



Drafting Guidelines

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1. Scope

The scope of this document is to define the guidelines for drafting specifications and specification style documents developed by the Technical Plenary of the Open Mobile Alliance™ (OMA). These drafting guidelines will be used to ensure consistency of the form and structure of these documents during the development and review phases.

2. References

- [OMADICT] "OMA Dictionary"
- [OMAPROC] "OMA Organization and Process", Open Mobile Alliance™, OMA-ORG-Process,
URL:http://member.openmobilealliance.org/ftp/ops/gen_info/process.shtml
- [OMAREFPOLICY] "OMA Referencing Policy & Guidelines", Open Mobile Alliance™,
URL:http://member.openmobilealliance.org/ftp/tp/gen_info/Reference.shtml
- [OMATEMPLATES] "OMA Templates", Open Mobile Alliance™,
URL:http://member.openmobilealliance.org/ftp/ops/gen_info/templates.shtml

3. Terminology and Conventions

3.1 Conventions

This is an informative document, which is not intended to provide testable requirements to implementations.

3.2 Definitions

informative element	provides additional information intended to assist the understanding or use of the OMA deliverable
informative reference	not essential to the use of the OMA deliverable but it assists the user with regard to a particular subject area
instruction	provision that conveys an action to be performed
normative elements	elements setting out the provisions to which it is necessary to conform in order to be able to claim compliance with the OMA deliverable
normative reference	essential to the use of the OMA deliverable, i.e. without which the deliverable cannot be implemented
provision	expression in the content of an OMA deliverable, that takes the form of a statement, an instruction, a recommendation or a requirement NOTE: These types of provision are distinguished by the form of wording they employ; e.g. instructions are expressed in the imperative mood, recommendations by the use of the auxiliary "should" and requirements by the use of the auxiliary "shall" (see section 0).
publicly available	in the context of referencing documents within OMA deliverables, a document that may be obtained from the source organization by any person (with or without payment), simply by quoting the reference given in the OMA deliverable to the source organization or other supplier. NOTE: Under the OMA openness policy, OMA deliverables are made publicly available during the various stages of the relevant approval procedures prior to publication and at the point of publication. Thus, for OMA deliverables, public availability is a broader concept than publication. This may also be true of other standardization bodies whose documents are referenced by OMA and this is taken into account during the preparation of OMA deliverables. EXAMPLE: A draft version of an OMA deliverable is made publicly available by OMA and, therefore, fulfils the above definition.
published	specific case of public availability for an OMA deliverable, occurring when all relevant approval procedures have been successfully completed and the deliverable made available on the public OMA web site (http://www.openmobilealliance.org)
recommendation	provision that conveys advice or guidance
requirement	provision that conveys criteria to be fulfilled
statement	provision that conveys information

3.3 Abbreviations

DSO	Document Support Office
IPR	Intellectual Property Rights
OMA	Open Mobile Alliance™
PDF	Portable Document Format
URL	Uniform Resource Locator (world wide web address)

4. Introduction

This document specifies guidelines for the components and structure of specification-style documents intended to become OMA deliverables. These guidelines are more detailed than specified in the OMA Process document [OMAPROC] but are supportive of its aims and intents. As such, these drafting guidelines are intended to ensure that the OMA documents are drafted in as uniform a manner as is practicable, irrespective of the technical content.

5. General Principles

5.1 Objective

The objective of an OMA deliverable is to define in clear and unambiguous ways the necessary technology to facilitate interoperable services and communication. To achieve this objective, the OMA deliverable shall:

- be as complete as necessary within the limits specified by its scope;
- be consistent, clear and accurate;
- provide a framework for future technological development (extensibility);
- be comprehensible to qualified persons who have not participated in its preparation.

5.2 Homogeneity

Uniformity of structure, of style and of terminology shall be maintained not only within each OMA specification-style document, but also within packages of such documents (e.g. Enabler Release package).

5.2.1 Use of Templates

The structure of associated OMA deliverables and the numbering of their sections shall, as far as possible, be consistent with the established norms for those deliverables (e.g. requirements documents, architecture documents). The document templates shall, as much as possible, use equivalent section numbers for equivalent sections (e.g. scope, introduction, references).

Editors shall use the latest templates available on the OMA portal (see [OMATEMPLATES]) when beginning the drafting work. If a new version of a template is issued whilst the document is still in the drafting state, the editor should transfer the draft document to the new template. The styles in the templates shall not be modified. Sections prescribed in the template that are not needed shall not be deleted but shall be left marked to show they are deliberately left blank.

Changes to templates will be accommodated using change management procedures and coordinated with the group or groups who are considered the content owners for those templates.

5.2.2 Use of Terminology

Consistent use of wording such as terms shall be used wherever possible. The use of an alternative term (synonym) for a concept already defined shall be avoided. As far as possible, only one meaning shall be attributed to each term chosen. The OMA dictionary [OMADICT] terms shall be used wherever possible.

5.3 Consistency of OMA Deliverables

In order to achieve the aim of consistency within the complete body of OMA deliverables, the text of every OMA deliverable shall be in accordance with the relevant provisions of existing basic OMA deliverables. This relates particularly to:

- standardized terminology;
- principles and methods of terminology;
- quantities, units and their symbols;
- abbreviations;
- graphical symbols.

In addition, for specific technical aspects, the relevant provisions of general OMA deliverables dealing with the following subjects shall be respected:

- limits;
- tolerance of dimensions and uncertainty of measurement;
- preferred numbers.

5.4 Official Language

OMA deliverables shall be in the English (UK) language. Spell checking and other text generation tools should consistently utilize this setting to help identify and correct improper usage.

