Proposed IEEE 802 LMSC Policy and Procedure Revision Ballot
on
Document Numbers

From: Matthew Sherman, LMSC Vice Chair

To: LMSC Executive Committee   **Date:** 2/25/2006

Duration: Till XXX, 2006

Purpose: Fix current LMSC P&P text concerning Document Numbers

Rationale for proposed change:

The current Text in clause 19 (IEEE LMSC Draft Numbering Plan) is incorrect. The following changes are recommended to correct and improve the existing text.

Editorial instructions are highlighted in Pink.

Proposed Changes:

Empty clauses are unmodified from the current P&P.

19. IEEE LMSC ~~Draft~~ **Document** Numbering Plan

~~This numbering scheme applies to all LMSC Working Groups and TAGs.~~

~~It covers all IEEE 802 Drafts.~~

~~The format for the document numbers will be as follows:~~

~~Either   P802.na-Di   (formal draft standards)~~

~~Or   P802.n{sc}   (all other documents & correspondence)~~

~~Where:~~

~~n =   a Working Group/TAG Designator (i.e. 0, 1, ...),~~

~~a =   a PAR Series Designator (i.e. _, A, B, C,...) for drafts of a document produced under an active PAR, and must include the {/Di} field,~~

~~i =   a Draft Revision Number for working documents produced under an active PAR. Digits for the number may be separated by ' ' but should not use any other separators.~~

~~yy =   a year designator (i.e. 87, 88, 89, ...) to indicate the year in which the document number was assigned,~~

m =   a sequence number which starts at 1 at the beginning of each year and is increased by 1 each time a document number is assigned,

sc =   an optional subcommittee designator to be used specifically for tracking subcommittee submissions that are independent of the Working Group/TAG as a whole. Documents relevant to the whole Working Group/TAG will use the 802.n-yy/m form. The allowed formats for a subcommittee designator are: one letter, two letters, or one letter followed by one number. All other characters are specifically prohibited.

LMSC Draft standards documents shall be submitted in a format acceptable to the IEEE SA. With the exception of the grandfathered 802.1 numbering scheme, IEEE 802LMSC draft standards documents shall follow the numbering protocols outlined specified in the IEEE SA Standards Board Operations Manual (8.2), and in the *IEEE Standards Style Manual (4.2.3)*. One approved exception to these stated policies is that the numbering of draft standards amendments that convert to a revision project shall contain the phrase "-REV" preceding the alphabetical designation of the project. File names for draft standards documents shall use the same protocols with characters not permitted by the filing system (Such as "/") replace by "_".

All other LMSC documents, other than exceptional cases, should only be accepted if they adhere to the following document numbering conventions. The file name shall be as shown in Table 1. An example of a good filename that conforms to the naming convention is 11-05-0652-00-WG-Motion-to-form-a-study-group.ppt.

Table 1 – File Naming Convention

gg-yy-ssss-rr-GGGG-HumanName.ext	
where	
"gg"	is the 802 group (00 for EC or LMSC documents)
"yy"	is the last 2 digits of the year the document is presented
"ssss"	is the sequence number of the document
"rr"	is the revision number
"GGGG"	is the WG, TG (task group letter), TF(task force letter), SG (Study Group letter), or SC (Standing Committee letter) as determined by the relevant WG/TAG chair for the group to which the document assigned or presented
"HumanName"	The human name should be as short as possible (please use either a dash or underscore for the coupling letter). Try to avoid adding the TG in the name.
ext	Is the commonly used 3 letter file extensions: .doc for Word, .ppt for PowerPoint, .pdf for Adobe Acrobat compatible files.