



User's Handbook

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1. INTRODUCTION

IATE (**I**nteractive **T**erminology for **E**urope) is a dynamic database designed to support the multilingual drafting of EU texts, and legal texts in particular.

It aims to provide relevant, reliable, easily accessible data which represent a distinct added value compared with other sources of lexical information (e.g. translation memories, the internet, electronic archives).

The fact that IATE is available to the public gives language professionals, academia, national experts, public administrations, policy advisers, private sector companies and the general public access to validated terminology. It allows EU terminologists to make a greater contribution to the EU policy of encouraging multilingualism and making EU legislation more transparent to the citizen. It also allows EU terminologists to receive feedback from external users.

1.1 Home page

Users will find key information on IATE in the home page, together with the basic search parameters. General statistics will allow interested users to follow the evolution of the content of the database, together with more specific details on latest searches and 10 most opened entries by the public. The general statistics will be enlarged in the coming months with additional analytics and will become real time statistics (at the moment they are static values which will be updated on a regular basis).

General information on IATE can be found under ‘About IATE’ and the ‘Frequently Asked Questions’ sections, and specific information on the IATE data for download in TBX format can be found under ‘Download IATE’. The TBX for download will undergo improvements in 2019 to be aligned with the expanded Domain classification used in the new IATE, with potential changes in the TBX structure/data categories following the revision of ISO 30042:2008 and with automated and more frequent updates.

Users interested in consulting IATE from third-party tools can consult the specific section devoted to ‘IATE APIs’, with details and sample queries.

1.2 Documentation

This version of the IATE Handbook focuses on features available to external users. It will evolve in the coming months towards an interactive online help.

1.3 Multilingual interface

IATE offers users a multilingual interface in the 24 EU official languages. You can change the language on the top right language selector.

1.4 Accessibility

The new version of IATE has been developed with all users in mind. It can be used with shortcuts to facilitate navigation and prevent extensive use of the mouse and also with screen readers. More information is available in the Accessibility statement.

1.5 General principles of IATE data

Usefulness for the drafting of texts

IATE's usefulness for multilingual drafting, translation and interpretation in the EU sphere is always the prime concern of the terminologists feeding it. In addition to **terms** (technical expressions used in a particular subject field), **appellations** (designations referring to a single object, i.e. proper names) have also been entered (see [Annex I](#) for definitions of 'term' and 'appellation'). However, IATE is not a general language dictionary, so ordinary words and expressions are avoided. Phrases are entered only if their use is restricted to a specific context (e.g. standard formulas in EU legislation).

Credibility of entries

A well thought-out IATE entry tries to give users as much information as possible to allow them to judge whether the proposed solution is appropriate and credible. It must also allow other terminologists wishing to work on the entry to delimit the concept clearly, by providing references to the relevant sources consulted.

Multilingualism

It is our priority that IATE entries become as multilingual as possible, ideally covering all official EU languages. This is accomplished by adding as many languages as possible to existing and new entries and by merging and consolidating duplicate entries referring to the same concept.. Regular clean-up work is done by the terminology coordinators and terminologists of all participating institutions.

One concept, one entry

The IATE data structure is based on a concept-oriented approach, which means that each entry corresponds to one concept (terms are grouped by their meaning) and each concept should ideally be covered only in one entry.

Each IATE entry is divided into three inter-related levels:

- Language Independent Level (LIL)
- Language Level (LL)
- Term Level (TL)

For more information, see [Section 3](#) ('Overview of structure') below.

IATE is the result of merging different EU terminology databases back in 2004, which explains the large number of duplicated entries (in many cases, there are several entries

available covering the same concept). An interinstitutional IATE Clean-up Task Force was set up in 2015 and has been launching numerous analysis and data clean-up initiatives in order to consolidate duplicated entries into a single entry. This explains why the general statistics on entries and terms will display a downward trend over time (there is more content being deleted and updated than newly created).

2. SEARCH

2.1 Basic search

Searching for terms is one of the main functionalities of IATE. The **basic search** offers a simple but powerful tool: users just need to select the source and target language(s) and insert (type or copy and paste) a search string in the search field. The use of quotation marks in the search box is not recognised, the matching option ‘Exact match’ should be used instead.

When selecting a source language and typing a term, an **autocomplete feature** guides the user as from the fifth typed character, showing available matches in IATE for the source language. Please note that the fact of getting an autosuggest match does not necessarily mean that the term is available in your target language or that the entry fulfils other search criteria you selected. Therefore it is possible that you don't get any results.

The basic search launches a search of the search string in the Term field with a **default matching option of ‘All words’**, which means that terms containing all of the words in the search box (in any order) will be retrieved.

E.g. looking for *European Commission* will retrieve...

- European Commission*
- European Commission of Agriculture*
- European Travel Commission*
- European Travel Commissions*
- Commission of the European Communities*

Results are sorted by relevancy, which means that closer matches are displayed on top (*European Commission*), followed by similar matches (*European Commission of Agriculture* and *European Travel Commission*).