5.5 Legal Master of an OMA Deliverable

OMA deliverables are made publicly available by OMA in PDF format. Other formats may also be available.

From a legal point of view, the official version of a document is the one which is publicly available on the OMA web site at <http://www.openmobilealliance.org>

6. Structure of an OMA Deliverable

6.1 Common Sections Within an Individual OMA Deliverable

Table 1 gives an example of a typical arrangement of elements in an OMA deliverable:

Arrangement of elements in an OMA deliverable	Permitted content of element(s) in an OMA deliverable	Described in section
<i>Title page</i>	<i>Title</i>	7
<i>Legal disclaimer</i>	<i>Text</i>	8
<i>Table of contents</i>	<i>(generated content)</i>	9
<i>Scope</i>	<i>Text</i> <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i>	10
Reference(s)	Reference(s)	11
Convention(s)	Text	13
Definition(s)	Figure(s)	
Abbreviation(s)	Table(s) Note(s)	
<i>Introduction</i>	<i>Text</i> <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i>	14
Body of Document	Text Figure(s) Table(s) Note(s)	
Normative appendix	Text Figure(s) Table(s) Note(s)	15.2
<i>Informative appendix</i>	<i>Text</i> <i>Figure(s)</i> <i>Table(s)</i> <i>Note(s)</i>	15.3
<i>Change History appendix</i>	<i>Table</i>	15.5
NOTE: Bold type = required element; upright type = normative element; <i>italic type</i> = informative element.		

Table 1: Example of a typical arrangement of elements in an OMA deliverable

An OMA deliverable need not contain all the normative technical elements shown in Table 1 and it may contain normative technical elements other than those shown. Both the nature of the normative technical elements and their sequence are determined by the nature of the OMA deliverable in question.

6.2 Numbering of Document Elements

The following describe different numbering items in the document.

6.2.1 General Numbering Issues

The "Legal disclaimer" section shall be unnumbered.

The sections in each OMA deliverable shall be numbered with Arabic numerals, beginning with 1 for the "Scope".

An existing element may be deleted and replaced with the term "Void" to minimize disruption to the numbering scheme.

EXAMPLE 1: During the updating of an OMA deliverable, it is decided that annex C is no longer required. The title of annex C becomes "Void". Later annexes may, therefore, remain unchanged.

EXAMPLE 2: It is decided to delete a note 3, so the text of note 3 becomes "Void."

It is highly RECOMMENDED to use sequence numbering for numbering figures and tables (see sections 17.4 and 18.5).

To number list items, use the BulletN or BulletL styles in the templates.

6.2.2 Numbering of Sections

Each section shall have a title, which is numbered automatically by using the appropriate Heading style (except "Legal disclaimer" and "Content" sections, which are unnumbered).

A section can have numbered subdivisions, e.g. 5.1, 5.2, 5.1.1, 5.1.2, etc. This process of subdivisions may be continued as far as the sixth heading level (e.g. 6.5.4.3.2.1).

- Use the **Heading** style appropriate to its level

Material presented in sub-sections should be related to the material in the section. For example, material in 5.2.1 and 5.2.2 should be expansions of the material covered in 5.2. And in this case, the material in 5.2 (before the 5.2.1 subsection begins) should provide general info on the subject and then provide an intro to its sub-sections. Internal or external references to this material should then consider whether it covers the broad item addressed in 5.2 or the specific material in one of its subsection and .

6.2.3 Numbering of Tables and Figures

Numbering of tables and figures in a document will be based on a simple incremented counter scheme. There will be a separate counter for tables and figures and these counters will run through the whole document including the appendices. Section based numbering for tables and figures (e.g. 4-2) will not be used.

6.2.4 Numbering of Pages

Pages in documents will be numbered with a simple increasing counter. The cover page will be page 1. There will not be any section-based page numbers (e.g. 5-3).

The header of all pages in the document, except the cover page, will include an indication of the page number and the total number of pages in the document.

Unnecessary pagination, (i.e. use of hard page breaks) should be avoided; the exception being when a hard page break is part of the Heading style.

- Use Format | Paragraph | Text Flow | Keep Lines Together and Keep with Next attributes instead of "hard" page breaks.

6.3 Textual Structure of Document Elements

The following describe usage and formation of textual elements in the documents.

6.3.1 Capitalization of Titles

Capitalize section and subsection titles as follows:

- Always capitalize the first and the last word.
- Capitalize all nouns, pronouns, adjectives, verbs, adverbs, and subordinate conjunctions ("as", "because", "although").
- Lowercase all articles, coordinate conjunctions ("and", "or", "nor"), and prepositions regardless of length, when they are other than the first or last word.
- Lowercase the "to" in an infinitive.

6.3.2 Lists

Lists may be introduced by a sentence, a complete grammatical proposition or by the first part of a proposition, completed by the items in the list.

Each item in a list shall be preceded by a bullet, a dash, an Arabic numeral followed by a parenthesis, or a lower case letter followed by a parenthesis.

EXAMPLE 1:

- list item 1
- list item 2
- list item 3

EXAMPLE 2:

- list item 1;
- list item 2;
- list item 3.

EXAMPLE 3:

- list item 1,
- list item 2,
- list item 3.

EXAMPLE 4:

- a) List item 1
- b) List item 2
- c) List item 3

EXAMPLE 5:

- 1) List item a.
- 2) List item b.
- 3) List item c.

EXAMPLE 6:

- list item 1
 - list item 2
 - list item 3

NOTE: See section B.1.9 for different list styles.

