STANDARD ST.10/B

LAYOUT OF BIBLIOGRAPHIC DATA COMPONENTS

*Revision adopted by the SCIT Standards and Documentation Working Group
at its tenth session on November 21, 2008*

1.   The first page of patent documents should be reserved at least partly for bibliographic data including the abstract or main claim and drawing or chemical formula (if any). If the whole page is not used for this purpose, the upper part should be reserved for the bibliographic data components.

2.   The first page of patent documents should contain at least the minimum bibliographic data components relating to the document. (The term minimum bibliographic data components as used here has the same significance as in WIPO Standard ST.9.)

3.   The bibliographic data components should be presented in a clear and easily readable manner.

4.   The bibliographic data components should be identified by INID codes (see Standard ST.9) printed in unambiguous relationship to the data component to which they relate. The codes may be accompanied by the designation of the bibliographic data components in plain language. If various bibliographic data components belong to the same INID code, this code should be printed only once and not duplicated, provided ambiguity does not arise between two or more groups of data, each group containing data components relating to different INID codes, e.g., priority data under code (30) or classification data under code (51).

5.   Those bibliographic data components considered by the issuing office to be of importance compared with the remaining data components, e.g., essential document identification data (see Standard ST.1), should be printed, in the upper part of the first page, in a manner to give them more emphasis (for example, in bold) in relation to data components considered to be of lesser importance and should at least include the following data components:

(a)   the number of the document (INID code (11)), presented on the top right-hand side of the page;

(b)   the identification of the issuing office or organization (INID code (19));

(c)   the identification of the kind of document (INID code(s) (12) and/or (13));

(d)   the date of publication of the document (INID codes (40) through (48), as appropriate);

(e)   the symbols of the International Patent Classification (INID code (51)), see WIPO Standard ST.10/C for details.

6.   The remaining bibliographic data components should be presented in the middle part of the first page. They should be presented in such a manner as to permit maximum utilization of space whilst retaining typographical convenience. More than one column may be used depending upon the width of the available space. The sequence of data components within each column should follow a logical order, e.g., that given by their INID codes.

7.   The layout of the part of the first page containing an abstract or main claim and a drawing or chemical formula (if any) should be governed by the aspect ratio of the drawing and also by the size of the reproduction of the drawing or chemical formula necessary to permit a sharp rendition of detail. If insufficient space is available, the abstract should continue on the reverse of the first page or be printed entirely on the reverse of the first page.

8.   For the purpose of using patent documents in libraries and in search or other files, it is recognized that the repetition of the document number and associated ST.3 and ST.16 codes**,** as well as the publication date of the document (INID codes (40) through (48), as appropriate), in one or more of the margins of the first page of the patent document is useful.

9.   So as to provide a unique page identification of published patent documents, particularly when individual pages of published patent documents are displayed on a video display screen, it is recommended that the two-letter code of the issuing office or organization according to WIPO Standard ST.3**,** the publication number of the patent document, the code identifying the kind of patent document according to WIPO Standard ST.16 and the publication date of the document (INID codes (40) through (48), as appropriate) be given in that order in one or more of the margins of the first page and on each of the following pages. It is further recommended that the data be printed on one line, e.g.:

AT	406799	B	2000.09.25
DE	19854173	C2	2000.11.23
FR	2732249	A1	1996.10.04
NL	7412658	A	1975.04.29

10.   The attention of any office which wishes to improve the quality of its patent documents by repeating the document number and associated codes in the margin of the first page is drawn to the practice of several offices which repeat the document number and associated codes on their patent documents as follows:

Margin, bottom left, turned 270° clockwise:	AT, BG, BY, CZ, DE, DK, EP, ES, FR, HR, PL, RO, RU, SI
Margin, bottom center:	CH, EE
Margin, bottom right, turned 90° clockwise:	GB, RU, UA, VN
Margin, bottom right, turned 270° clockwise:	HU
Margin, top left, turned 270° clockwise:	CH, EE
Margin, top right:	US
Margin, top right, turned 270° clockwise:	DE
Margin, center right, turned 90° clockwise:	KZ

11.   It is recommended that a bar code be given on the first page of a published patent document. The bar code should contain only the following data elements:

        (a)   the two-letter code of the issuing office or organization according to WIPO Standard ST.3 (two character positions in the bar code);

        (b)   the publication number of the patent document as given by the publishing authority in accordance with WIPO Standard ST.6 (13 character positions in the bar code).

