

Checklist for Draft of Specification

<input type="checkbox"/>	<p>No sentence is over about 13 words (unless really necessary or unless two independent clauses are used).</p> <p>每个句子不超过13个字，除非确实需要或者除非使用两个独立的从句。</p>
<input type="checkbox"/>	<p>No paragraph is longer than about 150–200 words or about half a page.</p> <p>每段不超过150-200个字或者大约半页纸。</p>
<input type="checkbox"/>	<p>A heading is supplied for approximately every two pages of discussion.</p> <p>大约每两页讨论一个主题。</p>
<input type="checkbox"/>	<p>Each discussion relates to and explains only its heading.</p> <p>每次讨论仅涉及并解释其对应主题。</p>
<input type="checkbox"/>	<p>Adjacent paragraphs are connected by transitions, and no paragraph is longer than about one page, double-spaced.</p> <p>相邻的段落之间过渡连接，每个段落不长于双倍行距下的一页纸。</p>
<input type="checkbox"/>	<p>Every sophisticated term is defined clearly.</p> <p>清楚地定义每个复杂的术语。</p>
<input type="checkbox"/>	<p>The description is written in simple, nontechnical terms, insofar as possible, so that a lay judge can understand it.</p> <p>尽可能采用简单的、非技术性的术语描写，以便非专业的法官能够理解。</p>
<input type="checkbox"/>	<p>All writing is clear, reads smoothly, and is logical.</p> <p>所有的描述都必须是清晰的、阅读顺畅的、合乎逻辑的。</p>
<input type="checkbox"/>	<p>Unisex personal pronouns (he, his, hers, etc.) aren't used exclusively; your examiner may be of the opposite sex.</p>

	男女皆宜的人称代词（他，他的，她的等）不是专门使用的; 你的审查员可能属于异性。
<input type="checkbox"/>	No sentence is started with a number. 句子不要以数字开头。
<input type="checkbox"/>	Every reference numeral is preceded by a noun ("lever 21"). 每个附图标记前面都有一个名词（例如：杠杆21）。
<input type="checkbox"/>	A comma isn' t used between subject and verb. (Wrong: "Lever 24, is connected to brace 26.") 主语和动词之间不适用逗号，错误示例：杠杆24，连接到支架26。
<input type="checkbox"/>	A comma is used at all natural pauses. 句式停顿使用逗号。
<input type="checkbox"/>	Don' t omit "Oxford" comma: "He ate bread, ham, and eggs." (Comma indicates the ham and eggs aren' t mixed.) 不要省略“牛津”逗号：“他吃面包，火腿和鸡蛋。”（逗号表示火腿和鸡蛋没有混合。）
<input type="checkbox"/>	All possessives are apostrophized, except "its." 所有的物主代词用撇号标记，除了“its。”
<input type="checkbox"/>	Loose, informal writing isn' t used. 未采用随意的、非正式的写法。
<input type="checkbox"/>	The Specification has been carefully checked for spelling and grammar errors. 仔细检查说明书的语法和拼写错误。

<input type="checkbox"/>	<p>A descriptive noun ("lever") rather than a general term ("part") is used for every element.</p> <p>每个构件都使用描述性名词（ 杠杆 ）而不是一般术语（ 部件 ）。</p>
<input type="checkbox"/>	<p>A group of words serving as a single adjective is hyphenated—for example, "impact-resistant glass."</p> <p>一组单词用作单个形容词，用连字符连接，例如： impact-resistant glass。</p>
<input type="checkbox"/>	<p>No sentence fragments are used. (Wrong: "Because the gear is made of nylon.")</p> <p>不使用不完整的句子，错误示例：因为齿轮由尼龙制造造成。</p>
<input type="checkbox"/>	<p>Writing is proofread carefully.</p> <p>仔细校对。</p>
<input type="checkbox"/>	<p>The indefinite article "a" (rather than "the") is used to introduce parts in the specification.</p> <p>在说明书中描述第一次出现的构件时，使用不定冠词 "a" （ 而不是 "the" ）。</p>
<input type="checkbox"/>	<p>The definite article "the" isn' t used to refer to a part by its name and reference numeral.</p> <p>定冠词 "the" 未被作为构件名称或连同数字标记使用，如 "the" 代表构件，或 "the 21" 。</p>
<input type="checkbox"/>	<p>Already introduced parts are not referred to with the article "a."</p> <p>已经描述过的构件不用 "a" 指代。</p>
<input type="checkbox"/>	<p>Every part is referred to by a consistent name throughout. (Multiple alternative names should be used to introduce the part.)</p>