If you use punctuation, respect the following rules:

- If the elements of a list are cast as phrases of a sentence which introduces the list, start each element with a lower case letter and end it with a semicolon. End the last item in the list with a full stop, unless the introductory sentence continues after the end of the list, in which case use the most appropriate punctuation (semicolon, comma, or none).
- If, however, each element of a list is a self-contained sentence, begin each with a capital letter and end each with a full-stop.

Use "and" or "or" at the end of the penultimate element of a list to indicate unambiguously whether all the elements apply ("and") or whether they are mutually exclusive ("or").

- Use the appropriate bullet styles, i.e. styles Bullet1-4, BulletN, BulletL (see **Error! Reference source not found.**).
- Ensure that the formatting of the lists is consistent throughout the deliverable.

7. Contents of the Title Page

The title page shall contain the name of the OMA deliverable, the version, and the permanent document number, in accordance with the template.

See [OMAPROC], section 12.1 "Permanent Documents", for the rules regarding deliverable names, document versions, and permanent document numbers.

8. Legal Disclaimer

All published OMA deliverables shall include the appropriate OMA Board approved legal disclaimer, and templates shall contain the approved legal disclaimer. Normally the legal disclaimer is on page 2 of the document.

The year indicated after the © symbol in the last paragraph will be set according to the year in which the document is approved by the OMA Technical Plenary.

An example of the Legal Disclaimer is located on page 2 of this document.

9. Table of Contents in an OMA Deliverable

The table of contents shall be generated automatically and shall not be set manually. The title shall be "Contents".

- Use the **TOHead** style for the title (see B.1.4).

Tables for figures and tables shall also be produced when figures and tables are existent in the document. The title shall be "Figures" or "Tables" as appropriate.

- Use the **TOHead** style for the title (see B.1.4).

10. Scope in an OMA Deliverable

The "Scope" section shall be section 1 of each OMA deliverable and define without ambiguity the subject of the OMA deliverable and the aspect(s) covered, thereby indicating the limits of applicability of the OMA deliverable or particular parts of it.

The Scope section is informative and shall not contain requirements or implementation information.

The Scope shall be succinct so that it can be used as a summary for bibliographic purposes. It shall be worded as a series of statements of fact. Forms of expression such as the following shall be used:

"The present document

- *specifies* { *the functional requirements for ..."*
a method of ..."
the characteristics of ..."
- *establishes* { *a system for ..."*
general principles for ..."
- *gives guidelines for ..."*
- *gives terms and definitions ..."*

Statements of applicability of the OMA deliverable shall be introduced by the following wording:

"The present document is applicable to ..."

11. References in an OMA Deliverable

11.1 General

The OMA Referencing Policy & Guidelines [OMAREFPOLICY] document provides the OMA policy for including references to documents of external organizations in the OMA Specifications.

11.2 Normative and Informative References

The referencing policy contains both the referencing policy and guidelines for its use.

The "References" section shall be section 2 of each OMA deliverable. Normative documents will have subsections for Normative and Informative references being numbered 2.1 and 2.2. Informative documents will just list the references.

References shall be provided where normative or informative references are made to other documents. Reproduction of elements from these other documents is to be avoided unless absolutely required..

The distinction between normative and informative references must be made by the wording of the passage of the document which refers to it, not by the referenced document itself. The following provide examples of usage:

Normative: **"the test method shall be as described in [XXX]"**

Informative **"an example of the test description is presented in [XXX]"**

References and their labels in the reference table(s) have associated styles (see B.1.8):

- Use the **RefLabel** style for the reference ID, which shall be in square brackets.
- Use the **RefDesc** style for the text containing the name of the issuing organization, the document identity, the title, and the URL.

The following is an example of a reference as posted in a reference table.

[ITU-T I.112] "Vocabulary of terms for ISDNs". International Telecommunication Union. ITU-T Recommendation I.113. URL: <http://www.itu.org/>

It is RECOMMENDED to use bookmarking and cross-referencing of the references listed in this section (see B.4). These can permit internal links in the publicly rendered documents.

If there are no entries needed in a reference table, it should have a single table row with the text 'None' to be clear.

11.3 References to Other OMA Deliverables

OMA documents listed in a reference table should have at least one candidate or approved version available. Documents that only exist as drafts should not be referenced. One exception is documents that will be approved at the same time as the document listing it as a reference is approved (they may be part of same release package).

When a reference is made to an OMA specification, "Open Mobile Alliance™" including the TM symbol shall be used in the description.

The name and version (no date) for OMA specifications are generally sufficient as a reference. Dates should not be used unless there is a specific reason to establish linkage to a specific document.

References to material in other OMA releases should be to the component (e.g. Requirement Document or Technical Specification) and not to the release package (e.g. ERP or RRP) or the release description (e.g. ERELD or RRELD). An exception would be permitted where the specific content needs to be referenced (e.g. SCR table in ERELD).

It is not valid to claim conformance to a release by referencing the release description (e.g. ERELD), a release limitation is defined in one or more of its specifications and needs to be clearly established by referencing the specific release characteristics involved.

For references to WAP Forum documents, dates should not be included. Document IDs for the old WAP Forum specifications are adequate. The reference description shall refer to WAP Forum™.

References to other affiliate documents shall similarly provide sufficient information to uniquely determine the needed document and should provide the appropriate source information.

The URL for OMA material (new OMA and affiliate) should always be <http://www.openmobilealliance.org>. An exception is OMNA, which is reached through <http://www.openmobilealliance.org/tech/omna>.

The following is an example reference to an OMA specification.

