



STANDARD ST.12/C

GUIDELINES FOR THE PHYSICAL CHARACTERISTICS OF SEPARATELY PUBLISHED
ABSTRACTS IN SELECTIVE DISSEMINATION OF INFORMATION (SDI)
PRESENTED IN THE FORM OF CARD FILES

Editorial Note by the International Bureau

According to the decision by the SCIT Standard and Documentation Working Group at its fourth session on January 30, 2004, this standard has not been updated to incorporate revisions to WIPO Standard [ST.8](#) due to very limited use of this media by industrial property offices. It is not expected that any additional offices will be providing data on this media in the future.



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GUIDELINES FOR THE PHYSICAL CHARACTERISTICS OF SEPARATELY PUBLISHED ABSTRACTS IN SELECTIVE DISSEMINATION OF INFORMATION (SDI) PRESENTED IN THE FORM OF CARD FILES

INTRODUCTION

1. These guidelines are directed to Industrial Property Offices who wish to start to publish abstracts of patent documents for the purposes of Selective Dissemination of Information (SDI) services. Such services are used by R & D institutions, industrial enterprises and other organizations to create and maintain search files according to their technical needs.
2. Abstracts of patent documents for the purpose of SDI services may be published either as separate cards or in special bulletins containing several abstracts per page. In the latter case, the pages are commonly cut by the user to provide separate abstract cards for filing.
3. For the sake of clarity, the following guidelines always refer to the *individual* abstract card, whether it has been published individually or in a special bulletin as referred to in paragraph 2, above.

PHYSICAL CHARACTERISTICS

4. The preferred format for the individual abstract card is ISO 45 broadside. An optional use of ISO A6 format is admitted.
5. In order to provide a suitably stiff abstract card for purposes of filing, a paper of at least 120g/m² should be used.
6. When insufficient space on one side of an abstract card is available, the creation of trailer cards should be given preference over the continuation of information on the reverse side of the first abstract card. The existence of a trailer card should be indicated on the first abstract card.

BIBLIOGRAPHIC INFORMATION

7. The following minimum bibliographic data should be given on the card, in addition to the abstract concerned and the most significant drawing (if any). The data should be accompanied by the appropriate INID code:
 - (11) Number of the patent document abstracted, to be printed in the upper right-hand corner of the abstract;
 - (12) Kind of abstracted document;
 - (19) WIPO country code, or other identification, of the country publishing the original document;
 - (21) Number(s) assigned to the application(s)—if different from the publication number—;
 - (22) Date(s) of filing application(s);
 - (23) Other date(s) of filing, including exhibition filing date and date of filing complete specification following provisional specification (if any);
 - (30) Priority data (if any), i.e.:
 - (31) Number(s) assigned to priority application(s);
 - (32) Date(s) of filing of priority application(s);
 - (33) Country (countries) in which priority application(s) was (were) filed;

Note: With the proviso that data coded (31), (32) and (33) are used together and on a single line, category (30) can be used, if so desired.



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- (40) Date(s) of making the respective patent document available to the public.

Note: The relevant data elements from INID Category (40) must be chosen.

- (51) Symbols(s) of the International Patent Classification, to be printed in the upper right-hand corner of the abstract card beneath the number of the document;

Note: In the case of several IPC symbols allotted, they should appear in the same sequence as on the original document, i.e., with the main symbol first. The indication of non-obligatory classifications (if any) is optional.

- (54) Title of the invention, to appear above the respective abstract;

- (60) References to other legally related domestic patent documents including unpublished applications therefor (if any);

Note: The relevant data element(s) from INID Category (60) must be chosen.

- (70) Identification of parties concerned with the document.

Note: At least the names of assignees (if any), applicants and/or grantees should be given. (For the definition of the various data items possible, see WIPO Standard [ST.9](#)).

8. If a separate abstract number different from the number of the patent document abstracted is allotted to the abstract, the said abstract number should be printed in the upper left-hand corner of the respective abstract card and should not be given an INID Code.

ABSTRACT, DRAWING

9. The abstract (INID 57) should be formulated according to WIPO Standards [ST.12/A](#) or [ST.12/B](#).

10. The significant drawing should preferably be located together with the abstract on the lower part of the space available.

11. The reduction ratio used should allow a clear reproduction of all parts of the drawing.

TRAILER CARDS

12. Trailer cards should not repeat all the bibliographic information already given, they should, however, at least bear the number of the document abstracted, the abstract number (if any) and an indication of the fact that it is a trailer card (preferably in form of a trailer card number).

13. It is left to the discretion of the office publishing the abstract whether, in such cases, the drawing or the text of the abstract itself should be considered as less significant for the user and, therefore, given on the trailer unit.

INTERNAL NOTES OF THE USER

14. If possible, some space should be left on the abstract card for the user to add notes.

[End of Standard]