

ATIS Guide to Publishing Documents

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For more information, questions, or comments, please contact admin@access.atis.org.

1 Introduction

This document serves as a guide for current and prospective Technical Editors/Issue Champions involved in work in ATIS' Committees, Forums, and other groups to prepare and edit ATIS Documents. To that end, it talks about the most common causes of delays in the process, information on the ATIS Document Template, and the most common errors of style, grammar, and punctuation.

This document is an example of the formatting/style that is used when producing an ATIS Document.

If there is a question, simply address the situation in a highlighted in-line note to the ATIS Editor.

Editor's note: This is an example of an Editor's note.

ATIS Documents requiring minor revisions may be exempt from some of the rules in these guidelines. For example, the *ATIS Administrative Revision Process*¹ shall permit updating references in the Normative/Informative References and Bibliographies *only*, without touching the body of the text.

Contact the ATIS Editor with any questions regarding these guidelines or qualified exemptions.

2 The ATIS Document Template(s) & Skeletons

ATIS has built a Document Skeletons (DOCX/DOC files) and a Document Template (a Microsoft® Word DOTX/DOT file) and for use by Technical Editors which may be found via < https://www.atis.org/01_resources/ >.

2.1 Skeletons

The ATIS Document Skeletons open a DOCX or DOC file with ATIS Styles pre-loaded, plus boilerplate text for Front Matter, clauses 1 through 4, and an Annex sample, all suitable for cutting and pasting text from other documents or directly typing in new text. They can be downloaded from < S:\ATIS DOC Training > or < https://www.atis.org/01_resources/editorial-guide/ >.

NOTE: *CAUTION*. When cutting and pasting from other documents, you may need to reapply/reimport the ATIS Styles if they are overwritten by the styles of the source document. See Clause 2.2.1 for how to import ATIS Styles.

2.2 Template(s)

The Template(s) opens a blank DOCX or DOC with ATIS Styles pre-loaded. They can be downloaded from < S:\ATIS DOC Training > or < https://www.atis.org/01_resources/editorial-guide/ >. The Template features:

- A limited number of Styles (for quick and clean text mark-up).
- A sans serif font for Normal Style (easier for reading onscreen).
- Autonumbering clause headings.

¹ See Clause A.7.1.1 of the ATIS OP at < http://www.atis.org/01_legal/ >.

2.2.1 Importing Styles from the Template

In the event a baseline Document has been started and the ATIS Document Skeleton was not used, it will be necessary to import the Styles from the ATIS Template into the Document. The ATIS Editor will perform this function. The process for importing Styles from the ATIS Template is:

- 1) Click the “Styles” arrow in the lower right corner of the Styles module of the Home pane.
- 2) Click the Manage Styles button.
- 3) Select the “Import/Export” button.
- 4) Close File for Normal.dotm.
- 5) Open File to the location where you have saved the template and select the appropriate DOTX/DOT file.
- 6) Select all of the Styles in the right pane (CTRL-A) and click the “← Copy” button to import Styles into the document.

2.3 Autonumbering Clause Headers

The ATIS Document Template uses autonumbering for the clause headers in the main body of the Document. If there is an issue with incorrect autonumbering, it may be necessary to reimport the heading from the ATIS Template. See Clause 2.1.1 for how to import ATIS Styles.

Annexes are an exception to the autonumbering clause headers. For an Annex, insert a page break before the Annex, style the Annex title as Heading 1 Style, unclick the number list button (this removes all numbers from H1), and **HIT UNDO ONCE** (this puts back all the numbers **EXCEPT** for the Annex title).

TIP: It may be easier to have an “H1 No Number” style that is based upon H1 with numbering turned off.

2.4 Clause Titles Style & Formatting

If a clause title uses the word “and” or a slash (/), replace the “and” with “&” and capitalize both words on either side of the slash (/).