        (c)   the kind of document code according to WIPO Standard ST.16 (two character positions in the bar code).

The three said data elements should be given in the order of subparagraphs (a) to (c), above.

The bar code has not been updated to incorporate the publication date in accordance with WIPO Standard ST.1, nor the application number in accordance with WIPO Standard ST.13, due to very limited use of bar codes by industrial property offices and other users. It is not expected that any additional users will be using bar codes in the future.

12.   It is recommended that the bar code should be given preferably in the right-hand upper part of the first page immediately above the document publication number and in a horizontal direction. It is also recommended that the bar code be given in the margin adjacent to the document number and associated codes if such data is already repeated in the margin by an office or organization on its published patent documents (see paragraph 10, above).

13.   It is recommended that the bar code type "Code 39" be used. In that system, each character is defined by a nine element symbol consisting of 5 bars and 4 spaces. Each character is coded with 3 wide elements (either bars or spaces) which represent "1" bits, and 6 narrow elements which represent "0" bits. The 10 digits, 26 letters, 7 symbols and a start/stop character are coded as shown in Table I. In order to ensure optimum level of reading both with fixed scanners and with wand (hand) scanners, it is recommended to follow the minimum requirements as given below:

        –   standard density: 9.5 characters per inch (or 2.54 cm);
        –   minimum nominal width of narrow bars and spaces: 0.190 mm   (or 0.0075");
        –   minimum nominal width of wide bars and spaces: 0.427 mm   (or 0.0168");
        –   minimum bar height: 6.10 mm   (or 0.24");
        –   inter-character gap: 1.52 mm   (or 0.060").

14.   For industrial property offices intending to change their present numbering systems or to start new numbering systems for published patent documents or applications (in case application numbers are used as publication numbers), it is recommended that the bar code consist of 19 characters.

Position	Description
1	Start/stop code (*)[1];
2, 3	ST.3 code
4, 5	Reserved for offices that intend to indicate, according to WIPO Standard ST.6, a one or two-digit identifier. • If only a one-digit identifier is used, position 4 should be left blank, i.e., coded as a "space" character according to Table I, and position 5 should be reserved for the identifier. • If such an identifier is not indicated at all, positions 4 and 5 should be left blank.
4, 5 (only for situations where the application number is also used as the publication number)	Position 4 – Should always be left blank, i.e., be coded as a "space" character according to Table I. Position 5 – Reserved for offices that intend to indicate, according to WIPO Standard ST.13, the type of industrial property right as part of the application number by a letter code. If such a letter code is not indicated, position 5 should also be left blank.
6–16	a) Remainder of the publication number (11 remaining characters according to WIPO Standard ST.6, i.e., 4-digit year and 7-digit serial number), or b) Application number used as the publication number (11 characters according to WIPO Standard ST.13).
17, 18	ST.16 code
19	Start/stop code (*)[1]

If the document number, which is represented by characters in positions 6 through 16, is less than 11 characters, it should be zero filled to the left, e.g., *CC●●00000679439B5*. If the document number contains a year designation of four digits preceding the serial number and the serial number has less than seven digits, it should be zero filled to the left of the serial number, e.g., *CC●●20010012345A1*. If the ST.16 code does not include a digit in the second position, a space should be coded, e.g., *CC●●20010012345A●*[2].

15.   For industrial property offices wishing to continue to use existing numbering systems, it is recommended that the bar code consist of 15 characters. The first character is a start/stop code, the second and third, the ST.3 code, the fourth through the twelfth, the document number, the thirteenth and fourteenth, the ST.16 code and the last, a start/stop code. If the document number is less than nine digits, it should be zero filled to the left. If the ST.16 code does not include a digit in the second position, a space should be coded.

16.   Examples of bar code data according to paragraphs 14 and 15, above, are shown below:[2]

(a)

