



INTERNATIONAL TELECOMMUNICATION UNION

CCITT

THE INTERNATIONAL
TELEGRAPH AND TELEPHONE
CONSULTATIVE COMMITTEE

A.15

(11/1988)

SERIES A: ORGANIZATION OF THE WORK OF THE
CCITT

PRESENTATION OF CCITT TEXTS

Reedition of CCITT Recommendation A.15 published in
the Blue Book, Fascicle I.2 (1988)

NOTES

- 1 CCITT Recommendation A.15 was published in Fascicle I.2 of the *Blue Book*. This file is an extract from the *Blue Book*. While the presentation and layout of the text might be slightly different from the *Blue Book* version, the contents of the file are identical to the *Blue Book* version and copyright conditions remain unchanged (see below).
- 2 In this Recommendation, the expression “Administration” is used for conciseness to indicate both a telecommunication administration and a recognized operating agency.

Recommendation A.15

PRESENTATION OF CCITT TEXTS

(Geneva, 1980)

The CCITT,

considering

- (a) that continuous effort must be expended to avoid unnecessary complication in CCITT documents and published material;
- (b) that adoption of an acceptable method of text presentation simplifies work procedures;
- (c) that a logical system of paragraph numbering facilitates the work of delegates, interpreters and others using texts in more than one language;
- (d) that electronic storage and manipulation of text is facilitated by standardized text formats,

recommends

- (1) that a system providing for the logical, hierarchical numbering and standardized layout of texts be applied to all CCITT texts;
- (2) that due consideration be given in the application of such a system to both the needs of the user and the exigencies of electronic storage and treatment of text (see Appendix I).

Not all text passages need necessarily be numbered (among other reasons, for aesthetic considerations). In this regard, however, due consideration must be given to the requirements of both the individual reader and the interpreter during Study Group meetings.

The recommended numbering system, as illustrated below, was designed to apply primarily to the content of a CCITT Recommendation but may be applied generally to a chapter of a CCITT manual or to other texts.

The system must be adaptable to the content of texts structured as follows:

- introductory part;
- main divisions;
- subdivisions;
- annexes;
- appendices;
- references;
- bibliographies.

Note 1 – Texts do not necessarily contain an introductory part, annexes, appendices, references or bibliographies.

Note 2 – A *supplement* is considered as a separate document which is associated with a Recommendation Series of the CCITT.

Note 3 – The definitions of “Annex” and “Appendix” are similar and some Study Groups use both in publishing the results of their work. While not indispensable, it would be helpful if some distinction could be made between the two, leading to a standard approach to their application. The following descriptions are provided for this purpose.

Annex: An annex to a document should contain material which contributes substantially to the overall comprehensibility and completeness of the document.

Appendix: An appendix to a document should contain material which is supplementary and is associated with, but separate from, the subject matter of the document and is not essential to its completeness or comprehensibility.

1 Numbering of the divisions of text

1.1 *Numbering of the introductory part*

Numbers beginning with the digit 0 may be assigned to the introductory part of the text for information retrieval purposes.

The numbering is with Arabic numerals (they are suppressed when published).

1.2 *Numbering of the main divisions*

The main divisions are numbered continuously beginning with the digit 1 (a number without a separation point).

The numbering is with Arabic numerals (boldface when published).

1.3 *Numbering of the subdivisions of the main divisions*

The subdivisions of the main divisions are numbered, for example, 1.1, 1.2, 2.1.1, 2.3.4 (several numbers separated by points).

The numbering is with Arabic numerals.

Note – When reference is made to numbered text passages, the symbol § is used (see § 8.1).

1.4 *Numbering of annexes*

Annexes are assigned capital letters beginning with A. The word and the letter, for example “ANNEX A”, are in capitals, Roman, and centred horizontally.

Divisions of an annex are numbered by Arabic numerals following the letter of the annex, e.g. A.1, B.2.1.