Example: Bread, Butter, & Peanut Butter/Jelly

There is no Heading Five+ autonumbering programmed into the template, so hard-code such clause numbers as Normal Bold, then in the *Paragraph* dialogue box, on the *Line and Page Breaks* tab, check the *Keep with next* box.

2.5 Figures, Tables, & Captions

2.5.1 Figure Formatting

Figures shall be a centered graphic inserted using Microsoft® Word’s “*Insert Picture from File*” option, in JPG, GIF, PNG, or VSD format.

Textboxes, Word Shapes, WordArt, Microsoft® PowerPoint Slides, PDFs, etc., shall *not* be used as figures.

Removing textboxes from a document may cause problems with other document formatting. Applying styles to a document alters text within a textbox as well as WordArt, possibly distorting or invalidating the illustration. Microsoft® PowerPoint slides and PDFs artificially inflate the size of a document (up to several MB).

It is important to ensure that Figures are in line with text (right click, Wrap Text, In Line with Text).

The Technical Editor shall provide all figure source files to ATIS staff for a Document in their native format.

TIP: Some Committees have found it useful to include a Figures folder containing all figure source files in the same ZIP file as the working baseline posted in AWS. This makes the source files available to all working group members during Document development. This separate folder of figures is not included with the published version of the Document.

2.5.2 Table Formatting

- Tables shall be centered.
- Table grid shall be either black (for captioned table) or 5% gray (for uncaptioned table, like the list of Abbreviations & Acronyms).
- Table text shall be 9-point font with line-spacing of 2 points before and 2 points after.
- Table header row shall have a 5% gray fill and is checked in *Table Properties as Repeat as header row at the top of each page*.
- Table header row text shall be bolded.
- Uncheck option for *Table Properties | Row | Allow row to break across pages*.

2.5.3 Caption Formatting

Caption numbering shall be by clause number – e.g., Figure 4.1, 4.2, 4.3... in Clause 4; Figure 5.1, Figure 5.2, Figure 5.3...in clause 5, etc.

NOTE: Annex caption numbering follows a similar pattern: Figure A.1, Table B.2, etc.

Figure and Table Captions should be generated by right-clicking on the Figure or Table and selecting “Insert caption”. *Do not* attempt to apply the [Caption] Style in lieu of this. Figure captions go below the figure; table captions go above the table.

To set up the caption tool to automatically number by clause number, right-click on the figure or table and select “Insert caption”. The proposed label will be listed at the top. If it is incorrect (e.g., “Table 2” instead of “Table 5.1”) then:

1. Click the “Numbering” button at the bottom of the dialog box.
2. Check the box that says “Include chapter number”.
3. Set the “Use separator” box to a period.
4. Click “OK”.

Creating caption labels for Annexes is done by using the aforementioned caption tool, selecting the “New Label” button, and typing in the new label (e.g., “Table B” or “Figure A.”).

NOTE: These settings are global settings for the Microsoft® Word application and not settings that are associated to a single Microsoft® Word document. If the Technical Editor edits company documents or documents of other working groups that do not use this style, the Technical Editor may have to reapply these settings whenever they start working on ATIS documents again.

2.6 NOTE Formatting

All “NOTE”s are informative, not normative. NOTEs should not be in the middle of a paragraph or a parenthetical.

Informative NOTE formatting is: Indent, 9-point Arial font, NOTE capitalized, colon, NOTE text, paragraph return after the NOTE text.

NOTE: This sentence is an example.

2.7 Bullet & Number List Formatting

A bullet list should not start directly under a Heading-styled clause title. There should be introductory text followed by a hard return.

Example:

All bulleted lists should start with introductory text:

- Bullet
 - Sub-bullet
 - Sub-sub-bullet

A numbered list should not start directly under a Heading-styled clause title. A space or a line of text may be needed to stop auto-numbering lists from interfering with clause numbering. There should be introductory text followed by a hard return.

