

**OMA-REL-2007-0163-  
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# **OMA Drafting Guidelines**

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**Availability:** ☒ **Public** ☐ **OMA Confidential**

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# Introduction

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## What are the Drafting Guidelines?

- Guidelines for drafting OMA specifications and specification style documents (i.e. Permanent Documents).
- Developed by the Operation and Process Committee (OP).

## Why do we need Drafting Guidelines?

- They ensure that OMA specifications are drafted in as uniform a manner as is practicable, irrespective of the technical content.
- **Uniform look = professional look.**
- When you produce cleaner drafts right from the beginning, you **save time** during the Consistency Review and publication process.

## Where can I find the Drafting Guidelines?

- Download them from the REL or WG Portal area, or  
[http://member.openmobilealliance.org/ftp/rel/gen\\_info/drafting\\_guidelines.shtml](http://member.openmobilealliance.org/ftp/rel/gen_info/drafting_guidelines.shtml)

# Drafting Guidelines

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- The main topics covered by the Drafting Guidelines are:
  - Official language
  - Document structure: common sections; numbering of sections, tables and figures
  - Capitalization of titles
  - Content of title page and Table of Contents
  - How to fill in the common sections:
    - Scope
    - References (normative, informative, to other OMA documents)
    - Conventions
    - Definitions
    - Abbreviations
    - Introduction
    - Appendices (normative, informative, change history)
  - Internal cross-referencing in the document (to text, tables and figures)
  - Usage and format of notes, examples, figures and tables
  - Use of trade names
  - Representation of numbers and numerical values
  - The OMA styles

# Templates

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## What is a template?

- A 'skeleton' document, already laid out as required and containing essential titles, tables and text blocks.

## Why do we use templates?

- They ensure a uniform look right from the start.
- They ensure inclusion of all mandatory information: references, definitions, abbreviations, change history, etc.



## How do I use them?

- Download the relevant template from the REL or WG Portal area, or [http://member.openmobilealliance.org/ftp/REL/gen\\_info/templates.shtml](http://member.openmobilealliance.org/ftp/REL/gen_info/templates.shtml)
- Fill in the sections as indicated.
- Pay attention to the guidelines in the yellow comment boxes in the template.
- Keep the styles as they are (no modification or addition).

# The Editor's Toolkit

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## What is it?

- A collection of links to documents and portal pages that are useful for editors:
  - Drafting Guidelines
  - Document Templates
  - OMA Process Document
  - OMA Referencing Policy & Guidelines
  - OMA Dictionary
  - RD Best Practices
  - AD Best Practices
  - Work Programme and Release Handling Processes
  - CR Handling Guidelines
  - Consistency Review Procedure
  - Publication Schedule
  - OMA Portal Help Files



## Where do I find it?

- On the OMA Portal, in the General Info menu of any WG or SWG area.
- [http://member.openmobilealliance.org/ftp/tp/gen\\_info/editors-toolkit.htm](http://member.openmobilealliance.org/ftp/tp/gen_info/editors-toolkit.htm)

# The Drafting Process

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## To begin the drafting:

- Download the template document for the type of document you will be drafting (RD, AD, TS, ERELD, ETR, ETS...).
- Fill in the template document with your technical content using the OMA drafting styles.

## Before submitting the document for Review (AD, RD, Consistency...):

- Check that your draft respects the essential drafting guidelines (next slide).
- Check for other guidelines that are relevant to your draft.

# Essential Drafting Guidelines

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Make sure that your draft respects the guidelines for:

- References format in Section 2 “References” (DG section 11)
- Conventions, **Definitions**, Abbreviations (DG section 13)
- Order of Appendices (DG section 15)
- Format and numbering of Figures (DG section 17)
- Format and numbering of Tables (DG section 18)
- The OMA styles (templates + DG Appendix B.1)

# Working on Revisions

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To begin the drafting:

- Always make sure you use the latest draft for your revision.
- Latest drafts are available in the 'WP' tab of the Working Group.
- Always use revision marks ("Track Changes").

When uploading the new revision to the portal:

- Upload a 'track changes' / 'change bar' version together with a clean version, packed in one zip file.



# Support

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You can contact your Document Support Officer (DSO) for assistance at any time during the drafting process:

- For advice on the drafting process and the procedures of OMA.
- General editorial clean-up of specs (e.g. in preparation of Consistency Review).
- Etc.

See contact details in the Portal General Info tab of your Working Group.

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**Thank you!**  
**- and keep up the good work.**