1.5 *Numbering of appendices*

Appendices are assigned Roman numbers beginning with the number I. In the title of an appendix, the word is in Roman capitals, thus “APPENDIX IV”, and centred horizontally. Divisions of an appendix are numbered by Arabic numerals following the number of the appendix, e.g. I.2, IV.3.4.

1.6 A point is placed only between the numbers (or between the letter and the number) designating subdivisions of different levels.

Note – A point is not used after the last digit of the number.

2 Titles

2.1 The text of the title (CCITT Recommendation, chapter or section of a CCITT manual) is in capitals (boldface when published) and is centred horizontally.

2.2 The text of the title of a main division is in lowercase (boldface when published). The text is indented with respect to the margin.

2.3 The text of the title of an annex or appendix is in lowercase (boldface when published). The text is centred horizontally below the word “ANNEX” or “APPENDIX” and its associated letter of the annex (see §§ 1.4 and 1.5).

2.4 The texts of the titles of the subdivisions of: a) the introductory part, b) the main divisions and c) the annexes and appendices are in lowercase and underlined (italics when published). They are indented with respect to the margin.

3 Text passages

Text passages begin with an indent with respect to the margin with the following lines aligned at the margin. The numbers assigned to the text passages are placed at the margin.

4 Notes associated with the main text

4.1 *Notes in the main text*

The word “Note” followed by the text begins with an indent with respect to the margin with the following lines aligned at the margin.

Note – The word “Note” is underlined (italics when published) and followed by a space, a dash, a space and then the text. Several notes together are assigned consecutive numbers (e.g. *Note 1 –*).

If the Note contains more than one paragraph, each succeeding paragraph begins at the margin.

4.2 *Footnotes to the main text*

A footnote is referred to from the main text through the use of a superior positioned number followed by a superior positioned parenthesis, thus¹⁾.

Footnotes are numbered consecutively within a CCITT Recommendation or generally within a chapter of a CCITT manual.

5 **Enumerations**

5.1 *First level enumerations*

Each item in a first level enumeration may be presented thus:

- a) a lowercase Roman letter followed by a parenthesis, several character spaces and the text of the item or
- 1) an Arabic number followed by a parenthesis, several character spaces and the text of the item or
- i) a lowercase Roman number followed by a parenthesis, several character spaces and the text of the item or
- a dash followed by several character spaces and the text of the item.

Note 1 – The lines of the text are aligned with respect to the beginning of the text of the item.

Note 2 – If there are several text passages under a given item, the beginning of each text passage is aligned with respect to the beginning of the first text passage.

Note 3 – A note associated with an item, including the underlined word “Note” (italics when published), is aligned with respect to the beginning of the text of the item.

Note – A note associated with all the enumerated items, including the underlined word “Note” (italics when published), is aligned with respect to the letters, numbers or dashes, which are indented with respect to the margin.

5.2 *Second level enumerations*

Second level enumerations are similar to first level enumerations. They may, for example, be presented thus:

- a) use of a lowercase letter followed by a parenthesis and several character spaces at the first level and
 - 1) use of an Arabic number followed by a parenthesis and several character spaces at the second level or
 - i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the second level or
 - use of a dash and several character spaces at the second level or
- 1) use of an Arabic number followed by a parenthesis and several character spaces at the first level and
 - use of a dash and several character spaces at the second level or
- i) use of a lowercase Roman number followed by a parenthesis and several character spaces at the first level and
 - use of a dash and several character spaces at the second level.

¹⁾ The text of a footnote is preceded by an Arabic number followed by a parenthesis (superior positioned characters) and a space. The lines of the text are aligned with respect to the beginning of the first line of text.

Note 1 – Alignment of several text passages in second level enumerations is similar to the alignment of text passages in first level enumerations as described in § 5.1.

Note 2 – The presentation of the notes in second level enumerations is similar to the presentation of the notes in first level enumerations as described in § 5.1.