Example:

All numbered lists should start with introductory text:

- 1) Number
 - a. Sub-number
 - i. Sub-sub-number

Bullet and numbered lists use 2 pt before/2 pt after spacing. There is always a carriage return between the last item in the bulleted/numbered list and the text that follows.

2.8 Page & Section Breaks

Page or section breaks should not be used unless there is a need to insert an Annex or a landscape Figure or Table. Instead, use “Keep with next” formatting to move text to the next page. Removing breaks – especially section breaks – from a document may be difficult and may cause problems with the document formatting.

2.9 Considerations when using the ATIS Document Template

There are a few areas that require special attention when using the ATIS Document Template:

- When importing the new Styles into an existing DOCX or DOC file (rather than opening a new Template), these Styles may not apply correctly in all cases and may eliminate formatting or text in bulleted or numbered lists (depending upon how those lists were constructed in the earlier DOCX/DOC). *Solution:* Reimport ATIS Styles; see Clause 2.1.1 for importing instructions.
- All numbered lists should have an introductory line of text, or at least a hard return (shift/enter), between a clause title and the start of the list, to prevent the autonumbering headings and numbered lists from interfering with one another.
- Cutting and pasting between files (especially a DOCX and a DOC, and vice-versa) and changing the font may cause some text formatting to be lost. This is especially true of symbols and mathematical equations. Examples: μ , Δ , Ω , etc. Corrupted/Lost symbols will appear as a small open square (□) in the text of the document.

TIP: Sometimes copying and pasting materials from members' contributions into the working baseline can change the Styles of the working baseline, which can result in undesired style change to the entire baseline. Therefore it is recommended that, before the TE inserts the member's contribution into the working baseline, he or she create a backup/recovery file. That way, if the member's contribution has a negative impact to the working baseline, especially the Styles, the TE has a point from which to restart.

3 Front Matter and Opening Content

The ATIS Editor provides the full Front Matter (i.e., Title Page, Foreword, Table of Contents, Table of Figures, Table of Tables²). The Technical Editor, in collaboration with the Committee/subcommittee, shall include an abstract, which is a sentence or short paragraph describing what the document is/contains, usually summarized from the *Scope, Purpose, & Application* clause or the *Introduction* clause. (The ATIS Document Skeletons and the editable version of previously published ATIS Documents used for revisions contain baseline Front Matter for that document.)

No additional member information [e.g., Committee/Forum rosters (individual or companies) “active contributors”, etc.] shall be included in the front matter for ATIS Documents. The only member information provided is a leadership list comprised of the Chairs and Vice Chairs of the Committee and subcommittee and the Technical Editor at the time of publication (excluding Reaffirmations and Stabilized Maintenance).

The ATIS Editor will incorporate the Cover Sheet and Copyright Notice pages prior to publication.

3.1 The First Three Clauses

ATIS uses the term “clause” rather than “section” in all of its Documents.

The order of the first three clauses in an ATIS Document is:

- 1) *Clause 1*: Scope, Purpose, & Application.
- 2) *Clause 2*: Normative References.

NOTE: Clause 2 becomes “References” if normative and informative references are included. See Clause 4.1.1 for Reference formatting.

- 3) *Clause 3*: Definitions, Acronyms, & Abbreviations.

3.1.1 Definitions, Acronyms, & Abbreviations

The Definitions, Acronyms & Abbreviations Clause or similar Annex should contain this paragraph before the terms:

“For a list of common communications terms and definitions, visit the ATIS Telecom Glossary, which is located at < <https://glossary.atis.org> >.

When both “definitions” and “acronyms and abbreviations” are listed, Clause 3 is broken into two subclauses:

- 1) *Definitions*: Terms necessary for the reader’s understanding of the document are defined here. They are listed in alphabetical order and are not numbered.

EXAMPLE: **Term**: This is the definition of the term.

- 2) *Acronyms & Abbreviations*: This section includes all the acronyms and abbreviations used throughout the document in table form. There is no header row for this table.