[WCSS] “Wireless CSS”, Version 1.1, Open Mobile Alliance™, OMA-WAP-WCSS-V1_1,
 [URL:http://www.openmobilealliance.org/](http://www.openmobilealliance.org/)

12. Cross-Referencing to Material in an OMA Document

12.1 Self Referencing the OMA Document

The form "the present document ..." shall be used.

12.2 References to Elements of Text in the OMA Deliverable

Use, for example, the following forms:

- "in accordance with section 3";
- "according to section 3.1";
- "as specified in section 3.1 b);
- "details as given in section 3.1.1";
- "see appendix B";
- "the requirements given in section B.2";
- "see example 2 in section 6.6.3";
- "see note 3 in section 6.6.1";

If there is a need to refer to an unnumbered list item, the following formulation shall be used:

"as specified in section 3.1, second list item".

Lower case letters (e.g. section 1, appendix A) and capital letters (e.g. Section 1, Appendix A) are equally acceptable, but usage should be consistent throughout the document.

References shall not be made to page numbers.

It is RECOMMENDED to use cross-referencing for references to sections or subsections.

12.3 References to Tables and Figures

Every table and figure included in the OMA deliverable shall be referred to in the text.

Use, for example, the following forms:

- "given in table 2";
- "(see table 2)";
- "shown in figure 6";
- "(see figure 3)".

Lower case letters (e.g. table 1, figure 2) and capital letters (e.g. Table 1, Figure 2) are equally acceptable, but usage should be consistent throughout the document.

It is RECOMMENDED to use bookmarking of table/figure numbers for cross-referencing of tables/figures (see section B.4).

13. Terminology and Conventions in an OMA Deliverable

13.1 Conventions

If the document includes normative material this section shall contain the following two paragraphs:

The key words “MUST”, “MUST NOT”, “REQUIRED”, “SHALL”, “SHALL NOT”, “SHOULD”, “SHOULD NOT”, “RECOMMENDED”, “MAY”, and “OPTIONAL” in this document are to be interpreted as described in [RFC2119].

All sections and appendixes, except “Scope” and “Introduction”, are normative, unless they are explicitly indicated to be informative.

If the document includes purely informative material this section shall contain the following paragraph:

This is an informative document, which is not intended to provide testable requirements to implementations.

If needed, describe or declare using appropriate normative references the additional conventions that are used.

13.2 Precedence

Any special precedence rules for intra- or inter-document materials should be spelled out in the conventions section.

13.3 Definitions

This is an optional subsection giving definitions necessary for the understanding of certain terms used in the OMA deliverable. The terms will be sorted in alphabetical order.

Definitions based on terms defined in the OMA Dictionary [OMADICT] will just indicate that the term is from the dictionary and will not copy the definition.

An example of a definition based on a definition entry is shown in the following:

Interactive Service Use definition from [OMADICT]

Entries in the Definition table have styles defined for their use (see B.1.8):

- Use the **DefLabel** style for the term defined
- Use the **DefDesc** style for the definition text

13.4 Abbreviations

This is an optional subsection giving a list of the abbreviations necessary for the understanding of the OMA deliverable.

This list shall contain all technical abbreviations and their corresponding full terms which are used within the OMA deliverable, in alphabetical order.

Entries in the Abbreviations table have styles defined for their use (see B.1.8):

- Use the **AbbrLabel** style for the abbreviation or acronym
- Use the **AbbrDesc** style for the full term

14. Introduction in an OMA Deliverable

The "Introduction" is used to give specific information or commentary about the technical content of the OMA deliverable, and about the reasons prompting its preparation. The Introduction section is informative and shall not contain requirements.

The "Introduction" shall appear after "Terminology and Conventions" and shall be numbered 4 with sub sections being numbered 4.1, 4.2, etc. Any numbered figure, table or displayed formula shall be numbered normally beginning with 1 (see also section 6.2.1).

15. Appendix in an OMA Deliverable

15.1 General

For the description of normative and informative appendices, see sections 15.2 and 15.3.

Each appendix shall start on a new page.

Each appendix shall be designated by a heading comprising the word "Appendix" followed by a capital letter designating its serial order, beginning with "A", e.g. "Appendix A" (see also section 6.2.1). This is put in place by using the **App1** style, which numbers the heading automatically. The appendix heading shall further contain the title and the indication "(Normative)" or "(Informative)".

EXAMPLE 1: **Appendix C. Title of Appendix C(Normative)**

NOTE: The only exception to this rule is for the deliverable types defined as informative, e.g. White Papers. In such documents the addition of "(Normative)" or "(Informative)" after the appendix title is superfluous and shall not be provided.

EXAMPLE 2: **Appendix D. Title of Appendix D**

Sections in appendix A shall have top-level section number 'A' and the headings in the appendix will be designated "A.1", "A.2", "A.3", etc. (see also section 6.2.1).

- Use the **App1** style for the appendix heading (see B.1.3).
- For all appendix section headings use the appropriate **Appendix styles**, starting from **App2**, e.g. for section A.1 use **App2**, for section A.1.1 use **App3** (see B.1.3).

15.2 Normative Appendices

For reasons of convenience it may be decided to place some part of the normative text in an appendix.

Normative appendices contain provisions to which it is necessary to conform in order to be able to claim compliance with the OMA deliverable. Their presence is optional and their status shall be indicated in the heading of the appendix.

15.3 Informative Appendices

For reasons of convenience it may be decided to place some part of the informative text in an appendix.

Informative appendices give additional information intended to assist the understanding or use of the OMA deliverable and shall not contain provisions to which it is necessary to conform in order to be able to claim compliance with the OMA deliverable. Their presence is optional and their status shall be indicated in the heading of the appendix.