	每个构件自始至终使用相同的名称。（当然，可以使用多个替代名称来描述同一构件。）
<input type="checkbox"/>	<p>Your writing does not contain “flab” phrases such as “It will be noted that.” (Flab slows reader’ s pace and detracts from drama and strength of work.)</p> <p>描述中不要包含不严谨的短语，例如“值得注意的是”。这样的短语会引起阅读者的注意并寻找技术方案的缺陷。</p>
<input type="checkbox"/>	<p>The writing doesn’ t change voices (active to passive, or vice versa) in a paragraph, and you use the active voice as much as possible. (<i>Wrong:</i> “The second gear is turned by the first gear.” <i>Right:</i> “The first gear turns the second gear.”)</p> <p>描述中尽可能使用主动语态，错误示例：第二齿轮被第一齿轮驱动；正确示例：第一齿轮驱动第二齿轮。</p>
<input type="checkbox"/>	<p>The discussion discusses one Fig. at a time, insofar as possible, and doesn’ t jump from figure to figure too much.</p> <p>在一次讨论中尽可能只涉及一幅图并且在图与图之间跳跃不要太大。</p>
<input type="checkbox"/>	<p>Your reader is always kept clearly advised which figure is under discussion.</p> <p>始终清楚地告知读者正在描述哪幅图。</p>
<input type="checkbox"/>	<p>“Fig.” (rather than figure) is used throughout to speed reading.</p> <p>通篇采用Fig.而不是figure以加速阅读。</p>
<input type="checkbox"/>	<p>The title indicates the essence of your invention without being longer than 500 characters.</p>

	标题体现发明的本质，不要超过500个字符。
<input type="checkbox"/>	<p>The Background—Prior Art section does not mention your invention.</p> <p>背景技术部分不要提及你的发明内容。</p>
<input type="checkbox"/>	<p>All detailed technical discussions refer to a drawing Fig. (most humans can' t comprehend abstract technical discussions).</p> <p>所有详细的技术描述以附图为参照，大部分人无法理解抽象的技术描述。</p>
<input type="checkbox"/>	<p>Each prior-art approach you discuss is knocked.</p> <p>描述的每个现有技术都指出其不足。</p>
<input type="checkbox"/>	<p>When any patent or prior-art reference is referred to, the inventor' s or author' s name(s), the patent number, or publication and page, and its issue date are included.</p> <p>当提及任何专利或者现有技术时，需要披露发明人或作者的名字、专利号或出版物和版面以及其发布日期。</p>
<input type="checkbox"/>	<p>The Drawing Description section has just one short sentence for each Fig.</p> <p>每幅图的附图描述只用一个短句。</p>
<input type="checkbox"/>	<p>A List of Reference Numerals section is included.</p> <p>包含一个附图标记列表。</p>
<input type="checkbox"/>	<p>Every reference numeral on the drawings is used in the specification and every reference numeral in the specification is on the drawings.</p> <p>图纸上的每个附图标记都出现在说明书中，并且在说明书中出现的每个附图标记在图纸上亦存在。</p>
<input type="checkbox"/>	<p>The same reference numeral is not used for two different parts. (Suffixed</p>

