From: Mailbox ITTF [ittf@iso.org]
Sent: Thursday, March 21, 2002 8:10 AM
To: Lisa Rajchel; Jean Stride; Mann Douglas D; FRANCE.LAFARGUE; Jean-Normand Drouin; Sara Hafele; Yukiko Ogura; Jooran Lee; Tony Monaco; Bittencourt do Valle Andre; Freda Bennett; Matthew Deane; W P von PATTAY; Passia Krystyna ; Glaser Mary; Julie Oh
Cc: Brannon Keith; Sophie Clivio; Thommen-Vidale Laura; Brenda Hops
Subject: Important communication on Abstracts

Importance: High
To JTC 1/SCs Secretariats,

Important Information

As of 2002-05-01, it is required to provide an abstract when submitting a draft standard to ITTF for **FDIS ballot and/or publication**. Note, however, that it is not necessary to provide abstracts for standards which are to be published as common text with ITU-T, as the ITU summary will be used for that purpose.

A specification providing guidelines for the creation and submission of abstracts, a template for their preparation and examples of abstracts are available on the ITTF website (http://www.iso.org/ittf/) under "Procedures/Abstracts".

Any comments or questions about the above documents should be sent to ittf@iso.org.
Thank you

Best Regards
ITTF

Abstracts for JTC 1 and TC 184 standards — Specification

1.   Scope

This specification provides rules for the preparation by TC/SC secretariats of abstracts of standards for provision to the ISO Central Secretariat.

In this context, standards includes International Standards, Technical Specifications, Publicly Available Specifications, Technical Reports, Guides, Technology Trends Assessments and Industry Workshop Agreements. It does not include Technical Corrigenda or Amendments, except in the case where the amendment alters the scope of the mother document.

2.   Creation and end use of abstracts

Abstracts for standards are prepared either in-house by the ISOCS editorial service or, in the case of most JTC 1 and TC 184 documents, by the TC/SC secretariat.

Abstracts prepared by the TC/SC secretariat shall be submitted to ISOCS either:

- as an HTML file; or
- in word-processor format; or
- in the form of a plain text file, if neither of the above formats is feasible.

See clause 4 for requirements related to these formats.

The abstracts will be checked by the ISOCS editorial service, and those supplied in a word-processor or plain text format will in addition be converted to HTML.

On publication of the standard, the HTML file of the abstract will be available through the ISO Online catalogue.

3.   Drafting and content

3.1   Drafting

An abstract shall be drafted such that it:

- enables readers to identify the basic content of a standard quickly and accurately;
- is concise as possible but not cryptic or obscure;
- respects the same editorial rules as those specified for the Scope in the ISO/IEC Directives, Part 2 (as far as possible, the Scope of the document shall be drafted so that it may be used directly as the abstract, however the abstract layout and presentation need not conform to those used in the Scope of the corresponding standard);
- contains a maximum of approximately 500 words;
- contains only the permissible characters specified in annex A;
- has layout and presentation which are as simple as possible;
- includes information on different media versions of the standard having different content (e.g. a CD-ROM version has an added-value component), if appropriate.

3.2 Content

An abstract may contain:

- references to the document itself, in the form of the document reference number, excluding the language in parentheses (e.g. use the forms "ISO 123:1999" and "ISO 234-6:2001" instead of "This International Standard" and "this part of ISO 234" etc.);
- titled and untitled subclauses;
- ordered and unordered lists to several levels (but avoid going down to more than level 2 in an abstract);
- cross-references to other documents;
- notes in the text.

An abstract shall not contain:

- administrative information concerning the TC, SC or WG.
- figures or any other type of graphic (e.g. graphical symbols, photographs, logos, etc.);
- tables or any other tabular material;
- mathematical or chemical formulae or equations;
- footnotes;
- cross-references to other elements within the document itself (e.g. clauses, figures, tables, bibliography);
- information normally presented in forewords and introductions;
- information on the number of pages and the price of the standard.

4. Electronic format requirements

The electronic format shall conform to the requirements given in the following table.

