



standards

How to **write** **standards**

Tips for standards writers



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How this document can help you

This document is for people wanting to write clear, concise and user-friendly ISO International Standards and other publications.

For more detailed authoring and editorial rules, please see the ISO/IEC Directives, Part 2, 2011, *Rules for the structure and drafting of International Standards* (referred to as DP2 in this document).

Writing plain language

Write International Standards with the user in mind. Using plain language is an effective means of getting your message across so that the reader takes the action you want.

By being clear, concise and readable – but not simplistic – writers can avoid misinterpretation. In addition, this style of writing reduces the time and cost of translation. Because it makes understanding clearer, it also reduces discussion during drafting.

Keep in mind that using plain language does not mean reducing the length of your message or changing its meaning. It does not mean oversimplifying your text. You should keep your technical readership in mind.

How to use plain language:

- Be clear to yourself about your main message – try reading it to yourself out loud
- Put yourself in the place of the reader
- Keep your sentences short. Have one idea per sentence. Drop words you don't need and avoid long lists in sentences
- Use the active voice whenever possible

- Be concise. Use short, simple words. Avoid turning verbs into nouns
- Punctuate your writing carefully. Use more full stops, fewer commas and brackets. Use lists when you can
- Phrase your points positively
- Pay special attention to the scope of the document
- Use everyday language whenever possible and reduce jargon
- Use inclusive language where possible

To sum up, “Say what you mean, using the simplest words that fit.”

Title (DP2 Clause 6.1.1)

The title must be clear and concise. It can include the following elements:

- a) an introductory element
- b) a main element
- c) a complementary element

- a) *Cereals and pulses –*
- b) *Specification and test methods –*
- c) *Part 1: Rice*

Table of contents

(DP2 Clause 6.1.2)

The table of contents is an optional element. As a general rule, it is useful for documents of more than 10 pages.



Foreword (DP2 Clause 6.1.3)

The forewords of ISO documents are standard texts drafted by ISO's Technical Management Board. ISO Central Secretariat (ISO/CS) inserts them during editing and publishing.

Introduction (DP2 Clause 6.1.4)

The introduction is optional but ISO encourages its inclusion. It may describe the content of the standard and give information on why the standard is needed. It can help users decide whether the standard meets their needs. Don't include any disclaimers or statements intended to limit the use of the standard.

Introduction

This part of ISO 17301 was developed in response to worldwide demand for minimum specifications for rice traded internationally, since most commercial bulks of grain, which have not been screened or aspirated, contain a proportion of other grains, weed seeds, chaff, straw, stones, sand, etc. The vegetable materials can have physical and biological properties which differ from those of the main constituent and can therefore affect the storage behaviour.

In addition, rice is a permanent host to a considerable microflora;

Scope (DP2 Clause 6.2.1)

The scope is mandatory and it describes what the document does (for example, This International Standard: “specifies”, “establishes”, “gives guidelines for”, “defines terms”).

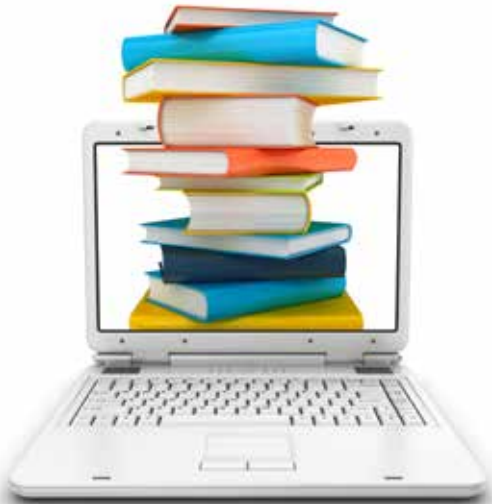
1 Scope

This part of ISO 17301 specifies minimum requirements and test methods for rice (*Oryza sativa* L.).

It is applicable to husked rice, husked par-boiled rice, milled rice and milled parboiled rice, suitable for human consumption, directly or after reconditioning.

It is not applicable to cooked rice products.

You should express it as a series of statements of fact. Don't put any requirements in the scope.



Normative references

(DP2 Clause 6.2.2)

The normative references clause is optional, and lists other documents which are indispensable for the application of the standard.

Remember to date your references if reference is made to a specific clause, subclause, figure, table etc., in another document.

The preference is to make references to other ISO and IEC standards. Standards from other organizations can also be referenced under certain conditions.

2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 712, *Cereals and cereal products – Determination of moisture content – Routine reference method*

ISO 950:1979, *Cereals – Sampling (as grain)*

Terms and definitions

(DP2 Clause 6.3.1)

This is an optional clause clarifying the meaning of certain words in the context of the standard.