Independently of the source and target languages selected by the user, Latin and Multilingual (MUL) are also searched by default as target languages.

Apart from searching by a term, users can also **search by entry ID** in the search box by typing a number. This will automatically switch to a search by entry ID field and all the available languages in the entry will be retrieved. Multiple entries can be retrieved by listing their ID numbers separated by a comma.

If the user wishes to search by number in the text fields, this is possible by switching off the automatic ‘Search by ID’.

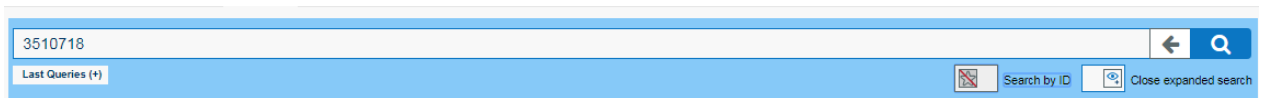


Figure: search by ID

2.2 Expanded search

The expanded search offers different possibilities:

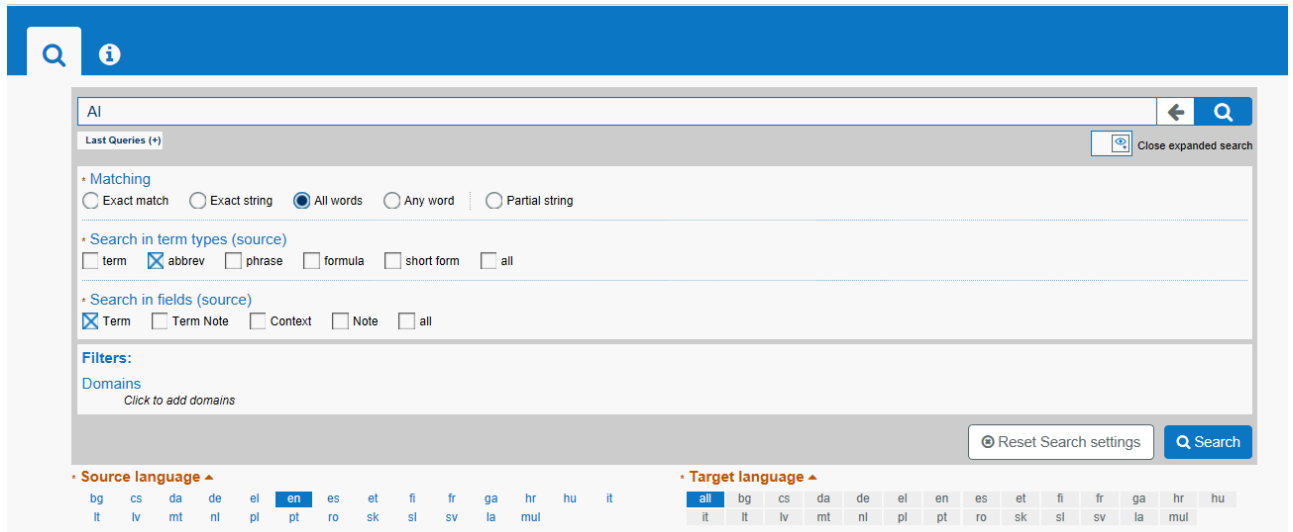


Figure: Expanded search

Matching options:

If a user wishes to launch an exact match, exact string or any word search, s/he will have to do so from the matching settings under the expanded search. The following values are available:

- **‘All words’**: Default matching option as described above. Gives results containing all of the words in the search box (in any order).
- **‘Exact match’**: Gives results for the exact sequence of characters in the search box.
- **‘Exact string’**: Gives results containing the exact sequence of characters in the search box as full words within longer strings.
- **‘Any word’**: Gives results containing at least one of the words in the search box.
- **‘Partial string’**: Gives results containing the exact sequence of characters in the search box within longer strings.

When using the matching options ‘All words’ and ‘Any word’, specific language rules are applied on the source language selected by the user, in order to increase the retrievability of relevant results (plurals, inflected forms, derivations).

By default, search strings containing characters with diacritic marks will retrieve the diacritic characters and the base characters as exact matches.

E.g. looking for *role* in French with an ‘Exact match’ setting will retrieve...

role
rôle

E.g. looking for *déjà vu* in French with an ‘Exact match’ setting will retrieve...
déjà vu
deja vu

This is also applied to special characters and their extended equivalents:
E.g. looking for *FüÙe* in German with an ‘Exact match’ setting will retrieve...
FüÙe
FuÙe
Fusse

And the same for different types of hyphenations and spaces:
E.g. looking for *energy generating product* in English with an ‘Exact match’ setting will retrieve...
energy generating product
energy-generating product (with an standard dash)
energy–generating product (with an en-dash)
energy—generating product (with an em-dash)

‘Partial string’ allows retrieving results containing the string inserted in the search field within a longer string. The string does not need to be full words. For example: searching by ‘book’ will retrieve results like ‘book’, but also ‘e-book’, ‘booking’, ‘notebook’, etc. (which contain ‘book’ inside the string).

