



ATIS STANDARD

**ATIS DOCUMENT HANDBOOK:  
A GUIDE TO THE PREPARATION OF ATIS STANDARDS**



The Alliance for Telecommunication Industry Solutions (ATIS) is a technical planning and standards development organization that is committed to rapidly developing and promoting technical and operations standards for the communications and related information technologies industry worldwide using a pragmatic, flexible and open approach. Over 1,100 participants from over 300 communications companies are active in ATIS' 22 industry committees and its Incubator Solutions Program.

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### *ATIS Document Handbook: A Guide to the Preparation of ATIS Standards*

Is an ATIS Standard developed by the **Editorial & Publications Department** of the **ATIS Staff**.

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# ATIS DOCUMENT HANDBOOK

**Alliance for Telecommunications Industry Solutions**

Approved December 2, 2008

## **Abstract**

This handbook discusses the types of documents ATIS produces and the procedures used to create and publish those documents. The guidelines within should be used in the construction and editing of all ATIS documents.

## FOREWORD

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The Alliance for Telecommunication Industry Solutions (ATIS) serves the public through improved understanding between carriers, customers, and manufacturers. ATIS' mission reads:

ATIS is committed to providing leadership for, and the rapid development and promotion of, worldwide technical and operations standards for information, entertainment, and communications technologies using a pragmatic, flexible, and open approach.

In order to assist in carrying out the organization's mission, the ATIS Chief Editor has created this handbook to serve as a resource for two audiences: *internal users* (ATIS Staff) and *external users* (Forum/Committee Editors).

Suggestions for improvement of this document are welcome. They should be sent in writing to: ATIS Chief Editor, Alliance for Telecommunications Industry Solutions, 1200 G Street NW, Suite 500, Washington, DC 20005; or < [cunderkoffler@atis.org](mailto:cunderkoffler@atis.org) >.

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# ATIS Document Handbook

## 1 HANDBOOK OVERVIEW

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### 1.1 Types of ATIS Documents

This handbook discusses the types of documents ATIS publishes, the procedures used to generate and publish those documents, and guidelines for the construction and editing of all ATIS documents.

All ATIS publications are considered *ATIS Standards (ATISstds)*. Each particular sort of ATIS document has its own specific procedures for creation.

There are three main categories of documents published by ATIS:

1. *American National Standards (ANSs)*: Documents created through a ballot process that follows the American National Standards Institute's (ANSI's) *ANSI Essential Requirements: Due Process Requirements for American National Standards*, as outlined in Appendix A to *Operating Procedures for ATIS Forums and Committees (ATIS OP)*.
2. *Other ATIS Standards (ATISstds)*: Documents created via the consensus processes followed by ATIS Forums/Committees and their subgroups as described in the ATIS OP. These types of documents include:
  - ◆ ATIS Standard (ATISstd)
  - ◆ Technical Reports (TRs)
  - ◆ Technical Requirements (TRQs)
  - ◆ Specifications (SPEC)
  - ◆ Guidelines
  - ◆ White Papers
3. *Other Documents*: Documents from non-Forum/non-Committee groups of ATIS that do not cleanly fit into the above categories. These include documents like the TOPS Council Work-Plans.

This *Handbook* is an attempt to record the various specific methods and procedures of document creation throughout ATIS, as well as to describe general document creation and publication advice (formatting and style), in order to lend speed and consistency to the creation, editing, and publication of all ATIS documents.

All ATIS documents should be created using Microsoft Word®; unless otherwise stated, the processes and recommendations described in this Handbook are based on Microsoft Word 2003®. Appendices A and C include more specific information about editing documents using Microsoft Word 2003® and Microsoft Word 2007®.

### 1.2 Definitions, Acronyms, & Abbreviations

#### 1.2.1 Definitions

**1.2.1.1 ATIS Document Skeleton:** A Microsoft Word® document (DOC) with pre-set formatting for documents, as detailed in this *Handbook*.

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**1.2.1.2 ATIS Chief Editor (CE):** The ATIS staff member responsible for final editing of some, but not all, ATIS documents.

**1.2.1.3 ATIS Editorial:** Composed of the *ATIS Chief Editor* and the *ATIS Administrator for Standards Processes & Publications* (the ATIS staff member responsible for tracking various types of documents normally balloted as ANSs).

