

Recommendation A.2

PRESENTATION OF CONTRIBUTIONS RELATIVE TO THE STUDY OF QUESTIONS ASSIGNED TO THE ITU-T

(Malaga-Torremolinos, 1984; Melbourne, 1988; Helsinki, 1993; Geneva, 1996)

1 With regard to the presentation of contributions to the study of Questions assigned to the ITU-T, the following general directives should be applied:

- a) Contributions should be concisely drafted, avoiding unnecessary details, tables or statistics that make no direct contribution to the study of a Question. They should be clearly written with a view to being universally understood, i.e. they should be as codified as possible, use international terminology and avoid the technical jargon peculiar to the author's country. When a contribution deals with several Questions, these should be separated so that the text relating to each one begins on a fresh sheet of paper (not on the back of a page).
- b) A contribution should not as a rule exceed about 2500 words (five pages), nor should it include more than three pages of figures (making eight pages in all). It should be accompanied by an abstract which is no more than 150-200 words, and which summarizes the aim of the contribution and its technical content. Whenever possible, a section with the heading Rationale (or Discussion), should be used for the main text which sets forth the essential information required for justifying the proposals or conclusions of the contribution. The contribution should end with a Proposal or if not feasible, a Conclusion (both if required). For self-explanatory proposals, the rationale section may be omitted. These directives do not apply to draft Recommendations or to contributions submitted by Rapporteurs.
- c) Time and effort can be saved by submitting contributions, prepared using a text processor, electronically by e-mail or File Transfer Protocol (FTP).
- d) Documents of purely theoretical interest which are not directly related to the Questions under study should not be submitted.
- e) Articles which have been or are to be published in the technical press should not be submitted to the ITU-T, unless they relate directly to Questions under study.
- f) Passages of an unduly commercial nature included in a contribution may be deleted by the Director of the TSB in agreement with the Chairman; the author of the contribution shall be advised of any such deletions.

Detailed guidelines recommended for the preparation of contributions are provided in Appendix I. Details on the presentation of the ITU-T texts can be found in Recommendation A.3.

2 Three paper copies of contributions accompanied preferably by one electronic copy drafted in one or more of the official languages of the Union, should be sent to the TSB; further copies should be sent directly by the authors to the Chairman and Vice-Chairmen of Study Groups as well as to the Working Party Chairmen and Rapporteurs concerned.

It is recommended that a translation of the contribution into another working language be sent to the TSB.

It is recommended for delayed contributions that a translation of the abstract into at least one other working language if possible should be sent to the TSB as part of the contribution.

3 Contributions should be submitted on very white paper of A4 format, in clear black type. If the paper is not of that format, the text on each sheet should not exceed the A4 format. The first page must have the standard layout of ITU-T contributions. When existing ITU-T texts already translated have been used in some parts of a contribution, a copy of the contribution with a precise reference to the original sources also should be sent to the TSB. If ITU-T figures are used in the contributions, the ITU-T number must not be deleted, even if the figure has been modified.

4 Normal contributions which are to be considered at a Study Group or Working Party meeting should reach the TSB at least two months before the date fixed for the opening of the meeting. Delayed contributions should arrive in TSB at least seven working days before the meeting.

Appendix I

Detailed guidelines for the preparation of contributions relative to the study of ITU-T Questions

(These guidelines will be updated by the TSB as necessary. Any updated version
will be issued in a TSB Circular.)

The guidelines in this appendix supplement the general directives set out in Recommendation 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 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 or to submission by Rapporteurs.

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

- language in which the contribution is originated;
- Study Group Question number(s) which the contribution is addressing;
- date of the contribution;
- name of the Study Group to which the contribution should be submitted;
- source of the contribution: originating country and/or organization and as a footnote, author or contact person with address, telephone, fax and e-mail numbers;

– title of the contribution.

An example of the recommended format is given in Figure I-1/A.2.

