



**NSAI**  
Standards

Irish Standard  
I.S. EN ISO 3098-1:2015

# Technical product documentation - Lettering - Part 1: General requirements (ISO 3098- 1:2015)

## I.S. EN ISO 3098-1:2015

*Incorporating amendments/corrigenda/National Annexes issued since publication:*

The National Standards Authority of Ireland (NSAI) produces the following categories of formal documents:

I.S. xxx: Irish Standard — national specification based on the consensus of an expert panel and subject to public consultation.

S.R. xxx: Standard Recommendation — recommendation based on the consensus of an expert panel and subject to public consultation.

SWiFT xxx: A rapidly developed recommendatory document based on the consensus of the participants of an NSAI workshop.

*This document replaces/revises/consolidates the NSAI adoption of the document(s) indicated on the CEN/CENELEC cover/Foreword and the following National document(s):*

*NOTE: The date of any NSAI previous adoption may not match the date of its original CEN/CENELEC document.*

*This document is based on:*

EN ISO 3098-1:2015

*Published:*

2015-03-04

*This document was published  
under the authority of the NSAI  
and comes into effect on:*

2015-03-21

ICS number:

01.100.01

NOTE: If blank see CEN/CENELEC cover page

NSAI  
1 Swift Square,  
Northwood, Santry  
Dublin 9

T +353 1 807 3800  
F +353 1 807 3838  
E standards@nsai.ie  
W NSAI.ie

Sales:  
T +353 1 857 6730  
F +353 1 857 6729  
W standards.ie

Údarás um Chaighdeáin Náisiúnta na hÉireann

EUROPEAN STANDARD

**EN ISO 3098-1**

NORME EUROPÉENNE

EUROPÄISCHE NORM

March 2015

ICS 01.100.01

Supersedes EN ISO 3098-0:1997

English Version

## Technical product documentation - Lettering - Part 1: General requirements (ISO 3098-1:2015)

Documentation technique de produits - Écriture - Partie 1:  
Exigences générales (ISO 3098-1:2015)

Technische Produktdokumentation - Schriften - Teil 1:  
Grundregeln (ISO 3098-1:2015)

This European Standard was approved by CEN on 12 December 2014.

CEN members are bound to comply with the CEN/CENELEC Internal Regulations which stipulate the conditions for giving this European Standard the status of a national standard without any alteration. Up-to-date lists and bibliographical references concerning such national standards may be obtained on application to the CEN-CENELEC Management Centre or to any CEN member.

This European Standard exists in three official versions (English, French, German). A version in any other language made by translation under the responsibility of a CEN member into its own language and notified to the CEN-CENELEC Management Centre has the same status as the official versions.

CEN members are the national standards bodies of Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and United Kingdom.



EUROPEAN COMMITTEE FOR STANDARDIZATION  
COMITÉ EUROPÉEN DE NORMALISATION  
EUROPÄISCHES KOMITEE FÜR NORMUNG

**CEN-CENELEC Management Centre: Avenue Marnix 17, B-1000 Brussels**

**EN ISO 3098-1:2015 (E)**

**Contents**

**Page**

<b>Foreword.....</b>	<b>3</b>
----------------------	----------

## **Foreword**

This document (EN ISO 3098-1:2015) has been prepared by Technical Committee ISO/TC 10 “Technical product documentation” in collaboration with CCMC.

This European Standard shall be given the status of a national standard, either by publication of an identical text or by endorsement, at the latest by September 2015, and conflicting national standards shall be withdrawn at the latest by September 2015.

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. CEN [and/or CENELEC] shall not be held responsible for identifying any or all such patent rights.

This document supersedes EN ISO 3098-0:1997.

According to the CEN-CENELEC Internal Regulations, the national standards organizations of the following countries are bound to implement this European Standard: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, Former Yugoslav Republic of Macedonia, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey and the United Kingdom.

### **Endorsement notice**

The text of ISO 3098-1:2015 has been approved by CEN as EN ISO 3098-1:2015 without any modification.

