IEEE SA
STANDARDS
ASSOCIATION

THE EDITORIAL PROCESS

THE BASICS

IEEE

Getting Started: The MS Word Template

The easiest way of adhering to the majority 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—don't go rogue!
- ❖ It's MS Word. Yeah, we know.

Remember: Save Word templates as a .doc, *NOT* a .docx

IEEE SA STANDARDS ASSOCIATION

◈IEEE

Types of IEEE Standards

IEEE standards are classified as:

- **_Standards_:** Documents with mandatory requirements. [1]

- **_Recommended practices_:** Documents in which procedures and positions preferred by IEEE are presented.

- **_Guides_:** Documents in which alternative approaches to good practice are suggested but no clear-cut recommendations are made.

NOTE: [1]——Mandatory requirements are generally characterized by use of the verb "shall," whereas recommended practices normally use the word "should." See the IEEE Standards Style Manual located in myProject for further information

Normative vs. Informative

Normative material is information ***required to implement the standard*** and is therefore officially part of the standard. Body clauses, Normative references, some annexes.

❖ Shall be cited at least once in normative text (this includes footnotes to tables and figures).

❖ Likewise, a normatively cited reference shall appear in Clause 2.

❖ If a reference is dated, the citation shall likewise be dated.
  - ❖ For this reason, IEEE SA staff encourages Working Groups to use undated references and citations unless the specific year's version is uniquely required in order to implement the standard.
  - ❖ This allows for the standard to remain up-to-date as reference documents are revised.

Informative material is provided for information only and is therefore not officially part of the standard (e.g., Frontmatter, notes, footnotes, some annexes).

Informative material never contains shall statements/requirements or important information related to personal safety.

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

Verb Usage

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*). [*Standards*.]

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 Practices*.]

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

Deprecated Verbs

❖ The use of *must* is deprecated for use when stating mandatory requirements and shall only be used for unavoidable situations.

❖ The use of *will* is deprecated for use when stating mandatory requirements and shall only be used in statements of fact.

**Although it is permissible to use various verbs within a document,
the predominant verb usage shall correspond to the type of document being written.**

Absolute Verbiage

Avoid making explicit or implicit 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~~ improve protection during shipment.

The contractor shall, before each delivery of goods, perform routine factory acceptance tests to ~~ensure~~ verify 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.

Resources

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

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

CPM staff is always available to help interpret the Style Manual, provide template training, or aid in any way we can.

Reach out to us with any questions at sa_templates@ieee.org

IEEE SA STANDARDS ASSOCIATION

◈IEEE