CCITT

STUDY GROUP XV

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INFORMATION TECHNOLOGY -

RULES FOR PRESENTATION OF CCITT | ISO/IEC COMMON TEXT

Recommendation A.1000
ISO/IEC 0001

Geneva, 1991

CONTENTS

Foreword

This Recommendation I International Standard establishes presentation rules for documents that are intended to be both CCITT Recommendations and ISO or ISO/IEC International Standards.

The rules proposed in this Recommendation I International Standard are based on the CCITT Recommendation A.15, and on ISO/IEC Directives, Part 3. Deviations from these documents are proposed only in order to arrive at a common set of presentation rules.

In order to facilitate comparison with other presentation styles, this document has been prepared in accordance with the presentation rules that it mandates (and it is noted that neither a Recommendation A.1000 nor an ISO/IEC Standard 0001 actually exist). Thus, this document constitutes an example of the proposed presentation style.

Annex A forms an integral part of this Recommendation I International Standard. Annexes B and C do not form an integral part of this Recommendation I International Standard.

Introduction

Common text starts on page 1 and preliminary material on pages preceding page 1 will be numbered using lowercase roman numerals.

Preliminary material consists of

      a)   title page;

      b)   table of contents (optional);

      c)   foreword;

      d)   introduction (optional).

Preliminary material on the roman numbered pages may be different between the organizations.

A model is provided for the optional element "table of contents". The depth of headings in the table of contents is left to the discretion of the author. However, the rule should be: as short as possible.

INTERNATIONAL STANDARD 0001

CCITT RECOMMENDATION A.1000

INFORMATION TECHNOLOGY -

RULES FOR PRESENTATION OF CCITT | ISO/IEC COMMON TEXT

1   Scope

Notwithstanding the provisions of ISO/IEC Directives, Part 3, or the provisions of CCITT Recommendation A.15, joint CCITT and ISO/IEC documents should conform to the provisions contained in these Presentation Rules.[1]

. Where these Presentation Rules do not specify a particular item, flexibility is given to editors to use the rules given in either CCITT Recommendation A.15 or ISO/IEC Directives, Part 3.

NOTES

1   For CCITT | ISO/IEC common texts, in the clause "Scope"and in the boiler plate texts of the normative reference clause and the defintion clause, the term "this CCITT Recommendation | International Standard"shall be used when the common text refers to itself.

Elsewhere in a common text, a term which is descriptive of the nature of the common text should be used when the document refers to itself. It replaces the CCITT use of the word Recommendation and the ISO/IEC use of the words International Standard. The first letter of the word(s) of such a descriptive term shall be capitalized to indicate that it refers to the whole of the common text. For this present common text, the term "Presentation Rules"is used when the common text refers to itself. Examples for other common texts could be:

- "this Specification"or "this Protocol Specification";

- "this Model"or "this Reference Model";

- "this Definition"or "this Service Definition";

- "this Framework"or "this Security Framework".

2   The vertical bar used in the expression "Recommendation | International Standard" is meant to denote either identical CCITT Recommendations | International Standards or paired CCITT Recommendations | International Standards which are equivalent in technical content.

2   Normative references

The following CCITT Recommendations and International Standards contain provisions which, through reference in this text, constitute provisions of this Recommendation | International Standard. At the time of publication, the editions indicated were valid. All Recommendations and Standards are subject to revision, and parties to agreements based on this Recommendation | International Standard are encouraged to investigate the possibility of applying the most recent edition of the Recommendations and Standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards. The CCITT Secretariat maintains a list of the currently valid CCITT Recommendations.

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[1]The term "Presentation Rules" is used to denote the entirety of the present Recommendation | International Standard when the common text herein makes a reference to itself. For further explanation, see Note 1.

2.1 Identical Recommendations | International Standards

- CCITT Recommendation X.613 (1992) | ISO/IEC 10588:1992, Information technology – Use of the X.25 packet layer protocol in conjunction with X.21/X.21 *bis* to provide the OSI connection-mode network service. (Subject to approval by both CCITT and ISO/IEC).

