Appendix II to ITU-T A.23 Annex A (2010)

Rules for presentation of ITU-T | ISO/IEC common text

This appendix provides rules for use by editors in preparing common text ITU-T Recommendations | ISO/IEC International Standards (or Technical Reports). The presentation rules were developed jointly by the secretariats of the ITU-T and ISO/IEC. Further evolution of these presentation rules is the joint responsibilities of the secretariats.

This appendix is presented in the format of a common text ITU-T Recommendation | International Standard to illustrate use of the presentation rules described herein.

CONTENTS

Foreword

This Recommendation | International Standard establishes presentation rules for documents that are intended to be both ITU-T Recommendations and ISO/IEC International Standards.

The rules proposed in this Recommendation | International Standard are based on the "Author's guide for drafting ITU-T Recommendations" and on ISO/IEC Directives, Part 2. Deviations from these documents are proposed only in order to arrive at a common set of presentation rules.

In order to facilitate comparison with other presentation styles, this document has been prepared in accordance with the presentation rules that it mandates. The examples used within the text, such as for references, are for illustrative purposes only. Thus, this document constitutes an example of the proposed presentation style. It is noted that neither a Recommendation ITU-T A.1000 nor an ISO/IEC International Standard 0001 exists.

Introduction

Common text starts on page 1 and preliminary material on pages preceding page 1 will be numbered using lowercase roman numerals.

Preliminary material consists of:

a) cover page;

b) contents (optional);

c) foreword;

d) introduction (optional).

Preliminary material on the roman numbered pages may be different between the organizations.

A model is provided for the optional element "contents". The depth of headings in the Contents element is left to the discretion of the author. However, the rule should be: as short as possible.

A template is available from both TSB and ITTF to aid authors in drafting their texts. This template covers all aspects of the typographical requirements for publishing the common text Recommendations | International Standards. The template can be found at the ITU website at http://www.itu.int/itudoc/itu-t/itu_iso/.

INTERNATIONAL STANDARD
RECOMMENDATION ITU-T

Information technology –
Rules for presentation of ITU-T | ISO/IEC common text

1   Scope

Notwithstanding the provisions of ISO/IEC Directives, Part 2, or the provisions of the "Author's guide for drafting ITU-T Recommendations", joint ITU-T and ISO/IEC documents should conform to the provisions contained in these Presentation Rules[1].

Where these Presentation Rules do not specify a particular item, flexibility is given to editors to use the rules given in either the "Author's guide for drafting ITU-T Recommendations" or ISO/IEC Directives, Part 2.

NOTE 1 – For ITU-T | ISO/IEC common texts, in the clause "Scope" and in the boilerplate texts of the normative reference clause and the definition clause, the term "this Recommendation | International Standard" shall be used when the common text refers to itself.

Elsewhere in a common text, a term which is descriptive of the nature of the common text should be used when the document refers to itself. It replaces the ITU-T use of the word Recommendation and the ISO/IEC use of the words International Standard. The first letter of the word(s) of such a descriptive term shall be capitalized to indicate that it refers to the whole of the common text. For this present common text, the term "Presentation Rules" is used when the common text refers to itself. Examples for other common texts could be:

– "this Specification" or "this Protocol Specification";
– "this Model" or "this Reference Model";
– "this Definition" or "this Service Definition";
– "this Framework" or "this Security Framework".

NOTE 2 – The vertical bar used in the expression "Recommendation | International Standard" is meant to denote either identical Recommendations | International Standards or paired Recommendations | International Standards which are equivalent in technical content.

2   Normative references[2]

The following Recommendations and International Standards contain provisions which, through reference in this text, constitute provisions of this Recommendation | International Standard. At the time of publication, the editions indicated were valid. All Recommendations and Standards are subject to revision, and parties to agreements based on this Recommendation | International Standard are encouraged to investigate the possibility of applying the most recent edition of the Recommendations and Standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards. The Telecommunication Standardization Bureau of the ITU maintains a list of currently valid ITU-T Recommendations.

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[1] The term "Presentation Rules" is used to denote the entirety of the present Recommendation | International Standard when common text herein makes reference to itself. For further explanation, see Note 1.

[2] See Annex B for information on how to reference Recommendations now that the CCITT has been replaced by the Telecommunication Standardization Sector within the International Telecommunication Union.

