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| A black and white logo  Description automatically generated with low confidence | INTERNATIONAL TELECOMMUNICATION UNION  **TELECOMMUNICATION STANDARDIZATION SECTOR**  STUDY PERIOD 2022-2024 | | | TSAG-TD432 |
| TSAG |
| Original: English |
| **Question(s):** | | | RG-WM | Geneva, 22-26 January 2024 |
| **TD** | | | | |
| **Source:** | | | TSB | |
| **Title:** | | | ITU-T A.2: Proposed updates to Recommendation ITU-T A.2, Appendix I, “Detailed guidelines for the preparation of contributions relative to the study of ITU‑T Questions” | |
| **Contact:** | | TSB | | E-mail: [tsbtsag@itu.int](mailto:tsbtsag@itu.int) |

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| **Abstract:** | Recommendation ITU-T A.2 tasks TSB with updating the detailed guidelines in its Appendix I for the preparation of contributions relative to the study of ITU-T Questions. This TD contains changes proposed by TSB to align with current and improved practices, and to update relevant references. |

**Action**:

TSAG is invited to consider the revised ITU-T A.2, Appendix I, which has been prepared by TSB and is provided to TSAG for information.

Appendix I  
  
Detailed guidelines for the preparation of contributions  
relative to the study of ITU‑T Questions

(This appendix does not form an integral part of this Recommendation.)

NOTE – These guidelines will be updated by TSB as necessary. The updated version will be maintained on the ITU‑T website and issued in a TSB Circular.

The guidelines in this appendix supplement the general directives set out in Recommendation ITU‑T A.2. For ease of reference, they are organized under relevant headings in two categories: one deals with the contents of the contribution and the other with the mechanics of its presentation.

## I.1 Contents of contribution

A contribution should be clear, concise and comprehensive in itself. It should start with the Heading and the Abstract, which are independent sections. The main text of the contribution should contain two sections: Rationale (or Discussion) and Proposal (or Conclusion). Supplementary sections such as annexes, if necessary, should follow the main text. The guidelines for the structure of the main text do not apply to draft Recommendations included in contributions.

When drafting contributions, contributors are reminded to check the provisions of clause 3.1 of [b‑ITU-T A.1].

**I.1.1** *Heading* – The heading of a contribution submitted to TSB should provide:

– study group Question number(s) that the contribution is addressing;

– place and date of the meeting to which the contribution is directed;

– study group and working party to which the contribution should be submitted;

– source of the contribution: originating country and/or organization;

– title of the contribution;

– contact information for the contribution originator and/or representative: name, organization, country, telephone and e-mail address.

**NOTE** – The title needs to be concise and to clearly indicate the purpose of the contribution. This will facilitate classification of documents for review at a meeting.

EXAMPLE 1 – Proposed new work item on "Topic"

EXAMPLE 2 – H.yxz: Proposed new clause 7.2

EXAMPLE 3 – Proposed revised G-series Supplement 72 on "Modelling consideration for optical media networks"

EXAMPLE 4 – Proposed updates to X.yxz "Title"

EXAMPLE 5 – Proposal to consent (AAP) Y.yxz “"itle"

EXAMPLE 6 – Proposal for agreement of J-series Supplement xx "Title"

A template that defines the heading format is available on the ITU‑T website[[1]](#footnote-2).

**I.1.2** *Abstract* – The abstract should outline clearly and concisely the aim (for example, proposal for a new work item) and the content (proposals and/or conclusions) of the contribution. In addition, it should enable prospective readers to determine quickly whether the contribution contains information in their area of interest. This is a very important part of the document and would normally be prepared after the other sections are written. An abstract should be short and clear, not exceeding 150-200 words. It should accurately and objectively describe the contribution content, and it should be self-contained and suitable for inclusion in the meeting report as a summary of the contribution. The abstract should be written in the third person, e.g. instead of "we present", say "this contribution presents".

**I.1.3** *Rationale (Discussion)* – This section should provide discussion, reasons and justification for the proposals or conclusions. It develops the theme, describing the methods used and the observations or findings, and comments on their significance.

