in collaboration with experts, policy guidance terminology. The document states that: "These Guidelines aim to provide methodological assistance for formulating and implementing a terminology policy based on consolidated language planning endeavours. They are designed with the goal of being useful for all countries and language communities ranging from developing countries and language communities [...]" [Guidelines, p. VI]. This document focuses on a special language (special purpose language or specialized language (SPL)), as a special tool: (1) domain (i.e. subject-field or professional) communication; (2) representation of specialized (i.e. subject-field related or domain) knowledge; and (3) access to specialized (i.e. subject-field related or domain) information. Conventions specialized languages (SPLs) of the various communities of domain who share the knowledge of a particular subject or another kind of knowledge, are not always consistent with the principles of the convention of the general-purpose language (GPL) [Guidelines, p. 1].

In contemporary society, the rapid progress of science and technology and the development of information technology are observed. The development of these areas requires the use of specialized terminology, collected in dictionaries, terminology services, databases, knowledge bases and other sources. We should bear in mind that specialized languages have more influence on the development of particular general languages. In view of these trends work on the standardization of terms and definitions, and especially of terminology seems particularly important. This work should be continued.

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Annex: List of standards published or planed for publishing by Technical Committee ISO/TC 37 and its Subcommittee SC in year 1998-2013

1. The documents published by ISO/TC 37/SC 1 Principles and methods

ISO 704:2009 *Terminology work -- Principles and methods*

ISO 860:2007 *Terminology work -- Harmonization of concepts and terms*

ISO 1087-1:2000 *Terminology work -- Vocabulary -- Part 1: Theory and application*

ISO/TR 22134:2007 *Practical guidelines for socio-terminology*

ISO/TR 24156:2008 *Guidelines for using UML notation in terminology work*

ISO/FDIS 24156-1 *Graphic notations for concept modeling in terminology work and its relationship with UML -- Part 1: Guidelines for using UML and mind-mapping notation in terminology work (Standards under development)*

ISO 29383:2010 *Terminology policies -- Development and implementation*

2. ISO/TC 37/SC 2 Terminographical and lexicographical working methods

ISO 639-1:2002 *Codes for the representation of names of languages -- Part 1: Alpha-2 code*

ISO 639-2:1998 *Codes for the representation of names of languages -- Part 2: Alpha-3 code*

ISO 639-3:2007 *Codes for the representation of names of languages -- Part 3: Alpha-3 code for comprehensive coverage of languages*

ISO 639-4:2010 *Codes for the representation of names of languages -- Part 4: General principles of coding of the representation of names of languages and related entities, and application guidelines*

ISO 639-5:2008 *Codes for the representation of names of languages -- Part 5: Alpha-3 code for language families and groups*

ISO 639-6:2009 *Codes for the representation of names of languages -- Part 6: Alpha-4 code for comprehensive coverage of language variants*

ISO 1951:2007 *Presentation/representation of entries in dictionaries -- Requirements, recommendations and information*

ISO 10241-1:2011 *Terminological entries in standards -- Part 1: General requirements and examples of presentation*

ISO 10241-2:2012 *Terminological entries in standards -- Part 2: Adoption of standardized terminological entries*

ISO 12199:2000 *Alphabetical ordering of multilingual terminological and lexicographical data represented in the Latin alphabet*

ISO 12615:2004 *Bibliographic references and source identifiers for terminology work*

ISO 12616:2002 *Translation-oriented terminography*

ISO 15188:2001 *Project management guidelines for terminology standardization*

ISO 22128:2008 *Terminology products and services -- Overview and guidance*

ISO 23185:2009 *Assessment and benchmarking of terminological resources -- General concepts, principles and requirements*

3. ISO/TC 37/SC 3 Systems to manage terminology, knowledge and content

ISO 12620:2009 *Terminology and other language and content resources -- Specification of data categories and management of a Data Category Registry for language resources*

ISO 16642:2003 *Computer applications in terminology -- Terminological markup framework*

ISO/CD 16642 *Computer applications in terminology -- Terminological markup framework (Standards under development)*

ISO 22274:2013 *Systems to manage terminology, knowledge and content -- Concept-related aspects for developing and internationalizing classification systems*

ISO 26162:2012 *Systems to manage terminology, knowledge and content -- Design, implementation and maintenance of terminology management systems*

ISO 30042:2008 *Systems to manage terminology, knowledge and content -- TermBase eXchange (TBX)*