2.1   Identical Recommendations | International Standards

– Recommendation ITU-T X.613 (1992) | ISO/IEC 10588:1993, *Information technology – Use of X.25 packet layer protocol in conjunction with X.21/X.21 bis to provide the OSI connection-mode network service.*

– Recommendation ITU-T X.614 (1992) | ISO/IEC 10732:1993, *Information technology – Use of X.25 packet layer protocol to provide the OSI connection-mode network service over the telephone network.*

– Recommendation ITU-T X.721 (1992) | ISO/IEC 10165-2:1992, *Information technology – Open Systems Interconnection – Structure of management information: Definition of management information.*

– Recommendation ITU-T X.741 (1995) | ISO/IEC 10164-9:1995, *Information technology – Open Systems Interconnection – Systems management: Objects and attributes for access control.*

– Recommendation ITU-T X.882 (1994)/Amd.1   (1995) | ISO/IEC   13712-3:1995/Amd.1:1996, *Information technology – Remote Operations: OSI realizations – Remote Operations Service Element (ROSE) protocol specification – Amendment 1: Mapping to A-UNIT-DATA service and built-in operations.*

2.2   Paired Recommendations | International Standards equivalent in technical content

– Recommendation ITU-T X.218 (1993), *Reliable transfer: Model and service definition.*

    ISO/IEC 9066-1:1989, *Information processing systems – Text communication – Reliable Transfer – Part 1: Model and service definition.*

– Recommendation ITU-T X.219 (1988), *Remote operations: Model, notation and service definition.*

    ISO/IEC 9072-1:1989, *Information processing systems – Text communication – Remote Operations – Part 1: Model, notation and service definition.*

– Recommendation ITU-T X.222 (1995), *Use of X.25 LAPB-compatible Data Link procedures to provide the OSI connection-mode Data Link service.*

    ISO/IEC   11575:1995, *Information technology – Telecommunications and information exchange between systems – Protocol mappings for the OSI Data Link service.*

2.3   Additional references

– Recommendation ITU-T X.6 (1993), *Multicast service definition.*

– ITU-T "*Author's guide for drafting ITU-T Recommendations*", March, 2007.

– ISO/IEC Directives, Part 2:2004, *Rules for the structure and drafting of International Standards.*

3   Definitions

For the purposes of this Recommendation | International Standard, the following definitions apply.

3.1   Common Text: The text contained in an ITU-T Recommendation and an International Standard which was developed jointly by ITU-T and ISO/IEC using the presentation style specified in this document.

3.2   Identical Recommendations | International Standards: These are Recommendations and International Standards which were developed jointly by ITU-T and ISO/IEC and have identical (i.e., common) text. This expression is the title of clause 2.1 in common texts according to the presentation style specified in this document.

3.3   Paired   Recommendations | International   Standards: These   are   Recommendations   and International Standards which were developed in close collaboration between ITU-T and ISO/IEC and whose texts are technically aligned but not identical (i.e., twin text). This expression is the title of clause 2.2 in common texts according to the presentation style specified in this document.

3.4   Twin text: The texts contained in an ITU-T Recommendation and an International Standard which were developed in close collaboration between ITU-T and ISO/IEC and whose texts are technically aligned but not identical. The text differences might be noted in an annex.

4   Abbreviations

For the purposes of this Recommendation | International Standard, the following abbreviations apply.

CCITT   International Telegraph and Telephone Consultative Committee (organ of ITU up to 28 February 1993)

IEC   International Electrotechnical Commission

ISO   International Organization for Standardization

ITTF   Information Technology Task Force

ITU   International Telecommunication Union

ITU-T   International Telecommunication Union – Telecommunication Standardization Sector (formerly CCITT)

TSB   Telecommunication Standardization Bureau (formerly the Secretariat of CCITT)

WTSA   World Telecommunication Standardization Assembly

5   Conventions

5.1   Text differences between ITU-T and ISO/IEC

It is recognized that there may be some instances where there needs to be some differences in the content of a common text (e.g., because of differences in scope of ITU-T and ISO/IEC). Justifiable differences can be contained in the common text with either explicit text or a notation convention designating its singular applicability. Unnecessary differences are strongly discouraged.

5.2   Other references

A Recommendation | International Standard may refer to other publications. When reference is made to a publication that is an identical ITU-T Recommendation | ISO/IEC International Standard, both the ITU-T Recommendation and ISO/IEC International Standard shall be referenced.