**I.1.4** *Proposal (Conclusion)* – The main text should end with a conclusion that, whenever possible, should be in the form of a concrete proposal indicating the intended disposition of the contribution. It would be useful to make the following distinction between Proposal and Conclusion, so that a standard approach to their application may be adopted. The heading Proposal should be used when the section offers suggestions for acceptance (such as solutions, plans and changes the contributor expects to be implemented) and when decisions or actions are requested. The heading Conclusion should be used when it is merely informational, such as summarizing observations and no decision about a course of action is expected. If both appear in a contribution, the proposals should follow the conclusions.

**I.1.5** *Supplementary sections* – Supporting or more detailed information that might interrupt the flow of ideas in the main text should be placed in the sections containing annexes, appendices, references and attachments. The main purpose of using supplementary sections is to keep the contribution concise.

## **I.1.6** A contribution may propose text concerning new or revised Recommendations, which needs to follow clauses 2.6 and 2.7 of [b-ITU-T A.12]. Specific templates and guides are available to draft ITU-T Recommendations (found in ITU-T Delegate's Resources web page1). Attention is drawn to [b-Author's Guide] in particular, which covers the rules for drafting a Recommendation in a standard manner, including inter alia the distinction between the uses of normative versus informative provisions. I.2 Mechanics and presentation

**I.2.1** *Clause numbering* – The contribution should be structured logically and, when this improves clarity, hierarchically, with discrete clauses and subclauses for presenting different levels of detail. Different clauses and subclauses in the main text should be designated with decimal numbers, adhering as much as possible to the hierarchical numbering system recommended for ITU‑T texts (see [b-Author's Guide]); for example, 1.1, 1.2.3. Examples for numbering the supplementary sections are A.1.1 (in Annex A) and VI.3.4 (in Appendix VI).

**I.2.2** *Page numbering* – The title page should be left unnumbered. All the following pages should be numbered consecutively from page 2, including tables, annexes, appendices or attachments. Page numbers should normally be centred at the top of the page. Each page should include the document number (if available) immediately below the page number.

**I.2.3** *Figures and diagrams* – Figures and diagrams must be clear and legible when displayed on a screen.

**I.2.4** *Formulae –* Mathematical formulae should only be presented for explaining texts. Details of how they are derived should be avoided.

**I.2.5** *Quotations* – Simple reference to the document number or paragraph number of an existing standard should be used instead of lengthy quotes. Material available elsewhere in ITU‑T should not be reproduced or quoted at length. Excerpts or brief summaries may be included in the contribution when it is known that the members of the ITU‑T study group do not have ready access to such material (see also clauses 3.1.6 and 3.1.7 of [b-ITU-T A.1]).

**I.2.6** *References* – Reference to other ITU‑T contributions or Recommendations should be made by using the official document number. If the referenced contribution belongs to a previous study period, this fact should be noted as well (e.g. "SG2-C123 [2012-2015]").

Normative references to standards other than ITU or ISO/IEC standards should conform to the requirements of [b-ITU‑T A.5]. Informative references are listed in a Bibliography at the end of the contribution.

**I.2.7** *Revision to existing text* – If a contribution proposes modifications to an existing text, e.g. draft Recommendation, the portions of the text to be modified should be clearly shown with revision marks. Adequate indications shall also be given to identify any changes proposed with regard to the previous version of the same text.

Such change indications could be made, for example, by strikethrough, underlining and by vertical revision bars (|) appearing at the margin of the page.

Bibliography

[b-ITU-T A.1] Recommendation ITU-T A.1 (2019), *Working methods for study groups of the ITU Telecommunication* Standardization Sector.

[b-ITU-T A.5] Recommendation ITU-T A.5 (2022), *Generic procedures for including references to documents of other organizations in ITU T Recommendations*.

[b-ITU-T A.12] Recommendation ITU-T A.12 (2016), *Identification and layout of ITU-T Recommendations*.

[b-Author's Guide] ITU-T Author's Guide for drafting ITU-T Recommendations (2023).  
<https://www.itu.int/oth/T0A0F000004/en>

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1. See the "ITU-T Delegate Resources" page at <https://www.itu.int/en/ITU-T/info/Pages/resources.aspx>, also linked from the home page of the various study groups and TSAG. [↑](#footnote-ref-2)