Search in specific term types (all of them are selected by default). When searching in a specific term type in the selected source language, lookup forms which are exact matches and/or exact strings are always retrieved if available. Multiple term type selection is allowed (the search will be run only in the selected term types, skipping results from other term types and not displaying in the results list synonyms which do not have the selected term type).

Search in specific fields: users can search in other fields apart from the default Term field (‘Partial string’ match by default in this case). Public users can select (alone or combined) the following text fields:

- Context, Term note, Language note.

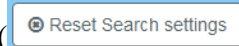
Users can search by a specific string in these text fields, for example, search by ‘human rights’ in the Context and Note fields in order to see how this term behaves in context. The fields showing a match will be expanded by default, and the match will be highlighted.

The screenshot displays two search results for the term 'human rights'. The first result, ID 805084, is categorized under 'international agreement' and 'human rights'. It lists three related terms: 'Convention for the Protection of Human Rights and Fundamental Freedoms', 'European Convention on Human Rights', and 'CEDH'. Each term has a rating of four stars and a 'Council' label. The 'Context' field for the first term provides a detailed description of the convention, and the 'Note' field explains the acronym ECHR. The 'Context reference' points to a Council of Europe Treaty Office summary. The second result, ID 783376, is categorized under 'human rights', 'European organisation', and 'world organisation'. It lists 'European Court of Human Rights' with a three-star rating and a 'Council' label. The 'Note' field explains the acronym ECHR, and the 'Context reference' points to a UCL Policy Briefings document.

Figure: search by 'human rights' in the Context and Note fields

Filter by domain: users can run a search in entries belonging to a specific domain or subdomain. When selecting a domain or subdomain, the subdomains below are selected by default and the search retrieves entries belonging to the selected domain/subdomain and any of its children. However, the user can also select the possibility to exclude subdomains and obtain only entries which match the specific domain or subdomain selected.

Please note that entries migrated from the previous version of IATE only have Eurovoc domains up to the third level. Therefore, if you filter your search by using a lower level, it is very probable that your search won't yield any results.






Users can reset any selected values by clicking on 'Reset search settings' ().

2.3 Results

When launching a search, a summary of the search criteria is displayed on top of the results. The default number of results per page is 5 but can be changed to a higher value.

Results matching the search criteria will be displayed in a results page showing the following information:

- Entry ID
- Domain
- Institution owner of the LIL

- Specific status of the entry (primary)
- Specific LIL information (life-cycle/origin)
- Languages searched (source and target and potentially LA and MUL if available in the entry)
- Anchor language if available
- Terms available in the specific languages – the matches for the searched terms will be highlighted
- TL information: institution owner, reliability, term reference (via expandable tooltip ‘Reference’ ) , context (via expandable tooltip ‘Context’ ) , term note (via expandable tooltip ‘Term note’ ) , evaluation
- LL information: institution owner, definition (via expandable tooltip ‘Definition’ ) , language note (via expandable tooltip ‘Language level note’ ) ,

Results are sorted by relevancy according to the search criteria, which means that exact matches will be displayed on top and similar matches afterwards (exact strings below exact matches, followed by all words results and any word results). A message indicates that similar results are displayed below:

No exact results found with your settings Similar results displayed below

No more exact results found with your settings Similar results displayed below

Figure: messages indicating similar results displayed below exact matches

If there are duplicates with the same score of relevancy, they will be sorted as follows:

- closer length to the search string first
- primary entries are given priority ([see section 4.1.3](#) (‘Primary entry’))
- maximum reliability across all TL for the source language
- number of languages (entries with more languages are displayed on top)

If all the criteria above are the same for several entries, then they are sorted by entry ID in descending order (more recent entries are displayed first).

The matching part of the term is highlighted, taking into account that for all words and any word matches it is the stemmed match that is highlighted.

Regarding the sorting of languages within an entry, the source language is displayed on top and the target language is displayed below. If the user has selected multiple target languages, they are sorted below the source language in alphabetical order (EU, followed by LA and MUL).

If there are lookup forms (a specific term type which redirects to the main term, [see section 4.3.1](#)) in the source language of the search which match the search string as an exact match or as an exact string, the relevant entry(ies) will be sorted as per the relevancy criteria above. For clarity purposes, terms which are lookup forms are labelled as Redirected from:.

2.4 Last queries

It is possible for a user to consult his/her last queries via the specific option in the Search screen. A summary of the search criteria for each query will be displayed on the right side and the user can relaunch the same query by clicking on the button ‘Run this query again’ ([Run this query again](#)).

