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Standards development and publication — Applications and formats

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Submission rules — “Non-revisable” files

Circular letter 2005-07-20 “*ITSIG recommendation on the use of Acrobat and PDF in the ISO system*”

“... ITSIG has concluded that the following be applied henceforth:

- Acrobat version 4.05 and above may be used;
- distillation of files shall be to PDF compatibility level 1.3;
- to allow for the addition of digital rights management features, PDF files may be edited and saved as PDF version 1.5. ...”



\leq PDF 1.5  $>$ PDF 1.5

Submission rules — Revisable files (1)

ISO Online > Standards development
> Processes and procedures
> Drafting standards
> ISO eServices Guide
> Guidelines for preparation & submission of texts

2 Revisable files

2.1 Text files

Formats

Preferred	<ul style="list-style-type: none">— Microsoft Office Word 2003— FrameMaker 7.0
Also acceptable, in order of preference	<ul style="list-style-type: none">— Versions of Word other than version 2003— Versions of FrameMaker other than version 7.0— RTF— Common word processing formats, e.g. WordPerfect— HTML and XHTML, by prior agreement with the ISO Central Secretariat (see Clause 3 for detailed information)
Unacceptable	<ul style="list-style-type: none">— Files specific to a given printer— Files prepared using a publishing system (e.g. Ventura, PageMaker, LaTeX, etc.)

Submission rules — Revisable files (2)

ISO Online > Standards development
 > Processes and procedures
 > Drafting standards
 > ISO eServices Guide
 > Guidelines for preparation & submission of texts

3 HTML and XHTML files

HTML documents shall contain a DOCTYPE entity, reference to the DTD used and a definition of the character encoding. Unless it is necessary to use a different encoding, the following <meta> tag shall be declared inside the <head>:

```
<meta http-equiv="Content-Type" content="text/html; charset=utf-8">
```

If another character encoding has been used or is necessary, please inform us and provide any necessary information.

In *XHTML* documents, the character encoding should preferably be defined in the xml declaration in the beginning of the file, e.g.

```
<?xml version="1.0" encoding="UTF-8"?>
```

Before being sent to the ISO Central Secretariat, all files shall be validated (for example using the W3C validator <http://validator.w3.org/>), and all errors resolved unless there is a justified reason for not resolving them. In the case where validation errors remain, the justification for them shall be provided in the accompanying documents when the document is submitted.

The *HTML* document shall be tested on as many browsers as is feasible, and preferably on at least one version of ...

Submission rules — Electronic inserts (1)

ISO Online > Standards development
> Processes and procedures
> Drafting standards
> Guidelines for preparation & submission of texts

5 Rules for documents intended to be published on CD-ROM or DVD

For documents intended to be published on CD-ROM or DVD it is necessary to take into consideration the rules specified in ISO 9660, *Information processing — Volume and file structure of CD-ROM for information interchange*. In the following, it has not been attempted to respect ISO 9660 to the letter but to list what are considered to be practical rules.

a) Authorized characters:

ABCDEFGHIJKLMNOPQRSTUVWXYZ

abcdefghijklmnopqrstuvwxyz

0123456789_




b) Length: 32 characters maximum (separators and extensions included).

Submission rules — Electronic inserts (2)

- Filenaming
- Links
- Provision of information to the ISO/CS
 - Readme file
 - required file structure
 - zipping restrictions/needs
 - CD-ROM, DVD, portal (standards.iso.org)

ISO Standards Maintenance Portal

Root Folder ▾

Type	Name	Size
	9075	4 Items
	10261	3 Items
	13499	11 Items

DIS stage — Files received & used for ballot

- ≤ PDF 1.5 (files received are processed using Acrobat 6)
- (X)HTML (TC 184/SC 4 and TC 215)

DIS stage — Archiving

- Internal file system: all files received
- Balloting system and ISOTC [& NMC (at choice of NSB)]: PDF or (X)HTML, plus any electronic insert
- ISOSTD server: PDF or (X)HTML, plus any electronic insert

FDIS stage — Files received (Jan-May 2009)

- Word 2003 (in ISO template)

20 (45 %)

- Word 2002 (in ISO template)

1 (5 %)

- Word 2000 (in ISO template)

3 (15 %)