	INTERNATIONAL TELECOMMUNICATION UNION TELECOMMUNICATION STANDARDIZATION SECTOR STUDY PERIOD 1997 - 2000	COM 12-97-E April 1997 Original: English
Question: 2/12		
STUDY GROUP 12 – CONTRIBUTION 97		
SOURCE*: WABATA TELECOM		
TITLE: CONSIDERATIONS OF ECHO CAUSED BY THE ACOUSTIC LOSS PATH OF TELEPHONE SETS		

* Contact:	Jonathan Smith 1 Dogwood Circle Redfoot, Alberta Canada T6R 5W2	Tel: +1 403 123 4567 Fax: +1 403 123 4444 email: jsmith@wabacom.ca

Figure I.1/A.2

I.1.2 *Abstract* – The abstract should outline clearly and concisely the aim (for example, proposal for a new Recommendation) 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, and often which Working Party(ies) should review the contribution. This is a very important part of the document and would normally be prepared after the other sections are written. An abstract should not exceed 150-200 words. It should be understandable by other Study Groups and not just the intended readers of the contribution.

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 which, 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 which might interrupt the flow of ideas in the main text should be placed in the sections containing annexes, appendices, references and attachments. A solid line can be used to separate such sections from the main text. Recommendation A.3, describes the distinction between the uses of Annex and Appendix.

I.2 Mechanics and presentation

I.2.1 *Section numbering* – The contribution should be structured logically and, whenever clarity and flow demand, hierarchically with discrete sections and subsections for presenting different levels of detail. Different sections and subsections 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 (Recommendation A.3); for example, 1.1, 1.2.3. Examples for numbering the supplementary sections are A.1.1 of Annex A and VI.3.4 of 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 centered at the top of the page. Each page should include the document number (if available) immediately below the page number. It is useful to show the total number of pages with the page number, e.g. 2 of 10.

I.2.3 *Figures and diagrams* – In order to facilitate the reproduction in different languages no explanatory text or reference should appear in the figures, with the exception of standard abbreviations. Such textual matter should be given separately.

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 text or key phrase should be used instead of lengthy quotes. Material available elsewhere in the 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.

I.2.6 *References* – Reference to other ITU-T contributions or Recommendations should be made by using the official document number, e.g. COM 14-10. If the referenced contribution belongs to a previous study period, this fact should be noted as well.

References should only be made to ITU or ISO/IEC publications or standards. Other publications could be referenced in a Bibliography. In exceptional cases, a copy of the article should be provided with the contribution.

(See 2.9, Appendix I of Recommendation A.3 for more information on references and bibliographies.)

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 separated from those parts of the contribution supporting the proposals. 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, double underlining or by vertical revision bars (|) appearing at the margin of the page.

I.2.8 Electronic contributions – The ITU encourages the submission of material in electronic form. Guidance in this regard is available in TSB Circular 158 update and the Annex to that Circular is attached as Appendix II to this Recommendation.

Appendix II

Guide on electronic submission of documents

Clause II.1 of this appendix describes the new electronic submission method, using FTP "drop box areas". Clause II.2 contains information on the electronic submission of documents by e-mail and on diskette. The information which should accompany documents submitted electronically, the standard file formats and conversion possibilities and other information may be found in Clause II.3.

II.1 Submission by FTP

II.1.1 Introduction

Participants in ITU-T activities can now submit documents electronically using FTP (File Transfer Protocol). FTP is recommended as the most efficient transmission method for electronic submission of documents as it is faster and more reliable for transmission of large files. In addition, no file encoding is required, which simplifies the process for both the submitter and the TSB.

II.1.2 Submission by FTP

Special FTP "drop box areas" have been set up on the ITU FTP server to receive documents for ITU-T Study Groups and other groups (TSAG, ICGs, JCGs). Documents should be put in the relevant "drop box area". The FTP "drop box areas" which were set up are the following:

Study Group/TSAG	FTP "drop box area"
2	/u/itu-t/edh/sg2
3	/u/itu-t/edh/sg3
4	/u/itu-t/edh/sg4
5	/u/itu-t/edh/sg5
6	/u/itu-t/edh/sg6
7	/u/itu-t/edh/sg7
8	/u/itu-t/edh/sg8
9	/u/itu-t/edh/sg9
10	/u/itu-t/edh/sg10
11	/u/itu-t/edh/sg11
12	/u/itu-t/edh/sg12
13	/u/itu-t/edh/sg13
15	/u/itu-t/edh/sg15
16	/u/itu-t/edh/sg16
TSAG	/u/itu-t/edh/tsag

NOTE – The documents addressed to the groups associated with one or more Study Groups should be put into the FTP "drop box area" of the Lead Study Group.