	<p>numerals—10, 10A, 10' for different parts—are okay.)</p> <p>相同的附图标记不能用于两个不同的部件，加后缀的数字，例如10、10A、10'，可以用于不同的部件。</p>
<input type="checkbox"/>	<p>The description and the operation of the invention are discussed in separate sections.</p> <p>发明的产品描述和操作方式分开讨论。</p>
<input type="checkbox"/>	<p>Overall or main parts and overall operation are described before describing details of parts and operation.</p> <p>先描述整体和重要的部件及整体的操作方式，再描述部件和操作方式的细节。</p>
<input type="checkbox"/>	<p>If any part mentioned in the specification isn't shown in the drawings (for example, because it's conventional), state this. (For example, "Output 24 of generator 22 is connected to a conventional storage battery (not shown).")</p> <p>如果说明书中提到的部件在附图中没有出现，请说明。（例如：“发电机22的输出部24连接到传统的蓄电池（未图示）。”）</p>
<input type="checkbox"/>	<p>You don't refer to your device as "the invention"; you're specific. (Wrong: "My invention thus . . ." Right: "The embodiment of my can opener thus . . .")</p> <p>避免使用 "the invention" 指代你的设备，而是使用 "the embodiment"。</p>
<input type="checkbox"/>	<p>Ramifications are discussed after the first embodiment and its operation is explained.</p> <p>在第一实施例及其操作方式描述完之后再描述其他可替代实施方式。</p>

<input type="checkbox"/>	<p>A separate “Summary” section is provided (optional) in general terms.</p> <p>概括地提供一个单独的发明内容。</p>
<input type="checkbox"/>	<p>Wishy-washy descriptions (“a plastic brace might work here”) are eliminated; all descriptions are firm, sure, and positive.</p> <p>避免出现空泛的、不确定的描述（如“塑料支撑件可能起作用”），确保所有描述都是严谨的、确定的和正面的。</p>
<input type="checkbox"/>	<p>The specification doesn’ t contain any “Patent Profanity” (absolutely, always, beneficial, crucial, critical, desirable, eliminate, essential, every, hypothetical, important, invention, key, maximize, minimize, must, necessarily, necessary, never, obviously, only, peculiar, preferred, preferred embodiment, present invention, require(s)(d), special, superior, surprisingly, the invention, and very important).</p> <p>说明书中避免出现任何绝对性的词语，比如：绝对的、永远的、有益的、关键的、批判的、理想的、消除的、必不可少的、每一个、假设的、重要的、发明的、关键的、最大化的、最小化的、必须的、必然的、必要的、显然的、唯一的、特殊的、优选的、优选的实施例、本发明、要求、优越的、令人惊讶的、非常重要的等。</p>
<input type="checkbox"/>	<p>The dimensions, exemplary materials, relationships, and/or sources of supply are stated for all exotic or critical parts in a nonlimiting manner—for example, “at present I contemplate the use of nylon for the bevel gear, but other materials are suitable.”</p> <p>对于所有外来或关键部件以非限制性方式陈述尺寸、示例性材料、关系和/或供应源 - 例如：“目前我考虑使用尼龙制造锥齿轮，但是其他材料也是合适的。”</p>

<input type="checkbox"/>	<p>For ease of reading, a shorter term is used when you refer again to a part with a long name. For example, First time: "A liquid-overflow check valve 12." Second time: "Valve 12."</p> <p>为便于阅读，当再次引用具有较长名称的部件时，使用较短的术语。 例如：第一次：“液体溢流止回阀12”。第二次：“阀门12”。</p>
<input type="checkbox"/>	<p>Generic terms, rather than trademarks, are used if possible. Each trademark used is identified as such, typed in caps, used with a generic noun, and its owner is indicated.</p> <p>尽可能地使用通用术语而不是商标。输入大写字母、与通用名词一起使用并指明其所有者，以此来标识使用的商标。</p>
<input type="checkbox"/>	<p>No legal words, such as "said" or "means," are used in the specification or abstract.</p> <p>说明书和摘要中避免出现 "said" 、 "means" 一类的法律性术语。</p>
<input type="checkbox"/>	<p>Metric (or metric followed by British) dimensions are used.</p> <p>使用公制（或英国的度量标准）尺寸。</p>
<input type="checkbox"/>	<p>All possible novel features of each embodiment are discussed in great detail with dimensions, materials, shapes, interconnections, etc. in a nonlimiting manner, so as to provide language to support any claims that might be directed to this feature.</p> <p>每个实施例的所有可能的新颖特征都以非限制性方式非常详细地描述尺寸、材料、形状、连接关系等，以便给可能涉及该特征的任何权利要求提供语言支持。</p>
<input type="checkbox"/>	<p>The Description and Operation sections contain enough detail to enable</p>

