

Inline Standards Citation Matching

The Standard Citation Matching feature identifies and applies character styles and Word comments to in-text citations to standards. This styling can be seen in paragraph 5.1.1 in the following example:

5.1.1 Machinery shall comply with the safety requirements and/or protective measures of this clause. In addition, the machine shall be designed in accordance with the principles of ISO 12100:—, Clause 4, for hazards relevant, but not significant, which are not dealt with by this part of ISO 4254.

Normative references

ISO 4254-1:2008, Agricultural machinery—Safety—Part 1: General requirements

Bibliography

<std>ISO 5725-2, Accuracy (trueness and precision) of measurement methods and results—Part 2: Basic method for the determination of repeatability and reproducibility of a standard measurement method</std>

Normative Reference Citation Checking

This feature also verifies that all normative references in a standard have at least one corresponding in-text citation. In other words, it checks whether a normative reference is cited, but it does not check whether a cited standard is included in the normative references list. This is because not all cited standards in a document are necessarily normative references. When Standard Citation Matching cannot find a corresponding in-text citation for a normative reference, eXtyles inserts a warning for the normative reference; for example:

eXtyles Normative Reference Citation Check reports that the normative reference “ISO 4253:1993” is not cited in the text.

This feature also verifies citations to specific parts of normative references. According to best practice, citations to a specific part of a standard should always include the year of publication. If an in-text citation references a specific part of a standard (e.g., “ISO 9001, Table 2”) but does not include a year, eXtyles inserts a warning, for example:

eXtyles reports that standard reference “ISO 9001, Table 2” does not have a year.

Requirements

Normative references must be styled with your configuration's Normative Reference paragraph style. In addition, Standard Citation Matching uses the character styles applied during Reference Processing to identify and match corresponding elements in your normative references and in-text citations. This Advanced Process must be run before Standard Citation Matching can be used.

Standard Citation Matching pays special attention to citations to specified years or parts of a standard, as these elements require exact matches between the citation and the normative reference:

- Citations that include a **publication year** will only make an exact match to a corresponding year in the reference. For example, the citation "ISO 12100:1989" matches reference "ISO 12100:1989" but not "ISO 12100:1990" nor "ISO 12100". Furthermore, the citation "ISO 12100:—" matches reference "ISO 12100:—" but not "ISO 12100" nor "ISO 12100:1989."
- Citations that specify a **standard part number** also require an exact match to their corresponding normative reference. For example, normative reference "ISO 2811-1" will not match the citation "ISO 2811", and vice versa.

Using Standard Citation Matching

1. Run Reference Processing, and resolve all errors
2. Select Standard Citation Matching from the Advanced Processing menu.

This process compares each reference to every in-text citation and inserts a warning when a citation does not have a corresponding reference or vice versa, as well as when a normative reference does not have at least one matching citation. Warnings are also inserted when a cited standard part does not include a year.

3. eXtyles issues a warning, informing you how many normative references do not have matching in-text references, as well as how many standard references are missing a year, if any.