Word Specification Sample

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[List your editors here; check whether "Editor" header should be plural]

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[Optionally list them in the Acknowledgments appendix instead]

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Abstract:

[Supply your own summary of the technical purpose of the document.] This document provides a working MS Word 2000 sample from which you can start editing your own OASIS-published document. Instructions are provided as italic text in brackets, which should be deleted before publication. Full instructions are provided in the body of the document.

Status:

[Describe the status and stability of the specification and where to send comments.] This document is updated periodically on no particular schedule. Send comments to the editor.

[This is boilerplate; to use, fix the hyperlinks:] Committee members should send comments on this specification to the xxx@lists.oasis-open.org list. Others should subscribe to and send comments to the xxx-comment@lists.oasis-open.org list. To subscribe, send an email message to xxx-comment-request@lists.oasis-open.org with the word "subscribe" as the body of the message.

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39Table of Contents

53

54Introduction

55*[Provide an introductory chapter, indicating if any parts of it are non-normative.]*

561.1 Terminology

57*[The following is boilerplate. Most specifications will need this and the corresponding* 58*bibliography entry.]* The key words *must, must not, required, shall, shall not, should,* 59*should not, recommended, may,* and *optional* in this document are to be interpreted 60as described in [RFC2119].

2 Word Styles

[This section is provided to explain and demonstrate the styles available in the Word template attached to this sample document. It is important to use the styles provided in the template consistently and to avoid defining new styles or using raw formatting.

Delete this entire section when using this sample document to begin writing a new specification.]

2.1 Overall Style

The paper size is set to **Letter**, which is 8 ½ x 11. You may change this to **A4** or whatever other size suits your needs.

The document identifier and publication date information in the footer needs to be updated every time you publish.

Line numbers are enabled by default for easy reference by specification commenters. You may turn line numbering off.

2.2 Title Page

The title page is designed to fit a lot of metadata compactly. If you wish to create a "true" title page, you may insert a page break after the subtitle.

2.3 Headings

Heading 1 through **Heading 9** and **AppendixHeading** have been defined with a special appearance. Headings are numbered and appear in the Table of Contents. Pressing Return after a heading inserts a **Normal** paragraph style directly after.

This template sets **Heading 1** and **AppendixHeading** to start on a new page. You may set the **Heading 1** style not to start on a new page if you wish. Major headings have a horizontal rule above them.

2.4 Paragraphs

The font in the **Normal** paragraph style is 10-pt Arial. You may change this to 11-pt **Times New Roman** if you prefer a serif font; changing these two settings should change all the other relevant styles.

2.5 Lists

The **Definition term** and **Definition** paragraph styles are defined specially for this template. They produce a definition list with a hanging appearance. Pressing Return after one inserts the other directly after.

Definition term

Definition for the term.

Use **List bullet** for first-level bulleted lists. Use **List bullet 2** for second-level bulleted lists. Use **List continue** for continued paragraphs in list items.

 List bullet

List continue.

– List bullet 2

99 List continue 2.

100For bibliography lists, use the **Ref** paragraph style. Use the **Ref term** character style
101for the bracketed text that serves as the bibliography entry key, and make each
102reference term into a bookmark for use as references from the text. For example,
103[RFC2119] is a generated cross-reference to the IETF RFC 2119 bibliography entry in
104Section 3.1 of this sample.

105**2.6 Tables**

106Use the following style for most tables: *[To be supplied; suggestions welcome!]*

107**2.7 Code Examples**

108For schema code and other normative code, use the **Code** paragraph style. It fits 71
109characters. For example:

```
110    12345678901234567890123456789012345678901234567890123456789012345678901
111             1         2         3         4         5         6         7
112    <simpleType name="DecisionType">
113        <restriction base="string">
114            <enumeration value="Permit"/>
115            <enumeration value="Deny"/>
116            <enumeration value="Indeterminate"/>
117        </restriction>
118    </simpleType>
```

119Use the **Code small** style if the code has very long lines. It fits 80 characters. For
120example:

```
121    12345678901234567890123456789012345678901234567890123456789012345678901234567890
122             1         2         3         4         5         6         7         8
123    <simpleType name="DecisionType">
124        <restriction base="string">
125            <enumeration value="Permit"/>
126            <enumeration value="Deny"/>
127            <enumeration value="Indeterminate"/>
128        </restriction>
129    </simpleType>
```

130For non-normative examples, use the **Example** paragraph style. For example:

```
131    GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
132    <other HTTP 1.0 or 1.1 components>
```

133Use the **Example small** style if the example has very long lines. For example:

```
134    GET http://<host name and path>?TARGET=<Target>...<HTTP-Version>
135    <other HTTP 1.0 or 1.1 components>
```

136**2.8 Character Styles**

137This template defines several character styles for general text use:

138 **Element** style (shortcut Ctrl-Shift-E) for <NativeElement> names and
139 <ns:ForeignElement> names; add the angle brackets yourself

140 **Attribute** style (shortcut Ctrl-Shift-A) for attributeNames

141 **Datatype** style (shortcut Ctrl-Shift-Alt-D) for DataType names

142 **Keyword** style (shortcut Ctrl-Shift-K) for OtherKeyword names

143 **Variable** style (shortcut Ctrl-Shift-Alt-V) for *variable* names

144 3 References

145 3.1 Normative

146 **[RFC2119]** S. Bradner, *Key words for use in RFCs to Indicate Requirement*
147 *Levels*, http://www.ietf.org/rfc/rfc2119.txt, IETF RFC 2119, March
148 1997.

149Appendix A. Acknowledgments

150The following individuals were members of the committee during the development of 151this specification:

152☐ Jane Doe, Example Corp.

153☐ A. Nonymous (chair), Example Corp.

154☐ John Smith, Example Corp.

155☐ Karl Best, OASIS

156☐ John Doe, Other Examples, Inc.

157☐ Eve Maler, Sun Microsystems

158☐ Norman Walsh, Sun Microsystems

159In addition, the following people made contributions to this specification:

160☐ Joe Blow, Example Corp.

161Appendix B. Revision History

162[This appendix is optional, but helpful. It should be removed for specifications that 163are at OASIS Standard level.]

Rev	Date	By Whom	What
wd-00	2002-04-26	Eve Maler	Initial version
wd-03	2002-06-12	Eve Maler	Incorporates decision to put IPR boilerplate in the Status section and comments from Drummond Group.
Wd-04	2002-08-16	Eve Maler	Updated the copyright statements to meet legal requirements.

164

165Appendix C. Notices

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