5.3   Dual notation

When reference is made within a text to an identical Recommendation | International Standard outside the text, a dual notation system shall be used whereby the ITU-T Recommendation will be given first, e.g.:

"see Rec. ITU-T X.882 | ISO/IEC 13712-3 and Amd.1."

The full title, and date of publication, shall be given in clause 2 for normative references and in a bibliographic annex for informative references.

5.4   Internal references

In a common text, the expression "this Recommendation | International Standard" shall be used when the text refers to itself. For further information, see clause 1, Note 1.

5.5   References to divisions and subdivisions

The terms which shall be used to designate the divisions and subdivisions that a Recommendation | International Standard may have are as follows:

Term	Example of numbering
clause	1
clause	1.2
clause	1.2.1
paragraph	no number

Use, for example, the following forms:
- "in accordance with clause 3";
- "according to 3.1" or "according to clause 3.1";
- "details as given in 3.1.1" or "details as given in clause 3.1.1";
- "see Annex B".

In general, it is unnecessary to use the term "subclause"; however, it is acceptable, when appropriate, to indicate "in accordance with the following subclauses".

6   General arrangement

The use of "Parts" for a series of documents published separately under the same International Standard number shall be indicated in the number assigned to that International Standard. See also 6.4 below.

Table 1 shows the general arrangement of the elements that may comprise a Recommendation | International Standard.

Table 1 – Arrangement of elements

Element	Number
Preliminary material	
Cover page – Note	None
Contents (optional) – Note	None
Foreword – Note	None
Introduction (optional) – Note	None
Common text core material	
Title	None
Scope	1
Normative references	2
Definitions	3
Abbreviations	4
Conventions	5
Text of Recommendation | International Standard	6 onwards
Annexes that form an integral part of the Recommendation | International Standard	A onwards
Annexes that do not form an integral part of the Recommendation | International Standard	A onwards (see 6.12)
Index (optional)	None
NOTE – These elements are considered as preliminary material and therefore may be treated differently by each organization.	

6.1   Contents (optional)

The Contents element may list all the subdivisions of the main text and annexes, or only the first one or two levels of the subdivisions and annexes. However, the rule should be: as short as possible. All the elements listed shall be cited with their full titles. Page numbers may be present. Figures and tables should normally not be included in the Contents list. If a list of figures and/or tables is required, it should be added separately with an appropriate reference to it in the Contents list.

6.2   Foreword

The Foreword shall be present. The content of this element is provided by the individual organization and may contain a general statement concerning patent statements.

6.3   Introduction (optional)

The Introduction, if present, gives information or commentary about the technical content of the Recommendation | International Standard and about the reasons prompting its preparation. It shall not contain requirements.

The ISO/IEC Introduction may also contain information about specific patents associated with the Recommendation | International Standard. Such patent information will not be printed in the ITU-T

Introduction; however, an indication is provided that information on patent statements submitted to ITU-T can be found in its database accessible from the ITU website at http://www.itu.int/ITU-T/ipr.

6.4 Title

The title shall appear on page 1 just preceding clause 1, Scope. It shall comprise separate elements, each as short as possible, proceeding from the general to the particular. In general, not more than three elements shall be used; the introductory element shall be "Information technology".

The first letter of each element of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation | International Standard in accordance with the conventions given in the Recommendation | International Standard.

In common text multi-part International Standards, the term "Part n" shall not appear in the title. See, for example, the reference to Rec. ITU-T X.721 | ISO/IEC 10165-2 in 2.1.

6.5 Scope

This element shall appear at the beginning of every Recommendation | International Standard, to define without ambiguity the subject of the Recommendation | International Standard and the aspects covered, thereby indicating the limits of applicability of the Recommendation | International Standard. It shall not contain requirements.

The scope shall start immediately after the title on page 1. All other pages in the Recommendation | International Standard shall be numbered sequentially.

6.6 Normative references

This element shall give a list of all normative documents referenced in the Recommendation | International Standard.

The list shall be introduced by the following wording:

"The following Recommendations and International Standards contain provisions which, through reference in this text, constitute provisions of this Recommendation | International Standard. At the time of publication, the editions indicated were valid. All Recommendations and Standards are subject to revision, and parties to agreements based on this Recommendation | International Standard are encouraged to investigate the possibility of applying the most recent edition of the Recommendations and Standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards. The Telecommunication Standardization Bureau of the ITU maintains a list of currently valid ITU-T Recommendations."