- HTML (mainly ISO/TC 184/SC 4, TC 215, occasionally ISO/IEC JTC 1)

2 %

- PDF up to version 1.5

9 %

- Formats received occasionally but refused:
 - LaTeX, XML



FDIS stage — Files used for processing

- Revisable + PDF received: revisable where possible
- PDF only received: PDF
- (X)HTML received: (X)HTML
- Electronic inserts: in format received

FDIS stage — Files for ballot

- PDF 1.3 (files distilled in-house)
- PDF 1.5 (files received and processed using Acrobat 6)
- (X)HTML (TC 184/SC 4 and TC 215)
- Electronic inserts

FDIS stage — Archiving

- Internal file system: all files received
- Balloting system and ISOTC [& NMC (at choice of NSB)]: PDF or (X)HTML, plus any electronic insert
- ISOSTD server: PDF or HTML, plus any electronic insert (SC 29: very large bitstreams which need to be chunked)

Publication stage — Archiving

- Internal file system: all files
- ISOSTD server:
 - PDF (1.3 or 1.5)
 - Word (\leq Word 2003)
 - Frame/SGML/RTF
 - (X)HTML
 - Electronic insert, CD/DVD cover, Readme
 - Graphics

Developments for 2010 — PDF

- Probable migration of ISO/CS to Acrobat 8.1
- ITSIG PDF task force Acrobat 8.1
 - PDF optimized for navigation
 - PDF-A
 - Distiller options
 - standard PS printer driver
 - configuration

Developments for 2010 — Template (1)

Next generation of STD template – objective to support

Standards authoring

Information services (metadata)

~~Standards publishing~~

~~Publication of new products~~

Developments for 2010 — Template (2)

- XML authoring/metadata template project is only one part of the development and publishing cycle – it is a means
 - to collect semi-structured content
 - to convert it to XML and XHTML
 - to validate certain elements of the content

Developments for 2010 — Template (3)

- “XML-professional” version
 - program specific
- “Basic” (passive) version (equivalent to the current model document)
 - no restrictions on programs
 - contains all styles but no macros to help author

Developments for 2010 — Template (4)

New architecture

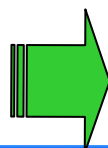
- Template
- Web services
 - validation
 - metadata import/export
 - round trip



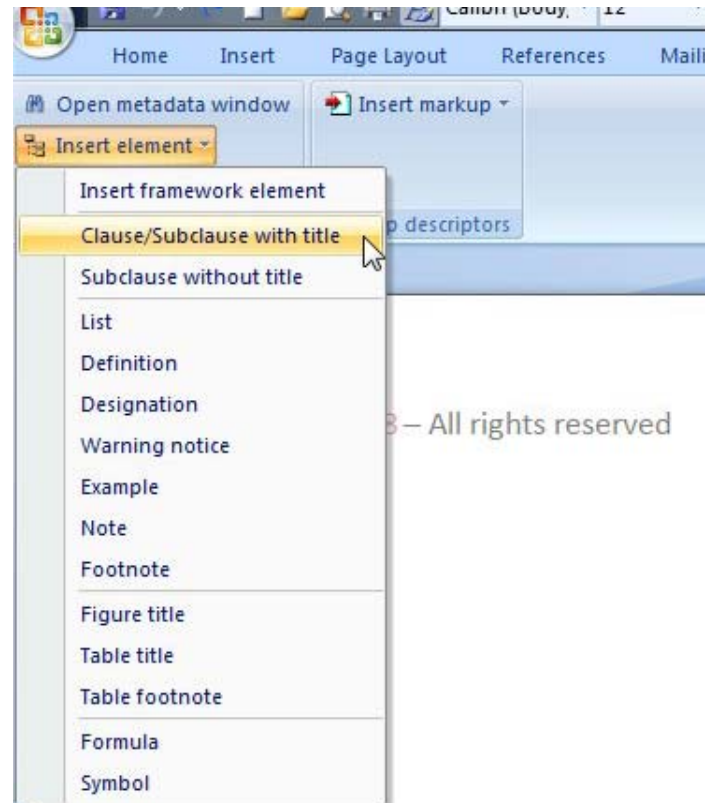
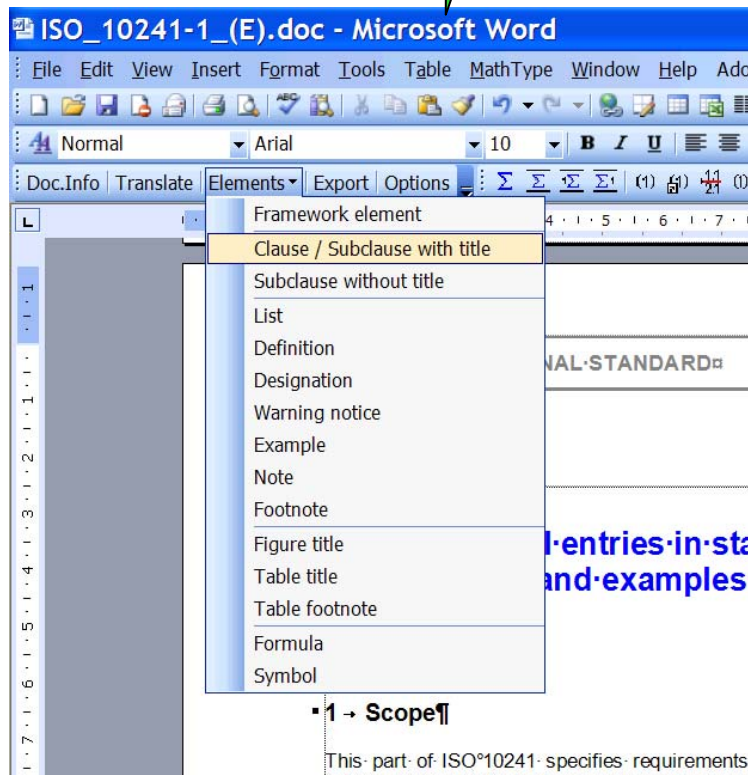
Developments for 2010 — Template (5)