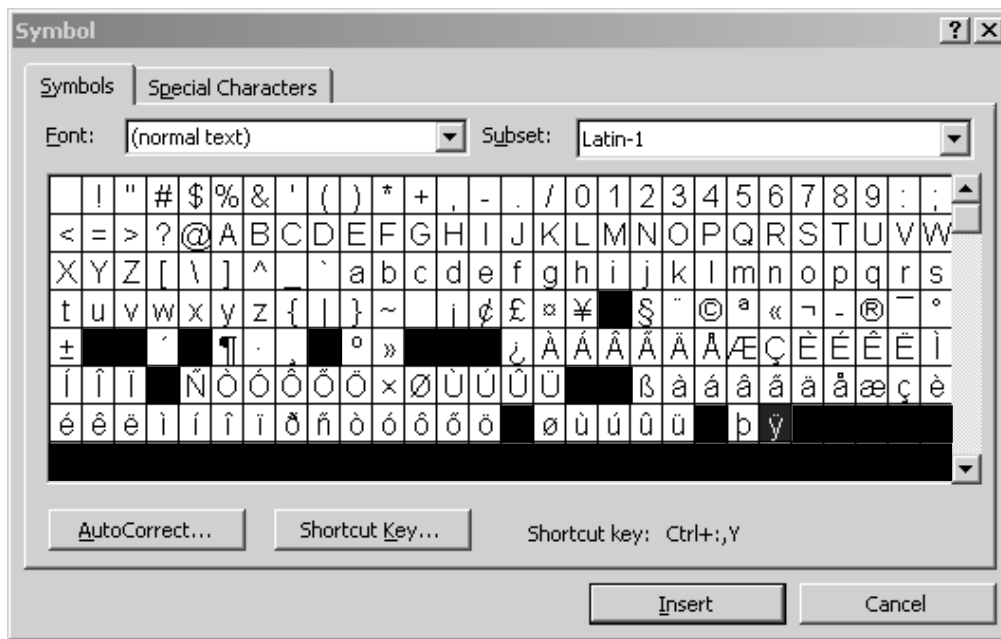| Format	Requirements
HTML	File shall be conformant with the DTD specified in annex B
Word processor	File shall be prepared using the Abstract(2000).dot template available at: http://www.iso.org/ittf (under "Procedures/Abstracts")[a]
Text file	If there are any formatting requirements for the abstract, supply a reference copy in the form of a PDF file.
[a] For guidance on using the template see the "User's guide for the Abstract(2000) template".	

5. Related documents

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards* (available at http://www.iso.org/sdis/directives)

Template: Abstract(2000).dot and User's guide (available at http://www.iso.org/ittf, under "Procedures/Abstracts")

Example abstracts (available at http://www.iso.org/ittf, under "Procedures/Abstracts")

Annex A: Permissible characters

Use only those characters identified in ISO/IEC 10646-1:2000, Table 2, Row 00 "Basic Latin", and most of Table 3, Row 00 "Latin-1 Supplement" [in MS Word these characters are identified in Insert, Symbol, (normal text), as Subsets "Basic Latin" and most of "Latin-1"] — see the list below of permissible characters together with their numeric code or shortcut key. Do not use any other "special" characters, since they will not be displayed correctly once converted to HTML.

Character	Meaning	Alt + numeric code	HTML entity
!	exclamation mark	033	!
"	quote	034	"
#	number sign	035	#
$	dollar sign	036	$
%	percent sign	037	%
&	ampersand	038	&
'	apostrophe	039	'
(	left parenthesis	040	(
)	right parenthesis	041	)
*	asterisk	042	*
+	plus	043	+
,	comma	044	,
-	hyphen	045	-
.	point	046	.
/	solidus	047	/
0	zero	048	0
1	one	049	1
2	two	050	2
3	three	051	3

Character	Meaning	Alt + numeric code	HTML entity
4	four	052	4
5	five	053	5
6	six	054	6
7	seven	055	7
8	eight	056	8
9	nine	057	9
:	colon	058	:
;	semicolon	059	;
<	less than sign	060	<
=	equals sign	061	=
>	greater than sign	062	>
?	question mark	063	?
@	commercial at	064	@
A	capital A	065	A
B	capital B	066	B
C	capital C	067	C
D	capital D	068	D
E	capital E	069	E
F	capital F	070	F
G	capital G	071	G
H	capital H	072	H
I	capital I	073	I
J	capital J	074	J
K	capital K	075	K
L	capital L	076	L
M	capital M	077	M
N	capital N	078	N
O	capital O	079	O
P	capital P	080	P
Q	capital Q	081	Q
R	capital R	082	R
S	capital S	083	S
T	capital T	084	T
U	capital U	085	U
V	capital V	086	V
W	capital W	087	W
X	capital X	088	X
Y	capital Y	089	Y
Z	capital Z	090	Z
[	left square bracket	091	[
\	back slash	092	\
]	right square bracket	093	]
^	circonflex accent	094	^
_	underscore	095	_
`	grave accent	096	`
a	lower case a	097	a
b	lower case b	098	b
c	lower case c	099	c