EXAMPLE:

ATIS	Alliance for Telecommunications Industry Solutions
------	--

3.1.1.1 Acronyms Finder

To find which acronyms and abbreviations have been used throughout a document, use the following Advanced Find instructions to highlight all acronyms.

² The Technical Editor may have a working version of the Table of Contents, Table of Figures, and Table of Tables during the development of the Document if desired. The final version will be provided by the ATIS Editor prior to publication.

1. Open the Advanced Find window [start with (Ctrl + F), then choose Advanced Find]
2. Click More and then check the box labeled “Use Wildcards”
3. In the Find What field, enter this phrase: <[A-Z]{2,}>
4. Click Reading Highlight, and then click Highlight All.

This will highlight all sets of “2” or more uppercased letters. If you would like to search for only acronyms of “3” letters, change the “2” to a “3” in step 3.

4 References

4.1 Normative & Informative References & Annexes

Any document listed as a Reference shall be available³ to the general public. Information regarding where or how the reference is available – by an online store, a particular URL, or a specific address – shall be provided in a footnote.⁴

NOTE: If more than one reference is available from the same location, use the same footnote number for each listed reference.

References to journal articles and regulatory rules (statutes, FCC rules, Presidential Executive Orders, etc.) shall include the date of publication. All other references [whether in reference section(s) or in the body of the text] shall not contain years, unless a specific need has been identified.

ATIS Committee Contributions shall *not* be used as references, as they are only available to ATIS Members.

There are no requirements on the ordering of references. To add a new reference to a revised document, it should be added to the end of the list of references – renumbering references should be avoided. If a reference is removed in a later version of a document, the reference should be marked as “Intentionally left blank”.

References should refer to the original base document number (i.e., ATIS-0X000XX rather than ATIS-0X000XX.v003).

NOTE: If there are multiple active versions of a document, and reference to a specific version is necessitated, then the version number may be included.

4.1.1 Normative References

A Normative Reference indicates a document upon which the ATIS Document is contingent; the document is necessary and indispensable for the implementation of the Document. A listing of these documents shall be placed in clause 2, Normative References (or in Clause 2.1 if there are Informative References).

All Normative References shall be referenced within the body of the Document. A reference included in the Normative Reference clause that does not appear within the body of the Document shall be 1) removed from the Normative Reference clause, 2) moved to the Informative Reference clause, or 3) incorporated in the body of the Document.

The ATIS Editor shall ensure any Reference clauses includes the following paragraph before the list of references:

The following documents contain provisions which, through reference in this text, constitute provisions of this Document. At the time of publication, the editions indicated were valid. All documents are subject to revision, and parties to agreements based on this Document are encouraged to investigate the possibility of applying the most recent editions of the documents indicated below.

Normative References should be numbered and formatted as follows:

[Ref 1] ATIS-0x0000x, *Technical Report*.

³ These references are not required to be free of charge.

⁴ EXAMPLE: This document is available from the Alliance for Telecommunications Industry Solutions (ATIS) < <https://www.atis.org/docstore/> >.

[Ref 2] ATIS-0x0000x, *American National Standard*.

Examples for different types of references:

[Ref 1] ATIS-0x0000x, *Example of an ATIS Standard/Document*.⁵

[Ref 2] SDO-123a, *Example of a Standard from Another Standards Developing Organization*.⁶

[Ref 3] IETF RFC 1234, *Example of an RFC Reference*.⁷

[Ref 4] Intentionally left blank.

[Ref 5] FCC 12-345, *Federal Communications Commission Report and Order Example*; Month DD, YYYY.⁸

[Ref 6] 3GPP TS 12.345, *Example of a 3GPP Reference*.⁹

[Ref 7] Smith, CA. *Example of a Book Reference*. Publishing House, Inc: Month YYYY.