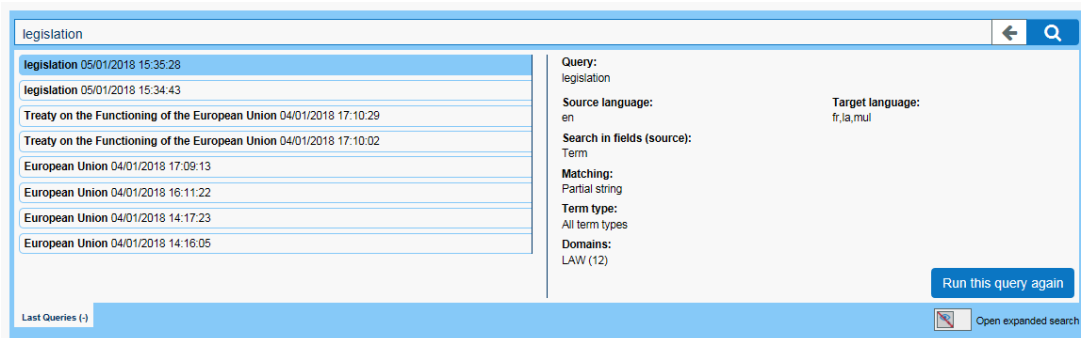


Figure: list of last queries with summary of criteria per query

2.5 Full entry view

From the results page, users can access the full entry view by clicking on the entry ID located to the upper left of the entry or by clicking on one of the language codes in the entry. It is possible to return to the results page by using the link ‘Back to search results’ ([Back to search results](#)).

When clicking on the entry ID, the full entry view will display the source and target language(s) selected for the search (bilingual, trilingual or multilingual display).

When clicking on the language code, the full entry view will display the language selected in a monolingual display.

Users can display or hide languages by right-clicking on the language code and selecting ‘Open’ or ‘Close’.



Figure: possibility to displayed a closed language via the contextual menu

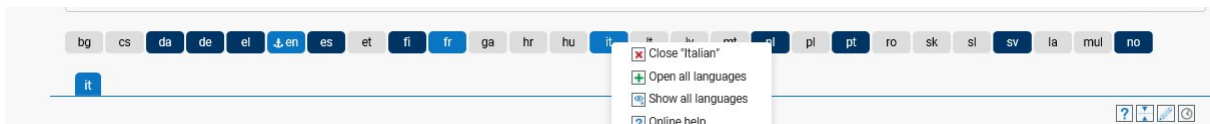

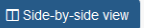




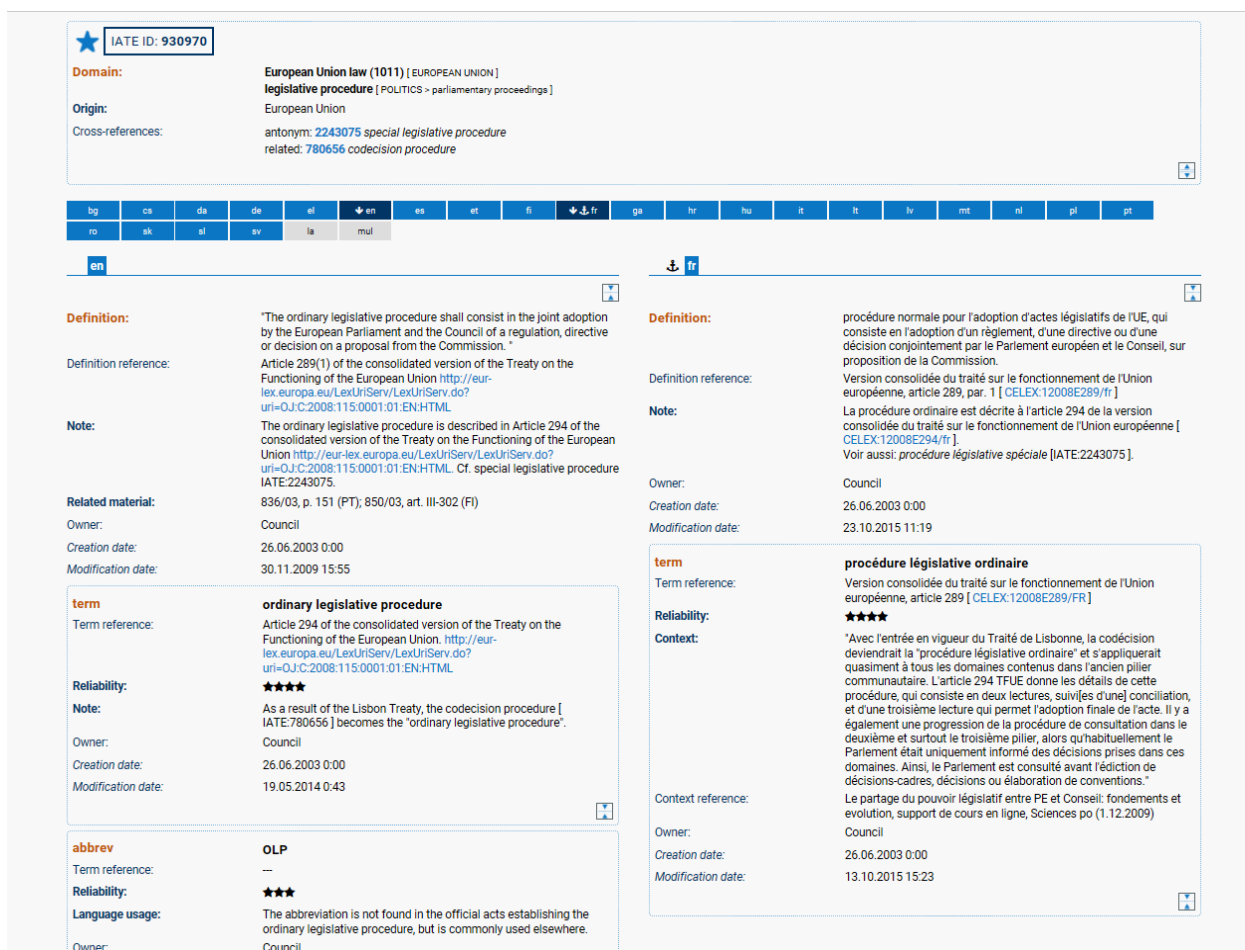
Figure: possibility to close a displayed language via the contextual menu