15.4 Order of Appendices

The order of the appendices should be:

- i. Document Change History
- ii. SCRs (client & server)
- iii. Other normative appendices
- iv. Informative appendices

15.5 Change History Appendix in an OMA Deliverable

An appendix containing a change history table shall be provided in each OMA deliverable, in order to track the changes made to the various versions of a document. The Change History appendix should be Appendix A and not be shifted around.

Documents in the Approved state shall only contain the subsection “Approved Version History”.

Documents in Draft or Candidate state shall contain two subsections in the Change History appendix: “Approved Version History” and “Draft/Candidate Version <current version> History”.

In Draft or Candidate state documents where no previous Approved version exists, the “Approved Version History” table shall say “No prior version” in the Description column. Otherwise the Approved History listing will show all previously approved versions.

- Use the Change History tables in the document template without changing the styles.

16. Notes and Examples

16.1 Notes and Examples Integrated in the Text

Notes and examples should preferably be placed at the end of the section, or after the paragraph, to which they refer.

A single note in a section shall be preceded by "NOTE:", placed at the beginning of the first line of the text of the note. When several notes occur within the same section or subsection, they shall be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also section 6.2.1).

The word "NOTE" shall appear in upper case.

- Use the **NOTE** style (see B.1.6).
- Separate "NOTE:" from the text of the note with a tab.

EXAMPLE 1:

NOTE: Note text formatted with the **NOTE** style will have a tab following the text 'NOTE:'.

END of EXAMPLE 1

A single example in a section shall be preceded by "EXAMPLE:", placed at the beginning of the first line of the text of the example. When several examples occur within the same section or subsection, they shall be designated "EXAMPLE 1:", "EXAMPLE 2:", "EXAMPLE 3:", etc. (see also section 6.2.1).

When there is a danger that it may not be clear where the example ends and the normal text continues, then the end of the example may be designated by "END of EXAMPLE".

The word "EXAMPLE" shall appear in upper case.

- Use the **EXAMPLE** style (see B.1.5).
- Separate "EXAMPLE:" from the text of the example with a tab.

EXAMPLE 2:

EXAMPLE: Example text.

END of EXAMPLE 2

16.2 Footnotes to the Text

It is RECOMMENDED not to use footnotes in OMA deliverables, as this in some cases can destabilize the page layout and cause display problems. If necessary, notes integrated in the text should be used instead.

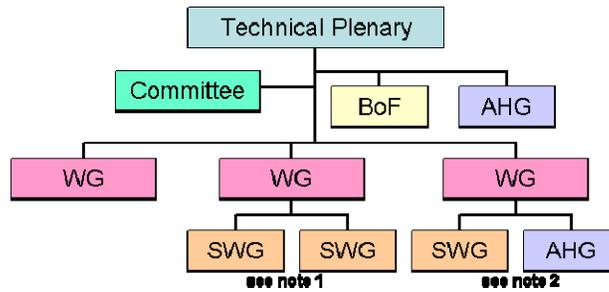
16.3 Notes to Figures and Notes to Tables

16.3.1 Notes to Figures

Notes to figures shall be treated independently from notes integrated in the text (see section 16.1). They shall be located above the title of the relevant figure. A single note in a figure shall be preceded by "NOTE:". When several notes occur in the same figure, they shall be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also section 6.2.1). A separate numbering sequence shall be used for each figure.

- Write notes to a figure using the word processor rather than embedding them in the figure itself.
- Use the **NOTE** style (see B.1.6).

- Separate "NOTE:" from the text of the note with a tab.



NOTE 1: A Working Group may have 0 or more SWGs, the figure just shows an arbitrary count of 2
 NOTE 2: a Working Group may have 0 or more Ad Hoc Groups independent of the number of SWGs

Figure 1: Example Figure With Notes

16.3.2 Notes to Tables

Notes to tables shall be treated independently from notes integrated in the text (see section 16.1). They shall be located within the frame of the relevant table. A single note in a table shall be preceded by "NOTE:". When several notes occur in the same table, they shall be designated "NOTE 1:", "NOTE 2:", "NOTE 3:", etc. (see also section 6.2.1). A separate numbering sequence shall be used for each table.

- Use the **Table Note** style (see B.1.8).
- Separate "NOTE:" from the text of the note with a "Ctrl" + "→" (tab).
- Include notes to a table within its borders in one cell, at the bottom.
- Merge all cells to one, as in the following example:

EXAMPLE:

Column 1 cell	Column 2 cell (see note 2)	Column 3 cell	Column 4 cell (see note 1)
NOTE 1: This cell is a merged cell.			
NOTE 2: This cell is also a merged cell.			

Table 2: Example Table With Notes

16.4 Editor's Notes

Editor's notes may appear in Draft documents and be used for most any reason. There should be minimal use of editor's notes in Candidate documents and they should only be used to address comments related to external material (e.g. references to unstable internet drafts). All editor's notes should be resolved and removed before it is published as an Approved document.

Editor's notes in a document shall be preceded by the text "Editor's Note:" as set by the "Editor's Note" style.

A style has been defined for use with Editor's Notes:

- Use the **Editor's Note** style (see B.1.6).

17. Figures

17.1 Usage

Figures should be used wherever appropriate to present information in an easily comprehensible form. Each figure shall be referred to explicitly within the text and, therefore, be numbered.

17.2 Format

Figures shall be prepared in accordance with section B.5.

- Maximum width for figures is 17 cm and maximum height is 22 cm.