[Ref 8] Smith, CA. "Example of an Online Periodical Reference," *Periodical Monthly*.¹⁰

[Ref 9] Smith, CA. "Example of an Offline Periodical Reference," *Periodical Monthly*. Vol. 1; No. 1. March 1, 2017.

4.1.2 Informative References

An Informative Reference indicates a document is for information only, background, or further reading. If Informative References are included in an ATIS Document, they are included in Clause 2.2. The Informative References shall start numbering with reference [100] (or [200] if there are 100 or more Normative References) to help differentiate Normative and Informative References.

If a reference is both normative and informative, it shall appear only once in the Normative References subclause.

NOTE: If an Informative Reference is noted in a footnote, it does not need to be included in the list of Informative References.

Bibliographies should not appear in ATIS Documents. Prior Documents and Documents under revision may retain existing Bibliographies if the Committee desires.

Informative References should be numbered and formatted as follows:

[Ref 100] ATIS-0x0000x, *Technical Report*.

[Ref 101] ATIS-0x0000x, *American National Standard*.

4.1.3 Annexes

ATIS Style uses "Annex" rather than "Appendix" in its Documents. Annexes should be labeled with letters.

Example:

Annex A
(informative)

⁵ This document is available from the Alliance for Telecommunications Industry Solutions (ATIS) < <https://www.atis.org/docstore/> >.

⁶ This document is available from the Standards Developing Organization (SDO) < ORGANIZATION'S URL >.

⁷ This document is available from the Internet Engineering Task Force (IETF) < <http://www.ietf.org> >.

⁸ This document is available from the Federal Communications Commission < <http://www.fcc.gov/> >.

⁹ This document is available from the Third Generation Partnership Project (3GPP): < <http://www.3gpp.org/specs/specs.htm> >.

¹⁰ This document is available at < PERIODICAL MONTHLY'S URL >.

Annex B
(informative)

Annex C
(normative)

Annexes shall be identified as either normative or informative. As noted above, Annexes upon which the ATIS Document is contingent shall be marked as Normative and Annexes that are for information only shall be marked as Informative.

There is no requirement regarding the ordering of Annexes.

4.2 In-Text Citations

When a reference document is cited in the body of a standard, the full number and title of the document should be written out. The following sentence is an example:

This sentence will refer to information found in ATIS-0x0000x, *Technical Report* [Ref X].

In every following instance of the same reference, the sentence can simply use the document number and the reference number. This maintains readability in sentences where multiple references are noted. The following sentence is an example:

This sentence will refer to information found in ATIS-0x0000x [Ref X].

The Technical Editor may choose to use Microsoft® Word's bookmark or hyperlink features for in-text citations by linking the "[Ref X]" text to the associated reference in the references clause. Additional information regarding the use of bookmarks can be found in Clause 7.

4.3 Historic ATIS Committee Publications

All ATIS American National Standards were transitioned to ATIS code numbers (e.g., ATIS-0900101); therefore, there should be no references to T1.xxx-yyyy (e.g., T1.101-2002) in the References clause. However, some historic ATIS Documents (e.g., Technical Reports, Technical Requirements, and Technical Specifications) still have historic ATIS Committee T1 document numbers and shall be referenced accordingly.

5 General Guidelines, Inclusive Terminology, & Grammar

General guidelines and considerations have been established for use when developing an ATIS deliverable.

5.1 Shall/Should/May

ATIS Style uses shall/must for requirements, should for recommendations, and may for optional capabilities.

If there is a desire to provide emphasis for requirements, capitalization (i.e., SHALL, MUST, SHOULD, and MAY) may be used. Do not italicize, bold, or underline shall, must, should, or may to provide emphasis.

When developing an American National Standard, do not use *must* to define a requirement, or *may/might* for a recommendation. The only exceptions to this are if must and may appear in specifically quoted material (usually from an IETF RFC) or if they are used as a natural course of language (not a requirement or recommendation, just informational). To make it clear that material is being quoted, it is helpful to indent the text and include a reference to the source document.

