

INTERNATIONAL ISO  
STANDARD 12616

This is a preview of "ISO 12616:2002". [Click here to purchase the full version from the ANSI store.](#)

First edition  
2002-03-15

---

---

## Translation-oriented terminography

*Terminographie axée sur la traduction*



Reference number  
ISO 12616:2002(E)

© ISO 2002

This is a preview of "ISO 12616:2002". [Click here to purchase the full version from the ANSI store.](#)

**PDF disclaimer**

This PDF file may contain embedded typefaces. In accordance with Adobe's licensing policy, this file may be printed or viewed but shall not be edited unless the typefaces which are embedded are licensed to and installed on the computer performing the editing. In downloading this file, parties accept therein the responsibility of not infringing Adobe's licensing policy. The ISO Central Secretariat accepts no liability in this area.

Adobe is a trademark of Adobe Systems Incorporated.

Details of the software products used to create this PDF file can be found in the General Info relative to the file; the PDF-creation parameters were optimized for printing. Every care has been taken to ensure that the file is suitable for use by ISO member bodies. In the unlikely event that a problem relating to it is found, please inform the Central Secretariat at the address given below.

© ISO 2002

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized in any form or by any means, electronic or mechanical, including photocopying and microfilm, without permission in writing from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office  
Case postale 56 • CH-1211 Geneva 20  
Tel. + 41 22 749 01 11  
Fax + 41 22 749 09 47  
E-mail [copyright@iso.ch](mailto:copyright@iso.ch)  
Web [www.iso.ch](http://www.iso.ch)

Printed in Switzerland

This is a preview of "ISO 12616:2002". [Click here to purchase the full version from the ANSI store.](#)

## Contents

Page

Foreword.....	iv
Introduction.....	v
1 Scope .....	1
2 Normative references .....	1
3 Terms and definitions .....	1
4 Features of translation-oriented terminography .....	2
5 Management of terminological information.....	2
6 Referencing and source identification .....	6
7 General principles for data entry and retrieval.....	6
8 General requirements for a terminological database .....	7
9 Requirements for the interchange of terminological information.....	9
Annex A (informative) Examples and explanations of data categories.....	10
Bibliography.....	27

This is a preview of "ISO 12616:2002". [Click here to purchase the full version from the ANSI store.](#)

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established has the right to be represented on that committee. International organizations, governmental and non-governmental, in liaison with ISO, also take part in the work. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

International Standards are drafted in accordance with the rules given in the ISO/IEC Directives, Part 3.

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

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

ISO 12616 was prepared by Technical Committee ISO/TC 37, *Terminology and other language resources*, Subcommittee SC 2, *Terminology and lexicography*.

Annex A of this International Standard is for information only.

This is a preview of "ISO 12616:2002". [Click here to purchase the full version from the ANSI store.](#)

## Introduction

Translators have always had a need to record terminological information for later use. Translators dealing with specialized texts face an increasing need to record and retrieve terminological information, as it saves time and allows them to work more efficiently. Experience has shown that terminography facilitates translation by enabling translators

- to record and systematize terminology,
- to use terminology consistently over time, and
- to deal more efficiently with multiple languages.

By recording terminological information systematically, translators can enhance their performance, improve text quality and increase productivity. An organized collection of terminological information makes it possible for translators to keep track of, and reuse, their expertise, and facilitates cooperation between individuals or teams of translators.