When a document is sent to the FTP "drop box", the additional information required (see II.3.1) should be sent to the TSB EDH section by e-mail (e-mail address: Internet: tsbedh@itu.int; X.400: S=tsbedh; A=400net; P=itu; C=ch; TIES e-mail: tsbedh).

For reasons of security, once a document has been sent to the FTP "drop box" only authorized TSB staff have access to it.

II.1.3 Instructions on how to submit documents using the ITU FTP client via TIES

NOTE – If you use your own FTP client, follow the instructions from point (4) of paragraph II.1.3.1 below.

II.1.3.1 How to connect to the ITU FTP server and upload the file to be submitted to the private directory

(1) *Login to TIES with your name and password:*

"Welcome to ITU TIES"

Login :

Password :

then upload the file you wish to submit from your PC to your TIES private directory:

(2) *From TIES main menu, select menu option:*

15 - Email, private directory, Telnet, FTP, ALL-IN-1, ...

then

4 - Upload file to private directory

--> *choose file transfer protocol (e.g. 5 - Kermit)*

--> *choose ASCII or Binary transmission mode*

(all word-processed documents use binary transmission)

--> *Enter filename to upload: e.g. myfile.doc <return>*

The file is now uploaded.

(3) *From TIES menu, select menu option :*

8 - FTP - File Transfer Protocol

(4) *The ftp> prompt will be displayed :*

At the ftp> prompt, type (case sensitive) "open ftp.itu.int"

i.e. ftp> open ftp.itu.int <return key>

(5) *The following will be displayed :*

"Welcome to ITU TIES FTP Server"

(6) *You will be required to re-enter your TIES username and password (case sensitive) to logon to the ITU FTP server :*

Name :

Password :

You are now logged onto the ITU FTP server, and the ftp> prompt will once again be displayed. You can now access the FTP "drop box areas".

II.1.3.2 How to access the FTP "drop box areas" after connecting to the ITU FTP server

(7) From the *ftp*> prompt, type (case sensitive) the following :

ftp> *cd /u/itu-t/edh/sg 2* <return key> (for the Study Group drop box)

You can now send (**put**) documents to an FTP "drop box" as illustrated in the examples below:

II.1.3.3 How to send (*put*) a document to an FTP "drop box"

Example 1: How to **put** a document named *myfile.doc* in FTP drop box */u/itu-t/edh/sg 2*

ftp> *put myfile.doc* <return key> (the file *myfile.doc* will be copied to FTP drop box */u/itu-t/edh/sg 2*)

Example 2: How to **put** a document named *myfile.doc* in FTP drop box */u/itu-t/edh/sg 2* and **rename** it *newfile.doc* :

ftp> *put myfile.doc newfile.doc* <return key> (the file *myfile.doc* will be copied as *newfile.doc* to FTP drop box */u/itu-t/edh/sg 2*)

NOTE – Please note that the TIES menu option **numbers** indicated above may be modified over time, but the options themselves will remain.

II.1.3.4 Some useful FTP commands are indicated below. For further information on FTP, please refer to the TIES Registered Users' Guide.

