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**GUIDELINES FOR THE INTRODUCTION OF NEW CATCHWORDS AND  
CATCHWORD PHRASES IN THE OFFICIAL CATCHWORD INDEXES TO THE IPC**

*Document prepared by the International Bureau*

The Annex to this document contains the guidelines for the introduction of new catchwords and catchword phrases in the official catchword indexes to the IPC, approved by the PCIPI Working Group on Search Information at its twentieth session, in November-December 1997, for inclusion in the *WIPO Handbook on Industrial Property Information and Documentation* (see document PCIPI/SI/XX/7, paragraphs 14 to 17), which are submitted to the Committee of Experts for adoption.

[Annex follows]

## ANNEX

### GUIDELINES FOR THE INTRODUCTION OF NEW CATCHWORDS AND CATCHWORD PHRASES IN THE OFFICIAL CATCHWORD INDEXES TO THE IPC

#### DEFINITIONS

1. Catchwords represent specific technical terms, including abbreviations and acronyms, used in patent documentation and non-patent literature.
2. Catchword phrases, placed in the catchword indexes under the relevant catchwords, give an indication of subject matter associated with the catchwords, which subject matter is designated by IPC symbols.

#### SELECTING CATCHWORDS

3. Technical terms, abbreviations or acronyms, selected as catchwords may appear in the title of the IPC entry concerned or may be implicitly covered by that title, the latter terms being preferable for the inclusion in the catchword indexes as they cannot be found by the computer word searching in the text of the IPC.
4. The introduction of synonyms of selected catchwords or terms for which the selected catchwords are generic should be considered. References to related catchwords, presented as “see also ---”, should be given when necessary.
5. If two or more specific technical terms are considered important for indicating subject matter of the IPC entry, all of them should be included in the catchword index.
6. The use of trademarks as catchwords should be avoided.

#### SELECTING CATCHWORD PHRASES

7. It should be borne in mind that the catchword index does not replace any part of the Classification, and the catchword phrases, giving a brief indication of the subject, should not, therefore, be comprehensive or exhaust the subject. However, they should correctly indicate the contents of the IPC entry, depending on its hierarchical position.

8. The catchword phrases should normally point to main groups or subgroups of the IPC, but when indicating broad subject matter, a mere reference to the relevant IPC subclass may be sufficient.
9. New catchword phrases selected should be checked for possible appearance under other catchwords in the catchword index, in order to avoid any conflict.

#### INTRODUCTION OF CATCHWORDS AND CATCHWORD PHRASES REFERRING TO INDEXING PLACES IN THE IPC

10. Selected catchwords or catchword phrases referring to indexing places in the IPC may be introduced in the official catchword indexes when the subject matter in question is covered by a large number of classification places or when the classification places are not considered obvious to the user. If there is also related subject matter which is covered by classification places in the same, or a different, area of the IPC, catchwords or catchword phrases to the relevant classification places should also be introduced in the catchword indexes, in order to provide more complete information to the user.
11. Catchwords or catchword phrases referring to indexing places should be indicated by a preceding “+” sign.

#### PROCEDURE

12. When preparing or considering detailed proposals on the revision of the IPC or comments thereon, in particular when studying relevant patent documents, offices may propose new catchwords and catchword phrases for their introduction in the official catchword indexes, bearing in mind that sufficient restraint should be exercised in order to keep the work relating to the catchword indexes at a reasonable level.
13. After each session of the PCIPI Working Group on Search Information, the International Bureau should inform the members of the Working Group of those revision projects which have been completed at that session and provide each office with a list of the proposed catchwords and catchword phrases, if any, that have been submitted in accordance with the preceding paragraph, relating to the area of the IPC covered by the projects in question.
14. The Rapporteurs, before the following session of the Working Group, should examine the need for the introduction of new catchwords and catchword phrases in respect of the projects concerned.
15. For that purpose, the Rapporteurs should consider the titles of new or amended IPC entries approved, with a view to selecting new catchwords and catchword phrases for their introduction in the catchword indexes.

16. The Rapporteurs should, preferably, also propose necessary modifications to existing catchwords and catchword phrases, referring to new, amended or deleted IPC entries, in order to facilitate the task of the final updating of the catchword indexes at the conclusion of the revision period.

17. The Rapporteurs should assume the responsibility of proposing new catchwords and catchword phrases at least in respect of the language in which the rapporteur report has been prepared. In respect of the new catchwords and catchword phrases for the other language version of the official catchword indexes, the Rapporteur may request the submission thereof from the office that has prepared the translation of the amendments to the IPC approved by the Working Group under the project concerned, on the basis of the catchwords and catchword phrases proposed by the Rapporteur.

18. The proposed new catchwords and catchword phrases should be submitted in good time, preferably, two months before the session of the Working Group at which they are to be discussed, so as to facilitate their consideration.

19. The International Bureau should assume the responsibility of introducing in the catchword indexes the new catchwords and catchword phrases accepted by the Working Group.

20. The International Bureau, with the assistance of the United States Patent and Trademark Office, should also assume the responsibility of introducing in the English catchword index, when necessary, the catchwords with American spelling equivalent to the new catchwords with British spelling accepted by the Working Group.

[End of Annex and of document]