

CHECKLIST

FOR PREPARING A PUBLICATION REQUEST FOR QT DOCUMENTS

This checklist describes the contents necessary to be included into a Publication Request that is transmitted to the W3C Publication Team in order to achieve publication of various QT documents.

- ☐ Before submitting a Publication Request, the documents to be published must be produced and properly **staged**, as described in the document entitled “*CHECKLIST – Publishing QT Documents*”.
- ☐ Before submitting a Publication Request, every HTML document (excepting “dummy” errata documents) *must* pass the PubRules Checker and the Link Checker.
- ☐ Each staging directory must contain all of the files necessary to publish one specific requirements, specification, or use cases document (excluding auxiliary documents, such as namespace documents, and files, such as examples, schema documents, and stylesheets).
 1. The purpose is to permit the W3C Publication Team copy the entire contents (possibly with minor exceptions) of a single directory into a single directory in TR “datespace”.
 2. The typical contents of the staging directory will be a file named Overview.html, a second file named *shortname*-diff.html, a third file named *shortname*.xml, and zero or more image files (or, equivalently, a subdirectory named “images” that contains one or more image files).
 3. The staging directory *should not* contain any additional files, because all files in the directory will be published and frequently those additional files belong elsewhere (or perhaps should not be published at all). The only exceptions to this rule is that “auxiliary” files associated with a particular document (*e.g.*, an XML schema file or an XSLT stylesheet file) may appear in the staging directory even though they will be copied into a different directory than the HTML and XML files.
- ☐ An email must be sent to the W3C Publishing Team (webreq@w3.org) and the W3C archives (w3c-archive@w3.org), copying the joint Working Groups list (w3c-xsl-query@w3.org) and the Team Contact(s) (liam@w3.org and, for shared documents, carine@w3.org). The email must state:
 1. What is being proposed for publication, stating that the WGs have decided to request the publication.
 2. That each document for which publication is requested has been submitted to the pubrules checker and that there are no errors. (There will frequently be a few link errors, such as links to the document being published itself; if there are such errors, the publication request should mention each of them and explain how they will be resolved.)
 3. The full directory path of the staging directory (*e.g.*, http://www.w3.org/XML/Group/qtspecs/document_staging/WD-xpath-30-20110614/) and the clear direction to copy all files in that staging directory into the “datespace” directory associated with the document (in this case, that directory would be <http://www.w3.org/TR/2011/WD-xpath-30-20110614/>).

4. A gentle reminder to set up a redirect from the TR page to the “datespace” directory (in this case, a redirect from <http://www.w3.org/TR/xpath-30/> to <http://www.w3.org/TR/2011/WD-xpath-30-20110614/Overview.html> and a redirect from <http://www.w3.org/TR/xpath-3/> to the same file).
- If the documents being published require publication of auxiliary files (*e.g.*, namespace documents, XML Schema documents, and/or XSLT stylesheets), then analogous requests should be made in the same email, specifying the full directory path to the files in their staged directories and the full directory path where they are to be placed for public access.