- CCITT Recommendation X.614 (1992) | ISO/IEC 10732:1992, Information technology – Use of X.25 packet layer protocol to provide the OSI connection-mode network service over the telephone network. (Subject to approval by both CCITT and ISO/IEC).

2.2 Paired Recommendations | International Standards equivalent in technical content

- CCITT Recommendation X.212 (1988), Data link service definition for Open Systems Interconnection for CCITT applications.

  ISO/IEC 8886 (to be published), Information processing systems – Data communication – Data link service definition for Open Systems Interconnection.

- CCITT Recommendation X.225 (1988), Session protocol specification for Open Systems Interconnection for CCITT applications.

  ISO/IEC 8327: 1987, Information processing systems – Open Systems Interconnection – Basic connection oriented session protocol specification.

  ISO/IEC 8327/Amd. 2: 1991, Information processing systems – Open Systems Interconnection – Basic connection oriented session protocol specification – Amendment 2: Incorporation of unlimited user data.

2.3 Additional references

- CCITT Recommendation A.15 (1988), Publication of CCITT texts.

- ISO/IEC Directives, Part 3: 1989, Drafting and presentation of International Standards.

3 Definitions

For the purposes of this Recommendation | International Standard, the following definitions apply.

3.1   common text: The text contained in either the CCITT Recommendation or the International Standard specified by this document.

3.2   identical Recommendations | International Standards: These are Recommendations and International Standards which were developed jointly by CCITT and ISO/IEC and have identical (i.e. common) text.

3.3   paired Recommendations | International Standards: These are Recommendations and International Standards which were developed in close collaboration between CCITT and ISO/IEC and whose texts are technically aligned but not identical. The text differences might be noted in an annex.

4 Abbreviations

CCITT   International Telegraph and Telephone Consultative Committee

IEC   International Electrotechnical Commission

ISO   International Organization for Standardization

5 Conventions

5.1 Text differences between CCITT and ISO/IEC

It is recognized that there may be some instances where there needs to be some differences in the content of a common text (e.g. because of differences in scope of CCITT and ISO/IEC). Justifiable differences can be contained in the common text with either explicit text or a notation convention designating its singular applicability. Unnecessary differences are strongly discouraged.

2   CCITT Rec. A.1000

5.2   Other references

A Recommendation I International Standard may refer to other publications. When reference is made to a publication that is a joint CCITT Recommendation | ISO/IEC International Standard, both the CCITT Recommendation and ISO/IEC International Standard shall be referenced.

5.3   Dual notation

When reference is made within a text to a Recommendation | International Standard outside the text, a dual notation system shall be used whereby the CCITT Recommendation will be given first, e.g.

"see CCITT Rec. X.213 | ISO/IEC 8348 and Amd. 2 and Amd. 3."

The full title, and date of publication, shall be given in clause 2.

5.4   Internal references

In a common text, the terms Recommendation or International Standard shall not be used to refer to itself. For further information, see clause 1, Note 1.

5.5   References to divisions and subdivisions

The terms which shall be used to designate the divisions and subdivisions that a Recommendation I International Standard may have are as follows:

Term	Example of numbering
clause	1
subclause	1.2
subclause	1.2.1
paragraph	no number

Use, for example, the following forms:

—   "in accordance with clause 3";

— · "according to 3.1";

—   "details as given in 3.1.1";

—   "in accordance with the following subclauses";

—   "see Annex B".

In general, it is unnecessary to use the term "subclause".

6   General arrangement

The use of "Parts" for a series of documents published separately under the same International Standard number shall be indicated in the number assigned to that International Standard. See also 6.4 below.

Table 1 shows the general arrangement of the elements that may comprise a Recommendation I International Standard.