All terms and definitions from ISO publications are publicly available on the ISO Online Browsing Platform (www.iso.org/obp). You can search this resource to see if any other committees have already defined terms you can use.

A definition is a single phrase that can replace the term wherever used. It should not take the form of, or contain, a requirement or recommendation.

The example below shows a range of elements that can be included in a term entry:

3.2

special language

language for special purposes

LSP

language used in a *domain* (3.1.2) and characterized by the use of specific linguistic means of expression

NOTE 1 to entry: The specific linguistic means of expression always include domain- or subject-specific terms and other kinds of designations as well as phraseology and also may cover stylistic or syntactic features.

Clauses (DP2 Clause 6.3.3)

Clauses and subclauses form the main part of any standard. This is the section that tells users of the standard what they need to do to implement it.

Number clauses and subclauses to help people reference key parts of the standard.

In ISO we have the concept of normative and informative parts of a document. Normative parts contain requirements you need to comply with. Informative parts are there to help you do that.

In all clauses, you should be clear about what is a requirement and what is a recommendation or other statement. ISO uses the following words to make the distinction:

- Requirements: shall, shall not
- Recommendations: should, should not
- Permission: may, need not
- Possibility and capability: can, cannot

ISO does not allow its standards to mandate the use of services such as testing, and certification (for example, by another company). Write the requirements so they can be verified by anyone.

In ISO standards, it is best not to refer to trademarks or companies. Patented items can be referred to under certain conditions. Please contact your committee secretary or ISO Central Secre-

tariat contact if you need more information about including these elements.

Notes and examples are used for giving additional information intended to assist the understanding or use of the document. Don't put any requirements in the notes or examples. You can also

refer to a specific document rather than repeating large portions of text (see example below).

4 Physical and chemical characteristics

4.1 The mass fraction of moisture, determined in accordance with ISO 712, using an oven complying with the requirements of IEC 61010-2, shall not be greater than 15%.

The mass fraction of extraneous matter and defective kernels in husked and milled rice, whether or not parboiled, determined in accordance with Annex A, shall not be greater than the values specified in Table 1.

NOTE Lower mass fractions of moisture are sometimes needed for certain destinations depending on the climate, duration of transport and storage. For further details, see ISO 6322-1, ISO 6322-2 and ISO 6322-3.

4.2 The defect tolerance for the categories considered, and determined in accordance with the method given in Annex A, shall not exceed the limits given in Table 1.

5 Sampling

Sampling shall be carried out in accordance with ISO 950:1979, Clause 7.



Tables (DP2 Clause 6.6.6)
and figures (DP2 Clause 6.6.5)

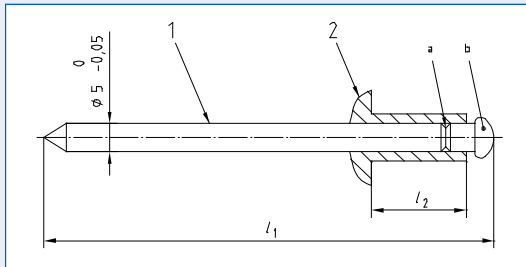
Tables and figures should have labels and titles as shown below :

Table 1 – Maximum permissible mass fraction of defects

Defect	Maximum permissible mass fraction of defects			
	w_{max} %			
	in husked rice	in milled rice (non-glutinous)	in husked parboiled rice	in milled parboiled rice
Extraneous matter :				
organic ^a	1,0	0,5	1,0	0,5
inorganic	0,5	0,5	0,5	0,5

NOTE 1 Only full red husked (cargo) rice is considered in this table.
 NOTE 2 Some commercial contracts require information in addition to that provided in this table.
 a : Organic extraneous matter includes foreign seeds, husks, bran, parts of straw, etc.

Notes used in tables and figures follow the same guidelines as notes to text.



Key

- 1 mandrel shank
- 2 blind rivet head

The mandrel shall be designed such that the blind rivet end deforms during installation, and the shank can expand.

NOTE Figure 1 illustrates a type A rivet head.

- a The break area shall be milled.
- b The mandrel head is commonly chromium plated.

Figure 1 – Blind rivet

Mathematical formulae

(DP2 Clause 6.6.10)

Use the International System of Units.

Explain the meaning of the symbols used in a formula in a list below the formula.

Number your formulae sequentially in the text as shown below:

$$v = \frac{l}{t} \quad (1)$$

where

v is the speed of a point in uniform motion

l is the distance travelled

t is the duration

$$x^2 + y^2 < z^2 \quad (2)$$

where

x is the mass

y is the acceleration

z is the force



Annexes

Annexes are used to provide additional information to the user of the standard. They can be normative (for example, a test method that the user is required to follow) or informative (additional information that complements the user's understanding). Annexes are designated by a capital letter (A, B, C, etc.). Annex A is the first annex cited.