NOTE – Publications to which only informative reference is made or publications which merely served as references in the preparation of the Recommendation | International Standard can be listed in a non-integral annex entitled "Bibliography" and placed as the last non-integral annex.

6.7 Definitions

This is an optional element giving definitions necessary for the understanding of certain terms used in the Recommendation | International Standard.

Clause 3 shall start with the following text: "For the purposes of this Recommendation | International Standard, the following definitions apply".

The definitions element (clause 3 of a Recommendation | International Standard) may contain subdivisions. Those subdivisions may contain a list of terms defined in other Recommendations or International Standards.

For example, 3.1 could contain the following text: "The following terms are defined in Rec. ITU-T... | ISO/IEC...", followed by a list of terms used.

6.8   Abbreviations

If abbreviations are used in the text of the Recommendation | International Standard, this element shall be present, and shall contain a list of all the abbreviations, together with their non-abbreviated forms. The list shall take the form shown in clause 4 of these Presentation Rules and may contain subdivisions.

Clause 4 shall start with the following text: "For the purposes of this Recommendation | International Standard, the following abbreviations apply".

6.9   Conventions

This element may be present. If present, it shall describe any particular notation used in the Recommendation | International Standard.

6.10   Text of the Recommendation | International Standard

Paragraphs of the normal text shall start at the left margin.

6.10.1   Subdivision numbers

Subdivisions shall be numbered with the digits separated by periods. A period shall not be present after a single number.

The subdivision number shall appear on a separate line, together with the subdivision title.

NOTE – Numbering should not be used to create a subclause unless there is at least one further subclause at the same level. For example, a piece of text in clause 1 should not be designated subclause 1.1 unless there is also subclause 1.2.

6.10.2   Subdivision titles

The subdivision title shall appear to the right of the subdivision number.

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation | International Standard in accordance with the conventions given in the Recommendation | International Standard.

6.10.3   Lists

Lists may take one of two forms. The first form is shown below:

–   first item;

–   second item;

–   etc.

The second form is shown below:

a)   first item;

b)   second item;

c)   etc.

Sublists may appear within a list. In this case, the list shall take the following form:

    a)   first item:

        1)   first sub-item;

        2)   second sub-item.

    b)   second item:

        1)   first sub-item;

        2)   second sub-item.

6.10.4   Figures

Each figure shall be referred to explicitly in the text of the Recommendation | International Standard. Figures shall be numbered with Arabic numerals, beginning with 1 (except within annexes; see 6.11 and 6.12). This numbering shall normally be independent of the numbering of the clause and of any tables. For large and complex publications, the author may exceptionally number sequentially with respect to the single digit clause number, e.g., "Figure 4-3" which denotes the third figure in clause 4. A single figure shall be designated "Figure 1".

The title shall be placed below the figure, centered and preceded by the text "Figure x – ", where x is the number of the figure. References in the text to specific figures should use the word "Figure" with an uppercase "F", e.g., "see Figure 1".

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation | International Standard in accordance with the conventions given in the Recommendation | International Standard. As an example, see Figure 1 below.

6.10.5   Tables

Each table shall be referred to explicitly in the text of the Recommendation | International Standard. Tables shall be numbered with Arabic numerals, beginning with 1 (except within annexes; see 6.11 and 6.12). This numbering shall normally be independent of the numbering of the clause and of any figures. For large and complex publications, the author may exceptionally number sequentially with respect to the single digit clause number, e.g., "Table 4-3" which denotes the third table in clause 4. A single table shall be designated "Table 1".

The title shall be placed above the table, centered and preceded by the text "Table x – ", where x is the number of the table. References in the text to specific tables should use the word "Table" with an uppercase "T", e.g., "see Table 1".

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation | International Standard in accordance with the conventions given in the Recommendation | International Standard.