From the *ftp*> prompt, type:

ftp> *dir* (to view directories)
ftp> *cd (directory name)* (to change directories)
ftp> *cd ..* (to return up one level)
ftp> *cd ~* (to return to user's private directory)
ftp> *pwd* (to show which directory you are in)
ftp> *put myfile.doc* (to send a file with name *myfile.doc*)
ftp> *bye* (to exit the *ftp* server)

II.2 Electronic submission of documents by e-mail or on diskette

II.2.1 The following address should be used for documents submitted by e-mail or on diskette:

Telecommunication	Internet address: tsbedh@itu.int
Standardization Bureau	X.400: S=tsbedh; A=400net; P=itu; C=ch
TSB EDH Section	TIES e-mail: tsbedh
ITU	Tel.: +41 22 730 5857/5859
Place des Nations	Fax: +41 22 730 5853
1211 Geneva 20	
Switzerland	

II.2.2 Submission by e-mail

Documents submitted via X.400 should be attached as "binary". Documents submitted via Internet should be uuencoded or converted to RTF since binary files cannot be sent via Internet.

II.2.3 Submission on diskette

Accepted diskette formats:

IBM and compatible:

– 3 1/2" (720 K or 1.4 MB) diskettes.

Apple Macintosh formatted diskettes.

II.3 Information required, standard file formats, conversion possibilities and other information

II.3.1 Information required

Whichever electronic submission method is used (over the network or on diskette), the submitted document must be accompanied by the following additional information to allow it to be processed effectively by the TSB.

II.3.1.1 General information

Sender:	Full name, administration/organization, position, phone and fax numbers, e-mail address of the sender
Author ¹ :	Full name, position, phone and fax numbers, e-mail address of the author (if different from the sender)
Approval:	Statement indicating that the document has been cleared by the relevant national telecommunication administration (if applicable)
SG/WP/...:	Indicate which Study Group/Working Party or other Group is to receive the document
Meeting date:	If the document is submitted for a particular meeting, the meeting date should be indicated

¹ When the submission includes documents prepared by different authors, this information is not required.

II.3.1.2 Document and file attributes

Document title:	Indicate the title of the document
Draft Recommendation and version:	If the document contains a draft Recommendation, indicate the Recommendation number and version/version date
Number of figures:	If the figures are integrated or "embedded" in the document, it is useful to know the number of figures in the document to determine if the document is complete
Filename(s) and size (in bytes):	Indicate the name(s) of the file(s) included in the submission and the size in bytes
System environment:	Indicate the platform or environment in which the document was created, e.g. DOS, Macintosh
Word processor and version:	Indicate the word processor and version used in preparing the document, e.g. WinWord 2.0, MacWord 5.1a, etc.
Graphics software and version:	Indicate the graphic package used to create the figures, e.g. Designer 3.1, MacDraw Pro 1.5, etc. It is not necessary to include this data if the figures are integrated or "embedded" in the document and not sent separately.
Encoding format (if applicable):	e.g. RTF, uuencode, binary attachment, BinHex 4.0
Compression method used (if applicable):	e.g. PKZIP, LHA, s.e.a. (self extracting archive)
Other:	Provide any relevant information/special instructions to help processing the file

NOTE 1 – Please mark the end of document with *****.

NOTE 2 – Attributes which are common in several documents of a batch submission (e.g. prepared using the same word processor and version), need only to be indicated once.

II.3.1.3 A **form** (in WinWord 7 and ASCII formats) with the information required which can be used by ITU-T members when submitting documents has been prepared and posted on ITUDOC. It can be found in the Group "Templates" under the ITU-T root group (path: itu-t/template) and is entitled "Document submission form". Two sample forms may be found at the end of this Appendix in II.3.8.

II.3.1.4 As mentioned in Clause II.1.2, when documents are submitted using *FTP "drop boxes"*, the information should be sent by e-mail to the TSB EDH Section (Internet: tsbedh@itu.int; X.400: S=tsbedh; A=400net; P=itu; C=ch; TIES e-mail: tsbedh).

In the case where documents are submitted *by e-mail*, the information should appear on the cover memo to which the document(s) is (are) attached.

When a document is submitted *on diskette*, if the diskette is not accompanied by a printed message giving the information required, the information should be included in a text file with the unique name "tsb-info.txt" on the same diskette (or on the first one of a set of diskettes).

II.3.2 Notification of receipt

The TSB EDH Section sends a receipt notification to the sender as soon as the document has been processed and successfully converted (if necessary).

