

IEEE Standards Publishing

Presentation for Insulated Conductors Committee

Lorraine Patsco • L.Patsco@ieee.org • 732 562-3835

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Standards Publishing

Production Functions

- **Project editing per SA style**
- **Provide Working Group support**
 - **Return source files and graphics for revisions/amendments**
 - **Development templates**
 - **Draft reviews – Mandatory Editorial Coordination (MEC)**
- **Publishing documents**
 - **Archiving**
 - **Comp copies and awards; corrigenda, etc.**

The MEC

Mandatory Editorial Coordination

- Before document goes to sponsor ballot
- First time a Standards editor takes a close look at the document
- Goals:
 - Help proactively identify and fix problems in the document to get the document smoothly through RevCom
 - Be able to publish as quickly as possible after approval

The MEC

Mandatory Editorial Coordination

- **Section I: “No Go” – Must be resolved before ballot begins**
- **Section II: Must be resolved before final ballot / RevCom submission**
- **Section III: Editorial or format-related**

The MEC: Section I

- **Section I: Resolve before ballot**
 - **Critical editorial issues—document cannot go to ballot with these issues unresolved**
 - The draft shall be **complete**—no missing text, figures, tables, etc.
 - Copyright **permissions** have been obtained
 - **Copyright boilerplate** on document cover; IEEE copyright line at the bottom of every page.
 - Correct standards **designation** is on every page.
 - (IEEE PXXXX/DX, Month 200Y)
 - Title, Scope, and Purpose **match the PAR.**

The MEC: Section I (continued)

Copyright and trademarks are addressed early in the process

- Generic terms should be used
- If generic terms are unavoidable, trademarks / registration marks identified and owners noted
- Copyright issues addressed and permission obtained where required
 - <http://standards.ieee.org/guides/style/index.html>

The MEC: Sections I and II

“Boilerplate” comments

Some text must appear in each editorial coordination

- Reminder to double-check critical issues
- New content may be added after the coordination

- ✓ Permissions obtained? Confirm with staff liaison that everything is square
- ✓ Avoid implications of absolute safety
- ✓ Trademarks or service marks in order

The MEC: Section II

Section II: Issues to be resolved before final recirculation or submission to RevCom

- **Legal review if necessary**
- **Metrification of units**
- **Normative References are, indeed, normative**
- **Art is of acceptable quality**
- **Equations properly formatted**
- **Schemas / code available to balloters**
- **Verbiage (shall, should, may) appropriate for type of document**

The MEC: Section II (continued)

Normative versus Informative content

Normative – required to implement the standard; officially part of the standard.

Informative – supportive information only; not officially part of the standard.

Normative

- Normative Annexes
- Body of the document
- Footnotes to tables or figures

Informative

- Informative Annexes
- Frontmatter up to ToC
- Notes to the text
- Footnotes to the text
- Notes to tables or figures
- URLs should be contained in informative footnotes (in case they change)

The MEC: Section II (continued)

Normative References

- “Normative references are those documents that contain **material that must be understood and used** to implement the standard. Thus, referenced documents are indispensable when applying the standard. **Each normative reference shall be cited**, and the role and relationship of each referenced document shall be **explained in the body** of the standard. If a reference is not specifically cited in the normative text of the document, then it shall not be listed in the references. In such cases, it shall be listed in the final informative annex, entitled Bibliography.”
- When in doubt, add a Bibliography to your document!

The MEC: Section II (continued)

Verbs

Standards

- **Shall**

- Has the context “is required to”

Recommended Practices

- **Should**

- Has the context “is recommended that”

