

The background of the slide features a large, light gray watermark of the IEEE logo. It consists of a diamond shape containing a stylized 'I' and 'E' that form a circular path around a central vertical element.

IEEE Standards Editorial Services

**IEEE Transformers Committee Meeting
Standards Development Process Review
15 October 2001**

Editorial services

- Role of the IEEE Standards Project Editor
- Electronic tools for document development
- Important Web resources

Role of the IEEE Standards Project Editor

- Supply style templates/electronic text and figures for revisions
- Offer editorial coordination
- Enable efficient pre-approval editing and swift post-approval publication

Electronic Document Development

- **Templates available**
 - Use to develop draft standard
 - Speeds up production process
 - Avoids errors in style and structure of document
 - Available in FrameMaker and Word; FrameMaker preferred
- **Templates located at**
<http://standards.ieee.org/resources/spasystem/index.html>

Electronic Document Development

(continued)

- PDF files recommended for document delivery during development
 - PDF creation easy to do with needed software
 - Reading PDF files available through free software
 - PDF files are more difficult to change, making introduction of errors less of a possibility

Electronic Document Development

(continued)

- Electronic database of legacy,
a.k.a., IEEE Standards On-Line
 - PDF (can cut & paste—ASCII only)
 - SGML used to open files in:
 - Microsoft Word (text formatted minus figures & equations)
 - FrameMaker (fully formatted)
 - Figures (TIF & GIF)

What is editorial coordination?

- Global review of draft
- Comments are returned to chair
- Approximate date of final ballot is requested from chair
- Most effective when editorial coordination occurs before ballot!

Editorial Coordination Checklist

- **Title Page**

- **Is the Draft labeled correctly?**

- PC57.12.00/D3

- **Is the Draft titled correctly?**

- "Draft Standard for..."

- **Is the draft copyright statement correct?**

- Has been updated!

Editorial coordination checklist

- Front Matter

- Has an Introduction been prepared?
- Table of Contents should only go to the second level and figures and tables are not listed

Editorial Coordination checklist

- Body of the Draft
 - Does the correct draft copyright statement appear at the bottom of each page?
 - Is Clause 1 "Overview" or "Scope"?
 - Is Clause 2 "References"?

Editorial coordination checklist

- **Body of Draft**

- Is Clause 3 “Definitions” or “Definitions and Acronyms”?
- Copyright/trademark issues
- Use of metric units and appropriate symbols
- General inspection of figures

Editorial Coordination

- Sent to chair via e-mail with
 - Request for approximate date of RevCom submission
 - Request for market intelligence

Editorial scheduling

- Allows for timely publication
- Managing workflow and workload among project editors
- Ensures that standards will be available when they are most needed

Pre-approval editing

- Enables publication of standards within days/weeks of approval
- Steps for pre-approval editing
 - Forward draft to Project Editor as soon as it is “stable,” i.e., after final ballot
 - Communicate actively with Project Editor

Post-approval publication

- Electronic text and figures
- List of working group members names and addresses
- Correct spelling of award recipient's name and correct contact information
- Discussion of scheduling

Published resources

- Helpful resources can be found at:

<http://standards.ieee.org/resources/index.html#guides>

- *IEEE Standards Style Manual*, 2000 edition
- *IEEE Standards Style Companion*,
Updated regularly on the Web

Published resources

- **Process at a Glance**

<http://standards.ieee.org/resources/glance.html>

- **IEEE Standards On-line**

- <http://standards.ieee.org/catalog/olis/index.html>

Published resources

- ***IEEE-SA Standards Bearer On-line***

<http://standards.ieee.org/bearer/>

- Messages from IEEE-SA leadership
- Public announcement of standards projects
- **“Opt-in” feature is available**

Use the editorial services offered

- Trouble-free RevCom submission
- Enable pre-approval editing
- Allow for a swift post-approval publication

Contact Information

Noelle Humenick
n.humenick@ieee.org
+1.732.562.3818

For editorial reviews contact:

Michelle Turner
m.d.turner@ieee.org
+1.732.562.3825