4. ISO/TC 37/SC 4 Language resource management

ISO 24610-1:2006 *Language resource management -- Feature structures -- Part 1: Feature structure representation*

ISO 24610-2:2011 *Language resource management -- Feature structures -- Part 2: Feature system declaration*

ISO 24611:2012 *Language resource management -- Morpho-syntactic annotation framework (MAF)*

ISO 24612:2012 *Language resource management -- Linguistic annotation framework (LAF)*

ISO 24613:2008 *Language resource management - Lexical markup framework (LMF)*

ISO 24614-1:2010 *Language resource management -- Word segmentation of written texts -- Part 1: Basic concepts and general principles*

ISO 24614-2:2011 *Language resource management -- Word segmentation of written texts -- Part 2: Word segmentation for Chinese, Japanese and Korean*

ISO 24615-1:2014 *Language resource management -- Syntactic annotation framework (SynAF) -- Part 1: Syntactic model*

ISO/CD 24615-2 *Language resource management -- Syntactic annotation framework (SynAF) -- Part 2: XML serialization (Standards under development)*

ISO 24616:2012 *Language resources management -- Multilingual information framework*

ISO 24617-1:2012 *Language resource management -- Semantic annotation framework (SemAF) -- Part 1: Time and events (SemAF-Time, ISO-TimeML)*

ISO 24617-2:2012 *Language resource management -- Semantic annotation framework (SemAF) -- Part 2: Dialogue acts*

ISO/DIS 24617-4 *Language resource management -- Semantic annotation framework (SemAF) -- Part 4: Semantic roles (SemAF-SR) (Standards under development)*

ISO/TS 24617-5 *Language resource management -- Semantic annotation framework (SemAF) -- Part 5: Discourse structure (SemAF-DS) (Standards under development)*

ISO/NP 24617-6 *Language resource management -- Semantic annotation framework -- Part 6: Principles of semantic annotation (SemAF-Basics) (Standards under development)*

ISO/DIS 24617-7 *Language resource management -- Semantic annotation framework -- Part 7: Spatial information (ISO-Space) (Standards under development)*

ISO/WD 24617-8 *Language resource management -- Semantic annotation framework -- Part 8: Semantic relations in discourse (SemAF-DRel) (Standards under development)*

ISO 24619:2011 *Language resource management -- Persistent identification and sustainable access (PISA)*

ISO/CD 24620-1 *Language resource management -- Controlled natural language -- Part 1: Basic concepts and general principles (Standards under development)*

ISO/DIS 24622-1 *Language resource management -- Component Metadata Infrastructure -- Part 1: The Component Metadata Model (CMDI-1) (Standards under development)*

ISO/WD 24623-1 *Language resource management -- Corpus Query Lingua Franca (CQLF) -- Part 1: Metamodel (Standards under development)*

ISO/WD 24624 *Language resource management -- Transcription of spoken language (Standards under development)*

5. ISO/TC 37/SC 5 Translation, interpreting and related technology

ISO/TS 11669:2012 *Translation projects -- General guidance*

ISO/DIS 13611.2 *Interpreting -- Guidelines for community interpreting (Standards under development)*

ISO/DIS 17100 *Translation Services -- Requirements for translation services (Standards under development)*

ISO/AWI 18587 *Translation services -- Requirements for machine translation (MT) and post edition levels (Standards under development)*

ISO/AWI 18841 *Interpreting -- General guidelines (Standards under development)*

Jolanta Szulc
Normy terminologiczne w działalności terminologicznej. Wybrane przykłady

Streszczenie

Celem artykułu jest omówienie wybranych norm terminologicznych, ze szczególnym zwróceniem uwagi na dokumenty normalizacyjne opublikowane w Polsce. Dla realizacji tego celu zbadano dokumenty opublikowane przez Technical Committee ISO/TC 37 *Terminology and other language and content resources* i jego podkomitety. Niektóre z tych norm zostały przetłumaczone i opublikowane przez Polski Komitet Normalizacyjny (PKN) jako PN-ISO. Normy pogrupowano według pięciu kategorii tematycznych: terminologiczne wpisy w normach, działalność terminologiczna, szeregowanie danych terminologicznych, normy z zakresu terminografii i zastosowanie komputerów w terminologii, a następnie uporządkowano według ich numerów referencyjnych. W zakończeniu przedstawiono podsumowanie. Wykaz norm opublikowanych przez ISO/TC 37 zamieszczono w Aneksie.