The first letter in the heading of each column shall be capitalized. Columns shall, if possible, be separated by vertical lines. The heading shall, if possible, be separated from the contents by a horizontal line. The elements of a table shall be framed.
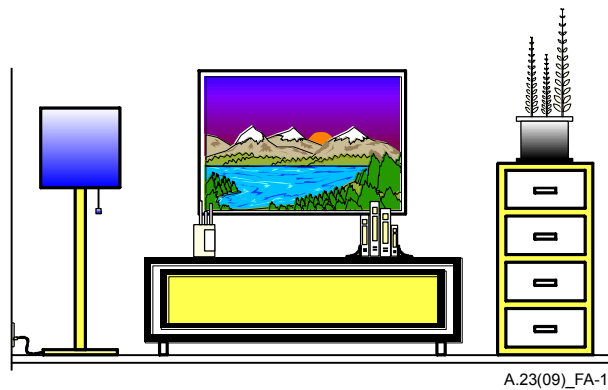
A.23(09)_FA-1

Figure 1 – Example of a figure

6.10.5.1   Tables longer than a page length

When a table is longer than a page length and therefore must be continued over two or more pages, the following text shall appear at the bottom of the table on its first page: "(continued)". At the top of the continued table on intermediate pages, the following text shall appear "Table x (continued)". At the top of the continued table on the last page, the following text shall appear: "Table x (concluded)".

Column headings shall be repeated on each page.

6.10.5.2   Tables wider than a page width

When a table is wider than a page width and therefore must be continued over two or more sub-tables, the following text shall appear above intermediate sub-tables: "Table x (continued)" and the following text shall appear above the last sub-table: "Table x (concluded)".

Each row in the complete table shall be assigned an index number. For the first block of columns, which appears in the first sub-table, the first column will contain the index number with a lowercase "a" appended. For the second block of columns, which appears in the second sub-table, the first column will contain the index number with a lowercase "b" appended. Succeeding sub-tables will have index numbers appended with a lowercase letter in like manner.

An example of a wide table extending over two sub-tables is given in Table 2.

Table 2 – Example of a wide table extending over two sub-tables

Index	Column 1	Column 2	Column 3	Column 4	Column 5
1a	Data 1	Data 2	Data 3	Data 4	Data 5
2a	Data 11	Data 12	Data 13	Data 14	Data 15

Table 2 *(concluded)*

Index	Column 6	Column 7	Column 8	Column 9	Column 10
1b	Data 6	Data 7	Data 8	Data 9	Data 10
2b	Data 16	Data 17	Data 18	Data 19	Data 20

When this table is reconstructed from its constituent parts, it shall have the following layout:

Index	Columns associated with "a"	Columns associated with "b"

6.10.6 Equations and formulas

Equations and formulas are written using the style "Equation" in the template. They shall be numbered consecutively with arabic numerals, beginning with 1 (except within annexes, see 6.11 and 6.12). This numbering shall normally be independent of the numbering of the clause and of any figures or tables. For large and complex publications, the author may exceptionally number sequentially with respect to the single digit clause number, e.g., "(6-1)" which denotes the first equation or formula in clause 6. An example is given below:

$$P_s = 2\omega \left[\sum_{j=1}^{n} \sum_{k=1}^{n} \int_v \left(\frac{\mu \vec{H}_i \cdot \vec{H}_k^*}{2} - \frac{\varepsilon \vec{E}_i \cdot \vec{E}_k^*}{2} \right) \mathrm{d}v \right] \tag{1}$$

6.10.7 Notes

Notes integrated in the text of a Recommendation | International Standard may be used only for giving information which is helpful to the understanding of the document. They shall not contain requirements.

Notes should normally be placed after the clause, subclause or paragraph to which they refer.

A single note within a subdivision shall start with the text "NOTE – ", placed at the beginning of the first line of the text of the note.

If two or more notes occur within the same numbered sub-division of text, they shall be designated "NOTE 1 – ", "NOTE 2 – ", "NOTE 3 – ", etc.

Alternatively, all notes integrated in the text may be numbered in a continuous sequence throughout the publication.

The note shall be indented from the margin of the main text, so that the extent of the note can be correctly understood for printing purposes.

Notes to tables and to figures shall be treated independently from footnotes and notes integrated in the text. They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. A sequence of notes for any table or figure shall always start with a "NOTE 1 – ". Such notes may contain requirements.

Some examples of note numbering and layout are given in Annex A.

6.10.8 Use of words

The word "shall" shall be used to express mandatory requirements. The word "may" shall be used to express optional requirements. Although the negative form of "shall" is "shall not", the negative form of "may" is *not* "may not", but is "need not". The use of "may not" shall be avoided.

