

# **ITU-T Rapporteur and Editor Tutorial**

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**Editing and revising  
documents**

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# Terminology is important: What is Editing versus Revising?

## ■ Editing

- ➔ No change of substance
- ➔ Can be done by a Rapporteur, Editor, Editorial Group, TSB

## ■ Revising

- ➔ Changes substance
- ➔ Can be done by various groups based on contributions, liaisons, discussions and agreement of the group
- ➔ Editors and TSB do not make revisions

# Who can do what?

- When a group is set up to work on a draft Recommendation and its text, **ALWAYS** make sure there are clearly understood and documented Terms of Reference
- Groups are not authorized to change their own Terms of Reference
- Do not allow an Editing Group to become a Drafting Group

# Revision Marking Basics in ITU-T

- Change bar shown in margin where any change was made
- Deletions shown with ~~strikethrough~~
- Additions shown with underline
- Text not agreed, but kept as a reminder a decision is needed, is shown [in square brackets]
- Non-exhaustive choices are usually shown in square brackets with [choice 1/choice 2] shown

# Why apply these rules?

- SG experts and RG collaborators
  - Need to be aware of changes with respect to previously agreed text
- TSB
  - Identify changed or new passages to be formatted correctly, to be posted and to be translated if necessary
- Both are also helped by a clean version with all changes accepted
  - For readability and quality control
  - To ensure formatting isn't messed up

# “Editorial corrections”

- A nice theoretical category but not easy to define
  - Taken into account, for example, in AAP which recognized that even apparently simple “editorial corrections” could change the meaning
  - Also, some texts are the result of extensive discussion and compromise, so any change, even an “editorial change”, might not be acceptable

# TSB request to Editors

- When a document is under version control by TSB, TSB does significant editing before the document is published, therefore:
  - ➔ If TSB requests an editorial clarification, only provide the requested information and do not do further editing; TSB will just have to re-do it along with other TSB final editing
  - ➔ Editors should not do further editing unless requested by TSB

# Baseline text

- Editors (and Rapporteurs) should use the posted or published version as the baseline document
  - ➔ If a published version is not available, ask TSB what document to use as the baseline document
  - ➔ TSB continually stresses this point
- Editors should not use their personal copy as the baseline text for further editing



# DO's and DON'T's

- Some advice and guidance when editing and revising documents
- With thanks for the many helpful suggestions and examples from TSB staff

# DO's

- Use the English Language Style Guide
- Use the Rapporteurs and Editors Manual
- Follow the formatting for draft new and revised Recommendations that is part of the official template
- Spell out acronyms and abbreviations the first time used

# DO's

- Check the Word document “meta-data” in File Properties
  - ➔ It could show incorrect information, especially if you re-use someone else's document as your starting point
- Add a Table of Contents – useful to identify mis-numbering and document structure issues
- Use revision marks when making changes and submitting a new document version to your group

# DO's

- Include existing ITU diagram numbers even if the diagram has been changed
  - ➔ Makes it much easier for TSB to make revisions to the original file
- Use English language spell-check and grammar-check
- Submit your next version well in advance of the next meeting
  - ➔ Dates are usually specified by your SG

# DON'T's

- DO NOT add your own content which has not been agreed by the relevant group
  - ➔ If you have proposals, submit them in a contribution from your SM or MS
- Do not use automatic paragraph numbering
  - ➔ Future changes may cause all following clause numbers to change
  - ➔ Might jeopardize internal document referencing

# DON'T's

- Do not delete elements that control formatting (e.g., removing a header or footer)
  - ➔ May lose formatting and links to other Sections
- Avoid 2-letter acronyms (other than common ones such as MS, SM)
- Do not create your own header styles, fonts, normal.dot files



**Thank you**

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# Additional Information

Doc.	Link
Recommendation ITU-T A.2 - Presentation of contributions to ITU-T	<a href="http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.2-200810-I!!MSWE&amp;type=items">http://www.itu.int/rec/T-REC-A.2-200810-I/dologin.asp?lang=e&amp;id=T-REC-A.2-200810-I!!MSWE&amp;type=items</a>
English Language Style Guide	<a href="http://www.itu.int/SG-CP/docs/styleguide.doc">http://www.itu.int/SG-CP/docs/styleguide.doc</a>
Author's Guide for drafting ITU-T Recommendations (March, 2011)	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000040003MSWE.docx</a>
Rapporteurs and Editors manual (12 February 2010)	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F0000060006MSWE.doc</a>
ITU-T Recommendation Skeleton Template	<a href="http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx">http://www.itu.int/dms_pub/itu-t/oth/0A/0F/T0A0F00000C0002MSWE.docx</a>
ITU Terms and Definitions Database	<a href="http://www.itu.int/ITU-R/go/terminology-database">http://www.itu.int/ITU-R/go/terminology-database</a>