II.3.3 Templates

Word for Windows 7 templates (.DOT files) of ITU-T Recommendations, contributions/reports and delayed contributions are available on ITUDOC in the group "Templates", under the ITU-T root group (path: itu-t/template). To facilitate electronic document processing in the ITU, it is recommended that documents be prepared in accordance with the built-in instructions and styles in the templates.

II.3.4 Standard formats and conversion possibilities

Files submitted electronically should be submitted in certain formats (either ITU standard formats or formats whose conversion is possible). The formats are described below.

II.3.4.1 Word processing standards

ITU uses Word for Windows (version 7) as its standard word processing package. Conversion filters exist in the TSB for the following word processors listed in order of preference.

IBM PC compatible:	
Word for Windows	versions 1.1 – 6.0a
Rich Text Format	
Word for DOS	through version 5.0
WordPerfect	versions 5.0, 5.1
Windows Write	through version 3.1
Text (PC-8)	IBM PC character set
Text (ASCII)	
RFT-DCA	
Apple Macintosh:	
MacWord	versions 4.0, 5.0, 5.1a
MacWrite, MacWrite II	version 1.x
RTF	

The following conversion filters exist in ITU:

IBM PC compatible:	
WordStar	(Versions 3.3, 3.45, 4.0, 5.0)
Apple Macintosh	
WordPerfect	(versions 4.2, 5.0, 5.1, Mac1, Mac2)

Important Note

While it is possible to process and print documents in ASCII (.TXT files) and Postscript, it is recommended that the documents be sent in the original word processor they were created in. ASCII type documents take longer to process as the special attributes (such as bold, italics, tabs, etc.) of the document are lost during the conversion. In addition, in cases where ASCII files contain tables or indentions, it is difficult to ascertain the exact format of the table or paragraph. As for Postscript

files, they can be printed but cannot be edited. It is more convenient to obtain the processable electronic file with the purpose of being able to edit the document in the future, if needed.

II.3.4.2 Graphic standards

ITU uses Designer 6.0 (.drw) as the standard graphic software. However, the following graphics software (listed in order of preference) may be used, as graphs prepared with them can be imported in the Word for Windows 7 texts and edited with Designer 6.0.

- IBM PC Compatible:
 - Windows Metafile (.wmf)
 - Tagged Image Format (.tif)
 - PC Paintbrush (.pcx)
 - Windows Bitmaps (.bmp)
 - Computer Graphics Metafile (.cgm)
- Macintosh:
 - Macintosh PICT (.pct)
 - MacDraw Pro 1.1

II.3.5 Accepted binary encoding methods

- IBM PC Compatible:
 - uuencode²
 - MIME
 - xxencode
- Macintosh:
 - Apple Single
 - BinHex 4.0
 - btoa/atob
 - Mac Binary encoder
 - UuCode Translator ver. 3.0

II.3.6 Accepted compression methods

Please note that compression is recommended for large files, e.g. files larger than 2 Mb.

- IBM PC Compatible
 - PKZIP/PKUNZIP
 - LHA
 - LZH
 - ARJ
 - PKARC/PKXARC

² The MS-DOS uuencode utility program is available in ITUDOC and may be found in the group "Tools" under the ITU-T root group (path: itu-t/tools).

II.3.8.2 Sample 2: Submission by FTP

To: tsbedh@itu.int

Sender: Martin Hilton
Rapporteur, Q.10/1

Tel: +61 2 723 1234
Fax: +61 2 723 1235
e-mail: m_hilton@mcs.com

The text of draft Recommendation F.xxx includes the amendments adopted at the last SG 1 meeting (May 1995). The file was put into the FTP drop box of SG 1.

The document was prepared using WinWord 2.0 (DOS) and has been compressed using PKZIP version 2.04c.

Draft Recommendation F.XXX (Version: 2 – May 1995)

FXXX.ZIP 89 102 bytes (compressed)

FXXX.DOC 569 788 bytes (uncompressed)

*contains 12 embedded figures