Functional aim (1)

User interface having a similar look and feel to that of the current STD template



Ease of replacement; minimal retraining



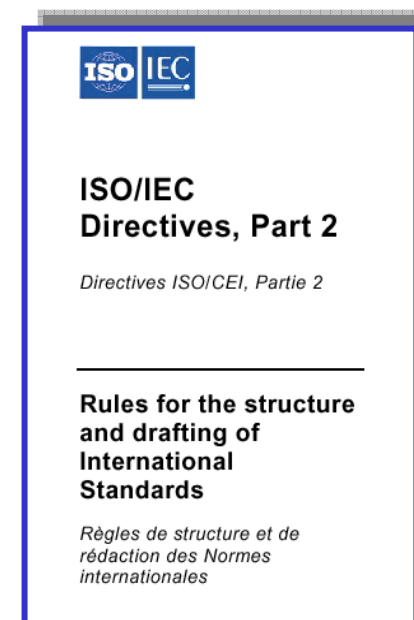
Developments for 2010 — Template (6)

Functional aim (2)

Structure in accordance with the ISO/IEC Directives, Part 2

Functional aim (3)

Context-sensitive help (e.g. extracts from the ISO/IEC Directives, Part 2)



1 → 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.¶¶

Developments for 2010 — Template (7)

Functional aim (4)

Import of documents prepared using previous versions of the STD template

Functional aim (5)

Link and packaging resources (e.g. images) to documents

Functional aim (6)

