



Guidelines for the submission of text and graphics to ISO/CS

Text

Drafts should be only prepared using the:

- Latest STD template (2.8f), and
- ISO Simple Template

Drafts sent in using a flat Word file will require a lot more manual work. Using the templates enables automatic draft pre-treatment, reducing manual intervention and speeds up the process.

As the end PDF will not be a carbon copy of the MS Word file, drafts should not contain page breaks, columns breaks or section breaks used for cosmetic reasons.

Math and tables

Math

The MS Word Equation Editor 2007 and upwards are good tools to compose mathematical expressions. Once submitted to ISOCs, however, these are converted to MathType.

There are two reasons for this:

1. MathType exports the equations into MathML (the XML for math) and it is more robust than MS Equation editor in doing so.
2. MathType exports an .eps representation of the equation, and this image is used in our PDFs.

Math should be prepared using:

- MS Word Equation Editor 2007 and upwards, or
- MathType version 6.9 and upwards
- Cambria font

Note that we do not accept math submitted as:

- Images
- LaTeX
- MathML
- Word drawing

Tables

Tabulated information occurs regularly in ISO deliverables. As we convert our Word document into XML and then convert that XML into PDF, eBooks, online browsing platform content, it is imperative the tables are prepared correctly.

We have improved how our system handles tables, and now can handle different border styles at the cell level, as well as cell colours.

A few guidelines to keep in mind when preparing tables are as follows:

- Do not use nested tables
- Do not use indentation in table cells
- Spanning tables should be composed as a whole table in MS Word, using the 'repeat header rows' option
- Do not artificially split spanning tables into small chunks and do not repeat table titles
- Keep landscape tables to a minimum
- Do not use images

Graphics

ISOCs recommends the following formats (note that the most important factor is to provide revisable (vectorized) files):

- dwg or dxf for Autocad
- eps or ai (vectorized)
- Word, Excel, Powerpoint, Visio (vectorized)
- png, tif, JPEG (only for images where retaining the integrity of colours is important)

Finally, to enable some automated processes, it is recommended that drawings are named according to the following conventions.

1. **Standard, TS, TR, PAS**

StandardNumber_partNumber_editionNumber_figureNumber

For example Standard is ISO 12345-1, drawings should be named as 12345_1ed1fig1 with the appropriate file extension (.dwg, .eps, .png, .ai, .tif)

2. **Amendments**

StandardNumber_partNumber_amdNumber_figNumber

For example amendment is ISO 12345-2 amendment 2, drawings should be named

12345_2amd2fig2 with the appropriate file extension

3. **Technical corrigenda**

StandardNumber_partNumber_corNumber_figNumber

For example technical corrigendum is ISO 12345-3 tech corr 1, drawings should be named

12345_3cor1fig3