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1 **Abstract:** Key discussion points covered in the draft are stated here in a few complete sentences,
2 using passive rather than active voice. The more specific the better since the abstract often
3 populates search engines and catalog databases.

4 **Keywords:** designation, document development, draft, equation, figure, guide, IEEE 987.6™,
5 introduction, list, purpose, recommended practice, scope, standard

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37

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3 and year of approval to access the web page of the published standard. Errata links are located under the
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5 **Alessandro Volta, Vice Chair**

6
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8 Participant2 Participant5 Participant8
9 Participant3 Participant6 Participant9

10
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15 Participant2 Participant5 Participant8
16 Participant3 Participant6 Participant9

17
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24 SBMember2 SBMember5 SBMember8
25 SBMember3 SBMember6 SBMember9

26 *Member Emeritus

1 **Introduction**

2 This introduction is not part of P987.6/D3, Draft Standard for Recommended Practice for Preparing an IEEE Standards
3 Draft

4 The introduction of the frontmatter is informative. It serves to give readers context, including background,
5 key themes, history, etc.

6 **Acknowledgements**

7 Permissions have been granted as follows:

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Draft Standard for Recommended Practice for Preparing an IEEE Standards Draft

1. Overview

1.1. Scope

The scope shall be within the technical boundaries, as determined by the balloting group, of the scope submitted on the PAR. If the standard incorporated Open Source, this should be noted in the Scpe along with a link to the Open Source of the URL.

1.2. Purpose

The purpose shall be within the technical boundaries, as determined by the balloting group, of the purpose submitted on the PAR.

1.3. Word usage

The word *shall* indicates mandatory requirements strictly to be followed in order to conform to the standard and from which no deviation is permitted (*shall* equals *is required to*).⁶⁷

The word *should* indicates that among several possibilities one is recommended as particularly suitable, without mentioning or excluding others; or that a certain course of action is preferred but not necessarily required (*should* equals *is recommended that*).

The word *may* is used to indicate a course of action permissible within the limits of the standard (*may* equals *is permitted to*).

The word *can* is used for statements of possibility and capability, whether material, physical, or causal (*can* equals *is able to*).

⁶ The use of the word *must* is deprecated and cannot be used when stating mandatory requirements; *must* is used only to describe unavoidable situations.

⁷ The use of *will* is deprecated and cannot be used when stating mandatory requirements; *will* is only used in statements of fact.

1 2. Normative references

- 2 The following referenced documents are indispensable for the application of this document (i.e., they must
3 be understood and used, so each referenced document is cited in text and its relationship to this document is
4 explained). For dated references, only the edition cited applies. For undated references, the latest edition of
5 the referenced document (including any amendments or corrigenda) applies.
- 6 Accredited Standards, Accredited Standards Committee C2-2012, National Electrical Safety Code®
7 (NESC®).^{8, 9}
- 8 IEEE P802.21/D14, IEEE P802.21™ (Draft 14, November 2003), Draft Standard for Local and
9 Metropolitan Area Networks—Media Independent Handover Services.⁶
- 10 IEEE/ASTM SI 10.1997™, IEEE/ASTM Standard for Use of the International System of Units (SI): The
11 Modern Metric System.¹⁰
- 12 IEEE 260.1™-2004, IEEE Standard Letter Symbols for Units of Measurement (SI Customary Inch-Pound
13 Units, and Certain Other Units).
- 14 IEEE 91™-1973, IEEE Graphic Symbols for Logic Diagrams (Two State Devices).
- 15 ISO/IEC 27002:2013, Information technology—Security techniques—Code of practice for information
16 security controls.
- 17 NFPA 70, NFPA 70, 2011 Edition, National Electrical Code® (NEC®).^{7, 11}

18 3. Definitions, acronyms and abbreviations

19 3.1. Definitions

- 20 For the purposes of this document, the following terms and definitions apply. The *IEEE Standards Dictionary*
21 *Online* should be consulted for terms not defined in this clause.¹²
- 22 **acceleration-insensitive drift rate:** The component of... *See also:* **drift rate; systematic drift rate.**
- 23 **code set:** *See:* **coded character set.**
- 24 **coded character set:** A set of characters. *Syn:* **code set.**
- 25 **drift rate:** The slope at a stated time of... (adapted from [ISO/IEC 9945-1:2003 \[B2\]](#), adapted)
- 26 **input reference axis:** The direction of an axis. *Syn:* **IRA.**

27 ⁸ National Electrical Safety Code and NESC are both registered trademarks and service marks of The Institute of Electrical and
28 Electronics Engineers, Incorporated.

