



## HANDBOOK ON INDUSTRIAL PROPERTY INFORMATION AND DOCUMENTATION

Ref.: Standards – ST.18

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### STANDARD ST.18

#### RECOMMENDATION CONCERNING PATENT GAZETTES AND OTHER PATENT ANNOUNCEMENT JOURNALS

*Revision adopted by the PCIPJ Executive Coordination Committee  
at its twenty-first session on November 21, 1997*

#### INTRODUCTION

1. Patent Gazettes and other patent announcement journals issued by national, regional and international industrial property authorities (hereinafter referred to as "industrial property offices") constitute generally early, authentic sources of patent information. The aim of this Recommendation is to allow a user to gather information more easily and more rapidly when studying the Patent Gazettes and other patent announcement journals published by various industrial property offices.

2. The purpose of this Recommendation is to provide guidance to industrial property offices which have not so far published Patent Gazettes and other patent announcement journals, but which are planning to publish such gazettes in the future, and also to those industrial property offices which wish to effect changes to the Patent Gazettes and other patent announcement journals presently published by them, with a view to their improvement.

#### DEFINITIONS

3. For the purposes of this Recommendation the expression "Patent Gazettes and other patent announcement journals" means journals which contain announcements with respect to patent documents such as patents for inventions, plant patents, design patents, utility certificates, utility models, patents of addition, utility certificates of addition, and published applications therefor as well as announcements relating to supplementary protection certificates or equivalent industrial property rights, made in accordance with requirements under national industrial property laws or regional or international industrial property conventions or treaties.

4. An "announcement" comprises bibliographic data and may additionally include various combinations of abstracts, claims, representative drawings, legal status data, etc.

5. For the purposes of this Recommendation, the expression "industrial property rights" includes patents for inventions, plant patents, design patents, utility certificates, utility models, patents of addition, utility certificates of addition and supplementary protection certificates or equivalent industrial property rights.

#### REFERENCES

6. References to the following WIPO Standards are present in this Recommendation:

- |         |   |
|---------|---|
| ST.2    | Standard Manner for Designating Calendar Dates by Using the Gregorian Calendar;   |
| ST.3    | Recommended Standard on Two-Letter Codes for the Representation of States, Other Entities and Intergovernmental Organizations;        |
| ST.9    | Recommendation Concerning Bibliographic Data on and Relating to Patents and SPCs;   |
| ST.10/D | Guidelines on Physical Characteristics of Patent Documents Particularly Relevant to Reproducibility and Legibility of Such Documents; |
| ST.11   | Recommendation on the Minimum of Indexes to be Inserted in Patent Gazettes or Published in Association with Patent Gazettes;          |
| ST.12   | Guidelines for the Preparation of Abstracts of Patent Documents;  |
| ST.17   | Recommendation for the Coding of Headings of Announcements Made in Official Gazettes.   |



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### RECOMMENDATION

#### *Format of Patent Gazettes and Other Patent Announcement Journals*

7. The format of a Patent Gazette or other patent announcement journal should be A4, that is, 297 mm x 210 mm. If the format A4 is not applied, it is recommended that the format used should not exceed the above-mentioned format in either of its dimensions.

#### *Contents and Layout of Patent Gazettes and Other Patent Announcement Journals*

8. The following should be indicated on the outside front cover of the Patent Gazette or other patent announcement journal:

- (a) the name of the Patent Gazette or patent announcement journal;
- (b) the name of the industrial property office, announcements regarding which are contained in the Patent Gazette or other patent announcement journal;
- (c) the year, by four digits, and the number of the Patent Gazette or of the patent announcement journal with the date of publication in accordance with the provisions set out in WIPO Standard ST.2;
- (d) the first and last numbers of applications for industrial property rights the publication of which is announced in the Patent Gazette or patent announcement journal;
- (e) the first and last numbers of granted industrial property rights the publication of which is announced in the Patent Gazette or patent announcement journal.

The numbers referred to under subparagraphs (d) and (e), above, are to be indicated only when the numbers constitute a coherent and complete set. When the numbers do not constitute a coherent and complete set, a statement to that effect should be given on the outside front cover of the Patent Gazette or patent announcement journal together with a reference to the indexes, if any, contained within the gazette or journal in which all numbers for which announcements are included in the gazette or journal are listed. When the information to be given under subparagraphs (d) and (e) cannot be included on the outside front cover, the numbers can be placed on the first inside page.

9. The Table of Contents can appear on the outside front cover or on the first inside page of the Patent Gazette or other patent announcement journal.

10. The sequence of chapters in which announcements are given in Patent Gazettes and other patent announcements journals should conform to the sequence of the official procedure regarding the granting of industrial property rights. The sequence in which the most important announcements appear should be as follows:

- (a) announcements regarding applications for industrial property rights;
- (b) announcements regarding grants of industrial property rights;
- (c) announcements of industrial property rights granted by a regional or an international authority for the country in question, as a Contracting State, as well as of the published applications therefor.

