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The **table of contents** is an optional preliminary element, but is necessary if it makes the document easier to consult. The table of contents shall be entitled “Contents” and shall list clauses and, if appropriate, subclauses with titles, annexes together with their status in parentheses, the bibliography, indexes, figures and tables. The order shall be as follows: clauses and subclauses with titles; annexes (including clauses and subclauses with titles if appropriate); the bibliography; indexes; figures; tables. All the elements listed shall be cited with their full titles. Terms in the “Terms and definitions” clause shall not be listed in the table of contents.

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 2.

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 document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights.

ISO nnn‑n was prepared by Technical Committee ISO/TC 000, *TC title*, Subcommittee SC 0, *SC title*.

This second/third/... edition cancels and replaces the first/second/... edition (ISO nnn‑n:19xx), [clause(s) / subclause(s) / table(s) / figure(s) / annex(es)] of which [has / have] been technically revised.

ISO nnn consists of the following parts, under the general title *Introductory element — Main element*:

 *Part n: Part title*

 *Part [n+1]: Part title*

 *Part [n+2]: Part title*

The **foreword** shall appear in each document. It shall not contain requirements, recommendations, figures or tables.

It consists of a general part and a specific part. The general part (supplied by the Central Secretariat of ISO) gives information relating to the organization responsible and to International Standards in general, i.e.

1. the designation and name of the committee that prepared the document,
2. information regarding the approval of the document, and
3. information regarding the drafting conventions used, comprising a reference to the ISO/IEC Directives, Part 2.

The specific part (supplied by the committee secretariat) shall give a statement of significant technical changes from any previous edition of the document and as many of the following as are appropriate:

1. an indication of any other international organization that has contributed to the preparation of the document;
2. a statement that the document cancels and replaces other documents in whole or in part;
3. the relationship of the document to other documents.

Introduction

A paragraph.

The **introduction** is an optional preliminary 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.

The introduction shall not be numbered unless there is a need to create numbered subdivisions. In this case, it shall be numbered 0, with subclauses being numbered 0.1, 0.2, etc. Any numbered figure, table, displayed formula or footnote shall be numbered normally beginning with 1.

Introductory element — Main element — Part n: Part title

# Scope

A paragraph.

The **Scope** clause 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.

In documents that are subdivided into parts, the scope of each part shall define the subject of that part of the document only.

The scope shall be succinct so that it can be used as a summary for bibliographic purposes.

It shall be worded as a series of statements of fact. Forms of expression such as “This International Standard specifies [establishes] [gives guidelines for] [defines terms] …” shall be used.

Statements of applicability of the document shall be introduced by the wording such as “This International Standard is applicable to …”. The wording shall be altered as a function of the document type concerned, i.e. International Standard, Technical Specification, Publicly Available Specification, Technical Report or Guide.

A **clause** is the basic component in the subdivision of the content of a document.

The clauses in each document or part shall be numbered with Arabic numerals, beginning with 1 for the “Scope” clause. The numbering shall be continuous up to but excluding any annexes. Numbers given to the clauses of an annex shall be preceded by the letter designating that annex followed by a full-stop. The numbering shall start afresh with each annex.

Each clause shall have a title, placed immediately after its number, on a line separate from the text that follows it.

A **paragraph** is an unnumbered subdivision of a clause or subclause.

“Hanging paragraphs” (see ISO/IEC Directives, Part 2, 2001[1], 5.2.4) shall be avoided since reference to them is ambiguous.

# Conformance

A paragraph.

The **Conformance** clause is only required in some standards in the Information technology field. Requirements concerning the conformance clause are not covered by the ISO/IEC Directives, Part 2[1], but by ISO/IEC TR 10000‑1[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.

ISO ab‑c:199x, *General title of series of parts — Part c: Title of part*

ISO xyz (all parts), *General title of the series of parts*

The **Normative reference(s)** clause is an optional element that gives a list of the referenced documents cited in the document in such a way as to make them indispensable for the application of the document.

