



ISO Central Secretariat editorial comments*

Commentaires rédactionnels** du Secrétariat central de l'ISO

ISO/DIS 10438-1, 10438-2,
10438-3, 10438-4

ISO/TC 67/SC 6

* To be taken into consideration when preparing the revised draft.

** À prendre en considération lors de la préparation du projet révisé.

*Mettre copies comme commentaire de l'ISO/C
sur vote DIS pour les 4 parties*

Editorial evaluation of these four documents has revealed a number of problems; however since they were all submitted together I am accepting them for processing for the 5-month DIS vote together. The problems listed below apply to all parts and need to be addressed in your preparation of the texts for submission for the FDIS vote. Failure to comply will result in refusal of these documents at that point.

1) The use of margin bullets needs to be discussed in TC 67/SC 6, in conjunction with the ISO Central Secretariat; their use is often confusing and a coherent approach is needed, they require us to use adjusted margins which turns the doc. into a 'special case', i.e. longer processing time, and problems in conversion have already been encountered. ISO/CS will be contacting Valérie Capella to consider this problem, and hopefully have come to a conclusion before you need to submit these documents for FDIS preparation.

2) Use 'this part of ISO 10438' to refer to the document at hand rather than 'this International Standard'; use 'ISO 10438-3' (or whichever part is intended) rather than Part 3 of ISO 10438 or version thereof.

3) Clause 2 Normative references MUST cite individually the normative documents required for that document; it is not permitted to globally cite the references in another standard or part thereof. All other standards cited in an informative manner MUST be collected in a Bibliography at the end of the document.

When citing references in clause 2 and in the text, please refer to the relevant part if a standard is in parts (e.g. ISO 7-1 or ISO 7005-2); if you mean to refer to all parts, write ISO 7 (all parts).

4) Clause 3 Terms and definitions: please use an appropriate version of the correct introductory phrase given in the 1997 ISO/IEC Directives Part 3, subclause 6.3.1.

5) Use one of the appropriate verb forms chosen from annex E, 1997 Directives Part 3, to express provisions. Do not use 'will' as in e.g. 6.7.2 of ISO 10438-2. Use 'in accordance with' to cite normative docs rather than 'per' or 'as outlined in'-- it's clearer.

6) Abbreviate all units preceded by a number; write out in full all those not preceded by a number (e.g. '3 mm' but 'expressed in millimetres'). This rule includes %/percent. Please use the unit μm (micrometre) rather than 'micron'.

7) ISO style requires consecutive numbering of figures (see 6.6.4.3 and 5.2.6 in Directives Part 3). This will require renumbering of figures in annex A and all cross-references to these figures.

Figures must be language-independent, so use numbers and a Key to refer to elements. I think your Notes would thus be better as footnotes. See 6.6.4 in Directives Part 3 and particularly 6.6.4.9.

We look forward to receiving the corrected revised texts after the DIS vote. Thanks in advance for your kind cooperation.

Technical Editor(s) Hornfeld Carolyn (E-mail: hornfeld@iso.ch)
Rédacteur(s) technique(s)

Date
1999-08-18