5.3 *Titles in enumerations*

The titles of the enumerated items are written in lowercase letters and underlined (italics when published). They are not numbered but are indented with respect to the margin. The different cases may be presented thus:

Example 1

In this example the text of the enumerated item is aligned with the beginning of the title.

Example 2 – In this example the title is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

Example 3

1) In this example the title is followed by a first level enumeration (see § 5.1).

– The first level enumeration can be followed by a second level enumeration (see § 5.2).

a) *Example 4*

In this example the title is indented with respect to the letter or number and the text is aligned with the beginning of the title.

b) *Example 5* – In this example the title is indented with respect to the letter or number, and is followed by a space, a dash, a space and the text of the enumerated item. The following lines of text are aligned with the beginning of the title.

c) *Example 6*

– In this example the title is indented with respect to the letter or number and is followed by a second level enumeration (see § 5.2).

6 Tables and figures

6.1 *Numbering of tables and figures*

Tables and figures are numbered with reference to the main division, the annex or the appendix of the text. They are identified by the words “TABLE” and “FIGURE” respectively in association with an assigned number as described in Table 1/A.15.

6.2 *Titles of tables and figures*

The titles of the tables and figures are in lowercase letters (boldface when published). They are placed below the word “TABLE” or “FIGURE” and centred horizontally (see Table 1/A.15 and Figure 1/A.15).

6.3 The table itself is placed below its title (see Table 1/A.15).

6.4 The figure itself is placed above its number and title (see Figure 1/A.15).

TABLE 1/A.15

Numbering of tables and figures

Designation	Meaning of designation
TABLE 1/W.1001 ^{a)}	First table in Recommendation W.1001
FIGURE 2/W.1001 ^{b)}	Second figure in Recommendation W.1001
TABLE A-3/W.1001	Third table in Annex A of Recommendation W.1001
TABLE II-2/W.1001	Second table in Appendix II of Recommendation W.1001
TABLE 6-4 (VII)	Fourth table in § 6 of Chapter VII of a manual
FIGURE 6-5 (B.II)	Fifth figure in § 6 of Part B, Chapter II of a manual

a) The word “TABLE” is in capital Roman followed by its assigned number.

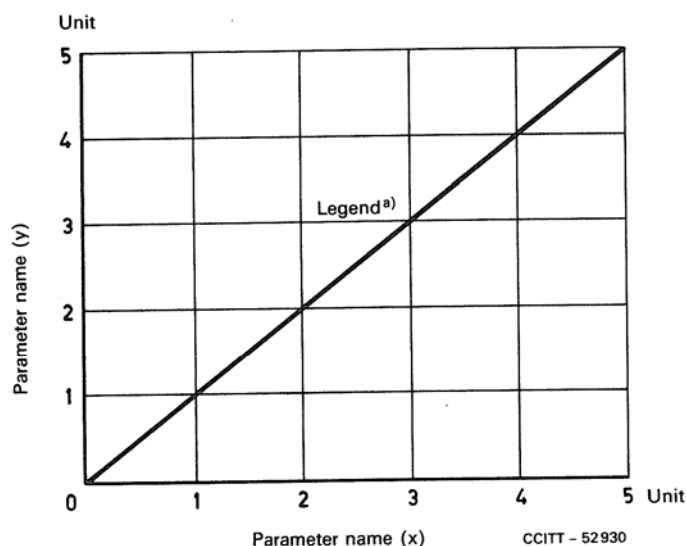
b) The word “FIGURE” is in capital Roman followed by its assigned number.

Note 1 – The words “TABLE” and “FIGURE” in association with their numbers are centred horizontally (see § 6.2).

Note 2 – In order to avoid confusing the footnotes to the text with those to tables or figures, the footnotes to the tables or figures will be indicated by a superior positioned *letter*, followed by a superior positioned parenthesis.

6.5 Notes associated with tables or figures

6.5.1 In the case of tables, the notes are placed below the table. In the case of figures, the notes are placed between the figure and the number and title of the figure. The notes are aligned at an appropriate indent with respect to the margin or with respect to the table or figure.



a) Explanatory comments are placed immediately below the figure.

