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Introduction

One of the aims of the MESSAGE Project (Alert Messages and Protocols) is to establish standards concerning the writing of alert messages and protocols for safety-critical applications. This is achieved through the creation of controlled languages (CLs) in domains. An established CL is by itself a standard on how to write a text as per a given set of rules (cf: MESSAGE_Archives > Partner_X_Y > Controlled Language). This document contains meta standards that must be respected in order to create a CL. These standards are of different types: Format standards, Procedural standards, Controlled Language standards, Linguistic standards and Archive organisation standards.

This document is accompanied by the document Add MS Procedure.

I. Format standards

i. Document standards

Please see: DocumentNorms.doc for the proposed document template.

ii. Standards for archiving the project¹

Create a folder entitled **YOURPROJECTNAME_ARCHIVES**. (Example: 'MESSAGE_ARCHIVES', see Figure 1)

In **YOURPROJECTNAME_ARCHIVES**, create the following sub folders:

- **Consortium**

Define the consortium in this folder.

- **Partner NO COUNTRY CODE**. (Example: 'Partner_1_FR')

This folder contains each partner's documents which will be filed in their individual folder. These folders are as follows:

1. Introduction

This folder contains:

- Presentation of the Controlled Language

This document contains a brief introduction to the project and the specificities of partner participation.

- Abbreviations

This document contains a list of all the abbreviations used in the other documents and their full forms.

- Names

This document contains the names of all the people involved in the project along with their designation.

2. Controlled Language

This folder contains:

- Writing manual

¹ Please see Notations.





This document contains the writing guide to the localised CL including all the linguistic rules and limitations.

- Lexicon

This document contains the authorised lexicon arranged as per the grammatical category. Certain lexicon items that have been specifically forbidden for a given reason may also be included.

- Syntactic structures

This document contains the authorised syntactic structures.

3. Sources

This folder contains all the original uncontrolled texts in the project's domains.

4. Controlled texts (examples)

This folder contains the controlled version of some of the aforementioned uncontrolled texts.

5. Training sessions

Training sessions can be generic or, if need be, differentiated as per the target audience (example: linguists or technical writers) and the nature of the text (example: protocol or alert messages).

This folder contains the following sub-folders:

1. Guidelines for all training sessions

This folder contains guidelines on how to conduct training sessions in CL.

2. Training sessions (generic/differentiated)

This folder contains all the support material used during the training sessions – Word documents, exercises, PowerPoint presentations.

3. Reports

This folder contains all the documents used for the evaluation of the training session and the localised CL such as questionnaires and evaluation forms.

6. Articles

This folder contains the research articles published by the linguists during the MESSAGE project on or in relation to the localised CL.

7. Contacts and TGs

This folder contains the following sub-folders:

1. Target Groups

Please list all established TGs in this document.

2. Partner Universities

If applicable, please list any partner universities in this document.

3. Other documents used to initiate contact.

Please include all the documents used to initiate contact with TGs (for example: letters, pamphlets etc.).

8. Standards

Please include Microsoft PowerPoint and Word models to be used for all the project's presentations and official communications.

9. Evaluation

This folder includes an evaluation of the Controlled Languages and relevant documents that illustrate this evaluation.





10. Attendance lists

Please include attendance lists of all the project's meetings and training sessions. Lists must include the person's name, function, date of meeting/training session and signature.

11. Any other documents.

This folder can contain any other document that cannot be put into the aforementioned folders.





II. Procedural Standards

For the procedure to follow on how to create a CL, please see: add-MS-Procedure_en.doc.





III. CL specific standards

The following CL standards are language independent and must be respected when creating a CL:

- Identify the domains.
- Identify the language.
- Identify the nature of the text to be controlled.
- Collect a representative corpus of domain related documents in the language.
- Apply general CL rules as and where applicable.
- Create language specific rules.
- Always explain the reasons behind the rules.
 - Explanation: This is done for the linguist's benefit in order to trace the CL. A simple guide without rule motivation may be created for non linguists, e.g. technical authors.
- Create a list of permitted lexicon and permitted syntactic structures.
- Assign a unique identifier to every rule.
- If rule identifiers are concatenations of different abbreviations:
 - Please define all abbreviations.
- Please provide explicit examples alongside every rule.
- If you explicitly forbid a particular word or syntactic structure:
 - Always provide a permitted substitution for forbidden structures/words.
- Check the CL with domain specialists.





IV. Linguistic/language standards

- Please use the official ISO language code in all official documentation.
- Please use conventional linguistic terms.
- If you use your own linguistic terms:
 Define all linguistic terms used.





V. Archive organisation standards

Figure 1 shows a schematic representation of the MESSAGE_ARCHIVES. This organisation serves as a model for a given project’s archive organisation.