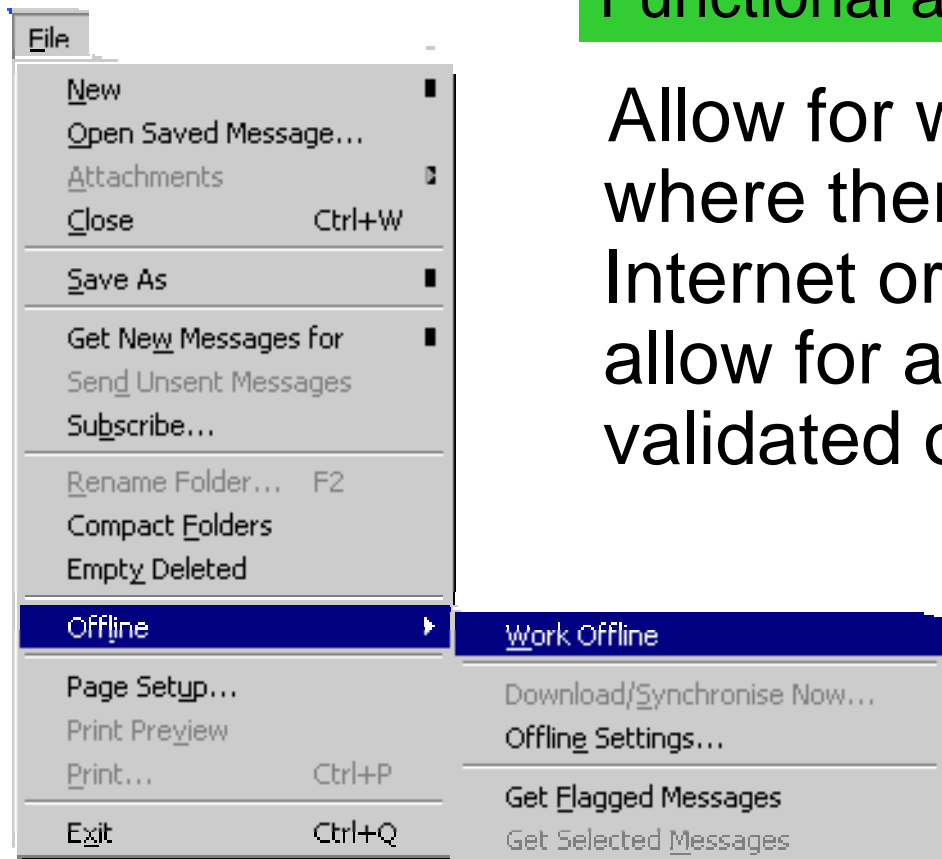
PDF rendition for proofing



Developments for 2010 — Template (8)

Functional aim (7)

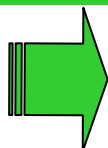
Allow for work off-line (in cases where there is no access to the Internet or access is slow) but also allow for a document instance to be validated on line



Developments for 2010 — Template (9)

Functional aim (8)

Functional aim (9)



Capture of drafts in a structured format

Conversion to and from XML (roundtrip)
[ISO/ITSIG XML DTD(s) or schema]

Provides non-technical users with ability to
create high quality structured content for XML,
HTML, PDF and text processor output

The screenshot shows the 'ISO XML project checking utility' web interface. At the top left is the ISO logo and the text 'International Organization for Standardization'. The main title is 'ISO XML project checking utility'. Below this, there are several input fields and buttons: 'Please choose a file:' with a text box containing 'C:\Users\cepdev2\Desk' and a 'Browse...' button; 'Choose template:' with a dropdown menu showing 'ISO'; 'Choose a metadata file:' with a text box and a 'Browse...' button; 'Which schema do you want to use?' with a dropdown menu showing 'All'; and 'Do you want to' with a dropdown menu showing 'Convert Word to XML and download'. A red oval highlights the 'Do you want to' dropdown menu. At the bottom left is an 'Upload' button.

Developments for 2010 — Template (10)

Functional aim (10)

Validation of

- fonts
- links inside documents
- document structure

[back](#)

Validating against schema: -all

```
C:\WINDOWS\system32:6:9: error: unfinished element "teiHeader": "fileDesc" required to finish the element
C:\WINDOWS\system32:9:25: error: element "p" from namespace "http://www.tei-c.org/ns/1.0" not allowed in this context
C:\WINDOWS\system32:13:25: error: element "p" from namespace "http://www.tei-c.org/ns/1.0" not allowed in this context
C:\WINDOWS\system32:17:20: error: element "p" from namespace "http://www.tei-c.org/ns/1.0" not allowed in this context
```