6.11 Integral annexes

Annexes that form an integral part of the Recommendation | International Standard shall appear immediately after the text of the Recommendation | International Standard. The annexes shall be designated A, B, C, etc. A single annex shall be designated "Annex A".

The title of the annex shall be immediately followed by the following text, centered: "(This annex forms an integral part of this Recommendation | International Standard.)".

Numbers given to the text elements, tables, figures and equations of an annex shall be preceded by the letter assigned to that annex, e.g., A.2, Figure B.5, Equation C-1. The numbering shall start afresh with each annex.

6.12   Non-integral annexes

Annexes that do not form an integral part of the Recommendation | International Standard shall appear immediately after the last annex that forms an integral part of the Recommendation | International Standard, or after the text, if there are no annexes that form an integral part of the Recommendation | International Standard. The annexes shall be designated with letters, as specified in 6.11, and follow-on sequentially after the integral annexes.

The title of the annex shall be immediately followed by the following text, centered: "(This annex does not form an integral part of this Recommendation | International Standard.)".

Numbers given to the text elements, tables, figures and equations of an annex shall be preceded by the letter assigned to that annex, e.g., A.2, Figure B.5, Equation C-1. The numbering shall start afresh with each annex.

6.13   Index

This element is optional, but if included it is the last element of the Recommendation | International Standard. The index entries may be referenced to page numbers. However, it is preferable to reference the index entry to the clause number where the indexed term is located. An example of an index is provided as the last element of these Presentation Rules. It is not exhaustive.

Annex A

Example of note numbering and layout

(This annex forms an integral part of this Recommendation | International Standard.)

A.1 Example of single note embedded in main text

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and spacing between a title or paragraph which follows.

NOTE – There could be a single note following a paragraph of main text and that note might look like this. The note is slightly offset to the right of the main paragraph's left margin and second and subsequent lines of the note are aligned with the first line of the note. This ensures that when notes have multiple paragraphs, those paragraphs after the first will not be mistaken for main text. "NOTE" is in small caps and is separated by a space, an em dash (Unicode U+2014 or decimal 8212), and a space from the text of the note.

The left margin of the second paragraph of a single note is aligned with the first paragraph of the note.

Following the note, the main text may continue and once again the main text paragraph begins at the margin. The single note which is embedded in the text here does not have a number attached to it because it is the only note in this numbered subdivision

A.2 Example of consecutive notes embedded in main text

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTE 1 – This is an example of a note which is part of a list of notes. Each note in the list has a number attached to it separated by a space, a dash, and a space from the text of the note. Every element of the note list is slightly offset to the right of the main paragraph's left margin.

NOTE 2 – This is an example of the second note in a list of notes. It also has a number associated with it and is aligned to the first note. This note also contains a second paragraph.

The left margin of the second paragraph of a note is aligned with the first paragraph of the note.

Following the notes, the main text may continue and once again the main text paragraph begins at the margin.

A.3 Example of several notes embedded in a subdivision

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTE 1 – This is the first note in A.3. It is numbered to allow unambiguous reference to each note within the numbered subdivision.

Sometimes there are cases where the main text continues after a note, but in the same subdivision there might be additional notes.

NOTE 2 – This is the second note in A.3 and it does not follow directly after NOTE 1.

There could even be a second paragraph to this note.

NOTE 3 – This is the third note in A.3.

Following the notes, the main text may continue and once again the main text paragraph begins at the margin.

A.4   Example of several notes at different levels

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTE 1 – This is the first note in A.4. It is numbered to allow unambiguous reference to each note within the numbered subdivision.

a)   There may be a list within the main text. This is the first element of the list.

NOTE 2 – There could be a single note pertaining to the first item in the list. It is numbered NOTE 2 since it is the second note in A.4.

The second paragraph of this note would appear as shown here.

b)   This may be the second item of the list. If the text for this item extends to more than one line, it would look like this.

NOTE 3 – There could be two notes pertaining to the second item in the list. The first is numbered 3 since it is the third note in A.4.

NOTE 4 – This is the second note pertaining to the second item in the list.

NOTE 5 – There could be a note applying to the whole list following the end of a list. The note would be slightly indented from the numbering of the list. To ensure clarity, the text of the note should explicitly indicate that it applies to the whole list.

There could also be a second paragraph to this note.