It is also possible to switch the position of the displayed languages by right-clicking one of the displayed languages and selecting [Switch columns](#).

Besides, users can switch from a side-by-side view, available for two and three languages, to a list view (one language below the other), available for any number of languages. The buttons ‘List view’ () and ‘Side-by-side view’ () are available at the top-right corner of the screen.

For a better alignment across languages, particularly in a side-by-side view, users can collapse the language level for a full alignment of the term levels, or can collapse a specific term level for an alignment of a specific term level across languages, by clicking on the collapse () and expand () buttons.

3. OVERVIEW OF STRUCTURE



The screenshot displays the full entry view of an IATE entry for 'ordinary legislative procedure'. At the top, it shows the IATE ID (930970) and the domain (European Union law (1011)). Below this, there are sections for 'Origin', 'Cross-references', and a language selection bar. The main content is organized into three levels: 'Definition', 'Note', and 'Related material'. Each level provides detailed information, including references to legal texts and dates. The 'Definition' section is shown in both English and French. The 'Note' section explains the relationship between the ordinary legislative procedure and the special legislative procedure. The 'Related material' section lists relevant documents and their dates. The 'Term' section provides a detailed definition and context for the term, including its reliability (★★★★) and language usage. The 'Abbrev' section shows the abbreviation 'OLP' and its usage.

Figure: full entry view of an IATE entry

3.1 Entry levels

As illustrated above, IATE entries are divided into three levels:

1. Language-Independent Level (LIL)

Contains metadata (administrative information) and concept-related information (domains, origin, etc.) and applies to all the data in the levels below it. It is displayed collapsed by default in the Full entry view, showing only the main information. More detailed information on the contents of the LIL can be found in [Section 4.1](#) ('Language-Independent Level (LIL)').

 IATE ID: 930970	
Domain:	European Union law (1011) [EUROPEAN UNION] legislative procedure [POLITICS > parliamentary proceedings]
Origin:	European Union
Cross-references:	related: 780656 <i>codecision procedure</i> antonym: 2243075 <i>special legislative procedure</i>
Owner:	Council

Figure: expanded Language Independent Level

2. Language Level (LL)

Concerns the concept, but is written in a particular language, and applies to all the terms in that language. The definition of the concept must be similar in all languages and applicable to all terms on the same record. Ideally it would be placed in the LIL. However, to allow a definition in each language, the definitions in IATE appear in the LL. A definition of the concept as well as any related notes can be found here. This level is discussed in more detail in [Section 4.2](#) ('Language Level (LL)').

The LL can be collapsed and expanded in the Full entry view.



 	
Definition:	procédure normale pour l'adoption d'actes législatifs de l'UE, qui consiste en l'adoption d'un règlement, d'une directive ou d'une décision conjointement par le Parlement européen et le Conseil, sur proposition de la Commission.
Definition reference:	Version consolidée du traité sur le fonctionnement de l'Union européenne, article 289, par. 1 [CELEX:12008E289/fr]
Note:	La procédure ordinaire est décrite à l'article 294 de la version consolidée du traité sur le fonctionnement de l'Union européenne [CELEX:12008E294/fr]. Voir aussi: <i>procédure législative spéciale</i> [IATE:2243075].
Owner:	Council
Creation date:	26.06.2003 0:00
Modification date:	23.10.2015 11:19

Figure: expanded Language Level

3. Term Level (TL)


Concerns a particular term or terms in a particular language. [Section 4.3](#) ('Term Level (TL)') contains more detailed information on the TL.