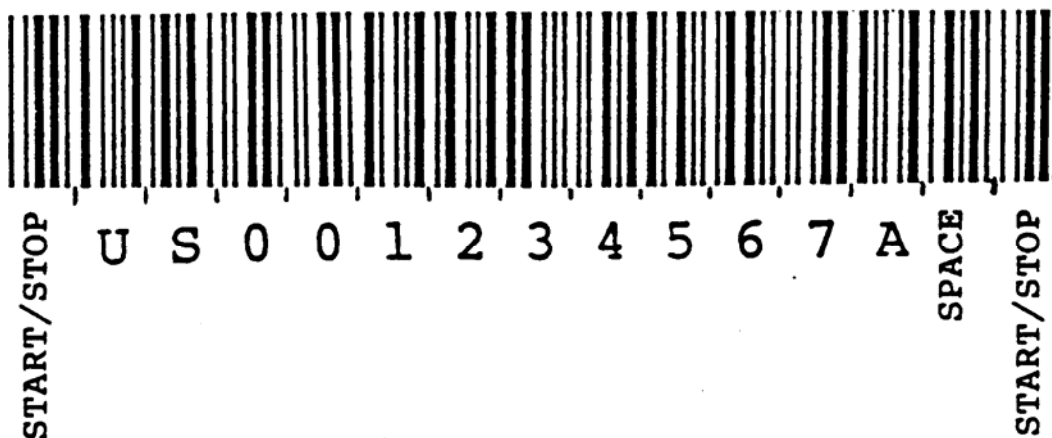|	
CC●●00002540533B1	(publication number according to Standard ST.6)
CC●220030654321A1	(publication number according to Standard ST.6)
CC3020031234567B1	(publication number according to Standard ST.6)
CC●●20001234567A1	(application number according to Standard ST.13)
CC●a20001234567A1	(application number according to Standard ST.13)

(b)   a complete bar code as it would appear on a document in accordance with paragraph 15, above

U S 0 0 1 2 3 4 5 6 7 A

(c)   a bar code according to paragraph 15 completely interpreted

START/STOP   U S 0 0 1 2 3 4 5 6 7 A   SPACE   START/STOP

TABLE I

Character	BARS	SPACES	PATTERN
1	10001	0100	
2	01001	0100	
3	11000	0100	
4	00101	0100	
5	10100	0100	
6	01100	0100	
7	00011	0100	
8	10010	0100	
9	01010	0100	
0	00110	0100	
A	10001	0010	
B	01001	0010	
C	11000	0010	
D	00101	0010	
E	10100	0010	
F	01100	0010	
G	00011	0010	
H	10010	0010	
I	01010	0010	
J	00110	0010	
K	10001	0001	
L	01001	0001	
M	11000	0001	
N	00101	0001	
O	10100	0001	
P	01100	0001	
Q	00011	0001	
R	10010	0001	
S	01010	0001	
T	00110	0001	
U	10001	1000	
V	01001	1000	
W	11000	1000	
X	00101	1000	
Y	10100	1000	
Z	01100	1000	
-	00011	1000	
•	10010	1000	
SPACE	01010	1000	
START/STOP	00110	1000	
$	00000	1110	
/	00000	1101	
+	00000	1011	
%	00000	0111	

17.   When an office republishes the whole or part of the text of a patent document already published by another office or organization, the identification of the republished document should be given as normal on the first page of the republished document, viz. the two-letter code identifying the republishing office, the document number, the kind of document code appropriate to the republished document and the publication date of the republished document. These four elements of identification should be printed together at the top of the page and preferably in a large type face. The corresponding four elements identifying the originally published document should be given, together with the appropriate INID code, immediately below the elements identifying the republished document but in a smaller typeface. Examples are as follows:

(10)	**DE 19580280 T1**	(43)	**1996.06.27**
(87)	WO 95/22435 A1	(43)	1995.08.24

(10)	**DE 69000441 T2**	(47)	**1993.04.01**
(97)	EP 0385896 B1	(45)	1992.11.11

18.   In the case where the office republishing the document uses the same publication number as the originally published document, the data elements, for purposes of efficient use of space on the first page of the republished document, may be presented together with the two-letter code identifying the office republishing the document given first, followed by a slash, followed by the two-letter code identifying the office or organization originally publishing the document, followed by the document publication number, followed by the kind of document code appropriate to the republished document and the publication date of the republished document. An example of the display of the data elements is:

(10)   DK/EP 0446109 T3   1994.03.07

19.   In any computer record corresponding to the republished document, a record of the normal four data elements identifying the republished document only should be made in the part of the computer record dealing with document identification data, viz. the two-letter code identifying the office republishing the document, the document number, the kind of document code appropriate to the republished document and the publication date of the republished document, i.e., DK0446109 T3 1994.03.07.

[Standard ST.10/C follows]

₍₁₎   The start/stop code in the standard "Bar Code 39" font is normally represented by the human-readable character "*".

₍₂₎   In these examples a dot indicates a blank position (a "space" character according to Table I).