**Patent Specification Template - Instructions**

This template is for the abstract, description, claims and drawings of your patent application.

We’ve included the minimum required sections in this template. You may need to add additional headings/sections depending on your requirements. Visit the IP Australia website for further details on specification requirements, and what additional sections you may need to include.

Before you get started, please note:

* The abstract page should not be numbered.
* The description should start on page 1 and be numbered sequentially.
* The claims should start on a new page at the end of the description. Pages of the claims should be:
	+ consecutive with the last page of the description
	+ be numbered continuous with the description.

For example, if last page of the description is page 25, the claim pages should begin at page 26.

This template includes the main page, paragraph, margin, and font requirements. Please do not vary these.

This template is presented as a single document to ensure that the abstract, description and claims run over sequential pages. When using online services, you will be required to submit the abstract, description, claims, and drawings as **separate** Word or PDF documents.

Don’t forget to delete this page or the instruction text on each page!

**ABSTRACT**

Include here 50 to 150 words to briefly summarise your invention.

This page should not be numbered.

**TITLE OF YOUR INVENTION**

The title should be short and concise and the same as the title you enter into online services.

**TECHNICAL FIELD**

Enter your text here. This part of the description should include one or two sentences explaining the general technical field of your invention.

**BACKGROUND OF THE INVENTION**

Enter your text here.

This section sets the scene for your invention, it explains to the reader the problem you are trying to solve with your invention and advantages you have found with your invention.

Use this part of the description to tell us about the existing products or processes that are available in the technical field of your patent application. If you are aware of similar patent applications, then you can include their patent numbers here and provide a short summary of these other inventions.

Tell us about the problems or shortcomings with the existing products or processes you have identified.

**SUMMARY OF THE INVENTION**

Enter your text here.

Use this section to tell us how you are solving the problem or shortcoming with existing products that you identified in the ‘Background of the invention’ section.

You should explain how you expect your invention to be an improvement over what currently exists.

Include enough information here so the reader understands the principles of your invention, where and how it is used, a summary of its operation or how it is made.

The level of detail here is typically very similar to what goes into the claims.

**BRIEF DESCRIPTION OF THE DRAWINGS**

This section is optional, but very useful if you have lots of figures or figures that are particularly complex such as cut away diagrams. Format this section as:

Figure 1 is …….

Figure 2 shows ….

Figure 3 is a more detailed view ……

Figure 4 is a view similar to Figure 3 but showing the device being used ….

Note: you can’t include drawings or figures in the Description.

**DETAILED DESCRIPTION OF EMBODIMENTS**

You should use this section to explain how at least one embodiment (e.g. a representative description) of your invention is made, how it works, and what its benefit is.

You need to provide enough detail so that the reader (assume they work in the same technical field as you) is able to make and operate your invention without having to do their own research, learn new skills, or overcome the same problems or difficulties that you did when coming up with the idea.

It is especially important to include lots of details for the aspects of your invention that are different from existing products or patents. If there are aspects of your invention that are well known or routine in the field, then you don’t need to describe them to the same level of detail. It is important to be as detailed as possible because you can’t add any new information after you have filed your application.

It is often beneficial to make reference to the Drawings and the specific items of your invention. For example, “Figure 1 shows the coffee cup (1) having a triangular cross section base (2) and a handle (3).”

This part of the description can include equations, structural formula of a chemical compounds, and also tables of data.

For some inventions you may have more than one embodiment. You can include information about these additional embodiments in this section.

**CLAIMS**

The claims are the part of the patent specification that describes the scope of the legal monopoly you want covered by your patent. You should focus on the features of your invention and not use subjective statements or statements of benefit or the like.

Claim 1 is called an independent claim and is typically written to define the invention in its broadest form, whilst also ensuring the features that make the invention new and inventive are included. Subsequent claims are normally written so that they add features to an earlier claim (see claims 2 – 7 below). These are called dependent claims. Claims should be numbered consecutively.

You can have more than one independent claim provided all the independent claims have common features that are new and inventive. For example:

1. A surfboard with at least one special shaped fin (in this case it is the special shaped fin that makes the claim new and inventive)
2. The surfboard of claim 1 wherein the board is made of carbon fibre
3. The surfboard of claim 1 wherein the board is made of plastic
4. The surfboard of claim 3 wherein the plastic is polyethylene
5. The surfboard of claim 1 wherein the board is made of foam
6. The surfboard of claim 1 wherein there are two special shaped fins
7. The surfboard of claim 1 wherein the special shaped fin is further defined by having LED lights down the side
8. A windsurfing board with at least one special shaped fin

This section of the specification is called the Drawings and includes the figures that you have of your invention.

Images and figures must be executed in durable, dense, dark, uniformly thick and well defined, lines and strokes without colouring.

Each figure should be numbered separately e.g. Figure 1, Figure 2, etc.

Drawing pages must be numbered showing the page number and total page numbers for example 1/2, 2/2.

Figures must not contain a frame surrounding the drawings.

A Figure must not include text, other than a word or words necessary to the understanding the drawing.

Another page for your drawings