# Drafting CEN / ISO deliverables — Common rules and elements

*Einführendes Element — Haupt-Element — Ergänzendes Element*

*Élément introductif — Élément central — Élément complémentaire*

ICS:

Descriptors:

**Version 3.0**

**2016-04-20**

# Contents

# European foreword

This document (prEN 12345:2016) has been prepared by Technical Committee CEN/TC 123 "TC Title", the secretariat of which is held by Name NSB.

This document is a working document.

The following changes were made in version 3.0 of this document:

—  The guide is formatted using the latest STD template: version 2.8.

—  Section 5.12 has been modified.

**NOTES**

—  The foreword shall appear in each document and is automatically generated by the STD-template. It shall not contain requirements, recommendations, figures and tables.
—  In case of a new edition of a document the foreword shall briefly outline any corrections and modifications. Detail of changes can be given in an annex.

# Introduction

This document provides a quick and easy overview of the most common CEN and ISO regulations for the structure and drafting of CEN and ISO deliverables. Several tips and tricks are provided to help editors with drafting standards conform these regulations. Furthermore, this document is drafted conform the CEN and ISO regulations; hence it can be used as an example.

Editors are encouraged to draft standards conform this document to ensure consistency between the deliverables of the TC.

NOTE 1    Any blue coloured text in this document is automatically generated by the STD-template and should not be created or modified by the editor.

NOTE 2    The grey boxes in this document contain additional information and instructions.

**NOTE**

—  The introduction is an optional 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.

# 1   Scope

This guide is applicable to all CEN and ISO deliverables, including ENs / ISOs, TSs and TRs.

**NOTE**

—  This element 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 and recommendations.

# 2   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.

EN 12345:2012, *Title of the European standard*

EN 12345-a, *General title of series of parts — Part a: Title of part*

**NOTES**

—  The referenced documents in this section should be documents published by the ESOs (CEN/CENELEC/ETSI), ISO and/or IEC.

—  Normative references shall be dated if referenced is made to a specific clause, table, figure etc.

—  The reference list should not include:

  —  referenced documents which are not publicly available,

  —  referenced documents which are only cited in an informative manner (these references

should be moved to the Bibliography).

# 3   Terms and definitions

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

**3.1**
**term**
text of the definition

**3.2**
**TS**
**technical specification**
document adopted by CEN or ISO for which there is the future possibility of agreement on a European Standard or IS, but for which at present

— the required support for approval as a EN or IS cannot be obtained;

— there is doubt on whether consensus has been achieved;

— the subject matter is still under technical development.

Note 1 to entry:      A Technical Specification is not allowed to conflict with an existing EN or IS.

[SOURCE: IR Part 2:2006, definition 2.6, modified — Note 1 to entry has been added. ]

**3.3**
**normative elements**
elements that describe the scope of the document, and which set out provisions (see Section 5.7)

**3.4 Informative elements**

**3.4.1**
**preliminary elements**
elements that identify the document, introduce its content and explain its background, its development and its relationship with other documents

**3.4.2**
**supplementary elements**
elements that provide additional information intended to assist the understanding or use of the document

**NOTES**

— Any term which is not self-explanatory or commonly known and which can be differently interpreted in different contexts should be clarified by defining the relevant term.

— If the term is used in several documents, it should be defined in the most general of those documents, or in an independent terminology standard. The other documents should then refer to this standard, without repeating the definition of the concept.

— If an abbreviate term is the preferred term, then put it first.

— Only a single sentence shall be used for the definition.

— General concepts precede less general concepts.

# 4 Symbols and abbreviations

CEN        European Committee for Standardization

ISO        International Organization for Standardization

TR        Technical Report

**NOTE**

— Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order.

# 5 Common rules and elements

## 5.1 Formatting of elements

Notes, examples, figure titles, table titles, foot notes, etc. shall be formatted using the STD-template. (1) Start by selecting the text that you would like to format (2) then select the required format style in the STD Elements menu as is shown in Figure 1.
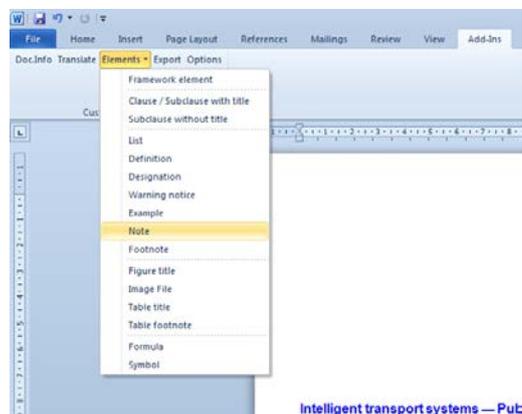


**Figure 1 — Formatting elements using the STD-template**

NOTE        The STD menu can also be accessed by clicking with your right-mouse button on the selected text.