The TL can be collapsed and expanded in the Full entry view.

The screenshot displays two expanded term level panels. The left panel is for the term 'ordinary legislative procedure'. It includes fields for 'Creation date' (26.06.2003 0:00), 'Modification date' (30.11.2009 15:55), 'Term reference' (Article 294 of the consolidated version of the Treaty on the Functioning of the European Union), 'Reliability' (★★★★), 'Note' (As a result of the Lisbon Treaty, the codecision procedure [IATE:780656] becomes the "ordinary legislative procedure".), 'Owner' (Council), 'Creation date' (26.06.2003 0:00), and 'Modification date' (19.05.2014 0:43). The right panel is for the term 'procédure législative ordinaire'. It includes fields for 'Term reference' (Version consolidée du traité sur le fonctionnement de l'Union européenne, article 289 [CELEX:12008E289/FR]), 'Reliability' (★★★★), 'Context' (Avec l'entrée en vigueur du Traité de Lisbonne, la codécision deviendrait la "procédure législative ordinaire" et s'appliquerait quasiment à tous les domaines contenus dans l'ancien pilier communautaire. L'article 294 TFUE donne les détails de cette procédure, qui consiste en deux lectures, suivies d'une conciliation, et d'une troisième lecture qui permet l'adoption finale de l'acte. Il y a également une progression de la procédure de consultation dans le deuxième et surtout le troisième pilier, alors qu'habituellement le Parlement était uniquement informé des décisions prises dans ces domaines. Ainsi, le Parlement est consulté avant l'adoption de décisions-cadres, décisions ou élaboration de conventions.), 'Context reference' (Le partage du pouvoir législatif entre PE et Conseil: fondements et évolution, support de cours en ligne, Sciences po (1.12.2009)), 'Owner' (Council), 'Creation date' (26.06.2003 0:00), and 'Modification date' (13.10.2015 15:23).


Figure: expanded Term Levels

3.2 Contextual menu

When placing the mouse on the different field labels, if a contextual menu with options is available, you will see the cursor turn to an arrow with a contextual icon . In those cases, you can access the contextual menu by right-clicking on the field label.

N.B. Depending on the field and on your user rights, you will have access to a different set of options.

3.3 Print

The Print button ( Print) allows you to print the current full entry with a similar layout.

4. DETAILED OVERVIEW OF AN ENTRY

4.1 Language-Independent Level (LIL)

Below you will find a description of the main fields available in the Language-Independent Level.

4.1.1 DOMAINS

- The Domain is the field of knowledge to which the concept belongs.
- The chosen Domain(s) identifies the special language and context to which the concept belongs. An IATE entry should usually have between one and three Domains.

- Domains are represented by domains (level 1, two digits), subdomains (level two, four digits) or descriptors (levels three to eight, no digits) of [EuroVoc](#) (the EU's multilingual thesaurus). The new version of IATE contains the full Eurovoc thesaurus (and not just the first three levels as it was the case in IATE 1).

4.1.2 DOMAIN NOTE

- The Domain note field is a legacy field (for the previous IATE data) and it gives more specific information on the context in which the concept is used, particularly the Eurovoc descriptors in level four, five, six, seven and eight since they were not available in the previous version of IATE

4.1.3 PRIMARY ENTRY

Primary is an indication of overall quality and/or preference among possible duplicates.

Primary entries which have terms that correspond exactly to your search will appear first among possible duplicates on your list of results. They are marked with a star (★) next to the entry number.

4.1.4 ORIGIN

- Used whenever a concept is country-specific (or EU-specific).

4.1.5 ORIGIN NOTE

- The Origin note is available in English.
- It is used to give more specific information on the national or geographical origin of a concept.

4.1.6 LIFE-CYCLE

This is used to flag the object of an entry as 'historical' (no longer in use or existing), 'proposed' (and not yet adopted), or 'abandoned' (proposed but finally not adopted).

4.1.7 CROSS-REFERENCES

An entry can have a cross-reference to another entry in the specific LIL field.

List of relation types:

broader / narrower

related / related

antonym / antonym

is capital city of / has a capital city

is demonym of / has a demonym

is seat of / has as seat

successor of / predecessor of

is currency of / has currency

part of / has part

4.1.8 ATTACHMENTS

Relevant documents or graphics can be attached to an entry or LL

4.1.9 ATTACHMENTS NOTE

A description of the attached file can be inserted in this field.

4.2 Language Level (LL)

Below you will find a description of the main fields available in the Language Level.