5.2 Inclusive Terminology

Technology terms should utilize inclusive text. Terms should be inoffensive and impartial and not express bias, discrimination, or prejudice. The table below suggests alternative text:

Non-Inclusive Term	Examples of Alternative Terms
Blacklist	Blocklist, Denylist, Droplist, Excludelist, Forbiddenlist
Whitelist	Allowlist, Acceptlist
Greylist	Tracklist, Inspectlist
Master	Host, Controller, Main, Primary, Parent node, Default
Slave	Client, Follower, Performer, Proxy, Replica, Responder, Secondary, Standby

5.3 Overdoing Text Formatting

Technical Editors shall keep text formatting simple and straightforward. Use only bold, italic, and bold italic for emphasis (excluding use on shall, must, should or may per Clause 5.1). Use simple number and bullet lists wherever possible; do not use go beyond two sub-levels of bullets or numbered items.

5.4 Punctuation

ATIS Style places punctuation *outside* of quotation marks. This is to avoid problems that may come up where computer terms are set off by quotation marks; the inclusion of punctuation in these cases may cause errors.

Example: This is an "example".

Punctuation only goes inside of parentheticals if it is a separate sentence.

Example: (This is an example of a separate sentence.)

Example: This is an example of another sentence (with the punctuation outside the parenthesis).

5.4.1 Commas

ATIS Style uses the Oxford comma (also known as the "serial comma") in lists of elements: X, Y, and Z. That is, in a list of three or more items, a comma precedes the "and" appearing before the final item in the list – e.g., Tom, Dick, and Harry.

Elements of a series that are long and complex or involve internal punctuation should be separated by semicolons – e.g., The players have the following Monopoly game piece preference: Tom, the Racecar; Dick, the Top Hat; and Harry, the Shoe.

A comma shall follow "i.e.," and "e.g.,".

5.4.2 No Contractions

Contractions shall not be used unless they appear in quoted material from another source.

5.4.3 Parentheses

Parentheses do not go inside of another set of parentheses – that is, ((do not do this)). Use commas (,), double dashes (--), or different levels of brackets instead.

Examples:

1. ..., the blah blah blah (BBB) is a useful protocol in telecommunications, ...
2. ... -- the blah blah blah (BBB) is a useful protocol in telecommunications -- ...
3. ... [the blah blah blah (BBB) is a useful protocol in telecommunications] ...
4. [the industry calls this Stop, Drop, and Roll (SDR)]

Brackets should always contain the parenthetical acronym as shown in example 4. The exception of this rule is when there is an in-text citation within a set of parentheses.

Example: ... (the blah is a useful protocol in telecommunications as noted in ATIS-0x0000x, *Technical Report* [Ref X])

5.5 Use of *i.e.*, & *e.g.*,

The abbreviation for the Latin phrase *id est* is *i.e.*, meaning “that is”. The abbreviation for the Latin phrase *exempli grata is e.g.*, meaning “for example”. 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 *Search and Replace* to change all instances of:

- *i.e.* to *i.e.*,
- *e.g.* to *e.g.*,

It is recommended to use a dash when an *i.e.*, or *e.g.*, appears at the end of a statement. It is recommended to use parentheses if it appears in the middle of a statement.

Examples:

- ...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.

6 Miscellaneous Formatting

6.1 Separate Files Included with an ATIS Document

If the ATIS Document includes computer code (ASN.1, XSD, XML, XLS, etc.) intended to be executed separately from the Document itself, that code shall be provided as a separate companion file. The following text shall be included as a NOTE (see Clause 4.4) in the abstract (see Clause 2.7.1) and in an Annex entitled “[Document Title] [Code Type]” (e.g., “Location Accuracy Improvements for Emergency Calls XML Schema”):

Annex [ALPHA], [ANNEX TITLE], of this Standard has also been formatted as a separate [TYPE OF FILE] and electronically packaged with this standard. In case of any discrepancies between the [code type] descriptions in this document and those in the companion [code type] document, the latter shall be normative.