Character	Meaning	Alt + numeric code	HTML entity
d	lower case d	100	d
e	lower case e	101	e
f	lower case f	102	f
g	lower case g	103	g
h	lower case h	104	h
i	lower case i	105	i
j	lower case j	106	j
k	lower case k	107	k
l	lower case l	108	l
m	lower case m	109	m
n	lower case n	110	n
o	lower case o	111	o
p	lower case p	112	p
q	lower case q	113	q
r	lower case r	114	r
s	lower case s	115	s
t	lower case t	116	t
u	lower case u	117	u
v	lower case v	118	v
w	lower case w	119	w
x	lower case x	120	x
y	lower case y	121	y
z	lower case z	122	z
{	left curly bracket	123	{
|	vertical bar	124	|
}	right curly bracket	125	}
~	tilde	126	˜
Ç	capital C, cedilla	128	Ç
ü	small u, umlaut mark	129	ü
é	small e, acute accent	130	é
â	small a, circumflex accent	131	â
ä	small a, umlaut mark	132	ä
à	small a, grave accent	133	à
å	small a, ring	134	å
ç	small c, cedilla	135	ç
ê	small e, circumflex accent	136	ê
ë	small e, umlaut mark	137	ë
è	small e, grave accent	138	è
ï	small i, umlaut mark	139	ï
î	small i, circumflex accent	140	î
ì	small i, grave accent	141	ì
Ä	capital A, umlaut mark	142	Ä
Å	capital A, ring	143	Å
É	capital E, acute accent	144	É
æ	small ae diphthong (ligature)	145	æ
Æ	capital AE diphthong (ligature)	146	Æ
ô	small o, circumflex accent	147	ô
ö	small o, umlaut mark	148	ö

Character	Meaning	Alt + numeric code	HTML entity
ò	small o, grave accent	149	ò
û	small u, circumflex accent	150	û
ù	small u, grave accent	151	ù
Ö	capital O, umlaut mark	153	Ö
Ü	capital U, umlaut mark	154	Ü
¢	cent sign	155	¢
£	pound sign	156	£
¥	yen sign	157	¥
á	small a, acute accent	160	á
í	small i, acute accent	161	í
ó	small o, acute accent	162	ó
ú	small u, acute accent	163	ú
ñ	small n, tilde	164	ñ
Ñ	capital N, tilde	165	Ñ
ª	ordinal indicator, feminine	166	ª
º	ordinal indicator, masculine	167	º
¿	inverted question mark	168	¿
¬	not sign	170	¬
½	fraction one-half	171	character currently not available in ISOCS conversion tool
¼	fraction one-quarter	172	character currently not available in ISOCS conversion tool
¡	inverted exclamation mark	173	¡
«	angle quotation mark, left	174	«
»	angle quotation mark, right	175	»
-	hyphen	0173	-
¯	macron	0175	¯
±	plus-or-minus sign	0177	±
²	superscript 2	0178	character currently not available in ISOCS conversion tool
³	superscript 3	0179	character currently not available in ISOCS conversion tool
µ	micro sign	0181	character currently not available in ISOCS conversion tool
¶	pilcrow (paragraph sign)	0182	¶
¹	superscript 1	0185	character currently not available in ISOCS conversion tool
º	ordinal indicator, masculine	0186	º
¾	fraction three-quarters	0190	character currently not available in ISOCS conversion tool
×	multiply sign	0215	×
Þ	capital Thorn, Icelandic	0222	character currently not available in ISOCS conversion tool