**1.2.1.4 ATIS Style:** The editorial and publishing conventions of ATIS; based on the Chicago Manual of Style as influenced by the *ANSI Style Guidesheet – 2003*. [Now superseded by this *Handbook*.]

**1.2.1.5 ATIS Technical Editor (TE):** The ATIS Forum/Committee participant or ATIS staff member responsible for primary editing of an ATIS document.

**1.2.1.6 Editorial Matrix:** A large table containing document information (ATIS code number, Letter Ballot or Issue number, document title, etc.) and Editorial Process tracking information.

**1.2.1.7 Editorial Queue:** A working “to do list” of documents approved for publication by the responsible ATIS Forum/Committee. The work order of the documents can fluctuate depending on industry priorities, regulatory deadlines, availability of time, sufficient pre-edits by the TE, and dependencies on other documents.

**1.2.1.8 Formatting:** The conventions of font usage and document layout.

**1.2.1.9 Style:** The conventions of spelling, punctuation, capitalization, and grammar to be followed in writing.

NOTE - Due to the conventions of Microsoft Word®, “format” and “style” are often used interchangeably. When referring to a formatting “style”, the Style Name will appear in square brackets – e.g., [Normal].

Importing the specific Microsoft Word® Styles used by ATIS into documents is discussed in Appendix A.

## 1.2.2 Acronyms & Abbreviations

ANS	American National Standard
ANSI	American National Standards Institute
ATIS	Alliance for Telecommunication Industry Solutions
ATIS OP	<i>Operating Procedure for ATIS Forums and Committees</i>
ATISstd	ATIS Standard
CE	Chief Editor
DOC	Microsoft Word® document
EMUP	Electronic mark-up
HMUP	Handwritten mark-up
IC	Issue Champion
TE	Technical Editor
TRs	Technical Reports
TRQs	Technical Requirements
WP	Work-Plan

### 1.3 Technical Editors

ATIS Technical Editors (TEs) – in some ATIS groups, they might be called an *Issue Champion (IC)* -- fill a valuable role. It is the intent of this *Handbook* to provide ATIS TEs with information to aid their editorial work and thereby speed the final publication of the document for which they are responsible. ATIS' goal is to provide clear and "clean" documents for use by ATIS Members and the public in a timely fashion. With the increasing amount of documents being produced across the organization, a few small measures taken early in document creation can smooth the entire editorial and publication processes, resulting in greater efficiency in the time-to-market for ATIS documents. Also, use of this *Handbook* will increase standardization in document format ("look & feel") as everyone will be working from the same basic principles.

## 2 DOCUMENT PROCEDURES

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ATIS Editorial has created two *ATIS Document Skeletons* to help aid document generation: the first is aimed at creating ANSs, and the second is intended for other ATISstds. A Document Skeleton is a DOC with pre-set formatting for documents, along the lines described and detailed in this *Handbook*.

### 2.1 Starting New Documents

- ◆ **To begin a new document:** Acquire a copy of the appropriate ATIS Document Skeleton, which can be found on the ATIS Editorial webpage<sup>1</sup> or acquired from ATIS staff. (The choice of the appropriate Skeleton depends upon whether or not the intended document is to be an ANS or an ATISstd.) Open the Skeleton up, and immediately *Save As...* the proper title (or contribution number, Letter Ballot, Issue, etc.) for the document. Then, directly type into or Cut and Paste your text into this new document.
- ◆ **If one has already started crafting a document:** The Word Styles from the appropriate Document Skeleton can be applied to the existing document (see Appendix A) to bring the document's formatting into line with this *Handbook*.

Proper formatting is the *second* most important issue in reducing document turn-around time (for the first, see 2.5).

### 2.2 Starting Revised Documents

- ◆ **For revised documents:** It is possible that a previously edited DOC version is on file with the CE. This previous version, if available, can be provided upon contacting ATIS. Using these pre-edited DOCs can greatly speed up the editing and publishing process.

As noted in 2.1, proper formatting is the *second* most important issue in reducing document turn-around time (for the first, see 2.5).

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<sup>1</sup> Available at < <http://www.atis.org/TC/editorial.asp> >.

