

From: David V James [dvj@alum.mit.edu]
Sent: Friday, March 25, 2005 4:50 PM
To: Yvette Ho Sang
Cc: MSC of IEEE
Subject: Comments on Style Manual 2005

Yvette,

Feedback on
IEEE Standards Style Manual
2005 Preview

Yvette,

Thanks for the opportunity to review the:
"IEEE Standards Style Manual", 2005 preview
<http://standards.ieee.org/guides/style/2000Style.pdf>

To improve the quality of feedback, I am providing
an early copy (as follows) and circulating this for
MSC review. After a chance for MSC review and
discussion, I'll send a (possibly) revised copy.

DVJ

Comments follow:

1) Concern:
Its unclear how to return comments.

Proposal:
Include contact information, review format requirements,
and deadloines in frontmatter. That way, anyone that
reads a copy knows how to comment.

2) Concern:
The meaning of the term "shall" is rather vague.

Proposal:
Only legal boilerplate include the word "shall".
This would include the copyright notice and perhaps
some of the front-matter material, without which a
standards would be blocked from publication.

3) Concern:
The meaning of the term "should" is rather vague.

Proposal:
a) During Sponsor ballot, any known deviation from a
"should" statement shall be documented in the frontmatter
of the circulated draft. This allows the reviewers
to comment on the applicability of the deviation.
b) Deviation from a "should" could result in publication
delays, due to the increased loading on IEEE editorial
staff.

4) Concern:
Erroneous material should be corrected and circulated

for review during Sponsor ballot, for all but the final recirculation draft.

Proposal:

All comments raised during a Sponsor ballot review, whose resolution would effect the next recirculation draft, shall be incorporated into the next recirculation draft. After the final recirculation draft, only strictly editorial changes can be incorporated. These are subject to the following restrictions:

- a) The IEEE editors shall only incorporate changes clearly indicated by strikethroughs for deleted text and underscores for the new text.
- b) The change descriptions of (a) shall be available to the working group and only processed in the absence of dissent.

5) Concern:

The use of Clause, Figure, and Table titles can be abused, when entire paragraphs or parenthetical text is included.

Proposal:

All Clause, Figure, and Table titles should not break to two lines, when included in the table of contents, list of figures, or list of tables. Regardless, they should never break to more than two lines when used.

6) Concern:

Capitalization rules are incomplete.

Proposal:

Within 13.8, note that compound first words of a title, such as "Address/Data values" shall both be capitalized.

7) Concern:

Normative text is defined by informative code

Proposal:

Any computer code should be specified in terms of a well defined language; that language definition should be included in the standard itself, or in a list of references. All such languages should have automated error-checking and/or execution tools.

8) Concern:

Its hard to find much of the material in this document.

Proposal:

Include a table of contents. An index would be helpful, but not required.