4.2.1 LANGUAGE CODE

Languages are encoded with a two-letter language code as follows:

bg	Bulgarian
cs	Czech
da	Danish
de	German
el	Greek
en	English
es	Spanish
et	Estonian
fi	Finnish
fr	French
ga	Irish
hr	Croatian
hu	Hungarian
it	Italian
la	Latin *
lt	Lithuanian
lv	Latvian
mt	Maltese
mul	Multilingual **
nl	Dutch
pl	Polish
pt	Portuguese
ro	Romanian
sk	Slovak
sl	Slovenian
sv	Swedish

* Latin is used mostly for taxonomy (scientific names of plants and animals), but also for legal expressions and other purposes.

**A language can be set to 'MUL' (multilingual) exclusively for codes or signs that are language-independent (e.g. ISO codes, chemical formulae, certain acronyms and abbreviations, etc.). If such standard codes, signs, formulae etc. are included as MUL, there is no need to reproduce them in other language entries.

4.2.2 ANCHOR LANGUAGE

- The anchor language is the anchor to which all the other languages in the entry will be attached. The definitions in the remaining languages should be as similar as possible to that of the anchor language.
- The anchor language will usually be the source language of the text in which the term occurred. However, if the object of a concept is country-specific, the anchor language should be (one of) the language(s) of the country concerned (which should be indicated in the Origins field). For animals and plants, the anchor language should usually be Latin.
- The [Reliability](#) value of a term in another language is related to the concept in the anchor language.

4.2.3 DEFINITION

- As a general rule, EU terminologists are advised to provide a **clear and concise** Definition, so that users can readily understand exactly what the entry refers to.
- The Definition must be equally valid for all the terms included under it; it should also correspond to the definition given in the anchor language - which serves as the anchor for the entry as a whole. This follows from the key principle in IATE that each entry corresponds to a single concept, which applies ‘horizontally’ across all languages and ‘vertically’ for all the terms in each language.

4.2.4 DEFINITION REFERENCE(S)

This tells the user where the Definition has come from. It is mandatory if the Definition field has been populated (a definition cannot be stored in the new version of IATE without a definition reference).

4.2.5 LANGUAGE NOTE

Used for any relevant information that relates to the concept (e.g. an explanation that cannot be part of the definition), rather than to a specific term.

4.2.6 LANGUAGE NOTE REFERENCE(S)

Indicates the source of the information in the Note reference field.

4.2.7 ATTACHMENTS

Relevant documents or graphics can be attached to an entry or LL.

4.2.8 ATTACHMENTS NOTE

A description of the attached file can be inserted in this field.

4.3 Term Level (TL)

On the term level, it is possible to insert more than one term per language. All terms should refer to the same concept and are entered separately, i.e. not in the same term field. This reflects the principle of *term autonomy*, i.e. that terms denoting the same concept should be documented separately.

4.3.1 TERM TYPE

Term	One word or set of words which designate a defined concept in a particular language, or a name ('appellation').		
Abbrev	Abbreviation (acronym, initialism, contraction or truncation), to be written according to the rules applicable in the language in question (capitalisation, punctuation, etc.).		
Phrase	For phraseological units that are not 'terms' strictly speaking, but which nevertheless have a standard translation — and must therefore always be translated in the same way — or which repeatedly occur in our texts and pose real translation problems.		
Formula	Chemical formulae, mathematical and other scientific expressions, to be written wherever possible in accordance with international standards.		
Short Form	For example: the common name of an agreement or the short, unofficial name of a country, etc.; any accepted shorter version of a title or of a name, e.g.: <table border="1" data-bbox="379 1384 1390 1534"><tr><td>Term: 'United Nations Convention on Contracts for the International Sale of Goods'</td></tr><tr><td>Short form: 'Vienna Sales Convention'</td></tr></table> Terms that contain an abbreviation should also be considered short forms (e.g., 'nominal GDP').	Term: 'United Nations Convention on Contracts for the International Sale of Goods'	Short form: 'Vienna Sales Convention'
Term: 'United Nations Convention on Contracts for the International Sale of Goods'			
Short form: 'Vienna Sales Convention'			
Lookup	Any term or spelling variation that should be searchable, but not visible to the common user.		

4.3.2 EVALUATION

Preferred	The best term (of its 'term type') to use in an EU text. A term may be 'preferred' because it is intrinsically better than the other terms, or because it
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	has been chosen to ensure consistency in EU texts.
Admitted	A term which is correct, but for which better synonyms exist.
Deprecated	A term which is widely used, and is therefore likely to appear in EU documents or which appears in an apparently authoritative source, but which should be used neither in originals nor in translations because it is not correct and fit for use in EU texts.
Obsolete	A term which was previously used to denote the concept, but is no longer in use (e.g. the ‘Bank Identifier Code’ is now called the ‘Business Identifier Code’, see IATE:926311).

4.3.3 TERM

A term can adopt different forms (single word, more than one word, formula, acronym, phrasal unit etc.) but must refer to a **single concept** (as defined in the Anchor Language).