17.3 Layout of Title

The figure title shall be below the figure. An explicit figure name is required. See the following example:

EXAMPLE:

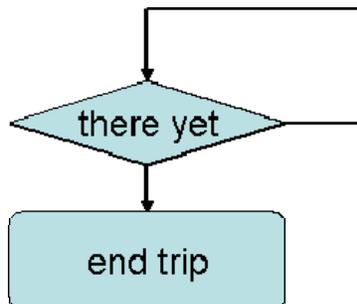


Figure 2: Use of Figure and Caption Styles

- Use the **Caption** command to generate the title: **Insert, Reference, Caption**, choose a Label and complete the caption text. The figure number is followed by a colon, a space and the figure name.

17.4 Numbering

Numbering for tables was addressed in section 6.2.3 (Numbering of Tables and Figures)

- The Caption command (see 17.3) automatically inserts a sequence number for the figure, which may also be bookmarked for cross-referencing purposes (see B.4).

18. Tables

18.1 Usage

Tables should be used wherever appropriate to present information in an easily comprehensible form. Each table shall be referred to explicitly within the text and therefore be numbered.

- Centre tables horizontally on the page.
- Maximum width for tables in portrait orientation: 17 cm and for landscape orientation: 22 cm.
- Set table columns widths in centimetres (not inches).
- Use borders to separate the rows and columns of tables, as appropriate. The precise format will depend on the structure of each table, but be consistent throughout a deliverable so that similar items use similar styles. Borders should be ¾ pt single line.
- Each table shall be followed by an empty "Normal" style paragraph (↵ "Enter" key).

18.2 Format

The following styles should be used in table cells (see B.1.8).

- Table Headings: **TableHead**
- Text: **Table Row**

18.3 Continuation of Tables

The column headings shall be repeated on all pages after the first.

- Use the table headings tool (**Table, Heading Rows Repeat**)

18.4 Layout of Title

The title shall be below the table. An explicit table name is required. See the following example:

EXAMPLE 1:

Table 1: Electrical properties

- Use the **Caption** command to generate the title: **Insert, Reference, Caption**, choose a Label and complete the caption text. The table number is followed by a colon, a space and the figure name.

18.5 Numbering

Numbering for tables was addressed in section 6.2.3 (Numbering of Tables and Figures)

- The Caption command (see 18.4) automatically inserts a sequence number for the figure, which may also be bookmarked for cross-referencing purposes (see B.4).

18.6 Headings

The first word in the heading of each column shall begin with a capital letter. The units used in a given column shall generally be indicated within the column heading.

EXAMPLE:

Type	Linear density (kg/m)	Inside diameter (mm)	Outside diameter (mm)

Table 3: Example Table with Shaded Heading Cells

Shading for the header cells would improve their recognition as having special content.

19. Using Styles for General Text

Use **bold** to emphasize text (underlined text causes confusion when revision marks are used).

Use *italic* for citations, linguistic expressions or when a word/text/expression is extracted from a specific context.

Use the **Markup** style for attribute names, etc., in headings and normal text, as in this example:

The use of the `link` element is specified by [XHTMLMod]. To link an external style sheet to a document using the `link` element, certain values for the `rel` attribute are specified: `rel="stylesheet"` or `rel="alternate stylesheet"`. In either case, the `type` attribute specifies the style sheet language.

Use the **Code** style for blocks of code text in section paragraphs. For example:

```
<html>
  <head>
    <link href="mystyle.css" type="text/css" rel="stylesheet" />
    ...
  </head>
  ...
</html>
```

Use non-breaking spaces (normally "Ctrl" + "Shift" + space) or non-breaking hyphens (normally "Ctrl" + "Shift" + hyphen) in order to avoid unexpected wrap around between two words and/or numbers (e.g. 50°cm, 1°000, section°6 etc.). These characters appear as normal spaces () or hyphens (-) when printed out.

It is **not recommended to use underlined text** (to avoid confusion with revision marks).

Do not precede comma (,), semicolon (;), colon (:), full stop (.), question mark (?) or exclamation mark (!) by spaces.

Do not use spaces in place of tabs in the normal text when indentation/alignment is required; this can cause text to be misaligned. Conversely, when using fixed-width fonts (e.g. Code style) spaces can be used for small indent intervals.

20. Use of Trade Names

A correct designation or description of a product shall be given rather than a trade name (brand name).

Proprietary trade names (i.e. trade marks) for a particular product should as far as possible be avoided, even if they are in common use.

If, exceptionally, trade names cannot be avoided, their nature shall be indicated, e.g. by the symbol ® for a registered trade mark (see example 1).

EXAMPLE 1: Instead of "Teflon®", write "polytetrafluoroethylene (PTFE)".

If it is known that only one product is currently available that is suitable for the successful application of the standard, the trade name of the product may be given in the text of the standard but shall be associated with a note as shown in example 2.

EXAMPLE 2:

NOTE 1: "... [trade name of product] ... is the trade name of a product supplied by ... [supplier] This information is given for the convenience of users of the present document and does not constitute an endorsement by OMA of the product named. Equivalent products may be used if they can be shown to lead to the same results."

If it is considered to be essential to give an example (or examples) of commercially available products suitable for successful application of the standard because the product characteristics are difficult to describe in detail, trade names may be given in a note as shown in example 3.

EXAMPLE 3:

NOTE 2: "... [trade name(s) of product(s)] ... is (are) an example(s) of a suitable product(s) available commercially. This information is given for the convenience of users of the present document and does not constitute an endorsement by OMA of this (these) product(s)."

