

fiveIPoffices

European Patent Office /// Japan Patent Office ///
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United States Patent and Trademark Office

Annex I

Common Requirements for All Types of Documents

Ver.2.0

Prepared by the Five IP Offices

27 January 2012

1. Common Requirements for All Types of Documents

The Working Group 2 of IP5 Offices agreed on the followings specific issues of the Common Application Format and accompanying notes.

a. National Legends and Designations - Cross Reference to Related Applications and Federal Funding

The Offices will not require applicants to remove National Legends throughout the entire prosecution of the application up to and including patent grant.

[Note: Applicants may include any benefit claims to prior-filed applications and any statements regarding federally sponsored research at the beginning of the description, after the title of the invention.]

b. Inclusion of Industrial Applicability

A statement of industrial applicability shall be included when it is not obvious from the description or nature of the invention as set out in PCT Rule 5.1 (a)(vi).

c. Citation of Prior Art in the Application

The Offices will not require applicants to remove any Citation List in the description or any Information Disclosure Statement throughout the entire prosecution of the application up to and including patent grant.

Citation of Prior Art in the Application shall preferably follow the PCT Rule 5 and WIPO Standard ST.14.

d. Abstract with Limited Size and Reference Numbers

The abstract shall preferably be between 50-150 words if the application is in English or when translated into English, within 400 characters if the application is in Japanese or when translated into Japanese, within 400 characters if the application is in Korean or when translated into Korean, and within 300 characters if the application is in Chinese or when translated into Chinese.

If Reference Numbers are used, they shall follow PCT Rule 8.1(d).

e. Section Titles and Order

Section titles shall be standardized according to the PCT provisions in principle.

The order and the wording shall be as shown in the list below.

The list below shows the titles to be used in the description.

Section titles, shown below in bold and without parentheses, must be included in the application.

Section titles, shown below in bold and with parentheses, must be included in the application, where corresponding information is present in the application.

So as to improve the legibility, each section title is indented in this document.

Description

Title of Invention or **Title**

Technical Field or **Field**

Background Art or **Background**

Summary of Invention or **Summary**

Technical Problem

Solution to Problem

Advantageous Effects of Invention

(Brief Description of Drawings)

Description of Embodiments

Examples

Industrial Applicability

Reference Signs List

Reference to Deposited Biological Material

(Sequence Listing Free Text)

Citation List

Patent Literature

Non Patent Literature

[Note: The placement of Citation List is not limited as long as it is in Description. When filing European patent applications in a non-official language under the EPC 2000, a Citation List forming part of the Description would have to be translated into one of the official languages of the EPO.]

In addition to the above section titles, the section titles for the rest of the application are shown below.

Claims

Abstract

(Drawings)

(Sequence Listing)

The brief description of each figure in "Brief Description of Drawings" shall be preceded by a heading that identifies the figure (e.g., Fig. 1, Fig. 2).

f. Reference Signs

Reference signs shall be included in the description and drawings and preferably in the claims.

Reference signs not mentioned in the description shall not appear in the drawings, and vice versa.

Any Reference Signs List shall be a single list which covers the description, drawings and claims.

g. Units of Measurements

Applications shall be described using SI units. Applicants may use additional alternative unit systems in which case the SI units are placed in parentheses.

h. Numbering of Paragraphs

The paragraphs of the description shall be numbered consecutively using Arabic numerals. The title of the invention and section titles (such as "Summary of Invention" and "Example 1") shall not be numbered.

i. Drawings

Drawing requirements shall be based on PCT Rule 11.13. Drawings shall be disclosed in black and white images. (Color drawings and photographs will be the subject of a PCT task force.) Indications such as "actual size" or "scale 1/2" on the drawings should not be permitted since they lose their meaning with reproduction in a different format.

In English, each of the figures shall be preceded by a sign that shows that it is a figure ("Fig." or "Figure"), space, and with an Arabic numeral that designates the figure. (e.g., Fig. 1 or Figure 1) In a language other than English, the format of the sign denoting the figure, excepting the Arabic numeral, shall be determined in line with the purpose of this rule, based on the characteristic of the language.

j. Formulae

In English, each of the images shall be preceded by a sign that shows that it is a mathematical ("Math.") or chemical formula ("Chem."), space, and with an Arabic numeral that designates the mathematical or chemical formula. (e.g., Math. 1, Math. 2, Chem. 1, Chem. 2) In a language other than English, the format shall be determined in line with the purpose of this rule, based on the characteristic of the language.

k. Tables

Tables are based on PCT Rule 11.10.