Character	Meaning	Alt + numeric code	HTML entity
÷	divide sign	0247	character currently not available in ISOCS conversion tool
¡	inverted exclamation mark	Ctrl+!	¡
¦	broken vertical bar	Alt Gr+1	character currently not available in ISOCS conversion tool
§	section sign	Alt+Ctrl+5	§
¨	umlaut mark	Ctrl+:,Space	¨
¢	cent sign	Ctrl+/,c	¢
©	copyright sign	Alt+Ctrl+c	©
®	registered sign	Alt+Ctrl+r	®
´	acute accent	Ctrl+', Space	´
¸	cedilla	Crtl+,, Space	¸
°	degree sign	Alt+Ctrl+2,Space	°
À	capital A, grave accent	Ctrl+`,Shift+A	À
Á	capital A, acute accent	Ctrl+',Shift+A	Á
Â	capital A, circumflex accent	Ctrl+^,Shift+A	Â
Ã	capital A, tilde	Alt+Ctrl+~,Shift+A	Ã
È	capital E, grave accent	Ctrl+`,Shift+E	È
Ê	capital E, circumflex accent	Ctrl+^,Shift+E	Ê
Ì	capital I, grave accent	Ctrl+`,Shift+I	Ì
Î	capital I, circumflex accent	Ctrl+^,Shift+I	Î
Ï	capital I, umlaut mark	Ctrl+:,Shift+I	Ï
Ð	capital Eth, Icelandic	Ctrl+',Shift+D	character currently not available in ISOCS conversion tool
Ò	capital O, grave accent	Ctrl+`,Shift+O	Ò
Ó	capital O, acute accent	Ctrl+',Shift+O	Ó
Ô	capital O, circumflex accent	Ctrl+^,Shift+O	Ô
Õ	capital O, tilde	Alt+Ctrl+^,Shift+O	Õ
Ø	capital O, slash	Ctrl+/,Shift+O	Ø
Ù	capital U, grave accent	Ctrl+`,Shift+U	Ù
Ú	capital U, acute accent	Ctrl+',Shift+U	Ú
Û	capital U, circumflex accent	Ctrl+^,Shift+U	Û
Ý	capital Y, acute accent	Ctrl+',Shift+Y	character currently not available in ISOCS conversion tool
ß	small sharp s, German (sz ligature)	Ctrl+&,S	ß
ã	small a, tilde	Alt+Ctrl+^,A	ã
í	small i, acute accent	Ctrl+',I	í
ð	small eth, Icelandic	Ctrl+',D	ð
õ	small o, tilde	Alt+Ctrl+^,O	õ
ø	small o, slash	Ctrl+/,O	ø
ý	small y, acute accent	Ctrl+',Y	character currently not available in ISOCS conversion tool

Annex B: Abstracts DTD

Simplified DTD based on HTML DTD version 4.01. For further information, see www.w3.org.

```
<!--
  Version abstract.94C1

-->

<!--======= Character mnemonic entities ==================-->

<!ENTITY amp CDATA "&#38;"    -- ampersand        -->
<!ENTITY gt CDATA "&#62;"     -- greater than      -->
<!ENTITY lt CDATA "&#60;"     -- less than         -->
<!ENTITY quot CDATA "&#34;"   -- double quote      -->

<!--========== Text Markup =====================-->

<!ENTITY % heading "H1|H2|H3|H4|H5|H6">

<!ENTITY % font " TT | B | I ">

<!ENTITY % phrase "CODE | CITE | SUP | SUB">

<!ENTITY % text "#PCDATA | BR | %phrase | %font">

<!ELEMENT (%font;|%phrase) - - (%text)*>

<!-- <TT>      Typewriter text              -->
<!-- <B>       Bold text                    -->
<!-- <I>       Italic text                  -->
<!-- <CODE>    Source code phrase           -->
<!-- <CITE>    Name or title of cited work   -->

<!ENTITY % text "#PCDATA | BR">

<!ELEMENT BR   - O EMPTY>
<!-- <BR>      Line break     -->

<!--========== Paragraphs=====================-->

<!ELEMENT P    - O (%text)*>
<!-- <P>       Paragraph      -->

<!--========== Headings, Titles, Sections ================-->

<!ELEMENT HR   - O EMPTY>
<!-- <HR>       Horizontal rule -->

<!ELEMENT ( %heading )  - -  (%text;)*>
<!-- <H1>      Heading, level 1 -->
<!-- <H2>      Heading, level 2 -->
<!-- <H3>      Heading, level 3 -->
<!-- <H4>      Heading, level 4 -->
<!-- <H5>      Heading, level 5 -->
<!-- <H6>      Heading, level 6 -->
```

```
<!--========= Text Flows =====================-->

<!ENTITY % block "P | UL | OL | DL | PRE">

<!ENTITY % flow "(%text|%block)*">

<!ELEMENT PRE - - (#PCDATA | A | HR | BR)*>
<!-- <PRE>          Preformatted text          -->

<!--========= Lists ==================-->

<!ELEMENT DL    - -  (DT | DD)+>
<!ELEMENT DT    - - (%text)*>
<!ELEMENT DD    - - %flow>
<!-- <DL>         Definition list, or glossary   -->
<!-- <DT>         Term in definition list      -->
<!-- <DD>         Definition of term          -->

<!ELEMENT (OL|UL) - -  (LI)+>
<!-- <UL>         Unordered list             -->
<!-- <OL>         Ordered, or numbered list      -->

<!ELEMENT LI    - - %flow>
<!-- <LI>         List item                -->


<!--========= Document Body ===================-->

<!ELEMENT BODY - -  (%heading | %text | %block | HR )*>
<!-- <BODY>    Document body   -->


<!--======= Document Head =====================-->

<!ELEMENT HEAD - -  (TITLE) >
<!-- <HEAD>    Document head   -->

<!ELEMENT TITLE - - (#PCDATA)*  >
<!-- <TITLE>   Title of document -->


<!--======= Document Structure ================-->

<!ELEMENT HTML - -  (HEAD, BODY)>
<!-- <HTML>                             HTML Document          -->
```

