

Appendix to the Emerald Book Minutes - "Useful Information for the WG"

A.1 Setup Username and Password

The official policy of IEEE Standards is that draft standards must be placed in password-protected web areas. If you are an IEEE P1100 working group member, or feel that your interests in this area warrant your review of the draft, then you may access the draft from this site. <http://grouper.ieee.org/groups/ias/1100>

In order to access the secure portion of the website, you must enter the following username and password when prompted. Note that the username and password are case sensitive

Username: **p1100**

Password: **eelevon**

A.2 Setup Mailing List for Working Group

The IEEE provides an e-mail service to working groups. This service allows members to subscribe and unsubscribe to various e-mail lists. The P1100 working has an e-mail list. Follow the directions below to subscribe to the service.

Subscribe to the list

subscribe [<list>] [<address>]

Subscribe yourself (or <address> if specified) to the named <list>.

Unsubscribe to the list

unsubscribe [<list>] [<address>]

Unsubscribe yourself (or <address> if specified) from the named <list>.

Commands should be sent in the body of an email message to: majordomo@majordomo.ieee.org.

Commands in the "Subject:" line are NOT processed. All commands MUST be in the BODY of the message. If you have any questions or problems, please contact: majordomo-owner@majordomo.ieee.org.

Example

To subscribe to the P1100 mailing list, follow this example. Send e-mail to majordomo@majordomo.ieee.org. In the **body** of the e-mail provide the following commands.

subscribe stds-1100 youremail@youraddress.com

Using the Service

To use the service, simply send an e-mail to stds-1100@ieee.org. All members of the mailing list will receive the e-mail.

A.3 Send Out Copyright Notice

The IEEE requires that a copyright notice be placed on the front page of each chapter draft as well as in the footer of each page of the draft. The text for the copyright notice is given below. Please adhere to this format for all outlines and drafts.

Front Page

Project P-1100

Chapter ##

Chapter Title

Draft #

Date of draft

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New York, NY 10017, USA

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A.4 Editing Functions in MS Word

In an effort to better coordinate the editing of drafts, the following rules shall be adhered to.

1. The format of all documents shall be Microsoft Word.
2. The chapter chair retains the current version.
3. Working members may download copies of the latest draft from the website or request a copy from the chapter chair.
4. When changes are made to the draft, the working group member shall use the “Highlight Changes” function found under the “Tools” menu option in Microsoft Word. Select the Tools|Track Changes|Highlight Changes option. When the dialog box appears, turn on the “Track Changes While Editing” feature. Any changes made to the document will reflect the editors name, date, and time of change. Additions and deletions will be highlighted appropriately. **Note: this function must be activated prior to making any changes to the document.**
5. Once all changes are made, save the document and e-mail it to the chapter chair.
6. The chapter chair will in turn review the changes and accept or ignore the changes as appropriate.
7. Once all changes have been completed, a new version of the draft will be posted on the website.

Please check the website for a new version prior to editing the drafts.

A.5 Chapter Drafts

Chapter drafts need to have copyright information and Draft numbers each time they are revised. Each new chapter draft should be e-mailed to the Secretary, Chris Melhorn and the Chairmen, Doug Dorr. c.melhorn@ieee.org and d.dorr@ieee.org

A.6 Conversion to Metric

Mel Saunders will be coordinating the conversion of the IEEE Std. 1100-1999 to the international system. This conversion will take place after the second draft has been submitted. Chapter chairmen should include Mel in their review process.

A.7 Reference vs. Bibliography

References are those standards that must be on hand and available to the user of the standard for its implementation. Documents such as papers, magazine articles, and books shall not be used as references but are instead included in a bibliography and may be cited as such in the text of the standard. Note that a standard can be a bibliography item if it is not required to implement the recommendations of the standard. For example C62.41 is a good bibliography item because it has good information on the transient or surge environment whereas NFPA 70 is a reference that should be on hand if you were going to install an isolated ground properly.

A.8 Definitions

English words shall be used in accordance with their definitions in the latest edition of Webster’s New Collegiate Dictionary. Electrical and electronic terms not defined in that dictionary shall be used in accordance with their definitions in IEEE Std 100. If those definitions do not reflect the specific usage in the document then appropriate definitions shall be provide. Only definitions specifically useful to P1100 should be in the definitions section. Each definition shall be clear, brief concise and self contained.