29 ⁹ The NESC is available from The Institute of Electrical and Electronics Engineers at <http://standards.ieee.org/>.

30 ¹⁰ IEEE publications are available from The Institute of Electrical and Electronics Engineers (<http://standards.ieee.org/>).

31 ¹¹ The NEC is published by the National Fire Protection Association (<http://www.nfpa.org/>). Copies are also available from The
32 Institute of Electrical and Electronics Engineers at <http://shop.ieee.org/>.

33 ¹² *IEEE Standards Dictionary Online* is available at: <http://dictionary.ieee.org>. An IEEE Account is required for access to the dictionary,
34 and one can be created at no charge on the dictionary sign-in page.

- 1 NOTE—See 6.7.¹²
- 2 **IRA:** See: **input reference axis.**
- 3 **output:** (A) Data that ... (B) The process of ...
- 4 **systematic drift rate:** That component of drift rate that... ([IEEE 260.1™-2004](#))

5 **3.2. Acronyms and abbreviations**

6	DER	distributed emission regeneration
7	DIS	distributed interactive simulation
8	ISDN	integrated services digital network
9	LAN	local area network
10	PDU	protocol data unit

11 **4. Important elements of IEEE standards drafts**

12 **4.1. General**

13 IEEE drafts should be created using one of the approved IEEE SA templates. The templates have built-in
14 macro features that allow for easy tagging of each of the draft elements.¹³

15 Sources listed in the normative references clause shall also be cited in text. Explain the role and significance of
16 each normative reference. Note that IEEE drafts may be included in the normative references clause as long as
17 they are properly cited. See reference to IEEE P802.21 (Draft 14, November 2003) in Clause 2 of this sample.

18 NOTE 1—A normative reference is a document that users of the standard need to have on hand and understand in order
19 to correctly implement the material contained in an IEEE draft.¹⁴

20 NOTE 2—Documents that serve as supplemental information that authors of the standard found useful when researching
21 the material, but that do not carry the same weight as the normative references, are usually informative and therefore
22 would belong in a bibliography (informative annex).

23 All IEEE standards shall use metric units as the primary units of measure. Customary equivalents may be
24 included in the text after the metric units in parentheses. In the case of tables, separate tables for metric and
25 customary units may be included. See National Electrical Safety Code® (NESC®) (Accredited Standards
26 Committee C2-2012) and National Electrical Code® (NEC®) (NFPA 70, 2011 Edition) for examples. For
27 more information on the use of metric in IEEE standards, see IEEE/ANSI SI 10. For guidance on the use of
28 letter symbols for units of measurement, refer to IEEE Std 260.1-2004.

29 ¹³ IEEE SA approved templates can be found online at <https://standards.ieee.org/develop/drafting-standard/resources.html>.

30 ¹⁴ Notes to text, tables, and figures are for information only and do not contain requirements needed to implement the standard.

1 **4.2. Lists**

2 Lists in a clause or subclause may be ordered or unordered.

3 The following is an example of a properly formatted ordered list:

4 a) Name of the manufacturer

5 b) Connection chart showing

6 1) Full winding development

7 2) Taps

8 c) Self-impedance (for linear coupler transformers)

9 i) Reactance

10 ii) Impedance

11 1) For volts

12 2) For amperes

13 The following is an example of a properly formatted unordered list:

14 – Begin with a capital letter.

15 – Include final punctuation for all items in the list if one item in the list is a complete sentence.

16 **4.3. Tables**

17 Tables should be cited in text and the significance of the tables explained. Table titles are positioned above
18 the tables. [Table 1](#) shows the nomenclature of a properly formatted table.

