

IEEE
445 Hoes Lane
Piscataway, New Jersey



IEEE

The background features a large, light gray watermark of the IEEE logo, which consists of a diamond shape containing a stylized figure of a person with arms raised, surrounded by a circular path.

IEEE Standards Editorial Services

**IEEE Insulated Conductors Committee
Meeting**

**Working Group Chair Orientation
24 April 2001**

Jennifer Longman
IEEE Standards Project Editor
j.longman@ieee.org
(732) 562-6355



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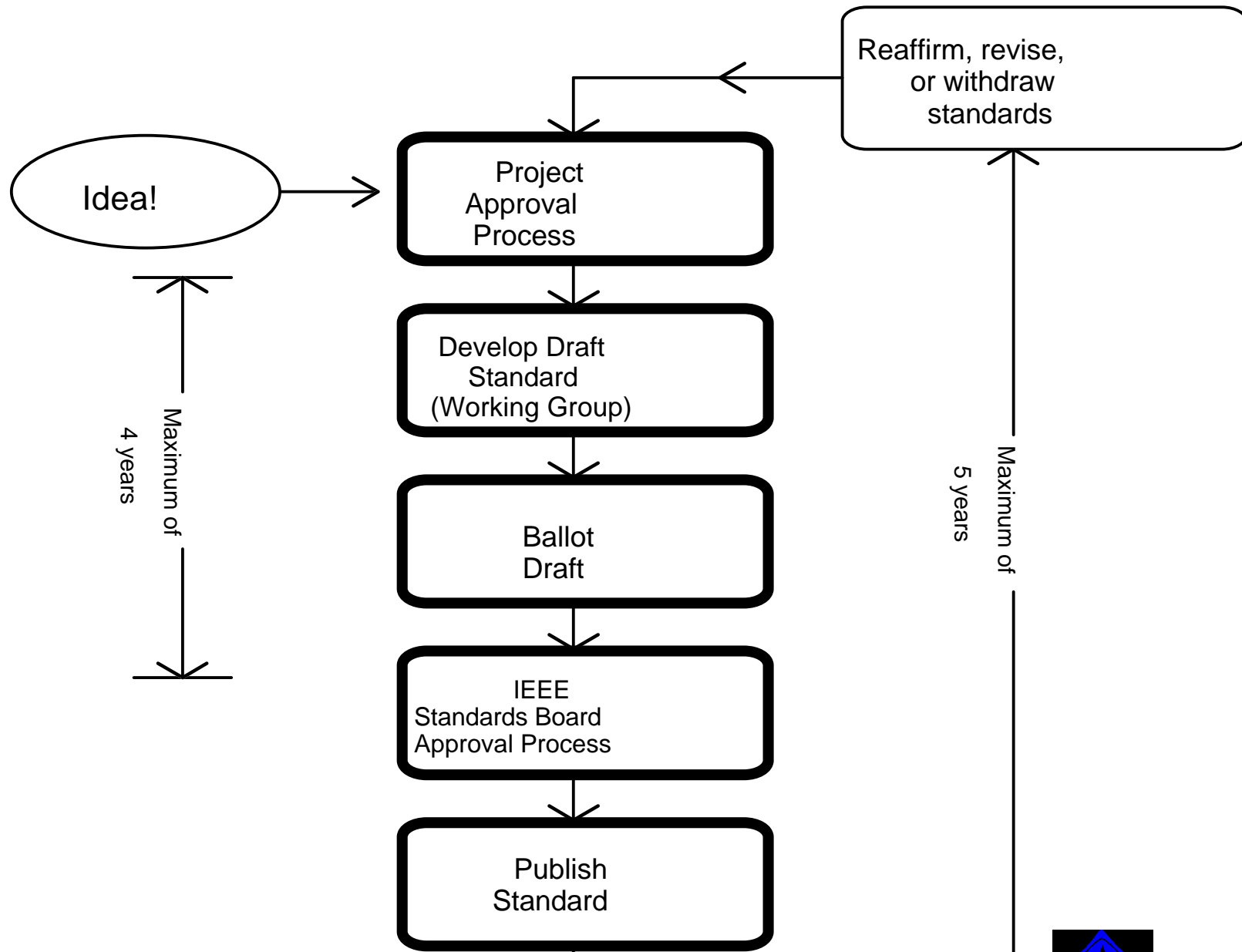
**Visit the IEEE Standards
website at:
<http://standards.ieee.org/>**