User's guide for the Abstract(2000) template

1   Purpose of the abstract template

The abstract template is a stylesheet containing a certain number of pre-defined styles. The abstracts prepared by TC/SC secretariats using the Abstract(2000).dot template will be checked by the ISOCS editorial service and then converted to HTML. Proper application of the template styles to the text of the abstract ensures that the abstract will convert to HTML correctly.

On publication of the standard, the HTML file of the abstract will be made available through the ISO Online catalogue.

2   Creating the abstract

To create the abstract:

- open the file abstract(2000).dot: a blank document will be created;
- paste the text of the abstract (which is normally the text of the document's Scope clause) into the blank document;
- edit the text of the abstract if necessary (see the rules on drafting and content given in clause 3 of the document "Abstracts for JTC 1 and TC 184 standards — Specification"),
- apply the appropriate styles (from the style menu or manually; see clause 3 below) to the various elements of text of the abstract.

3   Application of styles

Only the styles present in the abstract template shall be used. The following table gives the template style which shall be applied to the main text elements of the abstract (a complete list of the template styles, the elements to which they correspond and the corresponding HTML tags is given in Annex A.)

Table 1 — Main text elements and corresponding template styles

Text element	Example	Abstract(2000).dot style
1st level subclause with title	**1.1 Subclause title**	Heading 2
2nd level subclause with title	**1.1.2 Subclause title**	Heading 3
3rd level subclause with title	**1.1.2.1 Subclause title**	Heading 4
1st level subclause without title	**1.2** Text of untitled subclause...	P2
2nd level subclause without title	**1.2.1** Text of untitled subclause...	P3
3rd level subclause without title	**1.2.1.1** Text of untitled subclause...	P4
Paragraph (i.e. normal text)	ISO/IEC 12345:2002 defines terms and specifies requirements for ...	Normal
1st level list item, preceded by bullet or dash	— first list item; — second list item.	List Continue
2nd level list item, preceded by a bullet or dash	— first list item; — second list item.	List Continue 2
1st level list item, preceded by an identifier (number or letter)	a) first list item; b) second list item; c) third list item.	List Number
2nd level list item, preceded by an identifier (number or letter)	1) first list item; 2) second list item.	List Number 2
Note	NOTE Further information is given in...	Note

All text elements for which no template style exists and requiring a special formatting shall be formatted manually using the word-processor formatting capabilities. If some text elements need to be highlighted, use `typewriter text` (= Courier font), **bold** or *italic*. (Compound highlighting, for example bold italic, will not be converted by the ISOCS conversion tool.) For superscript or subscript letters or numbers use the formatting commands of the word processor: in MS Word "Format", "Font", "Character Spacing" tab, "Position", "Raised" or "Lowered" respectively. Superscript and subscript letters or numbers entered using the "Symbol" function of the STD 2.0 template are converted correctly by the ISOCS conversion tool and do not need to be reformatted.