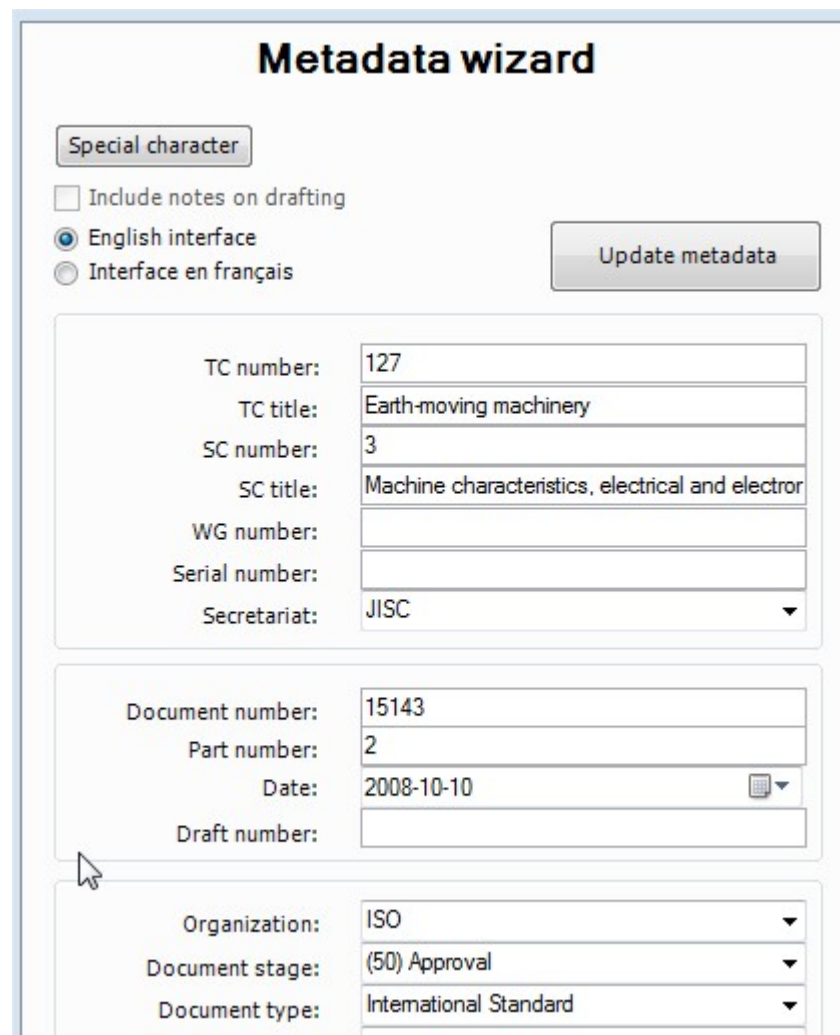
Developments for 2010 — Template (11)

Functional aim (11)

Import of

- project metadata, e.g. titles data, metadata on committees, number of technical/manuscript pages, boilerplate texts, etc.
- terms and definitions

 Capability to manage boilerplate texts etc. centrally



The screenshot shows a 'Metadata wizard' window with the following fields and options:

- Special character** (button)
- ☐ Include notes on drafting
- ☒ English interface
- ☐ Interface en français
- Update metadata** (button)
- TC number:** 127
- TC title:** Earth-moving machinery
- SC number:** 3
- SC title:** Machine characteristics, electrical and electror
- WG number:** (empty)
- Serial number:** (empty)
- Secretariat:** JISC (dropdown)
- Document number:** 15143
- Part number:** 2
- Date:** 2008-10-10 (calendar icon)
- Draft number:** (empty)
- Organization:** ISO (dropdown)
- Document stage:** (50) Approval (dropdown)
- Document type:** International Standard (dropdown)

Developments for 2010 — Template (12)

Functional aim (12)

Import of

- data for referenced documents with related metadata and validation of references

Id	Reference	Ed	Sta	Sub	Vs	Started	Committee
26012	ISO 19107:2003	1	90	60	1	2008-09-17	TC 211

Geographic information — Spatial schema

Information géographique — Schéma spatial

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 19107:2003, *Geographic information — Spatial schema*

Developments for 2010 — Template (13)

Functional aim (13)

Export of

- project metadata, e.g. title data, metadata on committees, number of technical/manuscript pages, etc.

