

## AMENDMENTS TO THE “GUIDELINES FOR DRAFTING CLASSIFICATION DEFINITIONS”

### GENERAL RECOMMENDATIONS

Users are expecting to find in definitions additional explanation and guidance that are not available in the scheme. If such additional material is not available, there is no need to draft definitions which would merely repeat information already available in the scheme.

The paragraphs in the different sections of the definitions should not be numbered. Numbered lists should be replaced by bulleted lists. Care should be taken in the text to avoid references to such numbered paragraphs.

Numbers should be avoided to indicate different items in a phrase. In the case of long phrases, bulleted paragraphs should be used instead.

Definitions should not contain references to example patent documents.

### TITLE

The title of a subclass definition is as indicated in the classification scheme but does not include any references.

The title should *not* be capitalized to improve readability. Multipart titles should be presented sequentially with each part of the title commencing on a separate line, e.g.:

- Vehicle brake control systems or parts thereof;
- Brake control systems or parts thereof, in general;
- Arrangement of braking elements on vehicles in general;
- Portable devices for preventing unwanted movement of vehicles;
- Vehicle modifications to facilitate cooling of brakes.

The titles of groups are not displayed in the definitions in the new platform of the Internet publication since definitions appear in a separate window together with the scheme. In the drafting of definitions, there is no need to reproduce the title. The titles of groups do not appear in the definitions XML master file either.

### DEFINITION STATEMENT

The definition statement is a more detailed explanation of the subject matter appropriate for the classification place.

A complete technical explanation should be used to define the scope of a classification place, instead of referring back to groups by just using their symbols in the definition statement.

The scope of the definition statement should essentially be the same as the scope of the title. Where a classification place also covers categories of invention not explicitly mentioned by its title, these should be mentioned in the definition statement.

The definition statement may be as long as needed to give the user complete information. However, long, complicated phrases should be avoided, e.g. phrases containing many of the following items at the same time: i.e., e.g., ordered lists, items between brackets.

The definition statement should clearly elaborate the meaning of the classification place rather than merely restate its title. The definition statement may use words, which are alternatives to those used in the title, in particular relevant words and phrases found in the patent documents classified in this place. However, this should be done when it is helpful for a better understanding of the content of the subclass. It should be avoided to systematically use alternative wordings, since this may confuse users. If the content of notes existing in the scheme is clear enough, such content may be used without change. The definition statement may be omitted in instances where the meaning of the classification place is clear from the title and would not benefit from further explanation.

The definition statement should provide a positive description of the subject matter appropriate for the classification place, rather than a negative description of the subject matter excluded from that place. It should begin with the phrase: "This place covers:". The appropriate classification places for excluded subject matter are found under "Limiting references" (see below).

In the case of subclasses with a large number of main groups, or of subclasses with a multipart title covering distinct technical fields, the definition statement should reflect the structure of the subclass. When parts of the title or scheme correspond to distinct technical subject matter, then each part should be defined by a separate statement.

The definition statement may include explanatory notes and graphics which represent subject matter appropriate for the classification place. The explanatory notes clarify or address special or complex issues. The graphics, e.g. chemical formulae, drawings, can be useful to more fully illustrate the subject matter of a classification place and are positioned where useful to aid comprehension.

Numbers on graphics should be avoided. However, if graphics are taken from a patent document, numbers should be removed only if this is a straightforward task. Attention should be also given to the clarity of the graphics.

## RELATIONSHIPS WITH OTHER CLASSIFICATION PLACES

When the scope of the subclass is generally affected by its relationships with other places, and those relationships cannot entirely be expressed in the form of references, then those relationships are stated here.

This section includes special rules of classification or guidance for defining the classification practice between different classification places, e.g. availability and usage of indexing subclasses or groups, multiple classification, relationships between general (function-oriented) and application-oriented places, relationships between a residual place and other related places.

When the special rules of classification or guidance for defining the classification practice apply only within a subclass/group, then the specific section "SPECIAL RULES OF CLASSIFICATION" should be used instead.

This section also includes more detailed explanation about the particular application of notes in certain technical areas, where, in the scheme, only the standardized wording of notes explaining the classification rules is presented.

Where the relationship between classification places is characterized by having a place which is considered to be a limiting reference as well as a non-limiting reference, this section should be used to explain the nature of this relationship to minimize any confusion when the specific reference sections of the definition do not fully clarify the relationship.

Graphics may be used where needed.