This page is intentionally left blank

# INTERNATIONAL STANDARD

**ISO  
3098-1**

Second edition  
2015-03-01

---

---

## **Technical product documentation — Lettering —**

### **Part 1: General requirements**

*Documentation technique de produits — Écriture —  
Partie 1: Exigences générales*



Reference number  
ISO 3098-1:2015(E)

© ISO 2015

**ISO 3098-1:2015(E)**



**COPYRIGHT PROTECTED DOCUMENT**

© ISO 2015

All rights reserved. Unless otherwise specified, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

ISO copyright office  
Case postale 56 • CH-1211 Geneva 20  
Tel. + 41 22 749 01 11  
Fax + 41 22 749 09 47  
E-mail [copyright@iso.org](mailto:copyright@iso.org)  
Web [www.iso.org](http://www.iso.org)

Published in Switzerland



# Contents

	Page
<b>Foreword</b> .....	<b>iv</b>
<b>1 Scope</b> .....	<b>1</b>
<b>2 Normative references</b> .....	<b>1</b>
<b>3 Terms and definitions</b> .....	<b>1</b>
<b>4 General requirements</b> .....	<b>2</b>
<b>5 Dimensions</b> .....	<b>2</b>
5.1 Nominal size .....	2
5.2 Location of central lines .....	3
5.3 Range of nominal sizes .....	4
5.4 Lettering angle .....	5
5.5 Types of lettering .....	5
5.6 Underlined and overlined texts or text fields .....	7
<b>6 Designation</b> .....	<b>8</b>
<b>Bibliography</b> .....	<b>9</b>

## ISO 3098-1:2015(E)

## Foreword

ISO (the International Organization for Standardization) is a worldwide federation of national standards bodies (ISO member bodies). The work of preparing International Standards is normally carried out through ISO technical committees. Each member body interested in a subject for which a technical committee has been established 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. ISO collaborates closely with the International Electrotechnical Commission (IEC) on all matters of electrotechnical standardization.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of ISO documents should be noted. This document was drafted in accordance with the editorial rules of the ISO/IEC Directives, Part 2. [www.iso.org/directives](http://www.iso.org/directives)

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received. [www.iso.org/patents](http://www.iso.org/patents)

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the WTO principles in the Technical Barriers to Trade (TBT) see the following URL: [Foreword - Supplementary information](#)

The committee responsible for this document is ISO/TC 10, *Technical product documentation*, Subcommittee SC 1, *Basic conventions*. This second edition of ISO 3098-1 cancels and replaces the first edition of ISO 3098-0:1997, of which it constitutes a minor revision.

ISO 3098 consists of the following parts, under the general title *Technical product documentation — Lettering*:

- *Part 1: General requirements*
- *Part 2: Latin alphabet, numerals and marks*
- *Part 3: Greek alphabet*
- *Part 4: Diacritical and particular marks for the Latin alphabet*
- *Part 5: CAD lettering of the Latin alphabet, numerals and marks*
- *Part 6: Cyrillic alphabet*

# Technical product documentation — Lettering —

## Part 1: General requirements

### 1 Scope

This part of ISO 3098 specifies the general requirements for lettering, in accordance with the other parts of ISO 3098, to be used in technical product documentation (in particular on technical drawings). It includes basic conventions as well as rules for the application of lettering using the following techniques:

- a) free-hand lettering (by means of an underlaid “grid”);
- b) templates and manual lettering instruments;
- c) dry transfer systems;
- d) numerically controlled lettering and draughting systems.

### 2 Normative references

The following documents, in whole or in part, are normatively referenced in this document and are indispensable for its application. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

ISO 128-20, *Technical drawings — General principles of presentation — Part 20: Basic conventions for lines*

### 3 Terms and definitions

For the purposes of this document, the following terms and definitions apply.

#### 3.1

##### **central line**

imaginary line in the middle of each line or line element which is a constitutive part of a graphic character set

Note 1 to entry: Lines may be drawn by means of tubular technical pens conforming with ISO 9175-1.

Note 2 to entry: The central line is the basic datum for the design of tools for lettering, e.g. engraving tools for templates, programs for lettering generators.

#### 3.2

##### **graphic character set**

finite set of different graphic characters in a fixed type of lettering, including letters of a certain alphabet, numerals, diacritical marks, punctuation marks and additional graphical symbols, that is considered complete for a given purpose

Note 1 to entry: See ISO/IEC 2382-4:1999, 04.03.

#### 3.3

##### **lettering**

This is a free preview. Purchase the entire publication at the link below:

[Product Page](#)

- 
- Looking for additional Standards? Visit Intertek Inform Infostore
  - Learn about LexConnect, All Jurisdictions, Standards referenced in Australian legislation
-