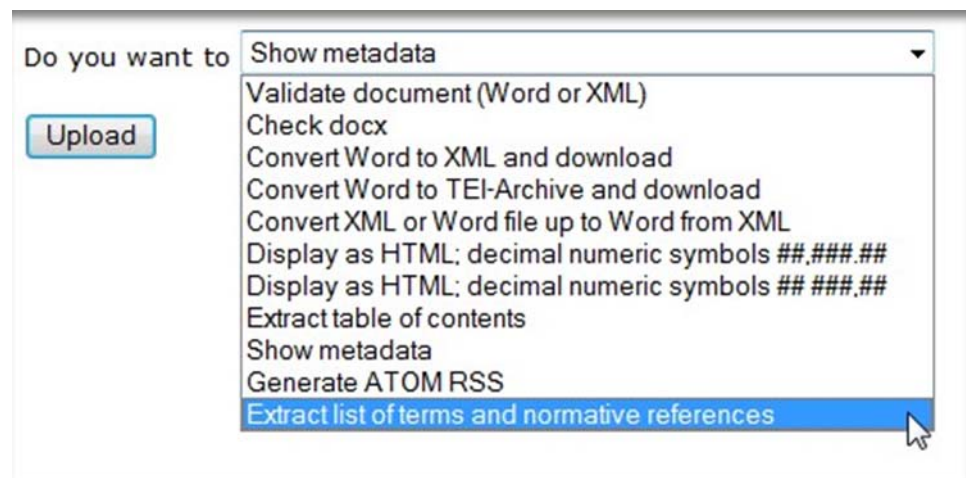
 International Organization for Standardization		Report on metadata
Today's date	2009-05-04T17:03:29.413+02:00	
title	Earth-moving machinery — Worksite data exchange — Part 2: Data dictionary	
title_introduutory_en	Earth-moving machinery	
title_main_en	Worksite data exchange	
title_complementary_en	Part 2: Data dictionary	
title_introduutory_fr	Engins de terrassement	
title_main_fr	Échange de données sur le chantier	
title_complementary_fr	Part 2: Dictionnaire de données	
authority	JISC	
committee	TC 127/SC 3	
documentNumber	15143	
partNumber	2	
year	2008	

Developments for 2010 — Template (14)

Functional aim (14)

Export of

- data for ISO and ISO/IEC references with related metadata
- extracts of certain elements, e.g. TOC, introduction, scope, conformance, normative references
- terms and definitions



Developments for 2010 — Template (15)

Functional aim (15)

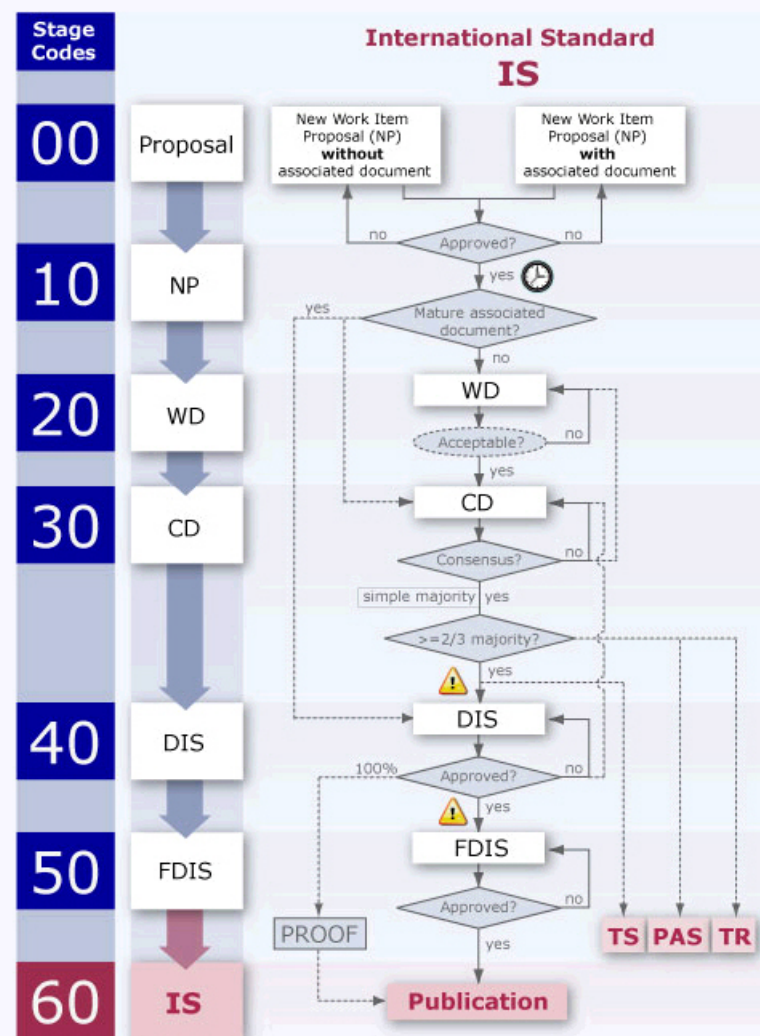
Extensible ...