Table 2 — Manual formatting of text elements

Text element	Example	Formatting
Mathematics: superscript	x^2	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Raised"
Mathematics: subscript	x_2	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Lowered"
Highlighting: bold	**Bold text**	In MS Word, create using the bold formatting button on the toolbar **B**
Highlighting: italic	*Italic text*	In MS Word, create using the italic formatting button on the toolbar *I*

4   Related documents

Abstract(2000).dot template (available at http://www.iso.org/ittf, under "Procedures/Abstracts")

"Abstracts for JTC 1 and TC 184 standards — Specification" (available at http://www.iso.org/ittf, under "Procedures/Abstracts")

Example abstracts (available at http://www.iso.org/ittf, under "Procedures/Abstracts")

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards* (available at http://www.iso.org/sdis/directives)

Annex A

Complete list of permissible elements, their style names
and their HTML tag

None of the styles in the Abstract(2000) template is autonumbered; this is intentional. In the converted HTML file the Heading # styles are converted to headings without numbering. Meanwhile, the list items in an ordered and an unordered list are preceded by an identifier defined by the setup of your HTML browser.

Any manually inserted clause or subclause numbering will be converted to bold text in the HTML file.

Element (reference in Directives, *Rules for the structure and drafting of International Standards*)	Style name in Abstract(2000) template	HTML tag
Not permissible	Default Paragraph Font: do not use	Not applicable
Cross-references to other documents	ExtXref: do not use at present; reserved for future use	Not applicable at present
1st level subclause with title (5.2.3)	Heading 2	<H2> ... </H2>
2nd level subclause with title (5.2.3)	Heading 3	<H3> ... </H3>
3rd level subclause with title (5.2.3)	Heading 4	<H4> ... </H4>
4th level subclause with title (5.2.3)	Heading 5	<H5> ... </H5>
5th level subclause with title (5.2.3)	Heading 6	<H6> ... </H6>
Not permissible	Heading 7: do not use	Not applicable
Not permissible	Heading 8: do not use	Not applicable
Not permissible	Heading 9: do not use	Not applicable
1st level subclause without title (5.2.3)	P2	<P> ... </P>
2nd level subclause without title (5.2.3)	P3	<P> ... </P>
3rd level subclause without title (5.2.3)	P4	<P> ... </P>
4th level subclause without title (5.2.3)	P5	<P> ... </P>
5th level subclause without title (5.2.3)	P6	<P> ... </P>
Paragraph (5.2.4)	Normal	<P> ... </P>
Item in list, preceded by a symbol — 1st level (5.2.5)	List Continue	<LI> ... </LI> where the list of <LI> ... </LI> tags are nested within an tag identifying the list as unordered <UL> ... </UL>
Item in list, preceded by a symbol — 2nd level (5.2.5)	List Continue 2	<LI> ... </LI>
Item in list, preceded by a symbol — 3rd level (5.2.5)	List Continue 3	<LI> ... </LI>
Item in list, preceded by a symbol — 4th level (5.2.5)	List Continue 4	<LI> ... </LI>

Element (reference in Directives, *Rules for the structure and drafting of International Standards*)	Style name in Abstract(2000) template	HTML tag
Item in list, preceded by an identifier — 1st level (5.2.5)	List Number	<LI> ... </LI> where the list of <LI> ... </LI> tags are nested within an tag identifying the list as ordered <OL> ... </OL>
Item in list, preceded by an identifier — 2nd level (5.2.5)	List Number 2	<LI> ... </LI>
Item in list, preceded by an identifier — 3rd level (5.2.5)	List Number 3	<LI> ... </LI>
Note (6.5.1)	Note	<P>NOTE ... </P>
Mathematics: superscript (n/a)	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Raised"	^{...}
Mathematics: subscript (n/a)	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Lowered"	_{...}
Highlighting: bold	In MS Word, create using the bold formatting button on the toolbar **B**	<B> ... </B>
Highlighting: italic	In MS Word, create using the italic formatting button on the toolbar *I*	<I> ... </I>

View: **ISOIEC16448_Abstract.doc**

ISO/IEC 16448 specifies the mechanical, physical and optical characteristics of a 120 mm, read-only optical disk to enable the interchange of such disks. It specifies the quality of the recorded signals, the format of the data and the recording method, thereby allowing for information interchange by means of such disks. This disk is identified as DVD - Read-Only Disk.

ISO/IEC 16448 specifies

four related but different types of this disk,

the conditions for conformance,

the environments in which the disk is to be operated and stored,

the mechanical and physical characteristics of the disk, so as to provide mechanical interchange between data processing systems,

the format of the information on the disk, including the physical disposition of the tracks and sectors, the error correcting codes and the coding method used,

the characteristics of the signals recorded on the disk, enabling data processing systems to read the data from disk.

ISO/IEC 16448 provides for interchange of disks between disk drives. Together with a standard for volume and file structure, it provides for full data interchange between data processing systems.