	<p>your invention readily to be built, understood, and used. Every part of each embodiment is discussed, its purpose is stated, and the overall operation of the invention is explained.</p> <p>产品描述和操作方式部分包含足够的细节，以使你的发明易于构建、理解和使用。</p> <p>确保每个实施例的每个部件都被描述、其目的被陈述并且本发明的整体操作方式被解释。</p>
<input type="checkbox"/>	<p>If a best mode is indicated, it is done in a nonlimiting manner. The application does not contain any statements that could be used against you to narrow or invalidate your invention.</p> <p>如果指出最佳实施例，则以非限制性方式描述。该申请不包含任何可能被用于对付你、使你的发明范围缩小或无效的描述。</p>
<input type="checkbox"/>	<p>Your operation section should not introduce any part or use any reference numeral that was not introduced in the description section.</p> <p>操作方式部分不描述任何之前未描述的构件和数字标识。</p>
<input type="checkbox"/>	<p>A Conclusion, Ramifications, and Scope section is provided at the end of the specification to repeat the advantages, discuss all possible alternatives (less important embodiments and ramifications), and to indicate that the claims control.</p> <p>在说明书末尾提供结论、可替代实施方式和范围以重复强调有益效果，讨论所有可能的替代方案（不太重要的实施方案和衍生物），并指出权利要求的保护范围。</p>
<input type="checkbox"/>	<p>The Abstract is broad and nonlimiting, without listing too many advantages.</p> <p>摘要以宽泛的、非限制性的方式撰写，不要列出太多的有益效果。</p>

<input type="checkbox"/>	<p>The Abstract has a reference numeral in parentheses “(12),” after each named part, for possible foreign filing.</p> <p>摘要中，在每个部件的名称之后的附图标记用括号括起来，用于可能的国外申请。</p>
<input type="checkbox"/>	<p>You have had another person check the draft for completeness, accuracy, and clarity.</p> <p>让其他人来检查草稿的完整性、准确性和清晰度。</p>
<input type="checkbox"/>	<p>Include a glossary with broad definitions of the terms used in your specification if it’s at all complex.</p> <p>如果术语复杂，请附上在你的说明书中使用的术语的广泛定义的词汇表。</p>
<input type="checkbox"/>	<p>Do not mention any problems with the prior art that are not already known, or that your invention doesn’t solve, do not indicate that any embodiment is preferred, do not include any specific advantage unless at least one embodiment has this advantage, indicate that “one or more aspects” have the advantages, do not include any objects, make the summary and abstract as broad and nonspecific as possible.</p> <p>不要提到未知的或你的发明没有解决的问题；不要表明任何实施例是优选的；不要包括你的实施例不具有的有益效果；声明一个或多个方面具有此有益效果；尽可能使简要说明和摘要宽泛和不明确。</p>
<input type="checkbox"/>	<p>Suppose your invention contemplates the use of an exotic or uncommon material or component, or involves unusual manufacturing steps. In this case you must obtain the names and addresses of potential suppliers and/or identify textbooks or other references outlining how one should</p>

	<p>obtain or make such unusual elements or procedures. Describe these unusual dimensions, materials, or components in detail.</p> <p>如果发明使用外来的或奇特的材料或组件，或包括不常用的制造步骤，那么必须获得潜在供应商的名字和地址、确定教材、概述如何获得和制造不常用元件的和程序的参考资料。</p>
<input type="checkbox"/>	<p>However, under current court decisions, it' s dangerous to disclose a "best mode" since a court may use this to limit your invention to this mode or embodiment.</p> <p>根据现行的法院判决，披露“最佳模式”是危险的，因为法院可能会以此将你的发明限制在此模式或实施方案中。</p>
<input type="checkbox"/>	<p>It' s very important to be as comprehensive as possible when describing ramifications because the recent decisions of the court have tended to interpret claims narrowly, unless the infringed device is described or mentioned in the specification.</p> <p>尽可能多地描述可替代实施例是很必要的，因为法院最近的判决倾向于狭义地解释权利要求，除非被控侵权物在说明书中被描述或提到。</p>