



## User's guide for the Abstract(2000) template

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### 1 Purpose of the abstract template

The abstract template is a stylesheet containing a certain number of pre-defined styles. The abstracts prepared by TC/SC secretariats using the Abstract(2000).dot template will be checked by the ISOCS editorial service and then converted to HTML. Proper application of the template styles to the text of the abstract ensures that the abstract will convert to HTML correctly.

On publication of the standard, the HTML file of the abstract will be made available through the ISO Online catalogue.

### 2 Creating the abstract

To create the abstract:

- open the file abstract(2000).dot: a blank document will be created;
- paste the text of the abstract (which is normally the text of the document's Scope clause) into the blank document;
- edit the text of the abstract if necessary (see the rules on drafting and content given in clause 3 of the document "Abstracts for JTC 1 and TC 184 standards — Specification"),
- apply the appropriate styles (from the style menu or manually; see clause 3 below) to the various elements of text of the abstract.

### 3 Application of styles



Only the styles present in the abstract template shall be used. The following table gives the template style which shall be applied to the main text elements of the abstract (a complete list of the template styles, the elements to which they correspond and the corresponding HTML tags is given in Annex A.)

**Table 1 — Main text elements and corresponding template styles**

Text element	Example	Abstract(2000).dot style
1st level subclause with title	<b>1.1 Subclause title</b>	Heading 2
2nd level subclause with title	<b>1.1.2 Subclause title</b>	Heading 3
3rd level subclause with title	<b>1.1.2.1 Subclause title</b>	Heading 4
1st level subclause without title	<b>1.2</b> Text of untitled subclause...	P2
2nd level subclause without title	<b>1.2.1</b> Text of untitled subclause...	P3
3rd level subclause without title	<b>1.2.1.1</b> Text of untitled subclause...	P4
Paragraph (i.e. normal text)	ISO/IEC 12345:2002 defines terms and specifies requirements for ...	Normal
1st level list item, preceded by bullet or dash	— first list item; — second list item.	List Continue
2nd level list item, preceded by a bullet or dash	— first list item; — second list item.	List Continue 2
1st level list item, preceded by an identifier (number or letter)	a) first list item; b) second list item; c) third list item.	List Number
2nd level list item, preceded by an identifier (number or letter)	1) first list item; 2) second list item.	List Number 2
Note	NOTE Further information is given in...	Note

All text elements for which no template style exists and requiring a special formatting shall be formatted manually using the word-processor formatting capabilities. If some text elements need to be highlighted, use *typewriter text* (= Courier font), **bold** or *italic*. (Compound highlighting, for example bold italic, will not be converted by the ISOCS conversion tool.) For superscript or subscript letters or numbers use the formatting commands of the word processor: in MS Word "Format", "Font", "Character Spacing" tab, "Position", "Raised" or "Lowered" respectively. Superscript and subscript letters or numbers entered using the "Symbol" function of the STD 2.0 template are converted correctly by the ISOCS conversion tool and do not need to be reformatted.

**Table 2 — Manual formatting of text elements**

Text element	Example	Formatting
Mathematics: superscript	$x^2$	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Raised"
Mathematics: subscript	$x_2$	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Lowered"
Highlighting: bold	<b>Bold text</b>	In MS Word, create using the bold formatting button on the toolbar 
Highlighting: italic	<i>Italic text</i>	In MS Word, create using the italic formatting button on the toolbar 

## 4 Related documents

Abstract(2000).dot template (available at <http://www.iso.org/ittf>, under "Procedures/Abstracts")

"Abstracts for JTC 1 and TC 184 standards — Specification" (available at <http://www.iso.org/ittf>, under "Procedures/Abstracts")

Example abstracts (available at <http://www.iso.org/ittf>, under "Procedures/Abstracts")

ISO/IEC Directives, Part 2, *Rules for the structure and drafting of International Standards* (available at <http://www.iso.org/sdis/directives>)



## Annex A

### Complete list of permissible elements, their style names and their HTML tag

None of the styles in the Abstract(2000) template is autonumbered; this is intentional. In the converted HTML file the Heading # styles are converted to headings without numbering. Meanwhile, the list items in an ordered and an unordered list are preceded by an identifier defined by the setup of your HTML browser.

Any manually inserted clause or subclause numbering will be converted to bold text in the HTML file.

<b>Element (reference in Directives, Rules for the structure and drafting of International Standards)</b>	<b>Style name in Abstract(2000) template</b>	<b>HTML tag</b>
Not permissible	Default Paragraph Font: do not use	Not applicable
Cross-references to other documents	ExtXref: do not use at present; reserved for future use	Not applicable at present
1st level subclause with title (5.2.3)	Heading 2	<H2> ... </H2>
2nd level subclause with title (5.2.3)	Heading 3	<H3> ... </H3>
3rd level subclause with title (5.2.3)	Heading 4	<H4> ... </H4>
4th level subclause with title (5.2.3)	Heading 5	<H5> ... </H5>
5th level subclause with title (5.2.3)	Heading 6	<H6> ... </H6>
Not permissible	Heading 7: do not use	Not applicable
Not permissible	Heading 8: do not use	Not applicable
Not permissible	Heading 9: do not use	Not applicable
1st level subclause without title (5.2.3)	P2	<P> ... </P>
2nd level subclause without title (5.2.3)	P3	<P> ... </P>
3rd level subclause without title (5.2.3)	P4	<P> ... </P>
4th level subclause without title (5.2.3)	P5	<P> ... </P>
5th level subclause without title (5.2.3)	P6	<P> ... </P>
Paragraph (5.2.4)	Normal	<P> ... </P>
Item in list, preceded by a symbol — 1st level (5.2.5)	List Continue	<LI> ... </LI> where the list of <LI> ... </LI> tags are nested within an tag identifying the list as unordered <UL> ... </UL>
Item in list, preceded by a symbol — 2nd level (5.2.5)	List Continue 2	<LI> ... </LI>
Item in list, preceded by a symbol — 3rd level (5.2.5)	List Continue 3	<LI> ... </LI>
Item in list, preceded by a symbol — 4th level (5.2.5)	List Continue 4	<LI> ... </LI>

Element (reference in Directives, Rules for the structure and drafting of International Standards)	Style name in Abstract(2000) template	HTML tag
Item in list, preceded by an identifier — 1st level (5.2.5)	List Number	<LI> ... </LI> where the list of <LI> ... </LI> tags are nested within an tag identifying the list as ordered <OL> ... </OL>
Item in list, preceded by an identifier — 2nd level (5.2.5)	List Number 2	<LI> ... </LI>
Item in list, preceded by an identifier — 3rd level (5.2.5)	List Number 3	<LI> ... </LI>
Note (6.5.1)	Note	<P>NOTE ... </P>
Mathematics: superscript (n/a)	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Raised"	<SUP> ... </SUP>
Mathematics: subscript (n/a)	In MS Word, create superscript using "Format", "Font", "Character Spacing" tab, "Position", "Lowered"	<SUB> ... </SUB>
Highlighting: bold	In MS Word, create using the bold formatting button on the toolbar 	<B> ... </B>
Highlighting: italic	In MS Word, create using the italic formatting button on the toolbar 	<I> ... </I>