International Organization for Standardization
Organisation internationale de normalisation
Международная организация по стандартизации

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 08A) 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.			
** If the decision is the result of an SR ballot, Form 21 can be uploaded in the Submission Interface. If not, Form 08A (for DIS), or Form 08B (FDIS for minor revisions), shall be submitted. *In the case of CEN Lead projects, Form 08A and Form 13 are 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).

Colour

Colour should not be used as the exclusive way to convey meaning in any element of an ISO document as it can cause issues with accessibility and legibility. Not all users will easily distinguish between colours or be able to view the document on a screen. If printed in black and white, the meaning will be unclear.

In tables, use text (e.g. footnotes) rather than shading to define the contents of a table cell.

In graphics, use dots and dashes, rather than colours, to differentiate between lines on a graph.

Mathematical expressions

Mathematical expressions include formulae, fractions, matrices and symbols.

Complex formulae, fractions and matrices should be displayed on a separate line and preferably numbered. Displayed expressions should not contain spaces or punctuation; these should be typed as part of the main document text.

Simple formulae and symbols should be typed inline along with the main document text. Symbols are available from the Insert menu in Word.

MathType (version 6.9 and upwards) should be used for creating displayed expressions. This is because:

- MathType is reliable in exporting mathematical expressions into MathML (the XML for math).
- MathType exports an image of mathematical expressions in .eps format, which are used in the PDF published by ISO/CS.

MS Word includes a basic equation tool that can be used to create displayed equations, but it is not always able to handle complex expressions. When mathematical expressions created using this tool are submitted to ISO/CS they are converted to MathType. This conversion increases the processing time and the risk of the expressions changing.

MathType is available for purchase online or can be downloaded as a free trial for a limited time.

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.

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)
- Avoid using vertical text in table cells
- Avoid using 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), having a single title for the whole table and with column widths identical for the same column over different pages
- Avoid using landscape tables wherever possible
- Do not use colour or shading to define contents within tables
- Rows of tables should be created as rows, not by adding line returns within a table cell

Graphics

Graphics should be prepared to comply with the [DRG Directives](#) and using the [templates for drawing files](#).

As a general rule, submitted graphic files (e.g. diagrams, technical drawings) need to be revisable. They should also be 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. Colour should not be used in graphics to convey meaning.

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.