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### 2.3 Follow Internal Procedures

Creators of ATIS documents should follow the internal procedures of their Forum/Committee (or Subcommittee, Task Force, Ad Hoc Group, etc.) as per the ATIS OP for developing ANSs, ATISstds, or other documents. In general terms, all ATIS subgroups follow the same path:

1. Document creators use the appropriate ATIS Document Skeleton for formatting, either directly (see 2.1) or indirectly (see 2.2).
2. The document moves through the appropriate approvals process (Letter Ballot, Issue process, group consensus, etc.) for its intended type.
3. The document is approved.
4. The document is provided to ATIS Editorial through the appropriate channels (see 2.4).

### 2.4 Document Approval

- ◆ **If utilizing ATIS Editorial**, provide the approved document and relevant information to the ATIS Administrator for Standards Processes & Publications.
- ◆ **If not utilizing ATIS Editorial**, use the appropriate Document Skeleton and the advice found below in clauses 3 and 4 to follow proper ATIS formatting and style.

### 2.5 Editing Process

1. **The Administrator for Standards Processes & Publications generates a “pre-published” [pre-pub] version** for placement on the ATIS Document Store. “Pre-published” means that it is an “as-is” publication of the document *after* it has been approved by the responsible Forum/Committee but *before* it has been put through the formal editing process. (Following this Handbook will not just speed a document through the editorial process, but also allow the pre-pub to look as good and as professional as possible.)
2. **Document information** (ATIS number, relevant Forum/Committee/Subcommittee, Title, page count, etc.) is placed upon the *Editorial Matrix*. A copy of the original DOC file is saved to the CE’s archive for safekeeping, and a second copy is generated for formal editing. Then, the document is added to the *Editorial Queue*, the “to do list” of documents for ATIS Editorial.
3. **The Editorial Process:**
  - a. The CE selects a document from the Editorial Queue and prints it out from his archive.
  - b. The CE does a hand mark-up (HMUP) editorial pass on the paper version of the document, pen in hand, looking for readability, style (grammar, punctuation, and spelling), formatting, and any issues of clarity.
  - c. The CE or other ATIS Staff takes the HMUP hardcopy and inputs changes into an electronic mark-up (EMUP) of the DOC file, with *Track Changes* turned on.
  - d. If other ATIS Staff makes the changes to generate the EMUP, the CE verifies the changes are correct per his notes.
  - e. The EMUP draft is provided to the Technical Editor (TE) or Issue Champion (IC) responsible for the document as an email attachment.
  - f. The TE/IC answers the CE’s comments on the draft EMUP.

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The speed of response between steps e and f is *the most important issue* in reducing document turn-around time (for the second, see 2.1 and 2.2).

### 2.6 Publication Process

After the TE responds to the CE's comments on the draft EMUP (see 2.5),

1. CE accepts changes and TE's/IC's comment answers on EMUP draft.
2. CE performs last minute spot-check of layout.
3. CE makes final changes to the document (inserts additional front matter, like voting lists, and runs the Tables of Contents, Figures, and Tables).

NOTE – The addition of this material is *not* the responsibility of the TE.

4. CE publishes corrected document as PDF.
5. CE generates a cover for document as an Adobe Acrobat® PDF. (It is preferable for the CE to generate and attach covers to ATIS documents, due to copyright, patent disclaimers, and other legal issues handled on ATIS' official covers.)
6. CE joins the cover and document body PDFs.
7. Final PDF is spot-checked for errors.
8. CE provides a complimentary copy of published document to TE/IC, as well as the relevant Director, Manager, Committee Administrator, and/or Administrative Assistant for the Committee.
9. CE sends published document to the ATIS Administrator for Standards Processes & Publications for placement in the ATIS Document Store.

## 3 ATIS FORMATTING

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### 3.1 Quick Formatting Notes

Taking small formatting measures at the outset of document creation pays great dividends in the speed of ATIS editing. For example, if a 120 page document requires that each and every paragraph, header, or element be reformatted to match ATIS's formatting style, *days* can be added to the editorial processing time.