## 5.2 Ordered and unordered lists

It is not sufficient to use the numbering or bullet function in Word. To create a list (1) select the text that needs to be listed and (2) select list in the STD Elements menu. A pop-up screen will appear showing all available listing options as shown in Figure 2.
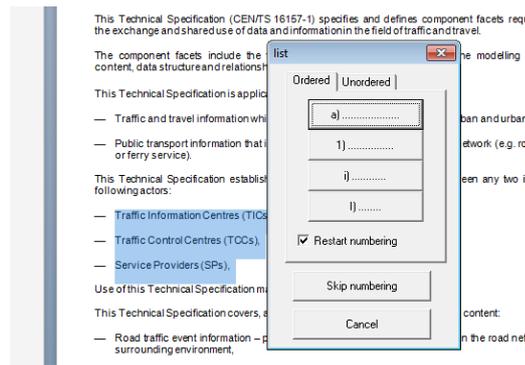
**Figure 2 — Creating an ordered or unordered list using the STD-template**

For an example of an ordered list see the example below and for an example of an unordered list see Section 5.3.

EXAMPLE

Standards are important

a)  to enhance the safety of products,

b)  to promote common understanding, and

c)  to promote interoperability of products and services.

## 5.3   Figures

The title of a figure shall be placed below the figure and formatted according to the STD-template. Furthermore, figures shall meet the following requirements:

— figures need to be submitted as separate files;

— figures shall not contain text;

NOTE       Complex figures may contain text if this improves the readability and only when a revisable (EPS file) is provided.

— the figures shall be named like:  0001.tif (Figure 1) or a001.tif (Figure A1) etc.;

— the following file-types shall be provided:

  — TIFF;

  — EPS.

NOTE       The symbol ";" can be read as "and".
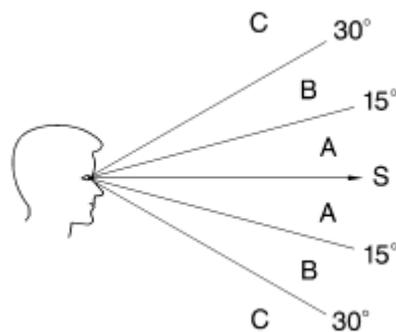
**Key**
Zone A: Recommended
Zone B: Acceptable
Zone C: Not suitable
Line S: Imposed line of sight

**Figure 3 — Example of how a figure should be presented**

## 5.4 Tables

The title of a table shall be located above the table and formatted according to the STD-template. For an example see Table 1 in Section 5.7.5.

## 5.5 Notes

Notes shall not contain instructions, recommendation, permissions, or any information     considered indispensable for the use of the document

## 5.6 Annexes

All annexes shall be cited in the main document, and ordered in the order these are cited in the text. An annex shall be drafted using the STD-template.

## 5.7 Formatting headings

All text shall start with a heading and be formatted using the STD-template. First select the text that you would like to format as a header. Then select in the STD Elements menu 'Clause / Subclause with title'. The pop-up screen shown in Figure 3 will appear and present all available options.
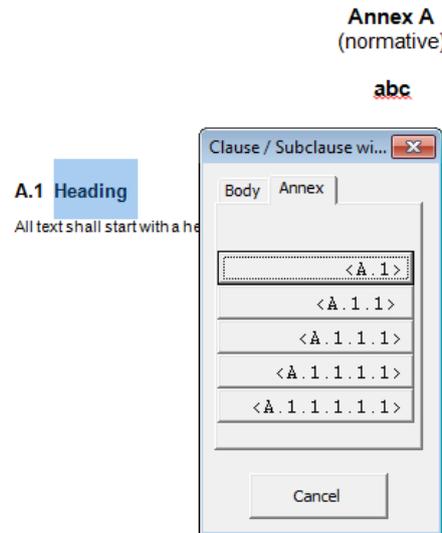
**Annex A**
(normative)

abc

A.1 Heading

All text shall start with a h...

Clause / Subclause wi...

Body | Annex

<A.1>
<A.1.1>
<A.1.1.1>
<A.1.1.1.1>
<A.1.1.1.1.1>

Cancel

**Figure 4 — Creating a heading using the STD-template**

## 5.8 Verbal forms for the expression of provisions

### 5.8.1 Requirements

The verbal forms "shall" and "shall not" shall be used to indicate requirements.

**NOTES**

— Do not use "must" as an alternative for "shall".

— Do not use "may not" instead of "shall not" to express a prohibition.

### 5.8.2 Recommendation

The verb "should" shall be used to indicate that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others, or that (in the negative form) a certain possibility or course of action is deprecated but not prohibited.

### 5.8.3 Permissions

The verbal forms "may" and "need not" shall be used to indicate permissions.