Note – General notes to the figure are placed above the number and title of the figure (see § 6.5.1).

FIGURE 1/A.15

Presentation of notes associated with figures

6.5.1.1 In the case of a general note to the table or figure (a note not referred to from the table or figure), the text of the note is preceded by the underlined word “*Note*” (italics when published). Several notes together are assigned consecutive numbers (e.g. *Note 1 –*).

6.5.1.2 In the case of a note referred to from a table or figure, the note is referred to through the use of a superior positioned letter followed by a superior positioned parenthesis in the table or figure. The text of the note is preceded by the same superior positioned letter followed by a superior positioned parenthesis and a space.

7 Formulas

7.1 Formulas are numbered with reference to the main division or the annex of the text. They are centred horizontally and are identified by an assigned number placed at the right margin illustrated as follows:

“Centred formula” (7-1)

“Centred formula” (A-2)

where

(7-1) is the first formula in § 7.

(A-2) is the second formula in Annex A.

7.2 Listings of symbols and variables are aligned at an indent with respect to the margin. Explanations of the symbols and variables are indented with respect to the symbols or variables (see § 7.1).

8 References, bibliographies

8.1 *Reference to other divisions or subdivisions*

The sign “§” is used to refer to a numbered text passage of the same Recommendation or of the same chapter of a CCITT manual, e.g. “see § 2”, or “as indicated in § 3”. In the case of a manual, the sign “§” can be accompanied by the designation of the part or the chapter in which the cited passage is found, if it is outside of the present chapter, e.g. “see Chapter II, § 5”.

8.2 *List of specific references*

Reference numbers within square brackets (e.g. “[3]”, signifying: see the third reference) are used when the text is referencing a passage (or the contents) of *another* publication.

The number of a Recommendation may be cited in the text but it must be accompanied by a reference number within square brackets which allows a more complete description of the reference.

Specific references are numbered consecutively within a Recommendation or chapter of a manual, assigning the number 1 to the first reference.

A list of the specific references is placed at the end of the Recommendation²⁾ (annexes and appendices included) but before the bibliography (if there is one). The reference numbers are Arabic numerals within square brackets and aligned at the margin. The text of the reference is indented with respect to the margin as illustrated in the three examples [1] to [3].

8.3 *Bibliography*

The elements of the bibliography are placed at the end of the Recommendation³⁾, or for a manual at the end of the thematic subdivision to which it relates. The word “Bibliography” appears as a non-numbered title in lowercase (boldface when published). The text of the elements of the bibliography is aligned at the margin. The elements are in alphabetical order.

²⁾ For manuals, at the end of a chapter or at the end of the manual, as desired.

³⁾ If the Recommendation contains one or several annexes or appendices together with bibliographies, one can differentiate between the titles of the bibliographies: bibliography relating to the text of the Recommendation, bibliography relating to Annex A, etc.

They contain the following information, in the given order:

- a) *Name of author(s)* – The name(s) are written in capitals, Roman, followed by the initial(s) of the first name(s) in capitals, Roman with point(s) after, and placed within parentheses.
- b) *Title of the publication* – written in lowercase, Roman.
- c) *Source of the publication* – written in lowercase, underlined (italics when published).
- d) Information concerning the volume, number, page, location, month and year are written in lowercase, Roman.

Note – When the author of a publication is not indicated, the underlined title (italics when published) is placed first and the source is then put in lowercase, Roman.

