BGIN Directive 2 (Draft)



Document Styles Directives

Tentative style guide on the creation of the BGIN document

**

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# Introduction

This document explains the style that any BGIN document follows. This document itself follows the guidance given by this document. Thus, this document serves as an example document as well.

In this document, the following keywords are used.

* SHALL, SHALL NOT as keywords to indicate requirements,
* SHOULD, SHOULD NOT as keywords to indicate recommendation, and
* MAY, MAY NOT as keywords to indicate permission.

IPR

|  |
| --- |
| Text to be provided by Governance WG. |

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# 1. Scope

The scope of this document is

* to provide normative requirements to the BGIN documents; and
* to give guidance on the styles of writing of such documents.

The targeted audience of this document is the people who author BGIN documents.

# 2. Normative reference

This document has no normative reference.

# 3. Terms and definitions

This document uses the following terms as the shortcut for more complete wording provided as the definition. When the term appears within this document, it should be read as being replaced by the term.

Format of this clause is as follows.

**3.1**

**term**

shortcut of the definition

Note to entry: the term SHALL start with a small letter and shall be in a singular form. The definition SHALL NOT start with an article and shall not end with a punctuation mark.

# 4. Abbreviations and symbols

In this document, the following abbreviations and symbols are used.

BGIN Blockchain Governance Initiative Network

NOTE: All the abbreviations SHALL appear in this clause.

# 5. Structure of the document

## 5.1 Title, Introduction, and Table of content

The document SHALL start with a title, followed by “Introduction” that provides background and rationale for the document. “Introduction” is unnumbered.

The introduction is followed by the Table of contents.

## 5.2 Clause 1: Scope

Clause 1 SHALL always be “1. Scope”. This clause explains what is in this document concisely and the targeted audience.

## 5.3 Clause 2: Normative references

Clause 2 SHALL always be “2. Normative references”. This clause lists all the documents that are essential to implement the requirements in this document. All other references SHALL be recorded in the Informative reference section at the end of this document.

## 5.4 Clause 3: Terms and definitions

Clause 3 SHALL always be “3. Terms and definitions”.

The first paragraph of clause 3 SHALL be the paragraph in Figure 1.

|  |
| --- |
| This document uses the following terms as the shortcut for more complete wording provided as the definition. When the term appears within this document, it should be read as being replaced by the term. |

Figure 1 – The first paragraph of Clause 3.

What this means is that if a term “finibus” was defined as “De Finibus Bonorum et Malorum”, then if “finibus” appeared in the text, it should be replaced with “De Finibus Bonorum et Malorum”. For example,

Lorem ipsum is typically a corrupted version of Cicero’s “finibus”, with words altered, added, and removed to make it nonsensical, improper Latin.

SHALL be read as

Lorem ipsum is typically a corrupted version of Cicero’s “De Finibus Bonorum et Malorum”, with words altered, added, and removed to make it nonsensical, improper Latin.

Terms and definitions SHALL NOT be confused with the explanation of a concept. It is just a short-cut for the definition text. Whenever possible, defining a term SHOULD be avoided. Usually, a term used in the dictionary sense will suffice. However, at times, a term can have multiple meanings and one may want to constrain the meaning in the document. It is typically in such cases where the term and definition is to be used.

Many authors desire to use terms and definitions to explain complex concept but trying to do it in a paragraph often does not do justice to the concept. To explain a concept, it SHOULD create a clause or subclause to explain it with the concept name as the title of the clause or subclause.

## 5.5 Clause 4: Abbreviations and symbols

Clause 4 SHALL always be “4. Abbreviations and symbols”. All abbreviations and symbols SHALL be collected in this clause.

## 5.6 Clause 5 onwards

### 5.6.1 Main text

Clause 5 on-wards forms the main content of the document. The numbering within a clause is done in the format of 5.1, 5.1.1, etc. These are used to explain concepts, current situations, best practices, requirements, and guidances.

### 5.6.2 Prohibition of hanging paragraphs.

There SHALL NOT be any hanging paragraph as it will be difficult to reference the paragraph. If it is desirable to provide the general context of the clause as many hanging paragraphs at the beginning of the clause do, then it MAY use a generic title like “5.1. General”.

### 5.6.3 Considerations

Once the main content of the document was completed, then it SHALL be appended with the following:

* Security considerations
* Privacy considerations

Considerations SHALL NOT include requirements. Therefore, it SHALL NOT have any “SHALL” and “SHALL NOT”.

### 5.6.4 Informative references

* Informative references

Informative references SHALL NOT include the normative references.

### 5.6.5 Appendices

The document may have Appendixes as well. An appendix can be normative (contains requirements) or informative. Appendix SHALL start with a new page. When it includes requirements, the Appendix title line SHALL be followed by a line writing “(Normative)”. Appendixes SHALL be numbered with alphabets.

