ITU-T Rapporteur and Editor Tutorial (Gyeonggi, Korea, 30-31 October 2012)

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

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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

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Revision Marking Basics in ITU-T

- Change bar shown in margin where any change was made |
|
- Deletions shown with ~~strikethrough~~ |
- Additions shown with <u>underline</u> |
|
- 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

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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

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"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

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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

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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

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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

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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

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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

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Thank you

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Additional information ➔

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Additional Information

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