Presentation of CCITT texts – Summary

	bold-face	italic	normal	First line						Following lines								
				left margin	special TAB	TAB 1	TAB 2	TAB 3	fixed space	centred	right margin	left margin	special TAB	Tab 1	Tab 2	Tab 3	fixed space	centred
Numbers and letters (main text)																		
– 1, 2, 3, etc.....	X			X														
– 0, 0.1, 0.1.2, etc.....			X	X														
– 1.2, 1.2.3, 1.2.3.4, A.1, A.1.2, etc.....			X	X														
– (a), (1)			X			X												
Titles (main text)																		
– title of documentation.....	X									X								X
– title following 1, 2, 3, etc.....	X					X								X				
– title following 1.1, 1.2, 1.2.3, A.1,		X				X								X				
– title following 1.2.3.4, etc.....		X							X								X	
– «ANNEX A» ou «APPENDIX I»			X							X								X
– titre of an annex or an appendix	X									X								
Text passages																		
– text following 1, 1.2, 1.2.3.....			X			X						X						
– text following 1.2.3.4, etc.....			X						X			X						
– text following (a), (1)			X				X					X						
– unnumbered text passages			X			X						X						
Notes (main text)																		
– “Note”, “Note 1”		X				X												
– text following “Note” or “Note 1”			X						X			X						
– “1)” of footnote.....			X	X														
– text of footnote following “1”).....			X		X								X					
Enumerations																		
– titles.....		X				*	*							*	*			
– text under the title			X			*	*							*	*			
– a), -, 1), i)			X			*	*							*	*			
– text following a), -, 1), i)			X			*	*	*						*	*	*		
– “Note”		X				*	*	*						*	*	*		
– text following “Note”			X						X					*	*	*		
* TAB fixed according to type and level (see the examples of § 5)																		
Tables and figures																		
– «TABLEAU 1/W.1001» «FIGURE 2/W.1001»			X							X								X
– titles of tables and figures.....	X									X								
Formulas																		
– number of formula “(2-1)”			X															
– formula.....										X								
– listing of symbols and variables						X												
– explanations of symbols and variables.....			X				X											
References																		
– title	X					X												
– reference number “[3]”			X	X														
– text following “[3]”						X								X				
Bibliographie																		
– title	X					X												
– unnumbered text				X								X						

APPENDIX I

(to Recommendation A.15)

Treatment of machine readable texts

I.1 The CCITT presently receives most material for documents and publications in written form. Many Administrations and other originators of documentation increasingly use automated office equipment in preparing material for submission to the CCITT. Considering the increasing volume of submissions and the ITU's continuing efforts to control costs and to prepare documents and publications expeditiously, Administrations and other Organizations are encouraged to submit material in machine readable form compatible with the ITU's capabilities whenever possible. The "word processor" currently used in CCITT/ITU is SAMNA and for figures, diagrams and flow charts the current CCITT software is autoCAD.

I.2 To facilitate the exchange of machine readable information the ITU is augmenting its capabilities to accommodate different magnetic media, telecommunications methods, and word processing formats. As these improvements will be made throughout the 1989-1992 Study Period, contributors should request guidance from the ITU Computer Department.

I.3 Contributors' attention is drawn to the importance of adhering to the presentation rules detailed in the body of this Recommendation. It is of primordial importance that any modified text bears marks to identify the changes (see Rec. A.1, § A.2.7). So-called "clean copies" can cause either hours of unnecessary searching or duplication of work.

References

- [1] CCITT manual *Title of manual*, Part A, Chapter II, § 1.2, ITU, Geneva 1972.
- [2] CCITT Recommendation *Title of the Recommendation*, Coloured Book, Vol. XII, Rec. W.1002, Division A, § 1.2, ITU, Geneva 1977.
- [3] NAME (F.), NAME (F.): Title of publication, *Source of publication*, Vol. 14, No. 2, pp. 250-270, Paris 1970.

Bibliography

NAME (F.), NAME (F.): Title of publication, *Source of publication*, Vol. 15, No. 3, pp. 270-280, Madrid 1971.
Title of publication, *Source of publication*, Part A, Chapter V, pp. 280-290, Montreal 1975.

ITU-T RECOMMENDATIONS SERIES

Series A	Organization of the work of the ITU-T
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Series C	General telecommunication statistics
Series D	General tariff principles
Series E	Overall network operation, telephone service, service operation and human factors
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Series H	Audiovisual and multimedia systems
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