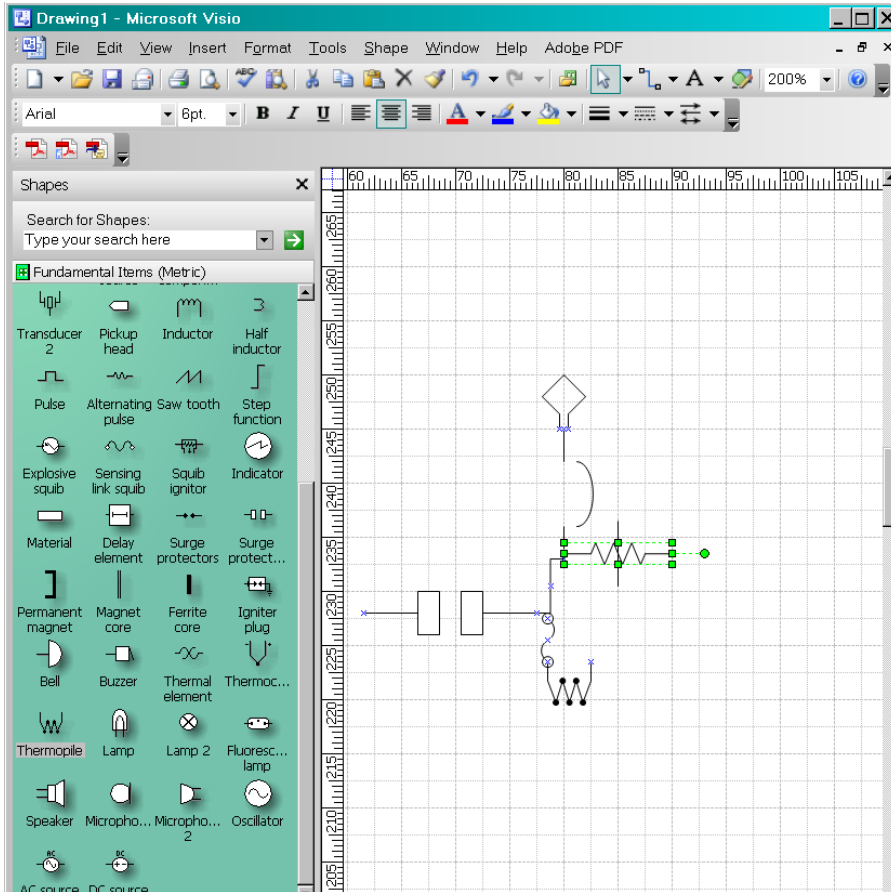
Guides

- **May**

- Has the context “is permitted to”

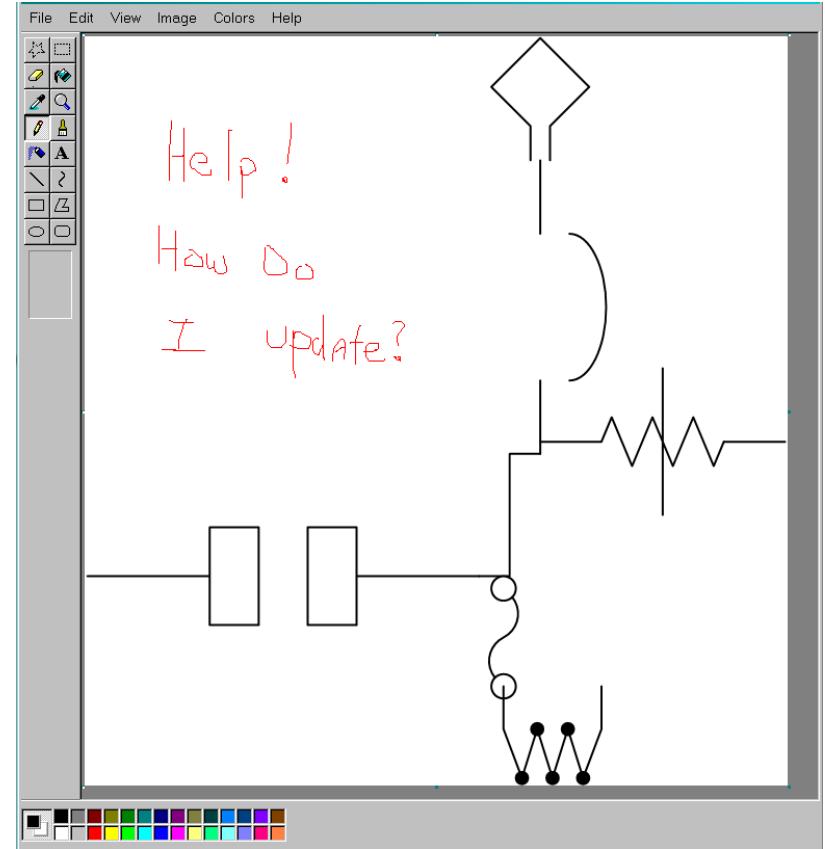
The MEC: Section II (continued)

Supply art separately –
both print-ready, and source files (for archive)



Source file

[.xls, .vsd, .eps, .ppt, .ai, .ps, .dwg,
.dxf, .3ds, .cdr, etc.]



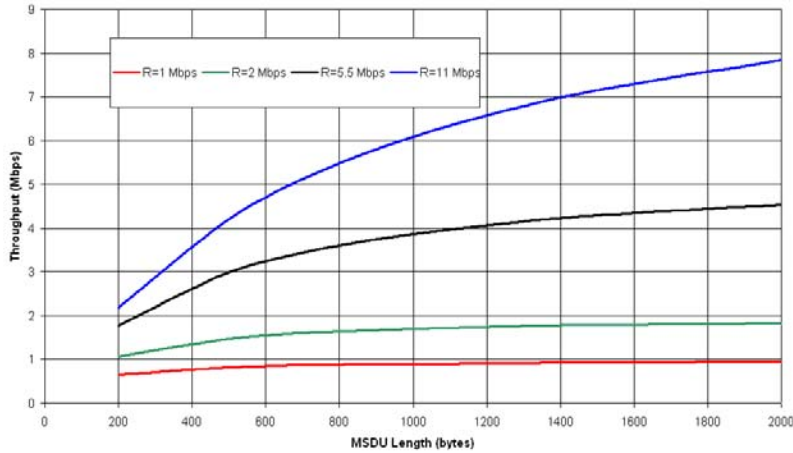
File to print

[.TIF, .eps, .bmp, .wmf,
.pdf (if necessary)]

