Requirements and guidelines for the submission of drafts to ISO/CS

Quick overview

Elements to be provided to ISO/CS	TR, TS, PAS, IWA	1st DIS	2nd DIS, FDIS or direct pub.
Complete text in the original language (the reference PDF), including all figures, tables, etc. in place	X	X	X
Word file (complete and without track-changes)	X	X	X*
Revisable graphics files	X	X	X
Explanatory report (Form 8A) and comments on the final CD and secretariat observations	—	X	—
Report of voting (Form 13 + result of ballot + table of comments with secretariat observations)**	—	—	X
Please specify any special considerations (e.g. specific market needs, ballot results before a certain date, inclusion of URNs, use of colours, etc.) that should be considered by ISO/CS in the dedicated Submission Interface comment field.			
* ISO/CS edited DIS file shall be used for the preparation of the revised text (the watermarking shall be kept), when available.			
** In the case of minor revisions, Form 08B shall be used. In the case of CEN Lead projects, Form 13 is not required.			

General Guidelines

Text

Drafts should only be prepared using the ISO simple template.

Using the template enables automatic draft pre-treatment, reduced manual intervention and speeds up the process. Drafts submitted in a simple Word file will require a lot more manual work.

Due to the use of some automated document layout processes, the PDF of the final published deliverable will not be an identical copy of the MS Word file. Consequently, drafts should not contain page breaks, column breaks or section breaks, used to modify the presentation of the draft in Word format.

Hyperlinks and field codes in the MS Word file are incompatible with XML processing and will be lost. Hyperlinked cross-references will be created in the generated PDF file in the course of the processing.

Code extracts need to be pre-styled in Courier New font to preserve formatting. All other text is converted to Cambria font.

In addition, drafts submitted to ISO/CS shall be complete and without track-changes. In the case of documents being developed under the Vienna Agreement with CEN and supporting EU legislation, it is

important that any required Annexes (e.g. Annex ZA, Annex ZB, Annex ZC, etc.) be included in the submitted complete text (i.e. they shall not be submitted as separate files).

Mathematical expressions

It is recommended to use MathType (version 6.9 and upwards) for composing mathematical expressions in standards. MathType is available for purchase online or can be downloaded as a free trial for a limited time.
However, MS Word includes a basic equation tool that can also be used to this end, noting that it may not be able to handle complex expressions. When mathematical expressions edited in MS Word are submitted to ISO/CS, they are converted to MathType.

There are two reasons for this:

1. MathType is reliable in exporting mathematical expressions into MathML (the XML for math).

2. MathType exports an image of mathematical expressions in *.eps* format, which are used in the PDF published by ISO/CS.

Mathematical expressions should be prepared **in Cambria font**.

ISO/CS does not accept mathematical expressions submitted as:
- Images
- LaTex
- MathML
- MathCAD
- Word drawings

Tables

ISO deliverables frequently contain information presented in the form of tables. Given that the Word document submitted to ISO/CS is converted into XML format, which is in turn converted into PDF format, eBooks, online browsing platform content, etc., it is imperative that tables are prepared correctly.

Our processing system is able to deal with different border styles at cell level, as well as cell colours.

The following guidelines should be kept in mind when preparing tables:

- Do not submit tables as image files
- Do not use nested tables (i.e. tables within tables)
- Do not use vertical text in table cells
- Do not use indentation in table cells
- Tables that span over more than one page should be composed as a whole table in MS Word, using the 'repeat header rows' option (i.e. do not manually split tables)
- Avoid using landscape tables wherever possible

Graphics

As a general rule, submitted graphic files (e.g. diagrams, technical drawings) need to be revisable and language neutral (with the exception of flowcharts and organigrams). All drawing elements within the graphics (lines, symbols, etc.) must be modifiable, allowing ISO/CS to adjust or change them when necessary during the editing process. All text elements must be editable, and not pixelized or outlined text. In addition, the revisable graphic files are made available to the ISO members for their publishing activities.

To this end, please submit revisable (vector-drawn) files. ISO/CS is not responsible for redrafting graphics that are not revisable.

ISO/CS recommends the formats listed below:

- AutoCAD (.dwg or .dxf)
- Illustrator (.ai)
- Vector file type (.eps .svg .wmf or .emf)
- Word (.doc .docx), Excel (.xls .xlsx), Powerpoint (.ppt .pptx), Visio (.vsd .vsdx)
- CorelDraw (.cdr)
- Photoshop (.psd)

The following formats may be used only for images, pictures, etc. where there are no text elements:

- .png, .tif, .jpeg

The font used within the figures should be Cambria, except for technical drawings (e.g. mechanical engineering drawings), for which ISO 3098-2 should be followed (i.e. using Latin font).

In figures which are not technical drawings other fonts are permissible if the figures are clear and the font used within them is consistent throughout a document – in this case, there is no need to change the font to Cambria.

The size of the text should be as follows:

- 14 pts or 3,5 mm (Autocad) for keys, sections and details
- 10 pts or 2,5 mm (Autocad) for the texts
- 7 pts or 1,8 mm (Autocad) for footnotes, superscripts and subscripts

If the dimensions indicated above are too big, they may be adjusted, but please maintain the same ratio between them, e.g.:

- 12 pts for keys, etc.
- 8 pts for the texts
- 5 pts for footnotes, etc.

In order to facilitate the automated production processes, please name figure files according to the following conventions:

1. **Standard, TS, TR, PAS, IWA**
   StandardNumber-partNumber_editionNumber**/**figureNumber

   e.g. For the first edition of ISO 12345-1, figure files should be named as
   12345-1_ed1fig1.dwg, ***12345-1_ed1fig2***.ai, etc... For figure files in an annex (e.g. Annex A), they should be named ***12345-1_ed1figA1***.dwg, ***12345-1_ed1figA2***.ai, etc.

2. **Amendments**
   StandardNumber-partNumber_editionNumber/amdNumber**/**figNumber

e.g. For the second amendment to the first edition of ISO 12345-2, figure files should be named as ***12345-2_ed1amd2fig1****.dwg* ***12345-2_ed1amd2fig2****.ai,* etc.