



INTERNATIONAL TELECOMMUNICATION UNION

ITU-T

TELECOMMUNICATION
STANDARDIZATION SECTOR
OF ITU

A.1

(03/1993)

SERIES A: RECOMMENDATIONS ON THE
ORGANIZATION OF THE WORK OF ITU-T

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

ITU-T Recommendation A.1

(Previously CCITT Recommendation)

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Recommendation A.1

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

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

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) Documents of purely theoretical interest which are not directly related to the Questions under study should not be submitted.
- d) 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.
- e) 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 Annex. Details on the presentation of the ITU-T texts can be found in Recommendation A.15.

2 Three copies of Contributions, 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 should 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.

ANNEX A
(to Recommendation A.1)

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

The guidelines in this Annex supplement the general directives set out in Recommendation A.1. 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.

A.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.

A.1.1 *Heading* – The heading of a Contribution should provide:

- Study Period;
- 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 address, telephone and fax numbers of author or contact person;
- title of the Contribution.

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

ITU Telecommunication Standardization Sector (ITU-T) Period 1993-1996	<u>COM 12-97-E</u> April 1993 <u>Original</u> : English
Questions: 6, 10, 19, 27 and 33/12	
STUDY GROUP 12 – CONTRIBUTION 97	
SOURCE: BRITISH TELECOM	
CONTACT: William A. Smith 1, Cutler Street Ipswich IP1 1UX England Tel. + 44 473 123-456, Fax -789	
TITLE: CONSIDERATIONS OF ECHO CAUSED BY THE ACOUSTIC LOSS PATH OF TELEPHONE SETS	

FIGURE A-1/A.1

A.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.

A.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.

A.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.

A.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.15, describes the distinction between the uses of Annex and Appendix.

A.2 *Mechanics and presentation*

A.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.15); 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.

A.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.

A.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.

A.2.4 *Formulas* – Mathematical formulas should only be presented for explaining texts. Details of how they are derived should be avoided.

A.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.

A.2.6 *References* – Reference to other ITU-T Contributions 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 publications which are available via the ITU Library services. In exceptional cases, a copy of the article should be provided with the Contribution.

(See Recommendation A.15 for more information on references and bibliographies.)

A.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 should also be given to identify any changes proposed with regard to the previous version of the same text.

Such indications could be made either by bold face letters or by vertical revision bars (|) appearing at the margin of the page.

A.2.8 *Machine readable Contributions* – The ITU encourages the submission of material in machine readable form. “Guidelines” prepared by the ITU Computer Department are available directly from that department.

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