NOTE 6 – There could be a note applying to the entire subdivision including the list. The note would be slightly indented from the margin of the main paragraph and looks like this.

There could also be a second paragraph to this note.

If the main text begins again, it begins at the left margin as shown here.

Annex B

Referencing ITU-T Recommendations

(This annex forms an integral part of this Recommendation | International Standard.)

As a consequence of a reform process within the International Telecommunication Union (ITU), the CCITT ceased to exist as an organization on 28 February 1993 and in its place the Telecommunication Standardization Sector within the ITU has been created. The following rules are given to help editors of common text in making correct references to Recommendations.

B.1   References in normative reference list

Previously existing CCITT Recommendations as well as ITU-T Recommendations are referenced as follows:

- "Recommendation ITU-T X.92 (1988), *Hypothetical reference connections for public synchronous data networks*".
- "Recommendation ITU-T X.500 (2008) | ISO/IEC 9594-1:2008, *Information technology – Open Systems Interconnection – The Directory: Overview of concepts, models and services*".
- "Recommendation ITU-T X.614 (1992) | ISO/IEC 10732:1993, *Information technology – Use of X.25 Packet Layer Protocol to provide the OSI connection-mode Network Service over the telephone network*".
- "Recommendation ITU-T X.1191 (2009), *Functional requirements and architecture for IPTV security aspects*".

B.2   References within the text

a) When using the expression "Recommendation | International Standard", do not use "ITU-T" before or after the word "Recommendation".

b) When referencing a specific Recommendation or Recommendation | International Standard, use the abbreviation "Rec.", e.g.:

- "Rec. ITU-T X.6"
- "Rec. ITU-T X.92"
- "Rec. ITU-T X.96"
- "Rec. ITU-T X.200 | ISO/IEC 7498-1"
- "Rec. ITU-T X.614 | ISO/IEC 10732"
- "Rec. ITU-T X.802 | ISO/IEC TR 13594"

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Annex C

Rules for presentation of common text amendments and technical corrigenda

(This annex forms an integral part of this Recommendation | International Standard.)

</div>

C.1   General

This annex gives the presentation rules for amendments and technical corrigenda to common texts. All of the Rec. ITU-T A.1000 | ISO/IEC 0001 presentation rules apply to these two types of publications, except as noted in the following.

C.2   Titles, headers and footers

C.2.1   Titles

On page 1 of the amendment, the title area consists of the title of the base Recommendation | International Standard, the word "Amendment" plus the number of the amendment, and the amendment title.

On page 1 of the technical corrigendum, the title area consists of the title of the base Recommendation | International Standard, the words "Technical Corrigendum" plus the number of the technical corrigendum, and no corrigendum title.

C.2.2   Headers and footers

In the headers and footers on all the pages of the amendment starting with page 1, the abbreviation "Amd." is used.

In the headers and footers on all the pages of the technical corrigendum starting with page 1, the abbreviation "Cor." is used.

C.3   Organization of text

It should be noted in the examples below that the numbered headings in boldface give the location where the text changes are to be made. Instructions to the reader as to how to modify the base text are given in italics. The new text to be inserted in the base text is given in the same style as it would have been had it been in the base text originally, i.e., the presentation rules of Rec. ITU-T A.1000 | ISO/IEC 0001 are used.

For the location of where the text changes are to be made, reference should be made to the numbered clause (whatever its level); the page number should not be used.

C.4   Examples of an amendment and a technical corrigendum

An example of an amendment and an example of a technical corrigendum are found on the following two pages. For illustration purposes in this annex, the examples are put within a frame so as not to confuse the headers and footers of the example with those of these Presentation Rules. The frame is not part of the presentation standard for amendments and technical corrigenda.

INTERNATIONAL STANDARD
RECOMMENDATION ITU-T

Information technology – Remote operations: OSI realizations –
Remote Operations Service Element (ROSE) service definition

Amendment 1
Mapping to A-UNIT-DATA service and built-in operations

1)   Clause 1

Rewrite the third sentence of the second paragraph as follows (with the changes underlined):

The ROSE services are provided by the use of the ROSE protocol (specified in a companion Recommendation | International Standard, Rec. ITU-T X.882 | ISO/IEC 13712-3), in conjunction with the Association Control Service Element (ACSE) services (Rec. ITU-T X.217 | ISO/IEC 8649) and the ACSE protocol (Rec. ITU-T X.227 | ISO/IEC 8650-1 and Rec. ITU-T X.237 | ISO/IEC 10035-1), and, optionally, the Reliable Transfer Service Element (RTSE) services (Rec. ITU-T X.218 | ISO/IEC 9066-1) and the RTSE protocol (Rec. ITU-T X.228 | ISO/IEC 9066-2), and the Presentation service (Rec. ITU-T X.216 | ISO/IEC 8822).