21. Representation of Numbers and Numerical Values

The decimal sign shall be a point. The thousand separator shall be a non-breaking space.

NOTE 1: In the text below, ° has been added to illustrate a non-breaking space. Normally this is only visible when you activate 'Show formatting marks'.

If a value less than 1 is written in decimal form, the decimal sign shall be preceded by a zero.

EXAMPLE 1: 0.001

Each group of three digits reading to the left of a decimal sign shall be separated by a space from preceding digits or following digits respectively, except for four-digit numbers designating years.

EXAMPLE 2: 23°456 / 2°345 but the year 1997

To express numbers of items (as opposed to numerical values of physical quantities), the numerals one to nine shall be spelt out in full.

EXAMPLE 3: "Carry out the test on five tubes, each 5 m long."

EXAMPLE 4: "Select a further 15 tubes for the pressure test."

Preserve document identities as in the original titles.

EXAMPLE 5: ISO/IEC°10531-1 (not ISO/IEC 10°531-1)

EXAMPLE 6: TS°27.060

Put a non-breaking space between a number and its unit - including the percent sign (%) - even if the unit is not abbreviated:

EXAMPLE 7: 4°seconds 15%

Write a number preceded by a unary operator (sign) without an intervening space:

EXAMPLE 8: ... a level of -3°dB ...

Put a non-breaking space both before and after binary operators (+, -, ×, etc.):

EXAMPLE 9: a°+°b°=°c

- Use non-breaking spaces (normally "Ctrl" + "Shift" + space) for the thousand separator, before and after binary operators and preceding units.
- Use a non-breaking hyphen for the minus sign (normally "Ctrl" + "Shift" + hyphen).

Appendix A. Change History

A.1 Approved Version History

Reference	Date	Description
OMA-ORG-DraftingGuidelines-V1_0-20070615-A	15 Jun 2007	Initial version Approved in Bangkok TP OMA-TP-2007-0216-INP_SeekingApproval_DraftingGuidelines

Appendix B. OMA Styles and Various Information

B.1 The OMA Styles

B.1.1 Overview

The styles illustrated in this appendix are all part of the OMA templates; they can all be found in the Styles and Formatting list in the Formatting toolbar of Word. Use **Error! Reference source not found.** when determining which style to use for various elements of the deliverable. Do not alter existing styles or formats pre-set in the OMA styles, do not add new styles to the OMA template and do not delete OMA styles (see style FP in **Error! Reference source not found.** instead).

Use this style	For this type of element
Heading styles	
Heading 1	Section title
Heading 2 to 5	Subdivision level 2 to 5
Heading 6	Subdivision level 6 (not reflected in the table of contents)
App1	Appendix title
App2 to App4	Appendix subdivision level 2 to 4
General styles	For different items
Normal	Standard paragraph
TOChead	Table of contents title
EQ	Equation
Code	Blocks of code text in section paragraphs
Markup	Courier New inserted in titles or in normal text (e.g. to indicate attribute names)
Header	Page header (portrait and landscape pages)
Example styles	
EXAMPLE	Example →
Note styles	
NOTE	Note integrated in the text →
Editor's Note	Editor's note in draft documents →
Figure styles	For formatting figures
Figure	For centering figure, keeping with next and setting the following paragraph in Caption.
Caption (command)	Figure title
Table styles	For formatting tables
Caption (command)	Table title
Table Note	Note in table →
TableHead	Table column header
Table Row	Text in table cells
RefLabel	Short reference in Section 2 "References" (table)
RefDesc	Full reference description in Section 2 "References" (table)
DefLabel	Defined term in Section 3.2 "Definitions" (table)
DefDesc	Full definition in Section 3.2 "Definitions" (table)
AbbrLabel	Abbreviation in Section 3.3 "Abbreviations" (table)
AbbrDesc	Full name/term in Section 3.3 "Abbreviations" (table)

Use this style	For this type of element
List styles (indents)	
Bullet1	Bulleted indent 1 (round bullets)
Bullet2	Bulleted indent 2 ('white' bullets)
Bullet3	Bulleted indent 3 (square bullets)
Bullet4	Bulleted indent 4 (dashes)
BulletN	Bulleted (numbers) indent 1
BulletL	Bulleted (letters) indent 1
Style which can be user-defined	For formatting defined by the user that will not be altered by the OMA processing macros
FP	Free Paragraph
→ = use "tab" between "item/number" and "text".	
EXAMPLE: The "tab" is preceding this example text.	
NOTE: Other styles exist in the template, but are for use by the DSO staff only.	

Table 4: The OMA styles

B.1.2 Cover Page Styles

The cover page styles are not shown with examples here since they are a fixed part of the template which must not be altered by the template user (no addition, no deletion, no modification). The styles concerned are **Title**, **ZDONTMODIFY**, **ZMODIFY**, **ZREGNAME**, **ZDID** and **Footer**.

B.1.3 Heading Styles

1. Heading 1 (includes page break before)

1.1 Heading 2

1.1.1 Heading 3

1.1.1.1 Heading 4

1.1.1.1.1 Heading 5

1.1.1.1.1.1 Heading 6

Appendix A. App1 style (includes page break before)

A.1 App2 style

A.1.1 App3 style

A.1.1.1 App4 style

B.1.4 General Styles

'TOChead' style: Table of contents header

'Header' style: Page header (portrait and landscape pages)

'Normal' style: This is the normal style to be used for text in section paragraphs. This is the normal style to be used for text in section paragraphs. This is the normal style to be used for text in section paragraphs. This is the normal style to be used for text in section paragraphs.

'Code' style: For blocks of code text in section paragraphs.

