WRITING AN IEEE STANDARD

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IEEE SA
STANDARDS
ASSOCIATION

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MEET THE TEAM, LEARN THE PROCESS

AGENDA

- Who are Content Production and Management?
- What do we do? What don't we do?
- So you want to write a standard…
  - Tools to get started
    - Style Manual
    - Templates
    - Points of Interest
  - Resources and help

Who are Content Production and Management?

- A team of eight
- Average years working in SA: 12
- Total years of standards experience: 93!
- Published literally thousands of standards
- Publish about 130 standards per year

What do we do?

- Development process (Pre-SASB approval)
  - Template instruction and support
  - Adherence to Style Manual
  - Mandatory Editorial Coordination (MEC)
  - Preparation for RevCom/SASB approval

- Publication process (Post-SASB approval)
  - Editing and production of final draft
  - Adherence to Style Manual
  - Final spit and polish: Language, graphics, clarity, tables

What we don't do?

- We do NOT write your draft; we support you as you write your draft.

- We are NOT technical editors. We are experts in language, grammar, and SA style.

- We do NOT make technical changes at any time (pre- or post-approval).

So you want to write a standard...

IMPORTANT: This is preferred style for preparation, based on the IEEE SA Standards Board Operations Manual.

- Comprehensive overview of SA style requirements

- Delineates proper standards structure [clause numbering, informative verses normative, word usage (shall, should, etc.)]

- Provides examples of properly constructed standards

The easiest way of adhering to large swaths of SA style requirements? Use our MS Word template!

- **Advantages**
  - Structure and style are built in! Draft labeling, line numbers, required text related to normative references, word usage, etc., are pre populated

  - Frontmatter is built in! This includes legal boilerplate and copyright info that SHALL be included when the document goes to SA ballot.

  - Smooths and expedites the MEC process and the post-approval publication process. Your document will end up in the template sooner or later. Better if sooner.

- **Challenges**
  - Learning curve for new users. We are here to help! Reach out if you get stuck. Please don't go rogue.

  - It's MS Word. Yes, we feel your pain ;-)

POINTS of INTEREST

Word usage: Standards have their own language. Choose your words wisely!

The word *shall* indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall* equals *is required to*). Standard.

The word *should* indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should* equals *is recommended that*). Recommended Practice.

The word *may* is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*). Guide.

The use of the word *must* is deprecated and shall not be used when stating mandatory requirements, *must* is used only to describe unavoidable situations.

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Normative versus informative

Normative material is information **required to implement** the standard and is therefore officially part of the standard.

- Body clauses
- Normative references
- Some annexes

Informative material is provided for information only and is therefore not officially part of the standard. Frontmatter, notes, footnotes, some annexes. *Informative material never contains shall statements/requirements or important information related to personal safety.*

The Style Manual and Operations Manual both provide an overview of normative and informative parts of a standard.

Normative references

- Normative references are necessary for the implementation of the document

- A normative reference is a source that users must have on hand and understand in order to correctly implement the material in the draft.

- Normative references must also be cited within normative text.

    NOTE—Documents that serve as supplemental information, that are found useful when researching material, and that are NOT needed for implementation of the document are typically informative and therefore belong in an informative annex (i.e., Bibliography).

- Dated references are for that edition only, if the date is not included this applies to the latest edition of the referenced document (including amendments and corrigenda).

Absolute verbiage and Safety

Avoid making explicit guarantees if there is a possibility of unforeseen situations or circumstances altering the outcome.

Words to avoid: ensure, guarantee, always

Rewritten examples:

All double reels shall be boxed separately to ~~ensure~~ <u>improve</u> protection during shipment.

The contractor shall, before each delivery of goods, perform routine factory acceptance tests to ~~ensure~~ <u>verify</u> that the goods meet the requirement of this specification.

Safety: Avoid the use of the word "safe" in a standard unless the condition or practice referenced by the word safe has been tested under all cases as being, in fact, safe. This is unlikely.

Bumps in the road?

- Macros?
  - If you receive a prompt when attempting to work in the template about our macros
    - Recommend trusting us, we receive it also.
    - If your company prohibits working in the template, it's ok….the use of the template is not a MANDATE. Just apply the styles using the styles template in Word.

Resources

The Style Manual, templates, how-to videos, and more are all available on the SA website:

https://standards.ieee.org/develop/drafting-standard/index.html

CPM staff is always available to

- Help interpret the Style Manual

- Provide template training, or

- Aid in any way we can.

Questions? Comments?

Available Monday afternoon and all day Tuesday.

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