- ◆ **Start with the ATIS Document Skeleton:** Using the *ATIS Document Skeleton* as a base for document development provides all necessary Styles and a rough guideline to follow (see also 3.2).
- ◆ **No Auto-numbering Headings:** In Microsoft Word®, auto-numbering of clause headings interacts disastrously with the revision tools. *Please do not use auto-numbering in clause headings.* If already turned on, unclick the Numbering button, and just type in the appropriate number.
- ◆ **Case Numbering:** ATIS uses case-numbering (i.e., 1, 1.1, 1.1.1, 1.1.1.1, etc.) to distinguish between clauses and their subclauses.

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- ◆ **No Bookmarks:** As with auto-numbering of headings, bookmarks (also called intra-document hyperlinks) to other clauses, Figures, or Tables creates a hash of dropped links. *Please do not use bookmarks.* (URLs external to the document, however, are encouraged; see below.)
- ◆ **Tables of Contents, Figures, and Tables:** The CE will re-run the Tables of Contents, Figures, and Tables with the proper format before publication; there is *no* need for TEs to spend a tremendous amount of time on these Tables of Contents, etc. – go for functionality rather than beauty.
- ◆ **Paragraphs:** Please place a single hard return between the last paragraph of a clause and the next clause title.
- ◆ **Figure Formats:** Figures are best manipulated as Picture objects rather than Drawing objects. *Insert | Pictures | From File...* works well if the source file is a BMP, GIF, JPG, or TIFF. Figures should be centered on the document page.
- ◆ **Bullets & Numbering Formats:**
  - Bullet formatting is a black diamond, with sub-bullets of white circle; the next level down, the sub-bullet is a black square.
    - Like this.
  - Numbered list formatting is flexible. Numbered lists can be ordered with alphabetic (a, b, c...) or numeric characters (1, 2, 3...), usually followed by either a period or a right parenthesis. Whichever the ordering choice, consistency throughout the document is expected. Multi-level numbered lists should alternate between these types, plus Roman numerals. For example:
    - 1) Here is a numbered list,
    - 2) It contains several line-items, like:
      - a) Examples of multilevel usage
      - b) Which is interesting for a couple reasons:
        - i) So the reader can see how the levels interrelate
        - ii) And how these levels should look.
- ◆ **Figure & Table Captions:** Figure and Table Captions should be generated by right-clicking on the Figure or Table and selecting the Caption tool. Do not attempt to apply the [Caption] Style in lieu of this. (For unknown reasons, Microsoft Word® does not recognize Captions styled “by hand”, despite the fact that the Caption tool applies the [Caption] Style.)

### 3.2 Detailed Formatting Guide

- ◆ **Headings:** Use only [Heading 1], [Heading 2], and [Heading 3] Styles when formatting document clause headings. Do not go beyond [Heading 3] for subsequent subclauses, even if you are several levels deep. For example (the indenting below is purely for illustration of how case numbering works; subclauses are *not* normally indented in ATIS documents):
  - 1 The Main Clause [Heading 1]
    - 1.1 A Subclause [Heading 2]
      - 1.2 Another Subclause [Heading 2]
        - 1.2.1 A Subclause of a Subclause [Heading 3]
        - 1.2.2 Another Subclause of a Subclause [Heading 3]
          - 1.2.2.1 A Subclause of a Subclause of a Subclause [Heading 3]

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Use of the proper heading [Style] permits the CE to automatically generate a Table of Contents for the document.

NOTE – There is *one* exception to the formatting scheme above: in a *Definitions* list (see clause 1.2 of this *Handbook*), while each defined term receives a case number, [Heading 3] **shall not** be applied to the term. Instead, simply **bold** the [Normal] case number and term. (This is because applying the [Style] would pull every term – and its definition – into the Table of Contents!)

### ◆ Spacing and fonts:

- **Body text** should be [Normal] Style, with 11 point Book Antiqua font and 3 pt Before/6 pt After linespacing.
  - **Notes** should be [Normal] Style, with 9 point Arial font and 2/2 linespacing.
- **Page Margins** of documents are 0.75" all the way around.
- **Footnotes** should be 9 point Book Antiqua with 2/2 linespacing.
- **Tables** should be 9 point Book Antiqua with 2/2 linespacing.
- **Lists** should use 11 point Book Antiqua with 2/2 linespacing.
- **Annex headings** should use 11 point Century Gothic with 11 point Book Antiqua normative or informative reference below [see the ATIS and/or ANSI Document Skeleton(s)] with 0/0 spacing.
- **Document code header** should use 11 point Century Gothic 3/12 spacing.