19 **Table 1—Table formatting**

20 Column 22 heading	23 Column heading	24 Column heading^a		
		25 Column 27 heading	28 Column 30 heading	
29 Line heading	30 Tabulated data (individual positions within the body of the table 31 are called <i>cells</i>)			
32 Subheading				
33 Subheading				
34 Line heading				
35 NOTE 1— This table is provided as an example. The structure of actual tables may vary depending on the data being displayed.				
36 NOTE 2— Use 0.75 Xd for hydrogenerators without amortisseur windings.				

37 ^a Table footnotes are considered to be a normative part of the document.

38 Column headings are in bold and centered. If a table extends beyond one page, carry the title of the table
39 over to each subsequent page with “(*continued*)” after the title. Table notes are informative; table footnotes
40 are normative.

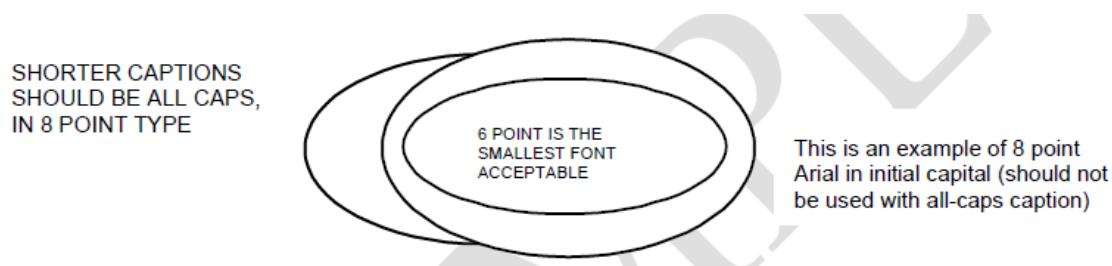
1 The following is an example of an informal table. Note that there is no title or table number. Use these
2 sparingly. It is preferred that all tables are numbered and titled.

3

Cable type	Rated voltage (kV)
High pressure	69–161
Low pressure	10–29
Gas-filled	30–46
Low and medium pressure	15–161
Liquid-filled	230

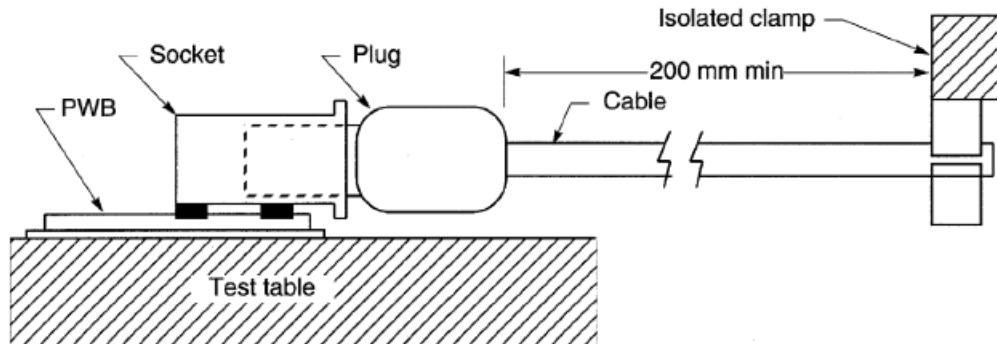
10 **4.4. Figures**

11 Figures should be cited in text and the significance of the figures explained. Figure titles are positioned below
12 the figures themselves. Figures can be created using text or graphics software. [Figure 1](#) and [Figure 2](#) show
13 properly formatted figures.



14

Figure 1—Typographical specifications for figure title



15

Figure 2-1—vibration test

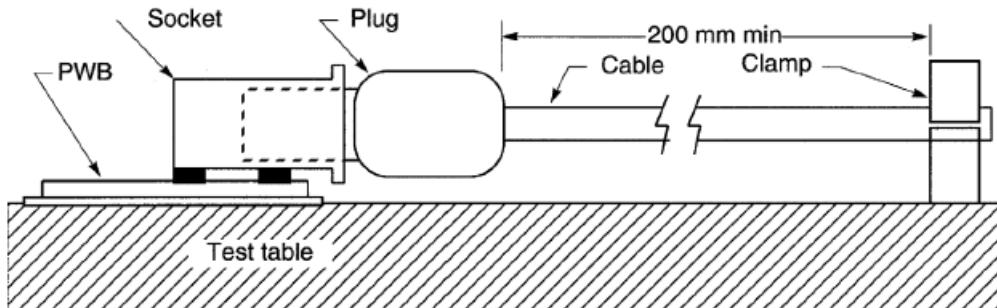


Figure 2-2—shock test

NOTE—Notes to figures are formatted between the graphic and the figure caption.