In principle, the referenced documents shall be documents published by ISO and/or IEC. Documents published by other bodies may be referred to in a normative manner provided that

1. the referenced document is recognized by the ISO and/or IEC committee concerned as having wide acceptance and authoritative status as well as being publicly available,
2. the ISO and/or IEC committee concerned has obtained the agreement of the authors or publishers (where known) of the referenced document to its inclusion and to its being made available as required — the authors or publishers will be expected to make available such documents on request,
3. the authors or publishers (where known) have also agreed to inform the ISO and/or IEC committee concerned of their intention to revise the referenced document and of the points the revision will concern, and
4. the ISO and/or IEC committee concerned undertakes to review the situation in the light of any changes in the referenced document.

The list shall be introduced by the following wording:

“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.”

The above wording is also applicable to a part of a multipart document.

The list shall not include the following:

* referenced documents which are not publicly available;
* referenced documents which are only cited in an informative manner;
* referenced documents which have merely served as bibliographic or background material in the preparation of the document.

Such referenced documents may be listed in a bibliography.

Normative references may be dated or undated.

Dated references are references to

1. a specific edition, indicated by the year of publication, or
2. a specific enquiry or final draft, indicated by a dash.

Subsequent amendments to, or revisions of, dated references will need to be incorporated by amendment of the document referring to them.

NOTE In this context a part is regarded as a separate document.

References to specific divisions or subdivisions, tables and figures of another document shall always be dated.

Undated references may be made only to a complete document or a part thereof and only in the following cases:

1. if it is accepted that it will be possible to use all future changes of the referenced document for the purposes of the referring document;
2. for informative references.

Undated references shall be understood to include all amendments to and revisions of the referenced document.

For dated references, each shall be given with its year of publication, or, in the case of enquiry or final drafts, with a dash together with a footnote “To be published.”, and full title. The year of publication or dash shall not be given for undated references. When an undated reference is to all parts of a document, the publication number shall be followed by the indication “(all parts)” and the general title of the series of parts (i.e. the introductory and main elements, see ISO/IEC Directives, Part 2, 2001[1], Annex D).

# 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.

4.1

term

text of the definition

The **Terms and definitions** clause is an optional element giving definitions necessary for the understanding of certain terms used in the document. The following introductory wording shall be used where all terms and definitions are given in the document itself:

“For the purposes of this document, the following terms and definitions apply.”

In the case where terms defined in one of more other documents also apply (for example, in the case of a series of associated documents where Part 1 specifies the terms and definitions for several or all of the parts), the following introductory wording shall be used, altered as necessary:

“For the purposes of this document, the terms and definitions given in … and the following apply.”

Rules for the drafting and presentation of terms and definitions are given in the ISO/IEC Directives, Part 2, 2001[1], annex C, and in ISO 10241[3].

# Symbols (and abbreviated terms)

A paragraph.

The **Symbols (and abbreviated terms)** clause is an optional element giving a list of the symbols and abbreviated terms necessary for the understanding of the document.

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order in the following sequence:

* upper case Latin letter followed by lower case Latin letter (*A*, *a*, *B*, *b*, etc.);
* letters without indices preceding letters with indices, and with letter indices preceding numerical ones (*B*, *b*, *C*, *C*m, *C*2, *c*, *d*, *d*ext, *d*int, *d*1, etc.);
* Greek letters following Latin letters (*Z*, *z*, *Α*, *α*, *Β*, *β*, …, *Λ*, *λ*, etc.);
* any other special symbols.

For convenience, this element may be combined with the Terms and definitions clause in order to bring together terms and their definitions, symbols, abbreviated terms and perhaps units under an appropriate composite title, for example “Terms, definitions, symbols, units and abbreviated terms”.

# Clause

## Subclause (level 1)

### Subclause (level 2)

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