### NOTES:

- ◆ Make sure to select "Different First Page" in the Page Setup menu under the Layouts tab. This will aid in keeping different page headers correctly arranged.
- ◆ The title page of the document ends with a *page break*, the Foreword/Voting List page(s) end(s) with a *page break*, and the Table of Contents page(s) end(s) with a **section break**. This will allow page numbering to format correctly.

### 3.3 Structure of an ATIS Standard

All ATIS Standards (ANS or otherwise) have a common structure.

#### 1. Front Matter:

- a. *Title Page* (no header, no page number).
  - i. All ATIS documents require an *Abstract*, which is a direct statement of what the document *is*, which can range in size from one sentence to a short paragraph. The Abstract appears on the Title Page, and will be used in describing the document in the ATIS Document Store.
- b. *Foreword and Voting/Contributor Lists* (code number header, Roman page numbering).
- c. *Tables of Contents, Figures, and Tables* (code number header, Roman page numbering).

#### 2. First Page (special header; Arabic page numbering).

#### 3. Body of document (code number header, Arabic page numbering):

- a. *Clause 1: Usually Scope, Purpose, & Application.*

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- b. *Clause 2: Usually Normative References.*
  - c. *Clause 3: Usually Abbreviations, Acronyms, & Definitions.*
  - d. *Clause 4: Usually the start of the main text.*
4. **Annexes/Appendices** (code number header, special centered text block, Arabic page numbering).
- a. *Annex* is an ANS usage; most ATISstds use *Appendix*.
  - b. *Informative References* or *Bibliographies* are usually Annexes/Appendices.

## 4 ATIS STYLE

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Herein are some basic conventions of spelling, punctuation, capitalization, and grammar to be followed in writing ATIS documents:

- ◆ **Acronyms & Abbreviations:** TEs should make every attempt to include all acronyms and abbreviations used in the document in the A&A List, typically found in clause 3 (see clause 3 of this document). The first usage of an acronym or abbreviation should appear in parentheses after the fully spelled out term. (See also *Initial Mention of a Technical Term*, below.)
  - The Alliance for Telecommunications Solutions (ATIS) is a great place to work.
- ◆ **Ampersands:** Ampersands (&) should be used in clause titles in place of “and”; they should not be used in body text in place of “and.”
- ◆ **Bullet Lists:** Bullet lists should be used for a list of elements that do not need to be in any particular order.
- ◆ **Clauses:** TEs *should* use the word “clause” to refer to sections of documents. “Subclause” is acceptable as well, but “clause” is preferred in all cases.
- ◆ **Commas:** ATIS uses the “serial comma” or the “Oxford comma.” As per the *Chicago Manual of Style*, 14th Edition, clauses 5.57 and 5.59: “When a conjunction joins the last two elements in a series, a comma is used before the conjunction. When the elements of a series are long and complex or involve internal punctuation, they should be separated by semicolons.” For example:
  - Please bring me X, Y, and Z.
  - The members each country sent to the international commission was as follows: Fredonia, 4; Ruritania, 5; Scythia-Pannonia-Transbalkania, 3; Florin, 2; and Guilder, 2.

In order not to “overuse” the humble comma, appositives and other textual asides in complex sentences can be set off with dashes and parentheses:

- These network elements – except for the second router – all passed the equipment test.
- ◆ **E.G./I.E.:** *e.g.* is the abbreviation for the Latin phrase *exempli grata*, meaning “for example.” *i.e.* is the abbreviation for the Latin phrase *id est*, meaning “that is.” They are not interchangeable. In all cases, when used in a sentence, both are followed by a comma. It is a good idea to run a “Find & Replace” search to change all instances of:
  - e.g. to e.g.,
  - i.e. to i.e.,

Use a dash when an e.g. or i.e. appears at the end of a statement. Use parentheses if it appears in the middle of a statement.

