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**ISO/TC 46/SC 9 N 281**

2000-04-15

*[corrected version]*

To: Members of ISO/TC 46/SC 9  
Selected liaison organizations

cc. C. Deschamps, ISO/TC46/SC9 Chairperson  
S. Clivio, ISO Central Secretariat

**SUBJECT: Results of voting and comments on ISO Committee Draft 5966, "Information and documentation -- Guidelines for the presentation of technical reports"**

The attached document shows the results of voting and comments on ISO Committee Draft 5966 (TC 46/SC9 N 260). CD 5966 is a revision of International Standard ISO 5966:1982.

CD 5966 was approved (with comments) by 9 P-members of ISO/TC 46/SC 9. Four P-members abstained from the voting. Nine P-members did not submit votes.

In light of these voting results and the current review of SC 9's work on standards for the presentation of documents, a decision will have to be taken as to whether to continue with Project 5966. This matter will be discussed as part of the Secretariat's proposal to change the scope of ISO/TC 46/SC 9 at the May 2000 meeting in Berlin.

**ACTIONS REQUIRED:**

- **For distribution to national participants in ISO Project 5966;**
- **For discussion (in the context of the proposed reorganization of ISO/TC 46/SC 9) at the May 2000 meeting in Berlin. A decision is needed as to whether to continue the development of Project 5966 as an International Standard.**

This document and a copy of CD 5966 are also available on the ISO/TC 46/SC 9 Web site at:  
<<http://www.nlc-bnc.ca/iso/tc46sc9/5966.htm>>.

With regards,

*[original signed by]*

Jane Thacker  
Secretary, ISO/TC 46/SC 9

**TABLE OF REPLIES**  
**for ISO Committee Draft 5966 (N 260):**

*Information and documentation -- Guidelines for the presentation of technical reports*

<b>P-Members of ISO/TC46/SC9)</b>	<b>Approve</b>	<b>Disapprove</b>	<b>Abstain</b>	<b>Did not vote</b>	<b>Comments</b>
Australia	X				X
Canada	X				X
China, P.R.				X	
Czech Republic				X	
Denmark			X		
Finland	X				
France			X		
Germany	X				
Hungary				X	
Iran				X	
Italy	X				
Japan	X				
Netherlands				X	
Norway	X				
Poland	X				X
Portugal				X	
Russian Federation	X				
South Africa				X	
Spain			X		
Sweden				X	
U.K.			X		
U.S.A.				X	
<b>TOTAL</b>	<b>9 of 22</b>	<b>--</b>	<b>4 of 22</b>	<b>9 of 22</b>	

**Comments on ISO Committee Draft 5966**  
**Guidelines for the presentation of technical reports**

*Committee Draft 5966 was distributed as document TC 46/SC 9 N 260.*

## **General comments**

### **Poland (PKN)**

The structure of the document seems to be unclear. It is probably due to the fact that there is no distinction between something that comprises element of the publication (i.e. overprint that is differentiated by the information content) and something that comprises component of publication (i.e. set of elements of the publication). Elements should be given in technical reports regardless the technical format. Components of the documents are connected with the physical format (for instance the title page, cover exists in traditional printed formats but not in electronic). Lack of such differentiation makes that elements of publication are repeated in different clauses of the standard (especially in cl. 5.1 and 8) and the elements are mixed with the components. The typical example of this latter is cl. 4.1 when we have in one list the elements of publication (abstract, table of contents, preface) and the components of publication (front cover, title page, document data sheet).

Contrary to what is said in Introduction the rules contained in the document are too much concerned with the technical reports in printed form. It can be seen in Normative references when three standards (IS 216, IS 478, IS 6357) apply to the above-mentioned form only.

In this connection it is proposed to restructure the content of the standard as follows:

### **Elements of the technical reports**

*(here the specifications for the elements should be given)*

- front matter
- title information
- - volume/part number
- statement of responsibility
- edition
- imprint
- funding organization
- date of publication
- priority date
- security classification
- International Standard Technical Number
- International Standard Serial Number
- International Standard Book Number
- contract /grant or other project numbers
- special notices
- abstract

- table of contents
- glossary
- preface
- acknowledgements [*Acknowledgments should be regarded as the element of the front matter rather than of the body of the report*]
- body of the report
  - general rules
    - clause numbering
    - references and citations
    - pictorial and symbolic material
  - introduction
  - core of the report
  - conclusions
  - recommendations
  - list of references
- end matter
  - annexes
  - distribution list

### **Components of the technical reports**

*(here the specifications for the layout of the elements should be given)*

- reports in printed formats
  - title page
  - document data sheet
  - front cover
  - spine
  - back cover
- reports on microforms
  - header for microfiche
- reports in electronic formats
  - title screen
  - labels permanently affixed to the carrier

## **1 Scope**

### **Poland (PKN)**

Scope - The last sentence of the first paragraph should be reworded as follows: *“The specifications for formal content are independent of the physical appearance of reports on media such as paper, microforms, or electronic formats. The specifications for layout apply mainly to the reports in paper formats.”*

## **2 Normative references**

### **Poland (PKN)**

cl. 2 p.4: ISO 10444: 1994 should be replaced by a new standard on the International Standard Technical Number incorporating a copyright registration

### 3.2 definition of “series”

#### Poland (PKN)

cl. 3.2 p. 4: "A serial consisting of" from the first sentence should be removed.