Figure 2—A sample of figure presentation

4.5. Equations

Equations should be cited in text and the significance of each equation explained. The equation number should be right-aligned. See [Equation \(1\)](#).

$$Y(x) = Y_0 \exp\left[-(x - x_0)^2 / (2f^2)\right] \quad (1)$$

$Y(x)$ is the amplitude of the Gaussian function at channel x

Y_0 is the height of the Gaussian at the centroid channel

x is the channel number

x_0 is the centroid of the Gaussian

f is the width of the Gaussian

1 **Annex A**

2 (informative)

3 **Sample bibliography**

4 Bibliographical references are resources that provide additional or helpful material but do not need to be
5 understood or used to implement this standard. Reference to these resources is made for informational use
6 only.

7 [B1] IEEE Std XXXTM-YEAR, IEEE Standard for Something Industry Needs.

8 [B2] ISO/IEC 9945-1:2003, Information technology—Portable Operating System Interface (POSIX)—
9 Part 1: Base Definitions.¹⁵

10 [B3] *Name of Book Title in Italics*. City of Publication, State: Name of Publisher, Year of Publication.
11 First and Last Page of Reference.

12

¹⁵ ISO/IEC documents are available from the International Organization for Standardization (<https://www.iso.org/>). ISO/IEC
13 publications are also available in the United States from Global Engineering Documents (<https://global.ihs.com/>). Electronic copies are
14 available in the United States from the American National Standards Institute (<https://www.ansi.org/>)

1 **Annex B**
2
3 (normative)
4
5 **Structure of a sample annex**

6 **B.1. Overview**

7 **B.1.1. Title**

8 Every annex shall be given a title and shall be designated either a normative or an informative annex. Notice
9 that the numbering now contains the annex letter. See [Equation \(B.1\)](#):

10
$$Y(x) = Y_0 \exp\left[-(x - x_0)^2/(2f^2)\right] \quad (\text{B.1})$$

12 $Y(x)$ is the amplitude of the Gaussian function at channel x
13 Y_0 is the height of the Gaussian at the centroid channel
14 x is the channel number
15 x_0 is the centroid of the Gaussian
16 f is the width of the Gaussian

17 **B.1.2. Clause and subclause organization**

18 The material in an annex should be organized into clauses and subclauses just like the body text. There should
19 be at least two subclauses in any subdivision so that if there is one second-level header, there should be at
20 a minimum one other one.

21 **B.2. Material in annexes**

22 Tables, figures, equations, lists, etc., in an annex are formatted like they would be in the body of the text
23 except that

- 24 – Tables are numbered according to the annex letter (see [Table B.1](#)).
25 – Figures are labeled according to the annex letter (see [Figure B.1](#)).

26 **Table B.1—Sample table in an annex**

27 28 29 30	Column heading	Column heading	Column heading	
			Column heading	Column heading
31 32 33	Line heading Subheading	Tabulated data (individual positions within the body of the table are called <i>cells</i>)		

1

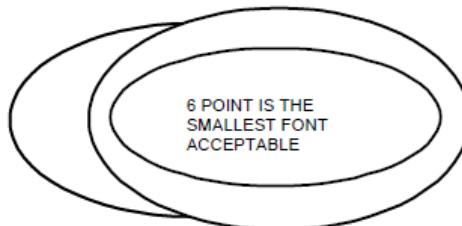
Table B.1—Sample table in an annex (continued)

2

3

Subheading			
Line heading			

SHORTER CAPTIONS
SHOULD BE ALL CAPS,
IN 8 POINT TYPE



This is an example of 8 point
Arial in initial capital (should not
be used with all-caps caption)

4

Figure B.1—Sample figure in an annex