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- "...any resulting financial plan will be then executed by the proper official -- i.e., the Secretary-Treasurer."
- "In this standard, all numerical values (e.g., voltages and currents) shown for test circuits are for purposes of the specific test under consideration and may not represent actual operating conditions."
- ◆ **Embedding Files:** Embedding files into a document (e.g., multimedia – sounds and videos – or ZIP archive files) is *not* recommended. However, if the document in question requires such embedding of files, please contact the ATIS Administrator for Standards Processes & Publications and the CE as soon as possible, since extra steps will be necessary to prepare the document for publication. (See also *Machine-Readable Files*, below.)
- ◆ **Emphasis:** TEs wishing to emphasize a word should *italicize* it. If greater emphasis is needed, then ***bold italicize*** it. (Use of underlining is reserved for the ATIS Chief Editor alone.) Do *not* use quotation marks for emphasis; quotation marks around a word signals its use in an unusual way (see also *Quotation Marks*, below):
  - The great march of "progress" has left millions impoverished and hungry.
- ◆ **Initial Mention of a Technical Term:** The first use of any technical term should be italicized. If that term also has an acronym or abbreviation, the parenthetical acronym or abbreviation will also be italicized (see also *Acronyms & Abbreviations*, above):
  - This is called *jitter*.
  - After passing through the gateway, packets enter the *Baker-Tennant Gateway (BTG)* and have their polarities reversed.
- ◆ **Machine-Readable Files:** Some ATISstds have machine-readable files (e.g., XML schemas) associated with them. These files are usually provided in a "clean" format in addition to appearing within the ATISstd document as text. They are zipped together with the PDF version of the ATISstd document and a License Agreement for their use before being placed in the ATIS Document Store. Since extra steps will be necessary to prepare this package for publication, please contact the ATIS Administrator for Standards Processes & Publications **and** the CE as soon as possible for documents with associated machine-readable files. (See also *Embedding Files*, above.)
- ◆ **May/Might/Must:** All ATISstds (ANSs inclusive) **shall** avoid using the words *may*, *must*, or *might* for indicating recommended and mandatory requirements. (See also *Shall/Should*, below.)
- ◆ **Numbering In-line & Numbered Lists:** If the text of a document signals that something is being enumerated (e.g., "...composed of four pieces..."), this often requires numbering in-line or breaking out the elements into a numbered list.
  - *Numbering in-line* should be used for a list of 3 or less elements, which may or may not need to be in a particular order.
  - *Numbered lists* should be used for a list of 4 or more elements, especially those that need to be in a particular order.
- ◆ **Quotation Marks:** ATIS uses the British convention of placing all punctuation outside of quotation marks, unless the punctuation is part of the quotation (see also *Emphasis*, above). For example:
  - I like the "ABC123", "XYZ456", and the "AAZZ3".

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- ◆ **References:** *Only publicly available documents can serve as references.* “Publicly available” does not mean “free” but rather that the document is available to the general public in some way (e.g., for purchase from the originator or a responsible third-party vendor, via subscription, etc.). Since ATIS Forum/Committee Contributions are only available to ATIS members, non-members cannot access them – thus, they are *not* publicly available.

ATIS TEs *should not* use Forum/Committee Contributions as references in ATISstds, and ***shall not*** use them as references in ANSs.

The entire code number of a document -- e.g., ITU-T A.123, T1.123-2000 (R2004), ATIS-100123-2008, GR-63-CORE, etc. – is preferred when referring to a document in an ATIS Standard. (Optionally, documents may be listed in clause 2 or a bibliographical annex/appendix as a number in *square brackets* -- [#] – though this is mildly discouraged unless the list of references is a page or more long.)

The only references that should include a date are the 4 number “year code” for ANSs, the publication year of a book, and the publication month/day/year of a periodical. This is intended to avoid citing obsolete references or documents that have since been revised.

If an ATIS (or Accredited Standards Committee T1) document is cited, be sure to verify its code number and correct title on the online ATIS Document Center.

