



STANDARD ST.22

RECOMMENDATION FOR THE PRESENTATION OF PATENT APPLICATIONS TYPED IN OPTICAL CHARACTER RECOGNITION (OCR) FORMAT

INTRODUCTION

1. This Recommendation has been established so as to assist the preparation of a patent application in a typewritten form suitable for the subsequent production of an electronic digitized record of the contents of the patent application by the use of Optical Character Recognition (OCR) equipment.
2. This Recommendation has been established based upon the experiences of various Offices in the use of OCR equipment. It has been drawn up with the object of achieving the lowest possible error rate in the step of automatic reading of the text of patent applications whilst, at the same time, still permitting efficient personal reading of the document.
3. The primary aim of producing a digitized record of a patent application is to permit the easy publication of that application in a composed format using computer typesetting techniques and to thus enhance the presentation and value of patent documents to the advantage of all users. A further aim is to create a machine-readable data base of the full text of a published document so that advantage can be taken at a later date of the possibilities offered by full text computer search.

DEFINITION

4. For the purposes of this Recommendation, the expression "patent application" means applications for patents for invention, inventor's certificates, utility certificates, utility models, patents or certificates of addition, inventor's certificates of addition and utility certificates of addition.

CREATION OF THE TYPED ORIGINAL

5. A patent application will often be prepared using word processing equipment or various types of electronic or electric typewriters in which the type font and size can be readily selected by the interchange of a daisy-wheel or golfball print head. Experience has shown that the most efficient format of type to permit OCR equipment to be reliably used is that defined in the International Standard Organization (ISO) Standard 1073/II, the so-called OCR-B format.

Paper Support

6. The paper support of the typed application should have the following characteristics:
 - (a) the paper should be strong, white and substantially free of wood cellulose;
 - (b) the paper weight should lie between 80 and 120 gms/m²;
 - (c) the paper size should preferably be A4, viz. 210 mm x 297 mm.

Type Characteristics

7. The typing of the text should be as follows:
 - (a) the characters should be evenly typed in black with a sharp rendition;
 - (b) ribbons should be used once only;
 - (c) a constant character pitch of either 10 or 12 characters per inch should be used;
 - (d) typing should be done at one and a half line spacing;
 - (e) a minimum margin of 2 cms should be present at the top, bottom and sides of each sheet, and one of 2.5 cms on the left side of each sheet. Any applicant's or representative's references should appear in the margin at the top. It is recommended that the typing paper used has a faint pre-printed guide box within which text is typed, a sample of which is given in *Appendix I* to this Annex. Line numbering, if given, should be typed using arabic characters in the left hand margin area, at least 0.5 cm outside of the box as shown in *Appendix I*;



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- (f) text should not be underlined;
- (g) page numbering should be given by simply using arabic characters without other delimiting character. Page numbers should preferably be centered at the top of the sheet, as shown in *Appendix I*;
- (h) word splitting at the end of a line by the use of hyphens should be avoided. The right hand margin of the typed copy should not be justified;
- (j) the description, the claims(s) and the abstract should be typed starting each on a new page. Moreover, the first word printed on the first page of each of the three afore-mentioned parts of the application should specify the corresponding part (in the language of the application);
- (k) tables, chemical and mathematical formulae should be typed in the body of the text as far as is practical. If the complexity of the tables or formulae so dictate, then they should be presented on separate sheets with suitable references thereto inserted in the text;
- (l) Greek, mathematical and other characters not provided on a normal typewriter should be inserted by hand into the text; alternatively, their substitutes as recommended in the relevant international or national standards may be used. Examples of possible substitutes are given in *Appendix II* to this Annex;
- (m) the use of footnotes should be avoided.
- (n) the numeral key "1" should be used for the number "one", and the letter key "l" for the letter "ell". The letter key "O" should not be used for the zero sign and vice versa.

Corrections

8. Corrections to the text of an application should preferably be done by reprinting whole pages. For the purposes of making corrections, the use of white correcting fluid or self adhesive strips of paper should be avoided.

FILING OF TYPED ORIGINAL

9. The typed original should be filed in a strong envelope, preferably of transparent plastic. The typed sheets should be free of creases and should not be rolled.