Table 1 – Arrangement of elements

Element	Number
Title page	none
Contents[1] (optional)	none
Foreword[1]	none
Introduction[1] (optional)	none
Title	none
Scope	1
Normative references	2
Definitions	3
Abbreviations	4
Conventions	5
Text of Recommendation I International Standard	6 onwards
Annexes that form an integral part of the Recommendation I International Standard	A onwards
Annexes that do not form an integral part of the Recommendation I International Standard	A onwards (see 6.12)
Index (optional)	none
[1] These elements are considered as preliminary material and therefore may be treated differently by each organization.	

6.1 Contents (optional)

The contents element may list all the subdivisions of the main text and annexes, or only the first one or two levels of the subdivisions and annexes. However, the rule should be: as short as possible. All the elements listed shall be cited with their full titles. Page numbers may be present. Figures and tables should normally not be included in the contents list. If a list of figures and/or tables is required, it should be added seperately with an appropriate reference to it in the contents list.

6.2 Foreword

The Foreword shall be present. The content of this element is provided by the individual organization.

6.3 Introduction (optional)

The Introduction, if present, gives information or commentary about the technical content of the Recommendation I International Standard and about the reasons prompting its preparation. It shall not contain requirements.

6.4 Title

The title shall appear on page 1 just preceding clause 1, Scope and shall be in uppercase letters.

It shall comprise separate elements, each as short as possible, proceeding from the general to the particular. In general not more than three elements shall be used; the introductory element shall be "Information technology".

In common text multi-part International Standards, the term "Part n" shall not appear in the title.

6.5 Scope

This element shall appear at the beginning of every Recommendation | International Standard, to define without ambiguity the subject of the Recommendation | International Standard and the aspects covered, thereby indicating the limits of applicability of the Recommendation | International Standard. It shall not contain requirements.

The scope shall start immediately after the title on page 1. All other pages in the Recommendation | International Standard shall be numbered sequentially.

6.6 Normative references

This element shall give a list of all normative documents referenced in the Recommendation | International Standard.

The list shall be introduced by the following wording:

The following CCITT Recommendations and International Standards contain provisions which through reference in this text, constitute provisions of this Recommendation | International Standard. At the time of publication, the editions indicated were valid. All Recommendations and Standards are subject to revision, and parties to agreements based on this Recommendation | International Standard are encouraged to investigate the possibility of applying the most recent edition of the Recommendations and Standards listed below. Members of IEC and ISO maintain registers of currently valid International Standards. The CCITT Secretariat maintains a list of currently valid CCITT Recommendations.

NOTE – Publications that are not publicly available, publications to which only informative reference is made or publications which merely served as references in the preparation of the Recommendation | International Standard can be listed in a non-integral annex entitled "Bibliography" and placed as the last non-integral annex.

6.7 Definitions

This is an optional element giving definitions necessary for the understanding of certain terms used in the Recommendation | International Standard.

Clause 3 shall start with the following text: "For the purposes of this Recommendation | International Standard, the following definitions apply".

The definitions element (clause 3 of a Recommendation | International Standard) may contain subdivisions. Those subdivisions may contain a list of terms defined in other CCITT Recommendations or International Standards. For example, 3.1 could contain the following text: "The following terms are defined in CCITT Rec... | ISO/IEC...", followed by a list of terms used.

6.8 Abbreviations

If abbreviations are used in the text of the Recommendation | International Standard, this element shall be present, and shall contain a list of all the abbreviations, together with their non-abbreviated forms. The list shall take the form shown in clause 4 of this Recommendation | International Standard and may contain subdivisions.

6.9 Conventions

This element may be present. If present it shall describe any particular notation used in the Recommendation | International Standard.

6.10 Text of the Recommendation | International Standard

Paragraphs of the normal text shall start at the left margin.

6.10.1 Subdivision numbers

Subdivisions shall be numbered with the digits separated by periods. A period shall not be present after a single number (unless required for technical word-processing reasons).

The subdivision number shall appear on a separate line, together with the subdivision title.

NOTE – Numbering should not be used to create a subclause unless there is at least one further subclause at the same level. For example, a piece of text in clause 1 should not be designated subclause 1.1 unless there is also subclause 1.2.

