

## REQUIREMENTS AND GUIDELINES FOR THE SUBMISSION OF DRAFTS TO ISO/CS

Draft developed ...	1 <sup>st</sup> DIS	FDIS or direct publication, 2 <sup>nd</sup> DIS	TR, TS, PAS, IWA
... online (OSD)	Complete <b>online text</b> with: <ul style="list-style-type: none"> <li>— <b>revisable graphics files</b> included directly in the online document</li> <li>— tables and formulae created in the online document</li> <li>— all comments resolved</li> <li>— all track changes resolved</li> </ul>	Complete <b>online text</b> with: <ul style="list-style-type: none"> <li>— <b>revisable graphics files</b> included directly in the online document</li> <li>— tables and formulae created in the online document</li> <li>— all comments resolved</li> <li>— all track changes resolved</li> </ul>	Complete <b>online text</b> with: <ul style="list-style-type: none"> <li>— <b>revisable graphics files</b> included directly in the online document</li> <li>— tables and formulae created in the online document</li> <li>— all comments resolved</li> <li>— all track changes resolved</li> </ul>
	A consolidated single PDF file containing: <ul style="list-style-type: none"> <li>— explanatory report (<b>Form 08A</b>)<sup>a</sup></li> <li>— result of consultation/ballot</li> <li>— table of comments from the last consultation/ballot with observations of the secretariat</li> </ul>	A consolidated single PDF file containing: <ul style="list-style-type: none"> <li>— report of voting (<b>Form 13</b>)<sup>a</sup></li> <li>— result of ballot</li> <li>— table of comments from the last ballot with observations of the secretariat</li> </ul>	Table of comments from the last consultation/ballot with observations of the secretariat
... using <b>Word template for ISO standards</b>	Complete <b>Word file</b> <ul style="list-style-type: none"> <li>— without track-changes</li> </ul>	Complete <b>Word file</b> <ul style="list-style-type: none"> <li>— without track-changes</li> <li>— based on the ISO/CS edited DIS file (the watermarking shall be kept), when available.</li> </ul>	Complete <b>Word file</b> <ul style="list-style-type: none"> <li>— without track-changes</li> </ul>
	Complete reference PDF file <ul style="list-style-type: none"> <li>— all figures, tables, etc. in place</li> </ul>	Complete reference PDF file <ul style="list-style-type: none"> <li>— all figures, tables, etc. in place</li> </ul>	Complete reference PDF file <ul style="list-style-type: none"> <li>— all figures, tables, etc. in place</li> </ul>
	<b>Revisable graphics files</b>	<b>Revisable graphics files</b>	<b>Revisable graphics files</b>
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<i>Please specify any special considerations (e.g. specific market needs, ballot results before a certain date, inclusion of <b>supplementary content</b> as additional files, use of colours, etc.) that should be considered by ISO/CS in the dedicated <b>Submission Interface</b> comment</i>			
<sup>a</sup> If the decision is the result of an SR ballot, Form 21 can be uploaded in the Submission. If not, Form 08A (for DIS), or Form 08B (FDIS for minor revisions), shall be submitted.			

## Text

### All submissions:

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).

### Draft developed using Word template:

Drafts should only be prepared using the [Word template for ISO standards](#).

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 during the processing.

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

## Colour

### All submissions:

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

### All submissions:

Mathematical expressions include formulae, fractions, matrices and symbols.

Simple formulae and symbols should be typed inline along with the main document text.

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.

ISO/CS does not accept mathematical expressions submitted as:

- Images
- LaTeX
- MathML
- MathCAD
- Word drawings

### Drafts developed using Word template:

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.

## Tables

### All submissions:

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
- 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

### Drafts developed using Word template:

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.

## Graphics

### All submissions:

Graphics should be prepared to comply with the **DRG Directives** and using the **templates for drawing files**.

Graphic files (e.g. diagrams, technical drawings) should be revisable:

- 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.
- Submit revisable (vector-drawn) files. ISO/CS is not responsible for redrafting graphics that are not revisable.

Colour should not be used in graphics to convey meaning.

Graphics should be language neutral, with the exception of flowcharts and organigrams.

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

ISO/CS accepts the file 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 photographs where there are no text elements:

- .png, .tif, .jpeg

The size of the text should be as follows:

- 14 pts or 3,5 mm for keys, sections and details
- 10 pts or 2,5 mm for the texts, not less than 8 pts
- 7 pts or 1,8 mm for footnotes, superscripts and subscripts

## Supplementary content

### All submissions:

If supplementary content for a document is to be provided in electronic format (see [ISO/IEC Directives, Part 2, 6.5](#)), the following process must be followed at both DIS and FDIS stages.

1. The Committee Manager requests the agreement of the ISO Technical Programme Manager for the inclusion of supplementary content before making a submission.
2. If agreed, ISO/CS provides a link (URN/URL) for inclusion in the text of the document. This link points to the location on the ISO Standards Maintenance Portal where the supplementary content will be hosted.
3. The Committee Manager ensures the text of the document contains the link in the appropriate place(s) and includes the supplementary content among the elements provided at the submission.