

# Procedures for drafting terminology entries (DRAFT 0.1)

## 1 Scope

This document defines a set of procedures used to draft terminology entries prepared within the OSGEO Lexicon Group.

## 2 Terminology entries

### 2.1 General

Terminology entries provide information for the understanding of concepts within a specific document or project. Preparation of a terminology entry may be grouped into two main tasks:

- content and drafting,
- style and format.

The current plan is to have the Lexicon Group focus on the content and drafted grammatical structure of the terminology entries. Initially, the entries we are developing will not be formatted or styled for visual presentation, however later, the terminology entries can electronically be styled to virtually any specific format required.

### 2.2 Parts of a terminology entry

A terminology entry is comprised of the following parts:

- a) a term (3.1),
- b) a definition (3.2),
- c) optional descriptive examples (3.3),
- d) optional supplementary notes (3.4), and
- e) a source (3.5).

Procedures for preparing the specific parts of a terminology entry are presented in clause 3.

### 3 Basic rules for the drafting of terminology entries

#### 3.1 Terms

A term is a representation of a concept within a specific domain or subject.

Terms may be divided into the following categories:

- Preferred terms are the primary terms for a given concept;
- Admitted terms are accepted synonyms for the preferred term;
- Deprecated terms, if needed, are synonyms of the preferred term which are no longer in use or whose use is discouraged.

There can be more than one term of each type within a single terminology entry.

An abbreviated term or a symbol can constitute a term.

Terms shall be developed using lower case characters.

Upper case characters, mathematical symbols, typographical signs and syntactic signs (e.g. punctuation marks, hyphens, parentheses, square brackets and other connectors or delimiters) shall be used in a term only if they constitute part of the normal written form of the term.

Terms shall in general be presented in their basic grammatical form:

- nouns in the singular,
- verbs in the infinitive or basic form.

#### 3.2 Definitions

A definition is a representation of a concept by a descriptive statement which serves to differentiate it from other related concepts.

The definition shall be constructed in such a form that it:

- can replace the term in its context (in the document);
- shall not begin with an article ("the", "a");
- shall not end with a period (full stop);
- shall not take the form of, or contain, a requirement (use of "shall").

Circular definitions, which repeat the term being defined, are not allowed.

Only one definition per terminology entry is allowed. If a term is used to define more than one concept, a separate terminology entry shall be created for each concept and the domain shall be included in angle brackets before the definition.

A domain helps to narrow the understanding of the definition to a specific field of knowledge.

Figures and formulae may be included within a terminology entry. The definition may take the form of a formula. It is planned that formulae will be encoded using AsciiMath ( <http://asciimath.org> ) markup.

### 3.3 Examples

Examples provide information that illustrates the concept.

Examples are optional and single a terminology entry may have multiple examples.

An example:

- shall not contain requirements (use of “shall”), instructions, recommendations (use of “should”) or permission (use of “may”);
- should be written as a statement of fact.

### 3.4 Notes

Notes provide additional information that supplements the terminology data.

Notes are optional and a single terminology entry may have multiple notes.

A note may provide:

- provisions (statements, instructions, recommendations or requirements) relating to the use of a term,
- information regarding the units applicable to a quantity, or
- an explanation of the reasons for selecting an abbreviated form as the preferred term.

### 3.5 Source

If a terminology entry is reproduced from another document, the source shall be given. If any changes are made to the original terminology entry, this shall be indicated, along with a description of what has been modified.

Footnotes to any part of a terminology entry are not allowed.

### 3.6 Symbols and abbreviated terms

Symbols and abbreviated terms may additionally be developed and managed.

Unless there is a need to list symbols in a specific order to reflect technical criteria, all symbols should be listed in alphabetical order in the following sequence:

- upper case Latin letter followed by lower case Latin letter (*A, a, B, b*, etc.);

- \_ letters without indices preceding letters with indices, and with letter indices preceding numerical ones ( $B, b, C, C_m, C_2, c, d, d_{ext}, d_{int}, d_1$ , etc.);
- \_ Greek letters following Latin letters ( $Z, z, A, \alpha, B, \beta, \dots, \Lambda, \lambda$ , etc.);
- \_ any other special symbols.

## 4 Examples of terminology entries

### 4.1 Example 1

This example shows the three required parts (term, definition, source) of a terminology entry:

term	lexical language
definition	language whose syntax is expressed in terms of symbols defined as character strings
source	ISO 19101-1:2014, 4.1.24

Here the term "lexical language" is the preferred term, as there are no other terms present.

### 4.2 Example 2

This example includes the abbreviated term "MSL" (mean sea level). A domain <geodesy> is used to indicate this definition is from the geodesy domain as opposed to, the hydrography domain, for example. This terminology entry also contains a note.

preferred term	mean sea level
abbreviated term	MSL
definition	<geodesy> average level of the surface of the sea over all stages of tide and seasonal variations
note 1	Mean sea level in a local context normally means mean sea level for the region calculated from observations at one or more points over a given period of time. To meet IHO standards that period should be one full lunar cycle of 19 years. Mean sea level in a global context differs from a global geoid by not more than 2 m.
source	ISO 19111:2019, 3.1.41

### 4.3 Example 3

This authoritative source for this term and definition is ISO 3534-2:2006, 3.3.1. However, that terminology entry was modified by deleting the three notes and adding a new note specific to the document where this term was being used (ISO 19116:2019 Geographic information — Positioning services). These modifications are described in the source.

term	accuracy
definition	closeness of agreement between a test result or measurement result and the true value
note	For positioning services, the test result is a measured value or set of values.
source	[SOURCE: ISO 3534-2:2006, 3.3.1, modified — NOTES 1, 2 and 3 have been deleted and replaced by a new Note 1 to entry.]

### 4.4 Example 4

The terminology entry in this example has a single note and two examples.

term	coordinate conversion
definition	coordinate operation that changes coordinates in a source coordinate reference system to coordinates in a target coordinate reference system in which both coordinate reference systems are based on the same datum
note	A coordinate conversion uses parameters which have specified values.
example 1	A mapping of ellipsoidal coordinates to Cartesian coordinates using a map projection.
example 2	Change of units such as from radians to degrees or from feet to metres.
source	ISO 19111:2019, 3.1.6