The MEC: Section II (continued)

Art must be legible, accessible, and make sense in black and white print

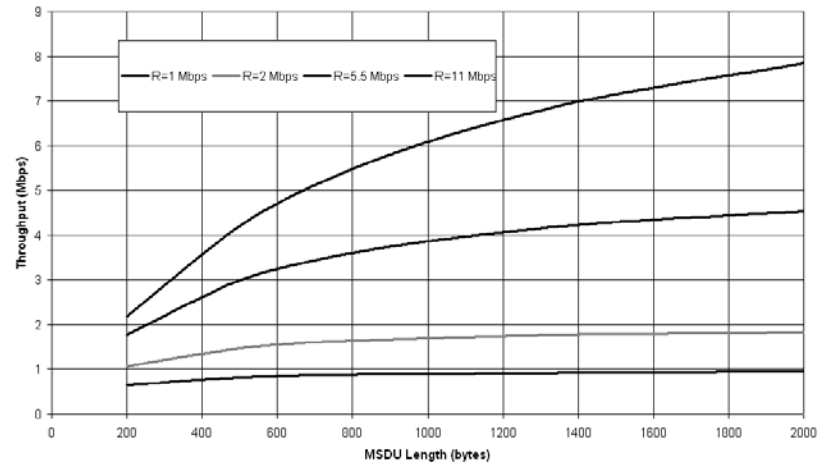
Maximum Theoretical Throughput



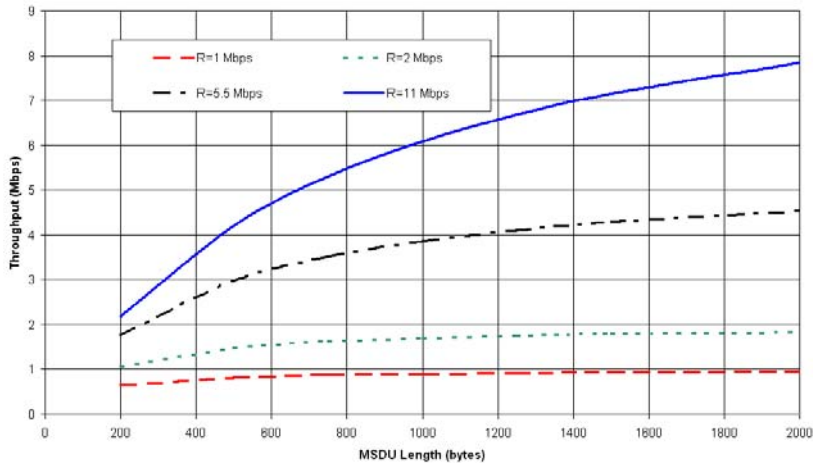
Meaning is lost!



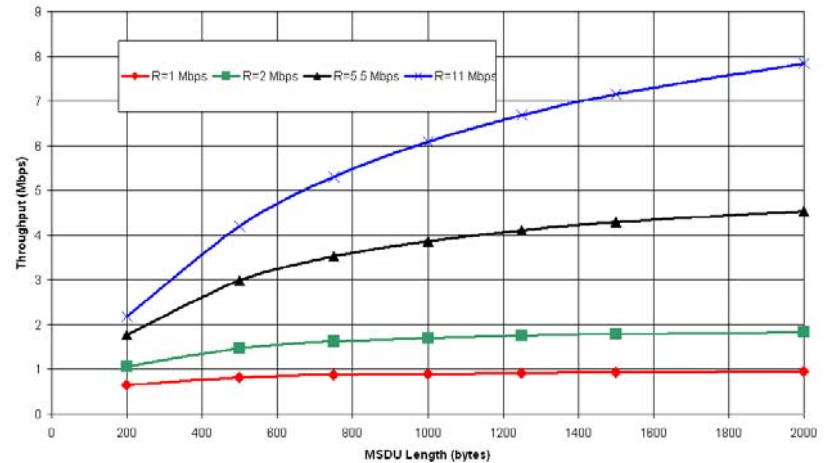
Maximum Theoretical Throughput



Maximum Theoretical Throughput



Maximum Theoretical Throughput



Alternatives

After RevCom Approval:

Chair/Tech Editor involvement is not over—

- **Staff editor formats and edits per SA style...**
- **Then contacts chair and/or reviewer(s) to resolve queries and go over the edits to make sure intended meaning is intact**

Remember:

- **Using SA template during development and applying MEC tips speeds up this last step**
 - **Relieves some of the burden from the final reviewer(s)**
 - **Beneficial to have many content experts see close-to-final formatting**

Draft Development Resources

The IEEE-SA Style Manual

(<http://standards.ieee.org/guides/style>)

- Guide to IEEE-SA style requirements.

The IEEE-SA Operations Manual

(<http://standards.ieee.org/guides/opman>)

- Outlines the rules of the IEEE-SA consensus process

Standards Development Online (SDOL)

(<http://standards.ieee.org/resources/development/>)

- One-stop shop for development information and tools