2)   Clause 2.1

Add the following references:

–   Recommendation ITU-T X.237 (1995) | ISO/IEC 10035-1:1995, *Information technology – Open Systems Interconnection – Connectionless protocol for the Association Control Service Element: Protocol specification*.

–   Recommendation ITU-T X.880 (1994)/Amd.1 (1995) | ISO/IEC 13712-1:1995/Amd.1:1996, *Information technology – Remote Operations: Concepts, model and notation – Amendment 1: Built-in operations*.

–   Recommendation ITU-T X.882 (1994)/Amd.1 (1995) | ISO/IEC 13712-3:1995/Amd.1:1996, *Information technology – Remote Operations: OSI realizations – Remote Operations Service Element (ROSE) protocol specification – Amendment 1: Mapping to A-UNIT-DATA service and built-in operations*.

3)   Clause 6

Add the following figure and text at the end:

The internal structure of ROSE is depicted in Figure 3.

Basic ROSE provides for the ability to send and receive invocations and returns of operations. The basic ROSE services are defined in clause 8. In addition, ROSE may contain a number of built-in operations which provide extended ROSE services, as defined in clause 10. Built-in operations are included if they are required by the association contract being supported.

Rec. ITU-T X.881 (1994)/Amd.1 (11/1995)   1

INTERNATIONAL STANDARD
RECOMMENDATION ITU-T

Information technology – Open Systems Interconnection –
Structure of management information:
Guidelines for the definition of managed objects

Technical Corrigendum 1

1) Clause 6.4.5

Add the following at the end of the current paragraph:

A managed object identifies its actual class (see 7.4.3) by the value of its managed object class attribute.

2) Clause 7.4

Add the following immediately after 7.4.2 as a new subclause:

7.4.3 Actual class

A managed object class definition consists of the MANAGED OBJECT CLASS template (see 8.3) registered with the object identifier value for that class together with the set of templates referenced by that template and all templates referenced by templates in the set.

A managed object identifies its actual class by the value of its managed object class attribute which is the object identifier value used to register its MANAGED OBJECT CLASS template. Each managed object:

– supports all of the characteristics defined in its actual class definition in accord with the packages that are present;

– supports only operations that are defined in its actual class definition for packages that are present; and

– emits only notifications when a behaviour defined to trigger that notification in the actual class definition applies for packages that are present.

The absence of a GDMO construct for a characteristic in a managed object class definition specifically excludes that characteristic from that class definition. A subclass may add an excluded construct by explicit definition. Each subclass has its own registered object identifier value. For example, if REPLACE is not specified for a single-valued attribute, that attribute in instances of that class shall be regarded as read only; a subclass definition may extend this by adding the REPLACE construct to specify that the attribute can be replaced for instances of the subclass and instances that are compatible with the subclass.

Rec. ITU-T X.722 (1992)/Cor.1 (10/1996) 1

Annex D

Deviations with respect to ISO/IEC Directives, Part 2

(This annex does not form an integral part of this Recommendation | International Standard.)

D.1 Differences

These Presentation Rules differ from ISO/IEC Directives, Part 2 in the following points:

– notes follow a mixture of ITU-T and ISO/IEC conventions, in order to facilitate work for editors and allow notes to stand out from the main text;

– boilerplate text has been modified in the Normative reference clause;

– single column text will be used in joint ITU-T | ISO/IEC documents.

D.2 Supplementary information

This list is not exhaustive and is given as an example.

Annex E

Deviations with respect to the "Author's guide for drafting ITU-T Recommendations"

(This annex does not form an integral part of this Recommendation | International Standard.)

E.1   Differences

These Presentation Rules differ from the "Author's guide for drafting ITU-T Recommendations" in the following point:

- appendices are replaced by annexes that are designated as not forming an integral part of the text.

E.2   Supplementary information

This list is not exhaustive and is given as an example.