
International Standard



5966

INTERNATIONAL ORGANIZATION FOR STANDARDIZATION • МЕЖДУНАРОДНАЯ ОРГАНИЗАЦИЯ ПО СТАНДАРТИЗАЦИИ • ORGANISATION INTERNATIONALE DE NORMALISATION

Documentation — Presentation of scientific and technical reports

Documentation — Présentation des rapports scientifiques et techniques

First edition — 1982-03-15

UDC 06.055 : 655.535

Ref. No. ISO 5966-1982 (E)

Descriptors : documentation, technical documents, presentation.

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Price based on 22 pages

Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards institutes (ISO member bodies). The work of developing International Standards is carried out through ISO technical committees. Every member body interested in a subject for which a technical committee has been set up 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.

Draft International Standards adopted by the technical committees are circulated to the member bodies for approval before their acceptance as International Standards by the ISO Council.

International Standard ISO 5966 was developed by Technical Committee ISO/TC 46, *Documentation*, and was circulated to the member bodies in June 1978.

It has been approved by the member bodies of the following countries :

Austria	India	New Zealand
Belgium	Iran	Poland
Brazil	Ireland	Romania
Canada	Israel	South Africa, Rep. of
Czechoslovakia	Italy	Spain
Egypt, Arab Rep. of	Japan	Switzerland
France	Korea, Rep. of	USA
Germany, F.R.	Mexico	Yugoslavia
Hungary	Netherlands	

The member bodies of the following countries expressed disapproval of the document on technical grounds :

Denmark
Finland
Sweden

Documentation — Presentation of scientific and technical reports

0 Introduction

Reports now form one of the major sources of scientific and technical information, and many centres exist or are envisaged for their widespread dissemination. This growth in their volume and use has revealed a need for standard practices that will aid in their interpretation and understanding and will facilitate their processing through information systems.

Reports, however, differ from commercial publications in that they are prepared by a wide variety of organizations, of which very few have editing and printing facilities as extensive as those normally possessed by commercial publishers. The responsibility for applying standards in reports therefore rests predominantly either on local editors or on the authors themselves, using often very limited publishing facilities.

This International Standard has been prepared with such situations in mind. To facilitate its application by authors and local editors, the document has been made self-contained by summarizing or exemplifying important points from other International Standards when these apply. In addition, although it proposes ideals, at many points it also suggests alternatives that may be used if the ideal cannot be achieved through lack of suitable production facilities.

Moreover, it has recognized that an organization's policy may require, or production facilities permit, a more economic format than is conventionally used for scientific and technical reports. More economic layouts, which frequently require the use of photo-reduction, have therefore been suggested at various points in the text. For paper economy, a microform edition may be recommended.

1 Scope

This International Standard specifies the broad way in which scientific and technical reports should be presented and gives rules for those items where a uniform procedure will assist the

interchange of information either by aiding readers' understanding or facilitating the processing of the report in an information system. It does not consider matters of textual style or language, which must be guided at national or organizational levels.

Account has been taken throughout of the requirements laid on the producer of a scientific and technical report by the use of electronic or magnetic storage and retrieval, abstracting services and microform techniques in its eventual processing through information systems.

2 Field of application

This International Standard applies to monographic scientific and technical reports as defined below, whether referred to as reports, memoranda or notes. It may also be applied, in whole or in part, to other scientific or technical documents, such as annual reports, manuals, especially when these are published by organizations simultaneously publishing scientific and technical reports. This International Standard deals exclusively with technical aspects of the presentation of reports to the exclusion of the problems of copyright.

3 References

ISO 4, *Documentation — International code for the abbreviation of titles of periodicals*.

ISO 30, *Documentation — Bibliographic identification (biblid) of serial publications*.¹⁾

ISO 31 (parts 0 to 13), *Quantities, units and symbols*.

ISO 214, *Documentation — Abstracts*.

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series*.

1) At present at the stage of draft. (Revision of ISO/R 30-1956.)

ISO 478, *Paper — Untrimmed stock sizes for the ISO-A series — ISO primary range.*

ISO 690, *Documentation — Bibliographic references — Essential and supplementary elements.*

ISO 1000, *SI units and recommendations for the use of their multiples and of certain other units.*

ISO 2014, *Writing of calendar dates in all-numeric form.*

ISO 2108, *Documentation — International standard book numbering (ISBN).*

ISO 2145, *Numbering of divisions and subdivisions in written documents.*

ISO 2955, *Information processing — Representation of SI and other units for use in systems with limited character sets.*

ISO 3297, *Documentation — International standard serial numbering (ISSN).*

ISO 6357, *Documentation — Spine titles on books and other publications.*¹⁾

International list of periodical title word abbreviations, by International Serials Data System (ISDS).

4 Definition

scientific and technical report : A document describing the progress or results of scientific or technical research, or the state of a scientific or technical problem.

NOTE — Such a report presents sufficient information, systematically or chronologically, that a qualified reader can judge, evaluate or propose modifications to its conclusions or recommendations.

Such a report is prepared for a sponsoring organization or person and generally constitutes one of a numbered occasional series for internal or wider distribution.

5 Ordering of the report

5.1 Division [see table 1]²⁾

For the purposes of this International Standard, a report is considered to comprise the following major parts :

- a) front matter (including the front cover, if required);
- b) body of report;

- c) annexes;
- d) other end matter (including the back cover, if required).

These are composed as follows :

5.1.1 Front matter [see clause 6 and table 1]

The front matter shall consist of the following, in the order given :

- a) outside and inside front cover (cover pages 1 and 2), if required [6.1];
- b) title page [6.2];³⁾
- c) abstract [6.3];
- d) table of contents [6.4];
- e) glossary of signs, symbols, units, abbreviations, acronyms or terms [6.5];
- f) preface, if required [6.6].

5.1.2 Body of report [see clause 7 and table 1]

The body of the report shall consist of the following, in the order given :

- a) introduction [7.1];
- b) core of report, with essential illustrations and tables [7.2];
- c) conclusions and recommendations [7.3];
- d) acknowledgments, if any [7.4];
- e) list of references [7.5].

5.1.3 Annexes [see clause 8 and table 1]

These are considered separately from the other end matter because, although not always required, they may form a substantial part of some reports.

5.1.4 Other end matter [see clause 9 and table 1]

The other end matter shall consist of the following, in the order stated :

- a) document data sheet [9.1];³⁾
- b) distribution list and availability (sources and conditions), if required [9.2];
- c) inside and outside back cover (cover pages 3 and 4), if required [9.3].

1) At present at the stage of draft.

2) Footnote on page 3 states whether or not the items are obligatory.

3) For economic reasons the title page may be replaced by the document data sheet.