6.10.2 Subdivision titles

The subdivision title shall appear to the right of the subdivision number.

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation I International Standard in accordance with the conventions given in the Recommendation I International Standard.

6.10.3 Lists

Lists may take one of two forms. The first form is shown below:

- first item;

- second item;

- etc.

The second form is shown below:

a) first item;

b) second item;

c) etc.

Sublists may appear within a list. In this case the list shall take the following form:

a) first item:

    1) first sub-item;

    2) second sub-item.

b) second item:

    1) first sub-item;

    2) second sub-item.

6.10.4 Figures

Each figure shall be referred to explicitly in the text of the Recommendation I International Standard. Figures shall be numbered with Arabic numerals, beginning with 1 (except within annexes; see 6.11 and6.12). This numbering shall normally be independent of the numbering of the clause and of any tables. For large and complex publications the author may exceptionally number sequentially with respect to the single digit clause number e.g. "Figure 4-3" which denotes the third figure in clause 4. A single figure shall be designated "Figure 1".

The title shall be placed below the figure, centered, preceded by the text "Figure x – ", where x is the number of the figure. References in the text to specific figures should use the word "Figure" with an uppercase "F", e.g. "see Figure 1".

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation I International Standard in accordance with the conventions given in the Recommendation I International Standard.

6.10.5 Tables

Each table shall be referred to explicitly in the text of the Recommendation I International Standard. Tables shall be numbered with Arabic numerals, beginning with 1 (except within annexes; see 6.11 and 6.12). This numbering shall normally be independent of the numbering of the subdivision and of any figures. For large and complex publications the author may exceptionally number sequentially with respect to the single digit clause number e.g. "Table 4-3" which denotes the third table in clause 4. A single table shall be designated "Table 1".

The title shall be placed above the table, centered, preceded by the text "Table x – ", where x is the number of the table. References in the text to specific tables should use the word "Table"with an uppercase "T", e.g. "see Table 1".

The first letter of the title shall be capitalized. All other words shall not be capitalized unless they are special terms that are capitalized throughout the Recommendation I International Standard in accordance with the conventions given in the Recommendation I International Standard.

The first letter in the heading of each column shall be capitalized. Columns shall, if possible, be separated by vertical lines. The heading shall, if possible, be separated from the contents by a horizontal line. The table shall, if possible, be surrounded by lines forming a frame.

When a table is continued over two or more pages, the following text shall appear on intermediate pages: "Table 1 (continued)" and the following text shall appear on the last page: "Table 1 (concluded)". Column headings shall be repeated on each page.

6.10.6 Notes

Notes integrated in the text of a Recommendation I International Standard may be used only for giving information which is helpful to the understanding of the document. They shall not contain requirements.

Notes should normally be placed after the clause, subclause or paragraph to which they refer.

A single note within a subdivision shall start with the text "NOTE – ", placed at the beginning of the first line of the text of the note. If two or more notes are grouped together, they shall be placed under the title "NOTES", this word being on a line by itself; the text of each note shall then be preceded only by an Arabic numeral at the beginning of its first line. Each group of notes shall be separately numbered, i.e. 1, 2, 3, etc.

If isolated notes occur at separate places within the same numbered sub-division of text, they shall be designated "NOTE 1 – ", "NOTE 2 – ", "NOTE 3 – ", etc.

Alternatively, all notes integrated in the text may be numbered in a continuous sequence throughout the publication.

The first line of all paragraphs of a note shall be indented from the margin of the main text., so that the extent of the note can be correctly understood for printing purposes.

Notes to tables and to figures shall be treated independently from footnotes and notes integrated in the text. They shall be located within the frame of the relevant table or immediately above the title of the relevant figure. A sequence of notes for any table of figure shall always start with a "NOTE 1 – ". Such notes may contain requirements.

Some examples of note numbering and layout are given in Annex A.