## REFERENCES

In this section of a subclass definition, only references concerning the whole subclass or several main groups are mentioned. A reference concerning only a particular main group or subgroup appears in the corresponding section of the definition of that particular group.

In case of large number of references or in case of references concerning distinct subject matters (e.g. in subclasses with multipart titles covering distinct technical fields), the references concerning the same subject matter should be grouped together under a common technical subheading.

The references within groupings should be listed in the alphanumeric order of the places, references pointing to places in the same subclass being listed first.

References are presented in two columns; in the left one appears the wording of the reference and in the right the place to which the reference points.

References should indicate the most specific place where the subject matter is classified, e.g. if the subject matter is covered by a particular group only, this group should be indicated and not the complete subclass. References to sections and classes should be avoided.

Limiting references are grouped together under the subheading:

“Limiting references

“This place does not cover:”.

Precedence references often have the same function as limiting references (see the *Guide to the IPC*, paragraph 39(b)). If they are not considered limiting, it might be desirable to describe their function in the section "Relationships with other classification places".

References from general (function-oriented) to application-oriented places are grouped under the subheading:

“Application-oriented references

“Examples of places where the subject matter of this place is covered when specially adapted, used for a particular purpose, or incorporated in a larger system:”.

References from residual places to non-residual places are grouped under the subheading:

“References out of a residual place

“Examples of places in relation to which this place is residual:”.

Informative references indicate the location of subject matter that could be of interest for searching, but is not covered by the place where the reference occurs. References from application-oriented places to general (function-oriented) places are informative references. References to more or less related places that are of no interest for search should be avoided.

Informative references are grouped under the subheading:

“Informative references

“Attention is drawn to the following places, which may be of interest for search:”.

Graphics may be used where needed.

## SPECIAL RULES OF CLASSIFICATION

This section contains special classification rules, which apply only within the subclass/group and not between subclasses/groups. Examples of such classification rules are the last place or first place priority rules. Normal precedence rules are not considered as special, and therefore should not be listed here.

Special classification rules, which affect only one main group within a subclass, are stated in the corresponding section of the definition of that particular main group.

Numbering of paragraphs should be avoided. Subheadings are allowed.

## GLOSSARY OF TERMS

This section consists of definitions for significant words or phrases found in the titles or definition statements. This is particularly useful when the terms are used in a more precise or restricted manner than their common usage.

This section begins with the phrase: “In this place, the following terms or expressions are used with the meanings indicated:”.

Terms found exclusively in patent documents or in technical literature, but not in the scheme or the definition statement, should normally appear in the next section.

The terms in the glossary should be preferably in the singular.

Graphics may be used where needed.

## SYNONYMS AND KEYWORDS

This is an optional section intended to be used for establishing synonyms, keywords, abbreviations and acronyms from terms used in the patent documents themselves or in technical literature. This will aid in formulating search queries in electronic searching in this technical field. For example, in group B60T 8/00, the keywords “anti-lock” and “anti-skid” would be useful to a searcher. These synonyms and keywords should be accompanied by explanations of their meaning.

This section may include definitions of such terms when they do not appear in the scheme or the definition statement.

The following standardized wordings may be used:

- In patent documents, the words/expressions “---”, “---” and “---” are often used as synonyms.
- In patent documents, the word/expression “---” is often used instead of “---” which is used in the classification scheme of this place.
- In patent documents, the word/expression “---” is often used with the meaning “---”.
- In patent documents, the following abbreviations are often used:  
<abbreviation> = <full wording>.

[Definition Template follows]

## DEFINITION TEMPLATE

### Definition statement

*This place covers:*

### Relationships with other classification places

### References

*Limiting references:*

- i.e. "This place does not cover:"

*Application-oriented references:*

- i.e. "Examples of places where the subject matter of this place is covered when specially adapted, used for a particular purpose, or incorporated in a larger system:"

*References out of a residual place:*

- i.e. "Examples of places in relation to which this place is residual:"

*Informative references:*

- i.e. "Attention is drawn to the following places, which may be of interest for search:"

### Special rules of classification

### Glossary of terms

*In this place, the following terms or expressions are used with the meaning indicated:*

## **Synonyms and Keywords**

*In patent documents, the following abbreviations are often used:*

*In patent documents, the words/expressions "---", "---" and "---" are often used as synonyms.*

*In patent documents, the word/expression "---" is often used instead of "---" which is used in the classification scheme of this place.*

*In patent documents, the word/expression "---" is often used with the meaning "---".*

[Annex VII follows]