Standards Development

- **Working Group and Committee information**
- **Balloting**
- **Policies and Procedures**
- **Process-at-a-Glance**



Standards Development Flow Chart



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Overview

- **Role of Staff Liason, Naeem Ahmad**
- **Role of Project Editor, Jennifer Longman**



Common goals

- Reducing time to publication
- Improving communication between IEEE-SA and IEEE committees
- Working smarter and faster



Staff Liason for ICC

Naeem Ahmad

Staff Engineer, Technical Programs

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**Your IEEE Standards Staff Liaison is
your main point of contact for
standards-related information.**



IEEE

Helps Working Group Initiate Projects

- Sends IEEE Standards Starter Kit to Working Group Chair
- Answers questions on Project Authorization Request (PAR) process
- Reviews PAR in advance of submittal to the New Standards Committee (NESCOM)
- Advises Working Group on structuring groups of related PARs



Advises Working Group During the Standards Development Process

- Type of standard (standard, recommended practice, guide)
- Project/meeting management
- Patent issues
- Balloting
- Resolution/rebuttal of negative ballots
- Submittal to the IEEE-SA Standards Board



Keeps You Informed

- Standards Association policy changes
- New services
- New products

Link to the IEEE-SA Standards Board

- **Communicates your concerns, questions, and ideas to appropriate Board committees**
- **Communicates Board actions and concerns to sponsors and working groups**



Contact Information

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Editorial Services

- Roll of the Project Editor
- Reducing time to Web and print publication
- Important Web resources



Role of the IEEE Standards Project Editor

- Supply style templates/electronic text and figures for revisions
- Offer editorial coordination
- Enable efficient pre-approval editing and swift post-approval publication



IEEE Standards Style Templates

- Available in
 - Adobe FrameMaker
 - Microsoft Word
- Download from the World Wide Web
 - <http://standards.ieee.org/resources>



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Electronic files for revisions

- **Electronic database of IEEE Standards**
 - PDF (can cut and paste)
 - SGML used to open files in:
 - Microsoft Word (text formatted minus figures and equations)
 - FrameMaker (fully formatted)
 - Figures (TIF and GIF)



A few words about FrameMaker

- Superior publishing software
- Intuitive and easy to use
 - Equation editor
 - Drawing capabilities
 - Auto numbering
 - Easy to use Table of Contents generator
- SGML creation