The announcements of the different sorts of changes in the legal status of published applications for industrial property rights, and of industrial property rights granted can follow, but they can also be given following the announcements of the published applications or of the industrial property rights granted.

11. The codes to identify various headings of announcements in Patent Gazettes provided for in WIPO Standard ST.17 should be indicated.



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12. The announcements referred to under paragraph 10, above, may contain:

- (a) merely bibliographic data, or
- (b) bibliographic data and abstracts or claims, or
- (c) bibliographic data, abstracts or claims and representative drawings, of the relevant documents.

13. The bibliographic data of the announcements referred to under paragraph 12, above, should be accompanied by INID codes provided for in WIPO Standard ST.9. If the presentation of the bibliographic data in all entries within one type of announcement, e.g., grant of patents, is the same, this presentation can be illustrated by INID codes under the heading, or can be illustrated in the detailed explanations preceding each heading of the Patent Gazettes and other patent announcement journals. For further guidance on the presentation of bibliographic data, see paragraphs 9 to 16 of that Standard.

14. The announcements of the grant of industrial property rights and of the publications of applications for such rights should, if possible, appear in the order either of the first symbol of the International Patent Classification (IPC) or of a national patent classification.

15. The Patent Gazettes and other patent announcement journals may contain other information such as:

- (a) official information on provisions in the field of industrial property adopted by the industrial property office or by other authorities;
- (b) notices relating to practice and procedures of the authorities mentioned in subparagraph (a), above;
- (c) information on the terms of purchase or delivery of published patent documents;
- (d) patent classification and searching information;
- (e) subscription information and the name of a person, position or organization to whom any communications should be addressed;
- (f) information on the services and on the patent library of the industrial property office;
- (g) information on the readiness of assignees, applicants, inventors or grantees to enter into licensing contracts;
- (h) articles on matters relating to industrial property.

It is recommended to give such information and notices on the first pages or last pages of the Patent Gazette or other patent announcement journal. Alternatively, they may be published in a separate journal or in a separate issue. Advertisements may be included on the first inside pages or on the last pages of the gazette or journal.

16. It is recommended that a list of codes used in the Patent Gazettes and other patent announcement journals, e.g., INID codes according to WIPO Standard ST.9, two-letter codes according to WIPO Standard ST.3, be published in the gazette or journal at regular intervals (as deemed necessary).

17. The Patent Gazettes and other patent announcement journals should contain indexes in order to facilitate users' access to the relevant information. In accordance with paragraph 4 of WIPO Standard ST.11, the following minimum of indexes is recommended for publication: document number index, classification index and alphabetic name index. Cumulative indexes relating to Patent Gazettes and other patent announcement journals can also be published separately.

18. In the Patent Gazettes and other patent announcement journals, two-letter codes provided for in WIPO Standard ST.3 should be applied for the identification of industrial property offices.

19. If the Patent Gazette or other patent announcement journal contains abstracts, they should comply with the guidelines given in WIPO Standard ST.12 for the preparation of abstracts of patent documents, particularly in respect of their preparation in an identical format so as to permit the production of card files.



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20. To facilitate use of Patent Gazettes and other patent announcement journals and to avoid possible difficulties by a user in identifying gazettes from which a page has been copied, it is recommended that on each page information be printed, giving, in addition to the page number, the following minimum data:

- (a) two-letter code of the industrial property office publishing the gazette or journal;
- (b) title of the Patent Gazette or other patent announcement journal or the official abbreviation thereof;
- (c) issue number and publication date of the issue, or at least one of these two data (in accordance with the provisions set out in WIPO Standard ST.2).

21. To enable easier access to the information contained in Patent Gazettes and other patent announcement journals, it is also recommended that each page of the gazette or journal contain an indication of the subject matter given on the respective page by using, e.g., a symbol, a catchword and/or the WIPO Standard ST.17 code, and symbols of the IPC.

### *Certain Physical Properties of the Patent Gazettes and Other Patent Announcement Journals*

22. The physical properties of Patent Gazettes and other patent announcement journals should comply with the respective guidelines given in WIPO Standard ST.10/D for the purposes of reproducibility and legibility.

### *Timely, Adequate and Conspicuous Indications of Changes in the Content and/or Layout of Patent Gazettes and Other Publications Made by Industrial Property Offices*

23. Difficulties are sometimes faced by users of Patent Gazettes and other patent announcement journals when the content and/or the layout of information given in the gazette or journal is changed. Thus, it is recommended that sufficiently advanced notice be given whenever an industrial property office is planning to make changes in its Patent Gazette or other patent announcement journal. It is also recommended that the advance warning should be displayed prominently, e.g., by the use of loose-leaf or colored sheets, in the Patent Gazette or other patent announcement journal in which the changes will take place. Moreover, notices giving advance warning of a change should also be published in bulletins which some industrial property offices publish and which contain notices and information of a general character. Any change should also be stated in the appropriate publication in which it appears for the first time.

24. It is also recommended that the same system of informing users be used in connection with changes in the practice of industrial property offices concerning other publications issued by them, e.g., changes in the layout or content of patent documents themselves.

[End of Standard]