### 3.4 definition of “technical report”

#### Poland (PKN)

cl. 3.4 NOTE p. 5: in the last sentence of the Note should be added: in printed or electronic form.

### 4.3 Annexes and other end matter

#### Canada (SCC)

Is it possible to use the word “Appendix” instead of “Annex”?

### 5.3 Spine

#### Canada (SCC)

If a space of at least 30 mm is to be left at the bottom of the spine, where would a colophon be placed?

### 5.4.5 Funding organization

#### Canada (SCC)

In multi-funded reports the inclusion of funding agencies on the title page could be very messy and occupy a lot of space. It is suggested that “shall” be changed to “may”.

### 5.5 Document data sheet/section

#### Australia (SAA)

Add the following sentence to the fourth sentence in Clause 5.5:

*“For resource discovery purposes, all data could also be encoded in a standard metadata format using appropriate syntax, e.g. HTML or RTF.”*

Rationale: Allow document data to be accessible by search engines.

## 5.6 Abstracts

### Canada (SCC)

It is suggested that citations of papers, e.g., (Smith, 1994), should be avoided in an abstract, and that, if this is not stressed in ISO 214, it should be mentioned here.

## 5.7 Table of contents

### Poland (PKN)

cl. 5.7 p. 12: the first sentence " A table of content is essential for all but the shortest reports" is not clear.

## 5.9 Preface

### Canada (SCC)

The first paragraph could also mentioned that prefaces commonly contain acknowledgments.

### Poland (PKN)

cl. 5.9, p. 13: - It is proposed to delete the second sentence of the second paragraph.

- The definition of Preface does not differ much from the definition of Introduction (cl. 6.1. p. 13). Preface is more for an author to describe reasons why a research has been undertaken, his work (methodology applied, difficulties and achievements) while an introduction is to explain broadly the main subject of research.

## 6.2 Core of the report, with illustrations and tables

### Canada (SCC)

It is suggested that a literature review might also be an example of the type of material described in the first paragraph, which should be presented in full in an annex and summarized in the main text.

The word "section" might be more appropriate than the word "clause" in the third and fourth paragraphs.

The repetition of the ISRN on every page of the report might be excessive.

### **7.1.2 Exceptional material**

#### **Canada (SCC)**

Insert the word “may” into the first sentence of the second paragraph: “... such material may be listed...”

### **7.1.3 Bibliography**

#### **Canada (SCC)**

Are annotations allowed in the bibliography?

#### **Poland (PKN)**

cl. 7.1.3 p. 16: Bibliography should be located either before or after all the annexes.

## **7.3 Back cover of printed reports**

#### **Canada (SCC)**

It is often also useful to place bar codes on the back cover.

#### **Poland (PKN)**

cl. 7.3, first paragraph - It is proposed to delete phrase “(if necessary)”. As this provision is a permission adding of such phrase is redundant.

## **8.8 Author(s), editor(s), compiler(s)**

#### **Canada (SCC)**

Author’s names are often listed in an order based on their relative contributions to the work. It should be possible to preserve this order for all of the authors, not just the predominant author.

## **10.5 Numbering of annexes**

#### **Canada (SCC)**

It should be possible to number the pages of annexes separately, as A1, A2 etc., to allow the reader to know that this is an annex, and not part of the main report.

## 11 Pictorial and symbolic material

### Canada (SCC)

Change “mathematics” to “mathematical” in c).

### 11.1 Illustrations

#### Canada (SCC)

It is not always possible to place a caption beneath an illustration. A side caption should also be allowed.

It might be useful to point out that the light blue does not photocopy well.

While fold-out illustrations should not appear within the body of the report, maps and very large figures are commonly included in some types of publications, such as geological reports, and should be accommodated in pockets at the back of reports.

### 11.2 Tables

#### Canada (SCC)

It is suggested that this section be reviewed for clear and consistent use of the terms “caption”, “heading”, “column” and “line”. The use of the word “row” might be preferable to “line”.

### 11.3 Mathematics, physical and chemical formulae

#### Canada (SCC)

Change “Mathematics” to “Mathematical” in the title.

Change “mathematics” to “mathematical formulae” in the third paragraph.

## Table 1 General structure and ordering of a report

### Canada (SCC)

Tables 1 and 2: Should these be labeled as “Figure 1” and “Figure 2”?

### Poland (PKN)

Table 1: The set of elements of the front matter is quite different from that specified in the main body of the draft.

**Table 2    Example of the use and interrelation of the terms *report*,  
*series*, *set*, *volume*, and *part***

**Canada (SCC)**

Tables 1 and 2: Should these be labeled as “Figure 1” and “Figure 2”?