- *Examples for different types of references:*
  - ATIS-0x0000x.2008, *Example of an ATIS American National Standard.*<sup>2</sup>
  - ATIS-0x0000x, *Example of an ATIS Standard.*<sup>2</sup>
  - T1.xxx-2008, *Example of a T1 Standard.*<sup>2</sup>
  - Underkoffler, CA. *Example of a Book Reference.* Publishing House, Inc: October 2004.
  - Underkoffler, CA. “Example of a Periodical Reference,” *Periodical Monthly*. Vol. 1; No. 1. October 20, 2004.
- *Footnotes* are used in clause 2 and any bibliographical annex/appendix to indicate availability of a reference; online URLs are preferred (see immediately above and clause 2 of this document). Books (and many periodical articles) do *not* require an availability footnote. Use *Insert | Reference | Footnote* in Microsoft Word® for the first instance of availability; subsequently for documents available from the same location, simply use a superscript number that matches the footnote number.

NOTE – It is strongly suggested that TEs only footnote the *first* instance of availability during the document creation process, due to the potential of new footnotes being added both before and after the references clause during that process. At the end of the creation process, the superscripted numbers can be inserted.
- *Referring to URLs:* The preferred manner of referring to an online URL is open angle bracket, space, URL, space, close angle bracket. This method shows distinction from parenthetical statements and permits punctuation without interfering with the URL – for example, < <http://www.atis.org> >.

- ◆ **References to Trademarks/Use of Copyrighted Material:** It is ATIS’ policy that the intellectual property rights of others be respected. Therefore, special attention should be paid to instances

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<sup>2</sup> This document is available from the Alliance for Telecommunications Industry Solutions, 1200 G Street N.W., Suite 500, Washington, DC 20005. < <http://www.atis.org> >.

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where references are made to trademarked technologies or services and to the use of copyrighted materials.

- *References to Trademarks:* Trademarked goods and services should include the appropriate registered trademark “®.” The ATIS Administrator for Standards Processes & Publications and the CE may be able to assist in identifying the correct references to these goods and services.
- *Use of Copyrighted Material:* ATIS requires that any text, tables, pictures, etc. from other documents (whether ATIS documents or third party documents) be accompanied by appropriate citations to the source material. In some cases, ATIS may be required to seek permission from the copyright holder to reprint material in ATIS documents.
- ◆ **Shall/Should:** Some ATIS guidelines specify two categories of requirements: mandatory and recommendation. The mandatory requirements are designated by the word *shall* and recommendations by the word *should*. Where both a mandatory requirement and a recommendation are specified for the same criterion, the recommendation represents a goal currently identifiable as having distinct compatibility or performance advantages. (See also *May/Might/Must*, above.)
- ◆ **Voting Lists & Workgroup Lists:** ATIS maintains the overall voting lists for each Forum/Committee, and places these before publication in the Front Matter of ANSs. ATISstds do not typically have Voting Lists included. ATIS does not maintain voting lists for subcommittees or working groups; the TE must include these in the documents Front Matter if the responsible Forum/Committee/Subcommittee wishes it to appear in the finished document.

**Appendix A**  
(informative)

## **A IMPORTING ATIS STYLES**

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### *A.1 Microsoft Word® 2003*

Use this process to import ATIS Styles into a working DOC.

1. Open document file to be edited; immediately *Save As...* a new file with “ - Edit” in the filename. Work on the Edit draft.
2. Use *Format | Styles and Formatting* to pull up the Styles and Formatting sidebar.
3. Select *Show: Custom...* from pull-down menu at bottom of sidebar.
4. Select the *Styles...* button on the Format Settings dialog box (lower left corner).
5. Select the *Organizer...* button on the Style dialog box (lower left corner).
6. **In Organizer dialog box:**
  - a. Select the *Close File* button for the right column (In Normal.dot);
  - b. Select the *Open File...* button for the right column.
    - i. On the Open dialog box, deselect the file type of Document Templates (.dot) and select either All Files or Word Documents (.doc).
    - ii. Navigate to ATIS-Doc-Skeleton.doc; select it.
7. Shift-click the list of styles in the right column on the Organizer dialog box (from ATIS-Doc-Skeleton.doc) and then push the << **Copy button**. (Make sure the arrows are pointing the correct way! You want to copy styles from ATIS-Doc-Skeleton into working document!)
8. Accept all changed styles.
9. Hit Close.

### *A.2 Microsoft Word® 2007*

EDITORIAL NOTE – As some of our members' companies have started moving towards Microsoft Word® 2007 as their word-processing program of choice, the CE has begun a review of it with regard to the process listed above in A.1.

This clause will be updated once the CE's review is complete.