Annex A (informative)

Attributes of enhanced risk management

A.1 General

All organizations should aim at the appropriate level of performance of their risk management framework in line with the criticality of the decisions that are to be made. The list of attributes below represents a high level of performance in managing risk. To assist organizations in measuring their own performance against these criteria, some tangible indicators are given for each attribute.

A.2 Key outcomes

A.2.1 The organization has a current, correct and comprehensive understanding of its risks.

A.2.2 The organization's risks are within its risk criteria.

A.3 Attributes

A.3.1 Continual improvement

An emphasis is placed on continual improvement in risk management through the setting of organizational performance goals...

Bibliography (DP2 Clause 6.4.2)

List documents here that provide background information to the user.

Bibliography

- [1] ISO 78-2, *Chemistry – Layouts for standards – Part 2: Methods of chemical analysis*
- [2] ISO/IEC Guide 98-3, *Uncertainty of measurement – Part 3: Guide to the expression of uncertainty in measurement (GUM:1995)*
- [3] ICC Standard No. 167. *Determination of the protein content in cereal and cereal products for food and animal feeding stuffs according to the Dumas combustion method* (see www.icc.or.at)
- [4] European Directive 71/347/EEC, *Approximation of the laws of the Member States relating to the measuring of the standard mass per storage volume of grain*, Annex I, October 12, 1971
- [5] Nitrogen-ammonia-protein modified Kjeldahl method – Titanium oxide and copper sulfate catalyst. *Official Methods and Recommended Practices of the AOCS* (ed. Firestone, D.E.), AOCS Official Method Ba Ai 4-91, 1997, AOCS Press, Champaign, IL
- [6] Berner, D.L. and Brown, J. Protein nitrogen combustion method collaborative study I. Comparison with Smalley total Kjeldahl nitrogen and combustion results. *J. Amer. Oil Chem. Soc.*, 71 (11), 1994, pp. 1291-1293

Preferred file formats

ISO accepts documents in all versions of MS Word formats.

ISO prefers drawings as: DWG or DXF files (in AutoCAD 2011 format or less), Vector AI and vector EPS. However almost all other drawing formats are also acceptable.

Graphical symbols

If your standard contains graphical symbol(s), please contact [ISO/TC 145 Graphical symbols](#) to have it reviewed.

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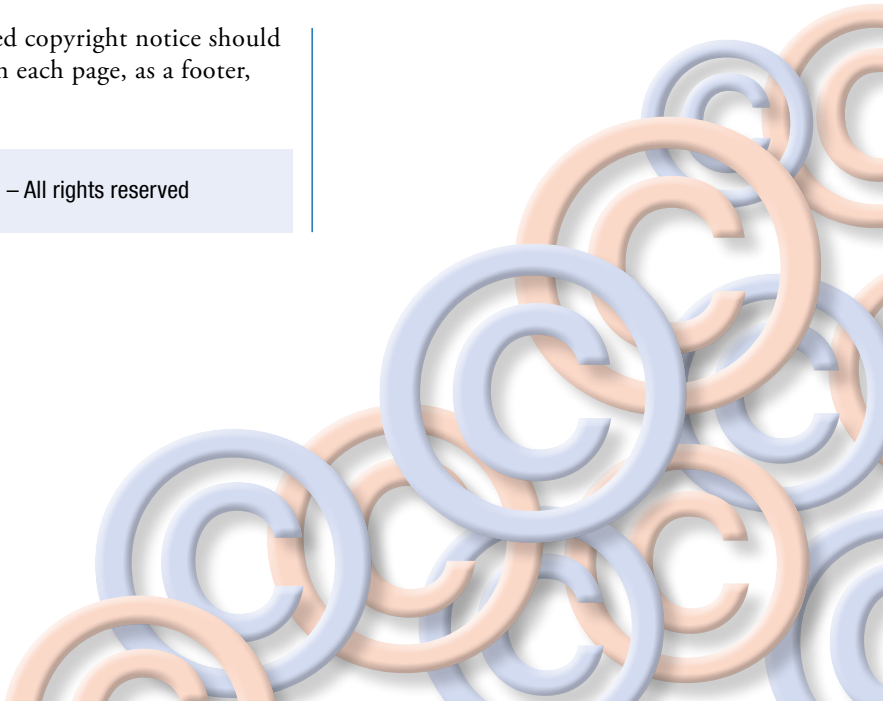
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