- Thousand / decimal separators
- Markup of provisions

```
209 | | | | | <p>
210 | | | | | <seg xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="statement">In continuous sampling, every sub-lot is sampled and the
    | | | | | same minimum number of increments</seg> (<seg xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="requirement">see 4.4.5.2</seg>) <seg
    | | | | | xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="statement">is collected from each sub-lot.</seg>
211 | | | | | <seg xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="statement">There are as many sample results for the lot as there are
    | | | | | sub-lots.</seg>
212 | | | | | <seg xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="recommendation">The mean result for the lot should be of the required
    | | | | | precision</seg>
213 | | | | | <seg xmlns:iso="http://www.iso.org/ns/1.0" iso:provision="possibilityandcapability">but if it is desired to check that the required
    | | | | | precision has been attained, it is possible to do this by using the procedures of replicate sampling described in ISO 13909-7.</seg>
214 | | | | | </p>
215 | | | | | </div>
```


Future workflow ?

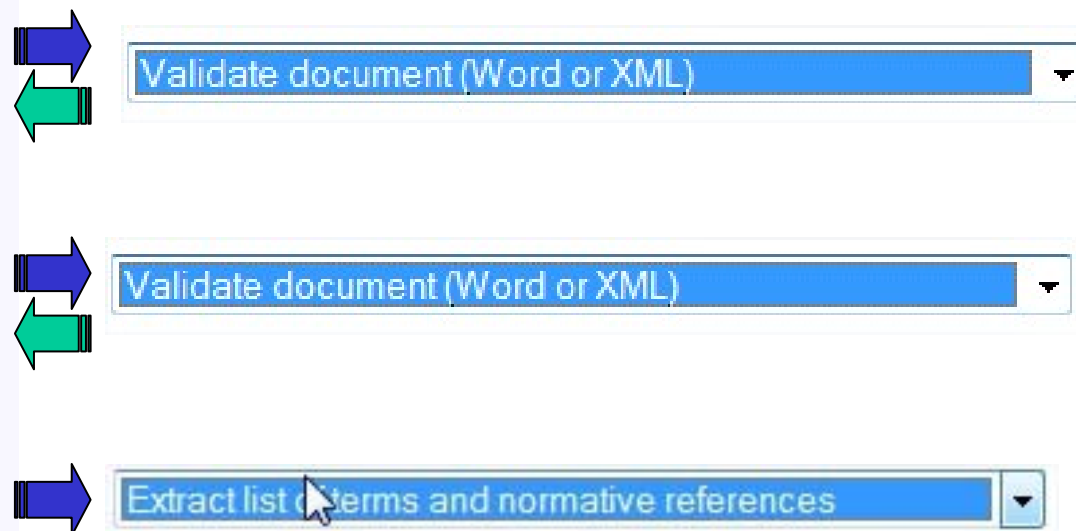
International Standards (IS)