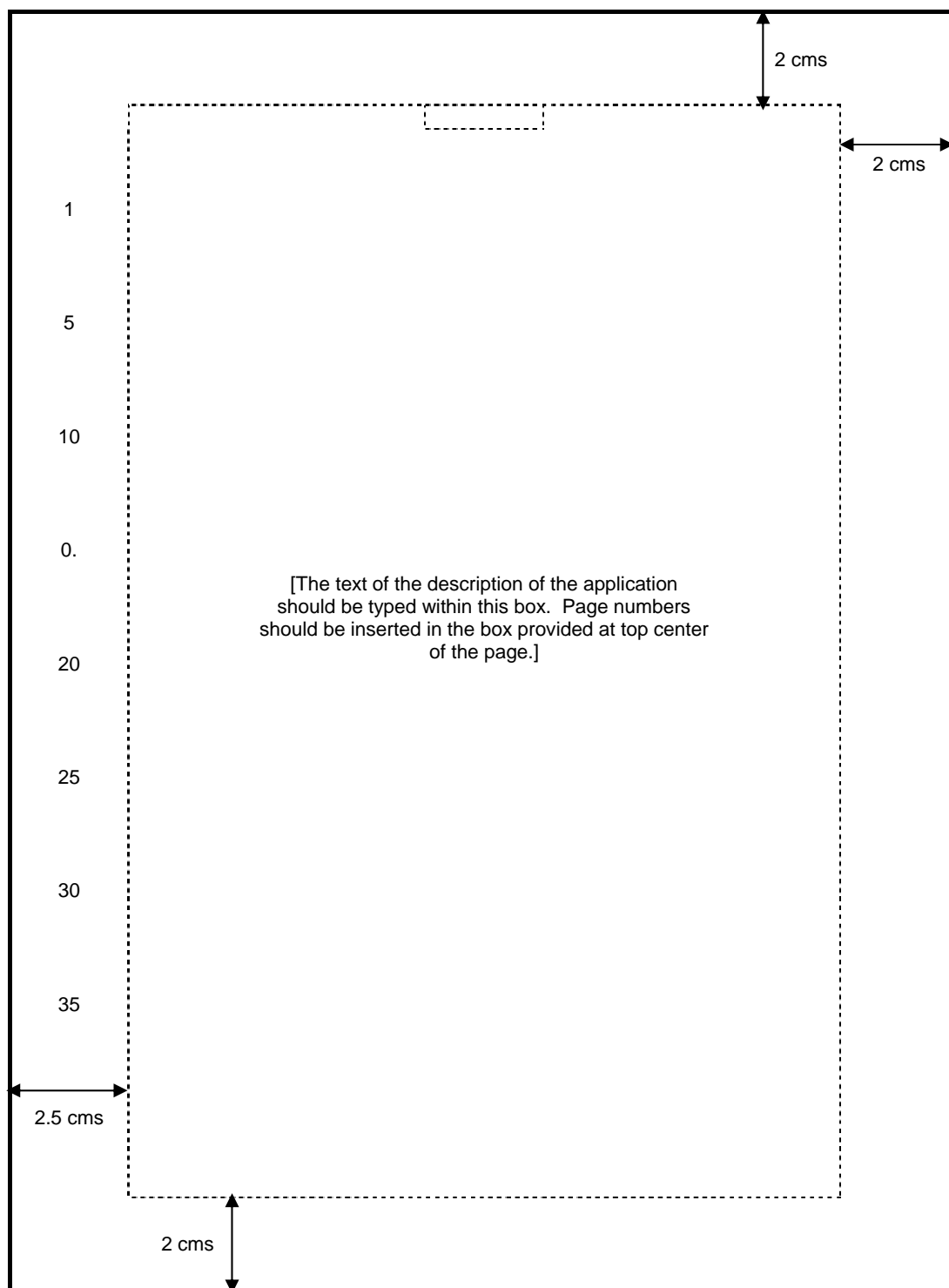
IMPLEMENTATION

10. It is recommended that Offices intending to start accepting or requesting the filing of patent applications typed in OCR format should publish full guidance in their Official Gazettes, defining therein the exact character type or types permitted, and specifying the exact paper size allowable.

[Appendices follow]



APPENDIX I



Original size = A4

[Appendix II follows]



APPENDIX II

EXAMPLES OF POSSIBLE SUBSTITUTES
FOR SPECIAL CHARACTERS

Special character		Substitute
A	α	Alpha
B	β	Beta
Γ	γ	Gamma
Δ	δ	Delta
E	ϵ	Epsilon
Z	ζ	Zeta
H	η	Eta
Θ	ϕ	Theta
I	ι	Iota
K	κ	Kappa
Λ	λ	Lambda
M	μ	My
N	ν	Ny
Ξ	ξ	Xi
O	\omicron	Omicron
Π	π	pi
P	ρ	Rho
Σ	σ	Sigma
	Z	Sigma
T	τ	Tau
Y	υ	Ypsilon
Φ	ϕ	Phi
X	χ	Chi
Ψ	ψ	Psi
Ω	ω	Omega
	$\frac{1}{2}$	1/2
œ		oe
‰		Promille/parts per thousand
©		c.

[End of Appendix II and of Standard]