4.3.4 RELIABILITY

- Reliability values (see table below) indicate the match between a particular term and the concept as defined in the [Anchor Language](#), as well as the reliability of the sources used.

Code	Description	Explanation
★	Reliability not verified	Automatically assigned to terms entered by non-native speakers. The code will not change until the reliability is assessed by a native speaker terminologist.
★★	Minimum reliability	Automatically assigned to terms entered or updated by native speakers. Terminologists should change this value to 3 or 4 stars, unless they have doubts as to the reliability of the term because: <ul style="list-style-type: none"> • no relevant sources are available; • there are doubts concerning the reliability of the sources used; • the term is a neologism and has not been sanctioned by a competent body or source; • the sources available, though apparently reliable, present conflicting solutions.
★★★	Reliable	Manually assigned by a terminologist following a reliability assessment. Reliable terms should satisfy at least one of the following criteria: <ul style="list-style-type: none"> • having been obtained from a trusted source; • having been agreed by a representative body of same-language terminologists; • being the common designation of the concept in its field. <p>This code is usually sufficiently high for a well-researched term.</p> <p>N.B. This code was automatically assigned to many entries, regardless of their previous validation status, following the merger of existing databases</p>

		to create IATE. Therefore some entries marked as ‘reliable’ are not necessarily so.
★★★★	Very reliable	<p>Manually assigned following a reliability assessment. Very reliable terms are:</p> <ul style="list-style-type: none"> • well-established and widely accepted by experts as the correct designation, or • confirmed by a trusted and authoritative source, in particular a reliable written source. <p>Using 4 stars rather than 3 stars indicates that the terminologist was absolutely certain of the choice, e.g. for the original-language name of an organisation (as defined in its constitution or founding instrument) or for a legal concept created by a legislative act (in all authentic language versions of that act).</p>

4.3.5 TERM REFERENCE(S)

This demonstrates the reliability of the term in question and should therefore cite an authoritative, credible source.

4.3.6 NOTE

Any relevant information related to the term which doesn’t fit into other specific fields, like [Language Usage](#) or [Regional Usage](#) (see below).

4.3.7 NOTE REFERENCE(S)

This indicates the source of the information in the Note field.

4.3.8 CONTEXT

A Context (i.e. a short quotation from a reliable source that illustrates the use of a term) is always useful, particularly if an entry does not have a [Definition](#).

4.3.9 CONTEXT REFERENCE

Source of the context, which should be credible.

4.3.10 OTHER FEATURES AT THE TL

Language usage

The following fields are available:

Language usage	For information on the way the term is used, e.g. a term which is always used in the plural.
Language usage	Source for information in the Language Usage field

reference(s)	
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Regional usage

The following fields are available:

Regional usage	For information on the geographical area in which the term is used (e.g. when different NL terms are used in Belgium and in the Netherlands)
Regional usage reference	Source of the information in the Regional Usage field.

Customer

Customer	Used where different institutions/bodies use different terms for the same concept, and mainly by services who work for different customers, e.g. the Translation Centre.
Customer note	Explanation on the preferred choice for a particular customer.

Grammatical info

For information on Part of Speech, Gender and Number.

5. ANNEX I BASIC VOCABULARY¹

Appellation: designation of a concept whose extension is made up of a single object or multiple parts that form a single object

Concept: unit of thought constituted through abstraction on the basis of properties common to a set of objects

N.B.: Concepts are not bound to particular languages. They are, however, influenced by the social or cultural background.

Context: text or part of a text in which a term occurs

Definition: statement which describes a concept and permits its differentiation from other concepts within a system of concepts

Designation: any representation of a concept

Neologism: term newly coined or recently borrowed from a foreign language or from another subject field

Note: statement which provides further information on any part of the terminological record

¹ All definitions sourced from ISO 1087:1990 Terminology – Vocabulary, except for ‘appellation’, for which the definition was sourced from ISO 704:2009 Terminology work - Principles and methods

Special language: linguistic subsystem, intended for unambiguous communication in a particular subject field using a terminology and other linguistic means

Symbol: designation of a concept by letters, numerals, pictograms or any combination thereof

Synonymy: relation between designations representing only one concept in one language

Term: designation of a defined concept in a special language by a linguistic expression *N.B.:* A term may consist of one or more words [i.e. simple term or complex term] or even contain symbols.

6. ANNEX II TIPS AND TRICKS

Keyboard shortcuts for IATE

Data Entry Shortcuts	
Action	Shortcut
General contextual menu with page sections for a quicker navigation to the relevant section	Alt+k (and tab / shift+tab to navigate up and down through the options)
Move from one section or field to the next one	Tab
Move from one section or field to the previous one	Shift+tab
Move among the options/values within a section or field	Arrows
Type first character of the option/value to navigate in the language list and the drop-down lists	Type first character
Apply a selected option/value	Enter or Space+Enter
Open the contextual menu in each field label	Contextual menu key