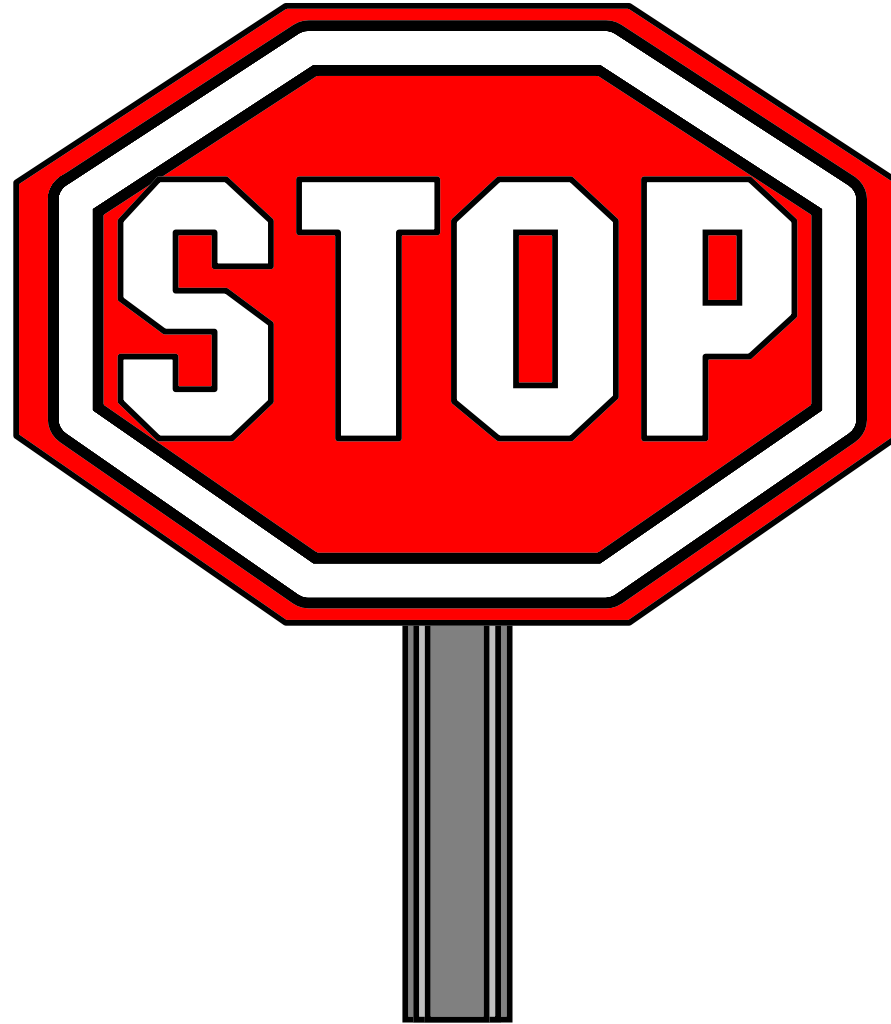


What is Editorial Coordination?

- Editorial review of draft
- Comments are returned to Chair
- Approximate date of final ballot is requested from Chair
- Most effective when editorial coordination occurs before ballot!



Editorial Coordination Watchpoints



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Be sure to review the following!

- Copyright notices
 - Can be found in *IEEE Standards Style Manual*
- Structure, completeness, and clarity
- References vs Bibliography
- Copyright/trademark issues
- Use of *shall, should, may, must, can, warning, caution, etc.*
- Use of metric units



The Review Committee (RevCom)

- Review Committee (RevCom) recommends action to the Standards Board
- Submittal must match information on PAR
- When is a revised PAR necessary?
- Any substantive change, i.e., scope, title, patented material, or change of working group Chair



Editorial Scheduling

- **Allows for timely publication**
- **Managing workflow and workload among project editors**
- **Ensures that standards will be available when they are most needed**



Pre-approval editing

- Enables publication of standards within days/weeks of approval
- Steps for pre-approval editing
 - Forward draft to Project Editor as soon as it is “stable,” i.e., after final ballot
 - Communicate actively with Project Editor



Post-approval publication

- Electronic text and figures
- List of working group members names and addresses
- Correct spelling of award recipient's name and correct contact information
- Discussion of scheduling



IEEE Project Editor

- Does the final copy edit of text
- Ensures that technical integrity of the document is maintained
- Formats electronic text into proofs
- Committee reviews document
- Corrections/Comments are made
- PUBLICATION OF NEW STANDARD!



Published resources

- Some particularly helpful resources can be found at:

<http://standards.ieee.org/resources/index.html#guides>

- *IEEE Standards Style Manual, 2000 edition*
- *IEEE Standards Style Companion, Updated regularly on the Web*



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Published resources

- **Process at a Glance**

<http://standards.ieee.org/resources/glance.html>

- **IEEE Standards Online**

- <http://standards.ieee.org/catalog/olis/index.html>



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Published resources

- **IEEE-SA Electronic newsletter**
 - **Fast-paced electronic news bulletin**
 - **Features up-to-date, breaking information**



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Published resources

- ***IEEE-SA Standards Bearer***
 - News from IEEE-SA headquarters
 - Messages from IEEE-SA leadership
- **Now available on-line as of January 2001**
 - <http://standards.ieee.org/bearer/>
- **Will have an "opt-in" feature**



Project Management

- Work with an IEEE Project Editor early on
- Establish the role of the Chair
- Form the Working Group
- Establish the calendar—target dates, meetings, etc.
- Delegate necessary functions (Technical Editor)
- Set goals and deadlines
- Manage your meetings



Project Management

- Avoid copyright, trademark, and patent obstructions
- Develop an outline
- Assign writing among working group members
- Technical editor gathers inputs and ensures technical consistency
- Avoid writing document in meeting
- Contact the IEEE Project Editor at any time!



