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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

GB/T 1.1-2020

Replacing GB/T 1.1-2009

**Directives for standardization - Part 1: Rules for the structure
and drafting of standardizing documents**

标准化工作导则 第1部分：标准化文件的结构和起草规则

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1 Scope

GB/T 1.1-2020 is the Chinese national standard on directives for standardization - part 1: rules for the structure and drafting of standardizing documents, in the field of generalities, terminology and documentation. The /T suffix marks it as a recommended standard: it is not compulsory by itself, but it becomes binding as soon as a contract, a tender or a customer specification calls it up - which in practice is how most foreign buyers meet it. It was issued on 31 March 2020 by the State Administration for Market Regulation; Standardization Administration of China, and has been in force since 1 October 2020. Classification: ICS 01.120, CCS A00. This page is published from the official record of the standard held by the Chinese standards administration: the identification, the dates, the classification and the issuing body are taken from there. The clause text, the tables and the numeric limits are in the document itself, which is delivered complete in English translation.

This Document establishes the structure of standardizing document and the general principles and requirements for their drafting. It also specifies the rules for the drafting and expression of document names, levels, elements, and the format of document layout. This Document is applicable to the drafting of national, industry and local standardization documents. The drafting of other standardizing documents can refer to this Document. NOTE. Without causing confusion, the "standardizing document" in this Document are simply referred to as "documents".

2 Normative references

The following referenced documents are indispensable for the application of this Document. For dated references, only the edition referenced applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

GB/T 321, Preferred numbers - Series of preferred numbers

GB/T 3101, General principles concerning quantities, units and symbols

GB/T 3102 (all parts), Quantities and units

GB/T 7714, Information and documentation - Rules for bibliographic references and citations to information resources

GB/T 14559, Symbols and units of variant quantities

GB/T 15834, Use of punctuation marks

GB/T 15835, General rules for writing numerals in publications

GB/T 20000.1, Guidelines for standardization - Part

3 Terms and definitions

For the purposes of this Document, the terms and definitions defined in GB/T 20000.1 as well as the followings apply.

3.2 Document structure

3.2.1 structure position and arrangement order of levels, elements, appendices, figures and tables in the document

3.2.2 main body part from the scope of the document to the content in the printing area before annex

4 Type of document

4.1 There are a large number of standardizing documents with a wide range. According to different attributes, documents can be classified into different types. China's standardizing documents include standard, standardizing technical document, and a certain part of document. International standardizing documents usually include standard, technical specification (TS), publicly available specification (PAS), technical report (TR), guide (Guide), and a certain part of the document.

4.2 Confirm that the type of standards can help drafters to draft standards with better applicability. According to different attributes, the standard can be divided into different types.

5 Goal, principle and requirement

5.1 Goal and general principle The goal of document drafting is to make the document provide a framework for future technological development by specifying clear, accurate and unambiguous terms, which is understood and easy to apply by professionals who have not participated in the document drafting, so as to promote trade, exchange and technical cooperation.

5.3 Selection principles of normative elements

5.3.1 Standardizing object principle The principle of standardizing objects refers to the need to consider the relevant content of standardizing objects or fields when drafting documents, so as to confirm whether the object to be standardized is product / system, process or service or content related to a certain field; whether it is complete standardizing object, or an aspect of standardizing object, so as to ensure that the content of normative elements is closely related to the object or domain of standardization. The standardizing object determines the object category of the drafted standard [see 4.2a)]. It directly affects the composition of the normative elements of the document and the selection of its technical

content.

5.4 Expression principle of document

5.4.1 Principle of consistency Within each file or between parts of a file divided into parts, the structure and expression of elements should be consistent. To this end.

5.5 General requirement

5.5.1 When drafting a document, the expected structure of the document (see 6.2) and the internal relationship shall be determined based on the selection of normative elements.

5.5.2 In order to improve the applicability and application efficiency of the document and ensure the timely release of the document, the draft documents at all stages of the drafting work are based on the drafting rules in accordance with the provisions of this Document.

5.5.3 The document shall not stipulate contract requirements such as claims, guarantees, and expense settlement, nor shall it stipulate legal requirements such as administrative measures, legal liabilities, and penalties.

6.1 Document name

6.1.1 General The document name is a clear and concise description of the topic title covered by the document. Any document shall have a document name and shall be placed on the title page and at the top of the first page of the main body. The expression of the document name shall make it easy to distinguish a document from other documents. It shall not involve unnecessary details. Any necessary supplementary instructions are given by the scope.

6.1.2 Selection of optional elements

6.1.3 Scope of avoiding restricting documents Document name shall avoid details that inadvertently limit the scope of the document. However, when the document refers to only a specific type of product / system, process or service, it shall be reflected in the document name. Example.

6.1.4 Word selection

6.1.4.1 The document name does not need to describe the document as a category of "standard" or "standardizing guidance technical document". It shall not contain words such as "...standard", "...national standard", "...industry standard" or "...standardizing guidance technical document".

6.2 Structure

6.2.1 Divisions and subdivisions According to the affiliation of the content of the document,