6.10.7   Use of words

The word "shall" shall be used to express mandatory requirements. The word "may" shall be used to express optional requirements. The use of other words (for example, will, can, etc.) shall be avoided.

6.11   Integral annexes

Annexes that form an integral part of the Recommendation I International Standard shall appear immediately after the text of the Recommendation I International Standard. The annexes shall be designated A, B, C etc. A single annex shall be designated "Annex A".

The title of the annex shall be immediately followed by the following text, centered: "(This annex forms an integral part of this Recommendation I International Standard.)".

Numbers given to the clauses, subclauses, tables, figures and equations of an annex shall be preceded by the letter assigned to that annex. The numbering shall start afresh with each annex.

6.12   Non-integral annexes

Annexes that do not form an integral part of the Recommendation I International Standard shall appear immediately after the last annex that forms an integral part of the Recommendation I International Standard, or after the text, if there are no annexes that form an integral part of the Recommendation I International Standard. The annexes shall be designated with letters, as specified in 6.11, and follow-on sequentially after the integral annexes.

The title of the annex shall be immediately followed by the following text, centered: "(This annex does not form an integral part of this Recommendation I International Standard.)".

Numbers given to the clauses, subclauses, tables, figures and equations of an annex shall be preceded by the letter assigned to that annex. The numbering shall start afresh with each annex.

6.13   Index

This element is optional, but if included is the last element of the Recommendation I International Standard. The index entries may contain page numbers. However, it is preferable to use the clause or subclause number which precedes the index term.

An example of an index is provided as the last element of this Recommendation I International Standard. It is not exhaustive.

Annex A
Examples of note numbering and layout

(This annex forms an integral part of this Recommendation I International Standard)

A.1   Example of a single note embedded in main text

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTE – There could be a note following a paragraph of main text and that note might look like this.

Following that note, the main text may continue and once again the main text paragraph begins at the margin. The lonely note which is embedded in the text here does not have a number attached to it because it is the only note in this numbered subdivision.

A.2   Example of consecutive notes embedded in main text

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTES

1   This is an example of a note which is part of a list of notes. It has a number attached to it and of course the first line is indented.

2   This is an example of the second note in a list of notes. It has the first line indented and the note also contains a second paragraph.

The second paragraph of a note also has its first line indented.

Following the notes the main text may continue and once again the main text paragraph begins at the margin.

A.3   Example of several notes embedded in a subdivision but not co-located

A paragraph in the main text may look like this. It begins at the margin, with spacing between a title or paragraph which precedes and with spacing between a title or paragraph which follows.

NOTE 1 – This is the first note which is found in A.3.

Sometimes there are cases where the main text continues after a note, but in the same subdivision there might be additional notes.

NOTE 2 – This is the second note in A.3 and it does not follow directly after NOTE 1. As usual, the first line of this note is indented.

There could even be a second paragraph to this note.

Following the note the main text may start again and once again the main text paragraph begins at the margin.

Annex B
Deviations with respect to ISO/IEC Directives, Part 3

(This annex does not form an integral part of this Recommendation I International Standard.)

B.1   Differences

This Recommendation I International Standard differs from ISO/IEC Directives, Part 3 in the following points:

—   notes follow a mixture of CCITT and ISO/IEC conventions, in order to facilitate work for editors and allow notes to stand out from the main text;

—   boiler plate text has been modified in the Normative reference clause;

—   single column text will be used in joint CCITT | ISO/IEC documents.

B.2   Supplementary information

This list is not exhaustive and is given as an example.

Annex C
Deviations with respect to CCITT Recommendation A.15

(This annex does not form an integral part of this Recommendation I International Standard.)

C.1   Differences

This Recommendation I International Standard differs from CCITT Recommendation A.15 in the following points:

– the first line of a paragraph starts at the margin;

– table and figure titles and number appear on one line;

– references to subdivision do not use the " §" symbol.

C.2   Supplementary information

This list is not exhaustive and is given as an example.

Index

Note – the nuber associated with the index entry indicates the clause or subclause where the index entry can be found.