'Markup' style: This is Courier New inserted in titles or normal text (e.g. to indicate attribute names):

1.1.1.2 This is an Example of the markup style Inserted in a Subsection Title

This is an example of the Markup style inserted in normal text

B.1.5 Example Style

EXAMPLE: This is what the 'EXAMPLE' style looks like. A tab must be added after "EXAMPLE:", in order for the text to be indented properly.

B.1.6 Note Styles

NOTE: This is what the 'NOTE' style looks like. A tab must be added after "NOTE:", in order for the text to be indented properly.

Editor's Note: This is what the Editor's Note style looks like. A tab must be added after "NOTE:", in order for the text to be indented properly.

B.1.7 Figure Styles

The 'Figure' style formats the image inserted (Centered, Space after: 0 pt, Keep with next):

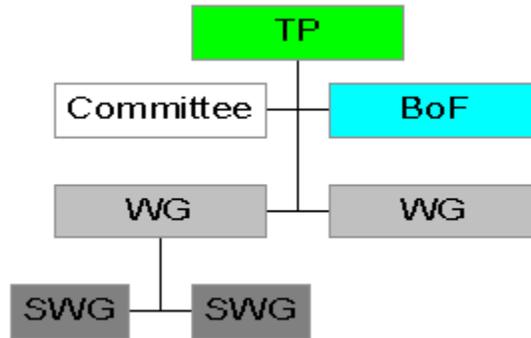


Figure 3: Example of the Caption style used for Figure

The figure title is generated by using the Caption command

B.1.8 Table Related Styles

'TableHead' style	for table column headers	
'Table Row' style	- for text in table cells	
NOTE:	Use the "Table Note" style for notes in tables. Separate "NOTE:" from the text of the note with a "Ctrl" + "→" (tab).	

Table 5: Example of the Caption style used for Table

The table title is generated by using the Caption command.

'RefLabel' style for [REFERENCE NAME] RefDesc style for full reference description in Section 2 "References" (invisible table).

'DefLabel' style for defined term 'DefDesc' style for full definition in Section 3.2 "Definitions" (invisible table).

'AbbrLabel' style for abbreviation 'AbbrDesc' style for full name/term in Section 3.3 "Abbreviations" (invisible table).

B.1.9 List Styles

Bullet1: (this round bullet must be in Wingdings2 Dec 151 – others might turn into in pdf files)

- list item 1
- list item 2
- list item 3

Bullet2: (letter 'o' in Courier New)

- list item 1;
- list item 2;
- list item 3.

Bullet3: (Wingdings Dec 167)

- list item 1,
- list item 2,
- list item 3.

Bullet4: (Symbol Dec 45)

- List item 1.
- List item 2.
- List item 3.

BulletN:

- 1) List item 1
- 2) List item 2
- 3) List item 3

BulletL:

- a) List item a.
- b) List item b.
- c) List item c.

B.2 Page Numbering, Page Headers and Footers

The template supplies fields for automatic page numbering and the identification of the deliverable in the page header. Do not add anything to or delete anything from the headers and footers.

- Use the **Header** style on all page headers except for the title page.

B.3 Configuration of the Windows® Environment

Set your Windows® environment to use the English (United Kingdom) conventions (via Control Panel, Regional and Language Options).

- Use centimetres as the preferred unit of measurement.
- Set Default Tab Stops to 0,5 cm.
- The remaining configurable elements of Windows® and of Word are at your discretion.

B.4 Sequence Numbering, Bookmarking and Cross-referencing

Sequence numbering is highly RECOMMENDED to automatically number sets of items within a deliverable, especially if the document is long and/or contains numerous tables, figures, equations, etc. It avoids renumbering the whole sets when inserting new items.

Sequence numbers may also be bookmarked, in order to facilitate cross-referencing throughout the text; it avoids renumbering cross-references and guarantees their accuracy.

The Caption command (Insert, Reference, Caption) automatically inserts a sequence number for the figure, table or equation (see 17.3 and 18.4).

Table/figure/equation numbers, as well as reference labels (see section 11), can be bookmarked for cross-referencing purposes. For tables/figures/equations select the label and number (e.g. "Table 1") and do **Insert, Bookmark, Add**, using a bookmark name of the form shown in **Error! Reference source not found.** For a reference label (e.g. [OMAPROC]), select the whole label including the square brackets and proceed in the same way.

To cross-reference a) tables/figures/equations, or b) the references listed in the Reference section of your document, use **Insert, Field, Filename: Ref**, select bookmark, and tick 'Hyperlink to paragraph'.

To cross-reference sections or subsections of the deliverable that is being drafted, use **Insert, Reference, Cross-reference, Reference type: numbered item, Insert reference to: paragraph number**, tick 'Insert as hyperlink' and select the section you want to refer to.

Remember to refresh the fields in order to view the correct numbers by using the "Update field" command (F9). To update all fields in a document, click **Edit, Select All**, and then press F9.

B.5 Supported File Formats

The following document formats are currently used for editing OMA documents:

- Word for Windows® 2000 and Word XP
- Word for Windows® 97

NOTE 1: Versions prior to this are strongly discouraged.

The following file formats for embedding into a document are currently accepted:

- Microsoft® Visio® 2000

NOTE 2: Regarding the use of "stencils" or "templates", it is RECOMMENDED to use those supplied with the standard version. If additional ones are used, they should be provided to the DSO Staff, together with the electronic version of the deliverable.

- Microsoft® Word Picture (embedded application)
- Microsoft® Drawing (embedded application)
- Microsoft® Office® products

The information in this section was valid at publication of the present document.