**NOTES**

— Do not use "can" instead of "may" in this context. "May" signifies permission expressed by the document, whereas "can" refers to the ability of a user of the document or to a possibility open to him/her.

— Do not use "possible" or "impossible" in this context

### 5.8.4 Statement, Possibility and capability

The verbal forms "can" and "cannot" shall be used to indicate statements, possibilities and capabilities.

### 5.8.5 Overview verbal forms for the expression of provisions

An overview of the verbal forms for the expression of provisions can be found in Table 1.

**Table 1 — Verbal forms for the expression of provisions**

|  | Requirements | Recommendation | Permissions | Possibility, Statement, capability |
|---|---|---|---|---|
| *Positive* | shall [a] | should | may | can |
| *Negative* | shall not | should not | need not | cannot |
| Requirements… <br><br> NOTE      Table note. | | | | |
| [a]      Footnotes, unless in tables can contain requirements | | | | |

## 5.9 Drafting and presentation of terms

### 5.9.1 Introduction

Terms should not be presented in any special way, e.g.:

— capitalized;

— italicized;

— between quotation marks or other symbols.

### 5.9.2 Abbreviations

Abbreviated terms shall be used with care, and their use shall be limited to those cases where it is not likely to cause confusion. Once an abbreviation is introduced, the abbreviated term shall be used further down the document. The example below shows how an abbreviation should be introduced.

EXAMPLE      … in a Technical Specification (TS).

### 5.9.3 Capitalization of terms

CEN and ISO publications shall be drafted according to the English capitalization conventions. Unnecessary capitalization should be avoided at all times. Only proper nouns are written using capital letters. A proper noun is the name of a person, place or thing (i.e., its own name).

EXAMPLE 1      International Standard, Technical Committee 278, Formal Vote, Clause 7, Figure B.2, Wigan Pier, Monday, April, Jupiter

A proper noun should not be confused with a common noun. A common noun is the word used for a class of person, place or thing.

EXAMPLE 2     toll road, service provider, car, road, tea, sugar, technical committees

### 5.9.4   Quotation marks

Quotation marks should be used to emphasize that an instance of a word refers to the word itself rather than its associated concept.

EXAMPLES

—    … referred to as a "service provider".

—    … the term "product" only applies …

—    an "outsourced process" is a process that …

# Annex A
## (normative)

## Normative information

## 5.10   Restriction

Requirements and recommendations shall not be used in the following sections and elements:

— introduction;

— scope;

— notes;

— examples;

— informative annex.

NOTE      Alternative requirement can be drafted in an informative annex.

<div style="text-align: center">

**Annex B**
(informative)

**STD-template**

</div>

## 5.11 Page layout

The document should meet the following requirements:

— filename: prEN_12345_ENQ _(E).doc  or prCEN_ISO-TS_12345-1_FV_ (E).doc;

— normal font: Arial; size 10pt;

— paper size: A4;

— margins: top: 2,9cm; bottom: 2,5 cm; inside: 1,5 cm; outside 1,3 cm;

— pages: mirror margins.

NOTE      The above requirements are automatically set when using the STD-template.

## 5.12 Loading the STD-template

Instructions are given below on how to load the STD-template (.dot file) in MS Word 2007 or later versions.

NOTE 1      The CEN ISO STD-template can be downloaded from:
http://boss.cen.eu/reference%20material/FormsTemplates/Pages/default.aspx

NOTE 2      Macros in MS Word should be enabled in order for the STD-template to work

### 5.12.1 Starting from scratch

Follow the steps below to create a document from scratch:

1) Locate and open the STD-template file.

2) Follow the instructions on your screen.

### 5.12.2 Attach the STD-template file to an existing Word document

Follow the steps below to (re)attach the STD-template to an existing document:

1) Open the document which you would like to attach the STD-template to.

1) In MS Word select Options in the File tab menu and choose Add-Ins in the options dialog box.

2) In the Manage drop-down list select Templates and click on the Go button.

3) In the templates dialog box click on the Attach button and locate and open the STD-template file.

4) Select Automatically Update Document and click the OK button.

The STD-toolbar and styles are now available to your document.

NOTE 1    When the STD-toolbar does not appear in the Add-Ins tab, save/close the document and reopen it again.

NOTE 2    It is recommended to safe the STD template (dotm & ini file) in the default template folder: C:\Users\<username>\AppData\Roaming\Microsoft\Templates.

# Bibliography

EN 12345:201x[1], *Title of the European standard*

EN 12345-1:201x, *General title of series of parts — Part c: Title of part*

CEN internal regulations[2], Part 3: *Rules for the structure and drafting of CEN CENELEC Publications*

ISO internal regulations, Part 2: *Rules for the structure and drafting of International Standards*

Reference websites:

www.cen.eu/boss

www.iso.org

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[1] To be published (revision of EN 12345:2000).

[2] Available from website: www.cen.eu/boss/...