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| From: ENG Committee | ENG4-11.1.17 |
| To: PAP | 15 April 2016 |

LIAISON NOTE

Referencing Dictionary terms in Documents

# INTRODUCTION

To advise the PAP of ENG thinking on referencing of Dictionary terms in IALA Documents.

# Strategy for Dictionary terms used in IALA Documentation

ENG4 gave consideration to how to reference Dictionary terms in the various IALA Documents. Three views emerged, they are:

1. An initial statement in the document referring the reader to the Dictionary for definitions and no further reference to defined terms in the document. Example: *The definition of terms used in this Guideline can be found in the International Dictionary of Marine Aids to Navigation (IALA Dictionary) at http://www.iala-aism.org/wiki/dictionary*.
   1. Advantages of this is it is simple and consistent with all documents though requires the reader to be a little informed about the topic and the Dictionary to get the best out of the document.

This is the favoured method

1. A list of terms in each document that has a dictionary definition identified and placed at the end of the document along with the Dictionary website address. The reader has the opportunity to access the dictionary and ascertain the formal definition. It is possible for the document to highlight each identified term to indicate that it has an official definition but this can make the document curious to read with many highlighted terms.
   1. Advantages of this system are that it is simple to maintain with only one central source of data in the Dictionary with no updating of documents in the event of definition changes.
2. A list of Dictionary definitions is placed at the end of each document containing all the terms referenced in the document
   1. Advantages of this make it easier for the reader to see the official definition at the time of reading rather than refer elsewhere.
   2. Disadvantages are that the definitions are then being stored in multiple places making edits and updates a nightmare. Updates are rare but errors are common and require many searches and re writes.

# ACTION REQUESTED

The PAP is requested to consider the most appropriate way to reference definition of terms in IALA documents.