INTERNATIONAL STANDARD

ISO 2145

Documentation — Numbering of divisions and subdivisions in written documents

Documentation — Numérotation des divisions et subdivisions dans les documents écrits

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Price based on 2 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 2145 was developed by Technical Committee ISO/TC 46, *Documentation.*

This second edition was submitted directly to the ISO Council, in accordance with clause 6.13.1 of the Directives for the technical work of ISO. It cancels and replaces the first edition (i.e. ISO 2145-1972), which had been approved by the member bodies of the following countries :

Belgium	Iran	Romania
Chile	Ireland	South Africa, Rep. of
Czechoslovakia	Israel	Sweden
Denmark	Italy	Switzerland
France	Japan	Thailand
Germany, F.R.	Netherlands	Turkey
Greece	New Zealand	United Kingdom
India	Portugal	

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

Austria
Poland

Documentation — Numbering of divisions and subdivisions in written documents

1 SCOPE AND FIELD OF APPLICATION

This International Standard establishes a system for numbering divisions and subdivisions in written documents. It applies to all kinds of written documents, for example manuscripts, printed works, books, journal articles, directions for use and standards.

Numbering of divisions and subdivisions in a written document is advocated if this

— clarifies the sequence, importance and interrelation of individual divisions and subdivisions;

— simplifies search and retrieval of certain passages in the text, and makes possible the citation of single parts of the text;

— facilitates references within a written work.

2 NUMBERING OF DIVISIONS AND SUBDIVISIONS

2.1 Arabic numerals shall be employed in numbering.

2.2 The main divisions (first level) of a written document shall be numbered continuously beginning with 1.

2.3 Every main division in its turn can be divided into any number of subdivisions (second level), which are also continuously numbered. This method of division and numbering can be continued to any number of further subdivisions (third and further levels).

It is, however, advisable to limit the number of subdivisions so that the reference numbers remain easy to identify, to read and to cite.

2.4 A full stop is placed between the numbers designating subdivisions of different levels (see example below). A full stop after the number designating the final level shall not be used.

Example :

1st level	2nd level	3rd level
1	2.1	2.11.1
2	2.2	2.11.2
3	2.3	2.11.3
.	.	.
.	.	.
.	.	.
9	2.9	2.11.9
10	2.10	2.11.10
11	2.11	2.11.11

2.5 A number 0 (zero) can be assigned to the first division of each level if this forms a foreword, a preface, an introduction, or other division of similar type.

Example of a table of contents :

1

3 CITATION OF DIVISION AND SUBDIVISION NUMBERS IN TEXT

Division or subdivision number are cited in text as in the following examples.

Examples[1] :

. . . in clause 4 . . .

. . . see 9.2 . . .

. . . 3rd paragraph in 1.1.2.2 . . .

4 SPOKEN FORM

When a division or subdivision number is spoken, full stops are not expressed.

Examples[1] :

2   "two"

2.1.1 "two one one"

2.11 "two eleven"

2.27 "two twenty-seven"

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1) For terms used to designate divisions and subdivisions, reference may be made to clause 4 of ISO Guide 1, *Presentation of International Standards and Technical Reports.*