Figure 2 is an example of a Normative Appendix.

|  |
| --- |
| Appendix A – Appendix Title (Normative) A.1 Loren Ipsum Lorem ipsum dolor sit amet, consectetur adipiscing elit. Morbi ac placerat est. Donec sapien dolor, pulvinar quis ultricies nec, feugiat vel enim. Donec aliquet felis molestie, tristique lectus fringilla, ultricies quam. Suspendisse potenti. Vestibulum scelerisque varius risus, quis auctor dolor varius ac. Sed elit eros, lacinia at pharetra eget, viverra et ligula. Proin blandit, purus eget euismod ultricies, velit ex blandit leo, sit amet gravida mauris est facilisis ante.  Integer neque ex, faucibus vitae tempor sit amet, condimentum sit amet neque. Aliquam condimentum ultrices nisl, non condimentum quam fermentum sed. Duis gravida neque pharetra magna malesuada posuere. Sed porttitor gravida turpis. Quisque ac nisi id lectus commodo elementum. Integer elit sapien, convallis quis sodales ut, sodales vitae velit. Aenean cursus eros quis dolor porttitor fringilla. Mauris commodo orci a suscipit suscipit. Fusce lobortis ipsum sit amet velit ullamcorper auctor. In gravida volutpat leo a hendrerit. Cras sed dolor tincidunt lacus faucibus pharetra. Donec pharetra scelerisque enim vel venenatis. |

Figure 2 – Appendix style

If there is no other Appendix, the document SHALL at least have one Appendix acknowledging authors and contributors.

# 6. Styles for writing

## 6.1 Simple English

The document SHALL be written in simple English. BGIN document will be read by non-native speakers of English as well so the simple grammatical structure is preferred. A sentence that spans more than three lines are strongly discouraged. An active form is preferred to a passive form.

## 6.2 Title of clauses

Title of the clauses and the subclauses SHALL use the styles as depicted in Figure 3.

|  |
| --- |
| 5 Heading 15.1 Heading 25.1.1 Heading 35.1.1.1 Heading 4 Etc. |

Figure 3 – Title styles

## 6.3 Bullet lists

A bullet list should start with an explaining sentence that leads to the bullet list. The explanation sentence and the bullet list SHOULD be read just as a paragraph. Figure 4 shows such an example.

|  |
| --- |
| The purpose of this document is to   * explain to the authors how to draft a document; * provide an example of how a document should look like; and * achieve a consistent look and feel among the document created as BGIN. |

Figure 4 – An example of a bullet list.

Note the above example can be just read as in Figure 5.

|  |
| --- |
| The purpose of this document is to explain to the authors how to draft a document; provide an example of how a document should look like; and achieve a consistent look and feel among the document created as BGIN. |

Figure 5 – A list turned into a regular sentence.

In the case of a numbered list, it SHOULD take the following scheme which is available in Google docs.

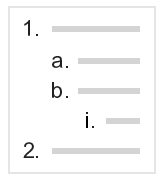


Figure 6 – Numbered bullet list

## 6.4 Figures

Figures SHALL be numbered. Figures SHALL be referred to in the text. Subclause 6.2 provides such examples.

## 6.5. Referring itself and a part of the document

To refer to the current document, it shall use “this document”.

To refer to a part of the document, use the following scheme:

* Heading 1 level: Clause. E.g., Clause 6 of this document.
* Heading 2 level: Subclause. E.G. Subclause 6.1 of this document.
* Heading 3 level onwards: Just use numbers. E.g., 6.1.3 of this document.

## 6.6. Keywords

Keywords in BGIN documents SHALL BE as follows:

* SHALL, SHALL NOT as keywords to indicate requirements,
* SHOULD, SHOULD NOT as keywords to indicate recommendation, and
* MAY, MAY NOT as keywords to indicate permission.

All BGIN documents SHALL include the keywords template as in Figure 7 in the Introduction.

|  |
| --- |
| In this document, the following keywords are used.   * SHALL, SHALL NOT as keywords to indicate requirements, * SHOULD, SHOULD NOT as keywords to indicate recommendation, and * MAY, MAY NOT as keywords to indicate permission. |

Figure 7 – Keywords template

## 6.7 IPR statement

All BGIN document SHALL include the template in Figure 8 to indicate the IPR status of the document in the introduction.

|  |
| --- |
| Text to be provided by the Governance WG. |

Figure 8 – IPR template

## 6.8 Figure title

As in the above examples, a figure title SHALL take the following format:

Figure %n – Figure title

It SHALL be aligned to the left. The dash between the figure number and the figure title is “long-dash”. It can be input on a MacOS as option+”-”.

# 7. Security considerations

This document has no security considerations.

# 8. Privacy considerations

Acknowledgement section contains PII of those people. Editors SHALL make sure to obtain the consent of the people to be included. Sometimes, a contributor MAY want to remain pseudonymous and just appear as an initial etc.

# 9. Regulatory considerations

# 10. Informative reference

This document has no informative reference.

# 

# Appendix A – Acknowledgement

(Informative)

## A.1 Editors and Co-editors

* Nat Sakimura (NAT.Consulting)

## A.2 Contributors