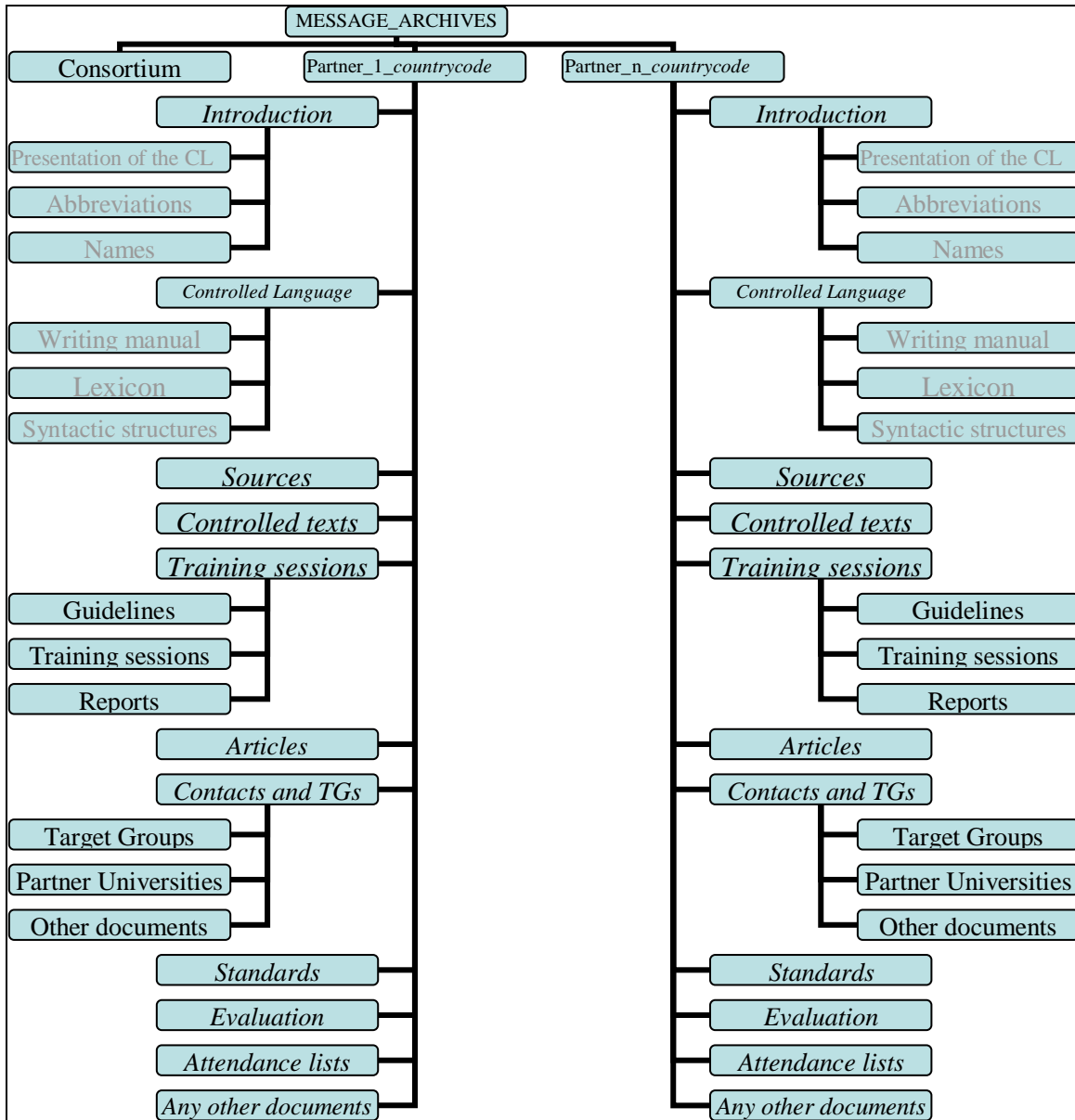


Figure 1: Schematic representation of the MESSAGE ARCHIVES





VI. Appendices

i. Abbreviations

CL = Controlled Language

TG = Target Group

ii. Terminology definitions

Target Group = People susceptible of being interested in CL methodology and use, for example, in the context of terrorism and other security related risks: emergency service personnel, personnel in safety critical domains, and allied professionals including industrials, linguists and academics working in the domain of CL.





VII. Notations

TNR, 12, CAPITAL, ITALICS = Variable to be filled in as suitable.

TNR, 12, CAPITAL, BOLD = Name of head folder

TNR, 12, Italics, Underlined = Sub-folder 1

TNR, 12, Italics = Sub-folder 2

TNR, 12 = Sub-folder 3

TNR, 11, Italics = Folder/Document content description

TNR, 12, Font colour: Grey = Document Name

End of document.