Web services

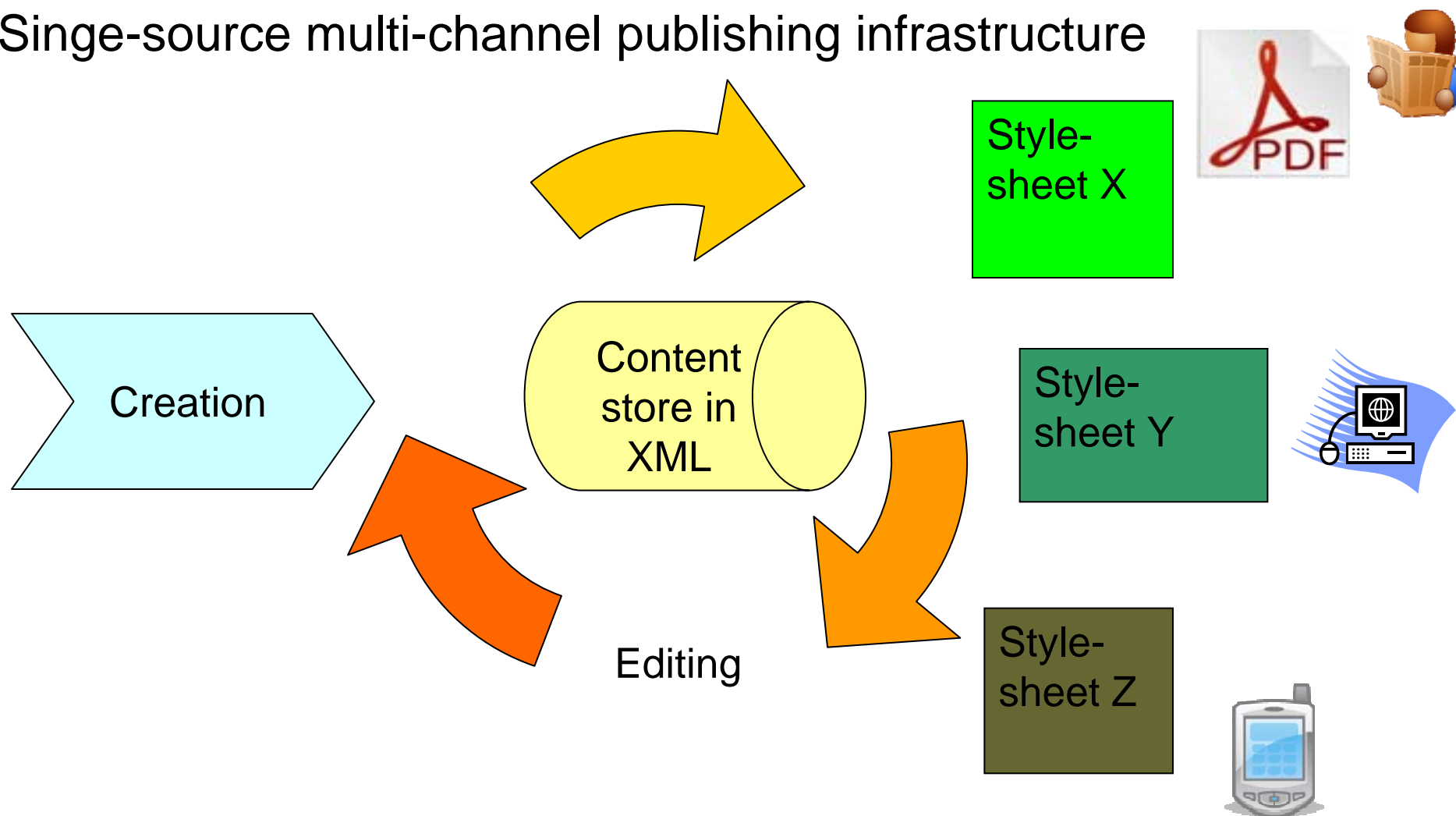


project metadata, normative references, ...

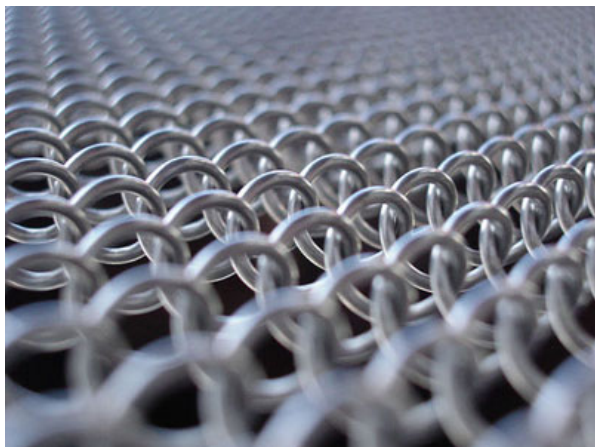


Future workflow ?

Singe-source multi-channel publishing infrastructure



Foundation for further developments



- Ability to link content between XML documents (conformant with the XML schema)

- Possibility to “slice and dice” XML documents (conformant with the ISO schema)