In English, each of the tables shall be preceded by a sign that shows that it is a table ("Table"), space, and with an Arabic numeral that designates the table. (e.g., Table 1, Table 2) In a language other than English, the format shall be determined in line with the purpose of this rule, based on the characteristic of the language.

l. Claims

In English, each of the claims shall be preceded by a sign that shows that it is a claim ("Claim"), space, and with an Arabic numeral that designates the claim. (e.g., Claim 1, Claim 2) In a language other than English, the format shall be determined in line with the purpose of this rule, based on the characteristic of the language.

m. Sequence Listings

In English, the sequences represented in the sequence listing shall be referred to by the sequence identifier and preceded by "SEQ ID NO:" in the description, claims or drawings of the application. In a language other than English, the format shall be determined in line with the purpose of this rule, based on the characteristic of the language.

2. Examples

2-1. Example of the Common Application Format (in English)

The following is an example of a patent application which complies with the Common Application Format.

In consideration of legibility, each heading is indented in this paper.

The order and the wording shall be as follows.

Description

Title of Invention

Technical Field

0001

Background Art

0002

Summary of Invention

Technical Problem

0003

Solution to Problem

0004

0005

Advantageous Effects of Invention

0006

Brief Description of Drawings

0007

Fig. 1

Fig. 2

Description of Embodiments

0008

Examples

0009

0010

Example 1

0011

Example 2

0012

Industrial Applicability

0013

Reference Signs List

0014

Reference to Deposited Biological Material

0015

Sequence Listing Free Text

0016

Citation List

Patent Literature

0017

Non Patent Literature

0018

Claims

Claim 1

Claim 2

Abstract

Drawings

Fig. 1

Fig. 2

Sequence Listing

2-2. Example of the Common Application Format (in Japanese)

In consideration of legibility, each heading is indented in this paper.

“Title” will be translated into the same heading in Japanese as “Title of Invention.” (i.e., “発明の名称”)

“Field” will be translated into the same heading in Japanese as “Technical Field.” (i.e., “技術分野”)

“Background” will be translated into the same heading in Japanese as “Background Art.” (i.e., “背景技術”)

“Summary” will be translated into the same heading in Japanese as “Summary of Invention.” (i.e., “発明の概要”)

明細書

発明の名称

技術分野

0001

背景技術

0002

発明の概要

発明が解決しようとする課題

0003

課題を解決するための手段

0004

0005

発明の効果

0006

図面の簡単な説明

0007

図1

図2

発明を実施するための形態

0008

実施例

0009

0010

実施例1

0011

実施例2

0012

産業上の利用可能性

0013

符号の説明

0014

受託番号

0015

配列表フリーテキスト

0016

先行技術文献

特許文献

0017

非特許文献

0018

特許請求の範囲

請求項1

請求項2

要約書

図面

図1

図2

配列表

2-3. Example of the Common Application Format (in Korean)

In consideration of legibility, each heading is indented in this paper.

“Title” will be translated into the same heading in Korean as “Title of Invention.” (i.e., “발명의 명칭”)

“Field” will be translated into the same heading in Korean as “Technical Field.” (i.e., “기술분야”)

“Background” will be translated into the same heading in Korean as “Background Art.” (i.e., “발명의 배경이 되는 기술”)

“Summary” will be translated into the same heading in Korean as “Summary of Invention.” (i.e., “발명의 내용”)

명세서
발명의 명칭
기술분야
0001
발명의 배경이 되는 기술
0002
선행기술문헌
특허문헌
0003
비특허문헌
0004
발명의 내용
해결하고자 하는 과제
0005
과제의 해결 수단
0006
0007
발명의 효과
0008
도면의 간단한 설명
0009
도 1
도 2
발명을 실시하기 위한 구체적인 내용
0010
실시예
0011
0012
실시예 1
0013
실시예 2
0014
산업상 이용가능성
0015
부호의 설명
0016
수탁번호
0017
서열목록 자유텍스트
0018
특허청구범위
청구항 1
청구항 2
요약서
도면
도 1
도 2
서열목록

2-4. Example of the Common Application Format (in Chinese)

In consideration of legibility, each heading is indented in this paper.

“Title” will be translated into the same heading in Chinese as “Title of Invention.” (i.e., “发明名称”)

“Field” will be translated into the same heading in Chinese as “Technical Field.” (i.e., “技术领域”)

“Background” will be translated into the same heading in Chinese as “Background Art.” (i.e., “背景技术”)

“Summary” will be translated into the same heading in Chinese as “Summary of Invention.” (i.e., “发明内容”)

说明书

发明名称

技术领域

0001

背景技术

0002

发明内容

技术问题

0003

解决方案

0004

0005

发明有益效果

0006

附图说明

0007

图 1

图 2

具体实施方式

0008

实施例

0009

0010

实施例 1

0011

实施例 2

0012

工业实用性

0013

附图标记列表

0014

生物材料保藏信息

0015

序列表的自由内容

0016

引证文件列表

专利文献

0017

非专利文献

0018

权利要求书

权利要求 1

权利要求 2

摘要

附图

图 1

图 2

序列表