The published PDF of the Document and the separate companion file will be placed in a ZIP file, along with a separate License Agreement file. Please contact the ATIS Editor for more information.

It may be necessary to ensure the companion file (*i.e.*, ASN.1) is provided in plain text (.txt) format to ensure it is useable. In addition, the Committee is responsible for the integrity of the data and ensuring the companion file is error-free and compiles.

6.2 Copyrights & Trademarks

When using a copyrighted (C), trademarked (TM), or registered trademark (R) program, logo, or website, the appropriate symbol should appear next to the name/term.

Example:

ITEM™ is a trademark of COMPANY.

The ATIS Editor and/or ATIS Legal should be contacted with any questions regarding copyrighted and trademarked materials.

6.3 Requirements/Recommendations Formatting

The preferred format for identifying requirements is:

R-1. (Required)

O-1. (Optional)

CR-1. (Conditional Requirement)

These can be made into autonumbering number list labels but are not included in the ATIS Document Template at this time. The ATIS Editor can assist with autonumbering.

6.4 Computer Code Formatting

ATIS Style requires computer-readable code and pseudo-code (e.g., XML) to be in 9-point Courier New font with 0/0 line-spacing:

```
10 Print "Howdy!"  
20 GOTO 10
```

6.5 Conventions Clauses

Sometimes, a Document will have a clause titled something like *Conventions Used in This Document*. This lists specific agreements used in the text – through font, punctuation, capitalization, usage, etc. – to represent some aspect of common understanding.

Example: In this clause (or in this document):

- < name >: A name in angle-brackets indicates a program module.
- UPPERCASE: A word in uppercase denotes a program function.
- *italics*: Words in italics indicate the names of message elements.
- **bold**: The names of message elements new in this standard are set in bold type.
- Throughout this document, GSTN and PSTN are used interchangeably.
- And so on...

Conventions are used in addition to normal ATIS formatting, except where such would lead to cases of confusion, in which case the convention clause takes precedence.

7 Bookmarks & Cross-References

7.1 Using Bookmarks in Microsoft® Word

Technical Editors may choose to use Microsoft® Word's bookmark features.

7.1.1 Inserting Bookmarks

To create a bookmark, begin by selecting the desired text and navigating to the Insert tab. Click the “Links” group and then select “Bookmark”. Give the bookmark a name and click “Add”.

7.1.2 Cross-References

Microsoft® Word's cross-references option is the preferred method of linking in-text citations and references to clauses, figures, or tables. Using the cross-references function allows Microsoft® Word to automatically update the in-text reference if a figure/table/clause number is changed.

To create a cross-reference, begin by selecting the desired text navigating to the Insert tab. Click the “Links” group and then select “Cross-reference” and select the type of item being referenced from the “Reference type” menu.

To link to a normative or informative reference, choose “Numbered Item” from the reference type menu and “Paragraph number” from the “Insert reference to” menu. This will display the text [Ref X].

For figures and tables, choose the corresponding item from the reference type menu, and select “Only Label and Number” for the “Insert reference to” menu.

7.1.3 Broken Bookmarks

If using Microsoft® Word's bookmark or cross-reference features, Technical Editors shall check to see if the bookmarks are still correct. After accepting all changes, Select All text (e.g., Ctrl + A) and press the F9 function key. This updates all bookmarks throughout the Document. Then, in the file, search on:

- 1) "Error! Reference source not found."
- 2) "Clause 0" or "section 0".

If either of the above items are found, there is an error, possibly as the result of bookmark anchors being changed. By searching on the two phrases above, it is simple to find broken bookmarks, and the Technical Editor can go back to a previous draft (without changes accepted) to easily find the missing text.