Appendix B  
(informative)

B COPYEDITING MARKS

COMMENTS

- \* - Note for staff
- (CU) - comment for Chief Editor
- (TE) - comment for Technical Editor
- stet - "let it stand as printed"

TEXT EDITS

- X or ~~l~~ - delete
- ^ or v - insert
- ↑ - insert comma
- ⌢ - insert (space) hyphen hyphen (space)
- ⌢# - insert space
- walked/He. } transpose words
- walked/He. }
- wal)ked - close up space
- Adam } change letter case
- dog }
- o - insert period .
- o: - insert colon
- i - insert semicolon
- ↵ - insert soft return (shift-return)

EDITING MARKS

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- ¶ - insert paragraph / hard return
- ⌘ or ✕ - delete hard return
- S&R: x→y - search and replace x with y
- Y - Add year to ANS code number
- V - Verify title, date, code #, and type of document on ATIS Doc Ctr.
- A - Check Availability of document.

FORMATTING EDITS

- i or ital or words = italics
- b or bold or words = bold
- di = de-italics
- db = de-bold
- >C = RE-RUN Caption using Caption tool.
- B = RE-RUN list using Bullet tool.
- # = RE-RUN list using Number list tool.
- | = indent
- ← = outdent
- NS = NOTE style. [Normal] 9pt, Arial, indented.
- LS x/y = Linspacing, x before, y after

**Appendix C**  
(informative)

## **C ENTERING HAND MARKUP CHANGES TO ELECTRONIC MARKUP**

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### *C.1 Microsoft Word® 2003*

1. Open document file to be edited; immediately *Save As...* a new file with “ - Edit” in the filename. Work on the Edit draft.
2. Eliminate the Committee Contribution cover sheet.
3. Import ATIS Styles as per Appendix A.
4. Insert, using *Cut & Paste*, the standard Title Page (and any other missing front matter) at the beginning of the draft.
5. Delete any Tables of Contents, Figures, and Tables from draft. Committee Membership lists should be deleted, but Subcommittee or WG lists should be retained.
6. Elements of the front matter should be ordered as per clause 3.2 (e.g., Title Page; Foreword and Voting/Contributor Lists; Tables of Contents, Figures, and Tables).
7. **Page Numbers and Headers:**
  - ◆ Go to *View | Header/Footer*.
  - ◆ Click on the *Page Setup* button.
  - ◆ Select the *Layout* tab.
  - ◆ Check the *Different First Page* box (the Title Page has no header or page number).
  - ◆ The Foreword starts the header format (the document code, centered, bold, 11 pt., Century Gothic, 3/12 linespacing) and Page Number style. Front matter page numbers are in italic lower-case Roman numerals (*i, ii, iii*, etc.); use the *Insert Page Number* and *Format Page Number* buttons on the Header/Footer toolbar.
8. After leaving space for Tables, insert a *Section Break Next Page*.
9. This starts the text of the document. Page numbers become Arabic and do appear starting on the first page.
10. For ATIS Standards, the relevant *first header* needs to be used (ANS, TR, TRQ, ATISstd, etc.). This will necessitate going through the *Different First Page* process above. Remember to unclick the *Same as Previous* button on the Header/Footer toolbar for page 2 and up. Page 2 and up utilize the basic header format (see above or T1 Style Guide).
11. **Turn on Editing/Revisioning Tools.**
  - ◆ Go to *Tools | Track Changes | Highlight Changes*. Check all boxes.
  - ◆ Go to *Tools | Options*, click on the *Track Changes* tab. Make sure the following settings are set.
    - Inserted text = Mark: (none); Color: Blue
    - Deleted text = Mark: Strikethrough; Color: Red
    - Changed formatting = Mark: (none); Color: Blue
    - Changed lines = Mark: Outside Border; Color: Auto

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- Go to *Tools | Options*, click on the *User Information* tab. Make sure your correct initials (or mine) appear there; they'll be used when inserting Comments.

12. Begin inputting editorial changes.

### *C.2 Microsoft Word® 2007*

EDITORIAL NOTE – As some of our members' companies have started moving towards Microsoft Word® 2007 as their word-processing program of choice, the CE has begun a review of it with regard to the process listed above in C.1.

This clause will be updated once the CE's review is complete.