Standards Information Network

- Small publisher within Standards Department
- Produce books, CD-ROMS, etc. that support standards
- Additional resources that make standards more usable and user-friendly
- Uses peer review for quality control
- Contact Jennifer Longman and/or Yvette HoSang for book proposal form



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IEEE Standards Staff...Serving Your Needs

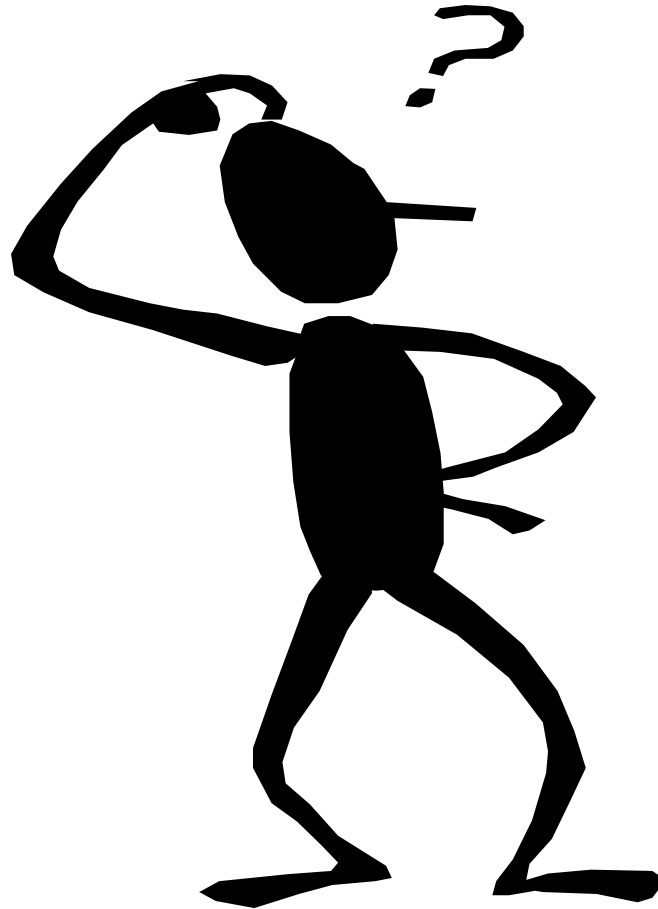
- **Assisting with the standards process**
- **Communicating standards information**
 - Standards products
 - Complimentary news and catalogs
 - Up-to-date online information
- **Ensuring recognition and dissemination of IEEE standards worldwide**

For general information, call (732) 562-3800



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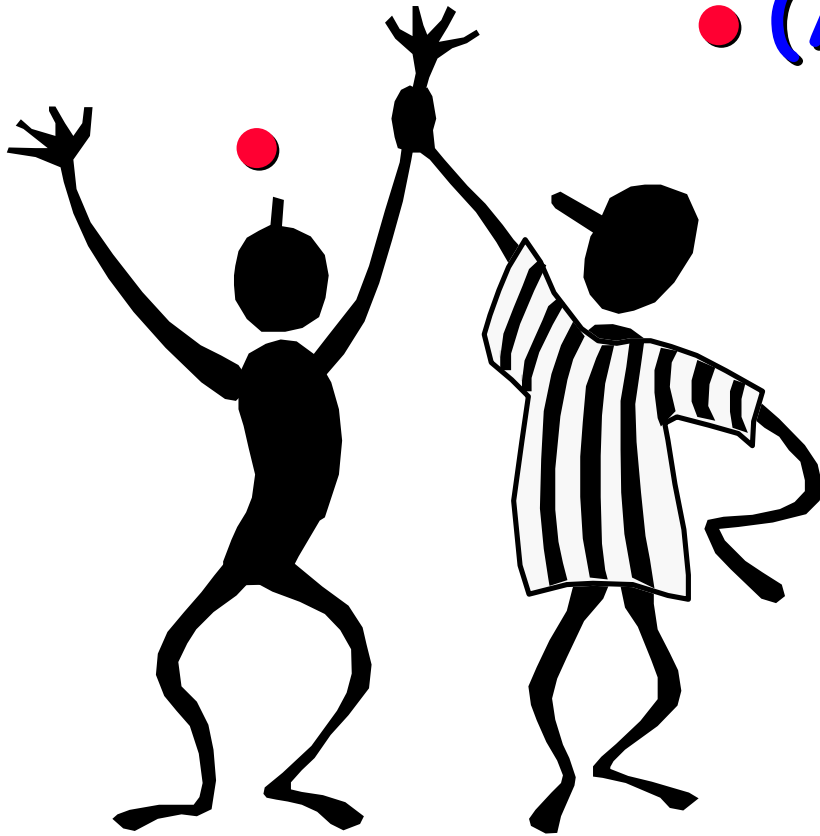
Still confused



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